

# CITY OF HAM LAKE

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Ham Lake, Minnesota 55304  
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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, AUGUST 5, 2024

- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**
- 3.1 Andy Grice, BerganKDV – Presentation of the 2023 Audit

### **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 15, 2024, Workshop minutes of July 15, 2024 and Budget Meeting minutes of July 15, 2024
- 4.2 Approval of claims
- 4.3 Approval of scheduling a Budget Meeting on August 19, 2024 following the regularly scheduled City Council meeting
- 4.4 Approval of a Proclamation proclaiming October as Domestic Violence Awareness Month
- 4.5 Approval of an Exempt Permit for Future Anglers of Minnesota to hold a raffle on September 22, 2024 at Majestic Oaks Golf Club, 701 Bunker Lake Boulevard NE
- 4.6 Approval of a Resolution accepting a \$7,000 donation from the Ham Lake Chamber of Commerce
- 4.7 Approval of accepting the 2024 Bituminous Overlay Project and commencing the one-year warranty period
- 4.8 Approval of an oversized accessory building located at 2300 153<sup>rd</sup> Avenue NE
- 4.9 Approval of accepting the grant from GameTime for a playground structures at Hidden Forest East Park

### **5.0 PLANNING COMMISSION RECOMMENDATIONS – None**

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

### **7.0 APPEARANCES**

- 7.1 Fire Chief Raczkowski – Discussion of Fire Station #3 bay flooring

### **8.0 CITY ATTORNEY**

### **9.0 CITY ENGINEER**

### **10.0 CITY ADMINISTRATOR**

### **11.0 COUNCIL BUSINESS**

- 11.1 Committee Reports
- 11.2 Discussion of the Anoka County Election Integrity Team (ACEIT)
- 11.3 Announcements and future agenda items

# City of Ham Lake

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Audit Presentation



# The Audit

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# Components of the Audit

- Opinion on the City's Basic Financial Statements
  - ◊ Unmodified Opinion - Best opinion an auditor is able to offer
- *Minnesota Legal Compliance Report* - no findings reported
- Report on *Government Auditing Standards*
  - ◊ Lack of Segregation of Accounting Duties
- Communications Letter
  - Required Communication, Financial Trends, and Emerging Issues

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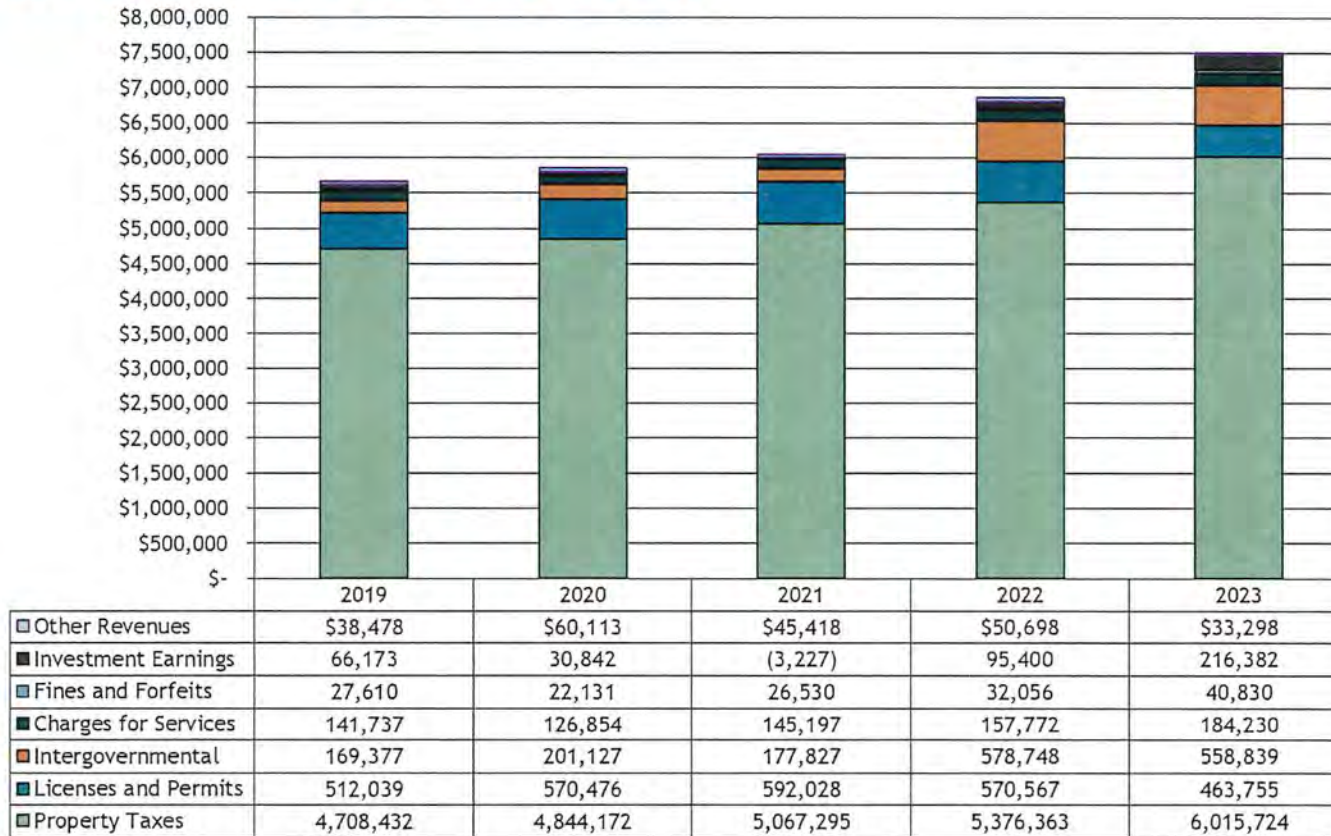
# Financial Communications

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# General Fund - Budget and Actual

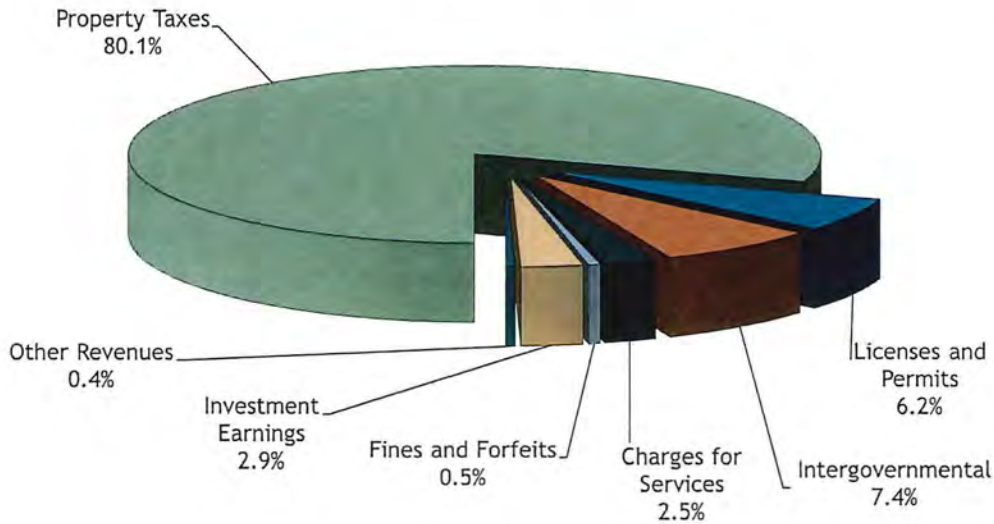
	Original and Final Budget	Actual Amounts	Variance with Final Budget - Over (Under)
<b>Revenues</b>			
Property taxes	\$ 6,038,283	\$ 6,015,724	\$ (22,559)
Licenses and permits	528,600	463,755	(64,845)
Intergovernmental	176,000	558,839	382,839
Charges for services	154,985	184,230	29,245
Fines and forfeitures	30,000	40,830	10,830
Investment income	1,000	216,382	215,382
Other revenues	10,500	33,298	22,798
Total revenues	<u>6,939,368</u>	<u>7,513,058</u>	<u>573,690</u>
<b>Expenditures</b>			
<b>Current</b>			
General government	1,119,232	1,473,192	353,960
Public safety	2,590,919	2,436,233	(154,686)
Public works	1,137,508	1,147,869	10,361
Park and recreation	327,710	210,429	(117,281)
<b>Capital outlay</b>			
General government	18,999	4,099	(14,900)
Public safety	47,000	2,756	(44,244)
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Park and recreation	18,500	3,990	(14,510)
Total expenditures	<u>5,284,868</u>	<u>5,279,908</u>	<u>(4,960)</u>
Excess of revenues over expenditures	1,654,500	2,233,150	578,650
<b>Other Financing Sources (Uses)</b>			
Transfers in	2,000	2,000	-
Transfers out	(1,656,500)	(1,656,500)	-
Total other financing sources (uses)	<u>(1,654,500)</u>	<u>(1,654,500)</u>	<u>-</u>
Net change in fund balance	\$ -	\$ 578,650	\$ 578,650

# General Fund Revenues

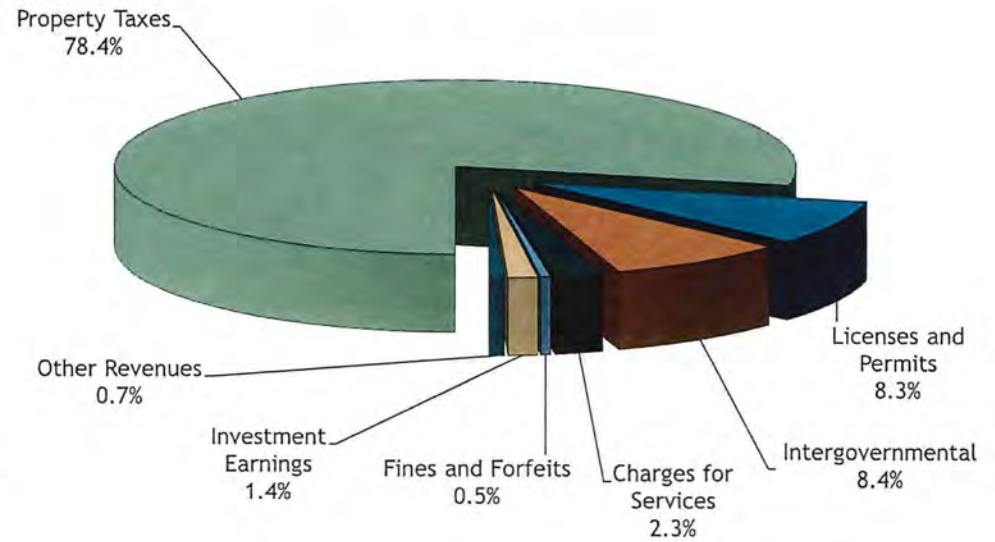


# General Fund – Revenues

2023 General Fund Revenues

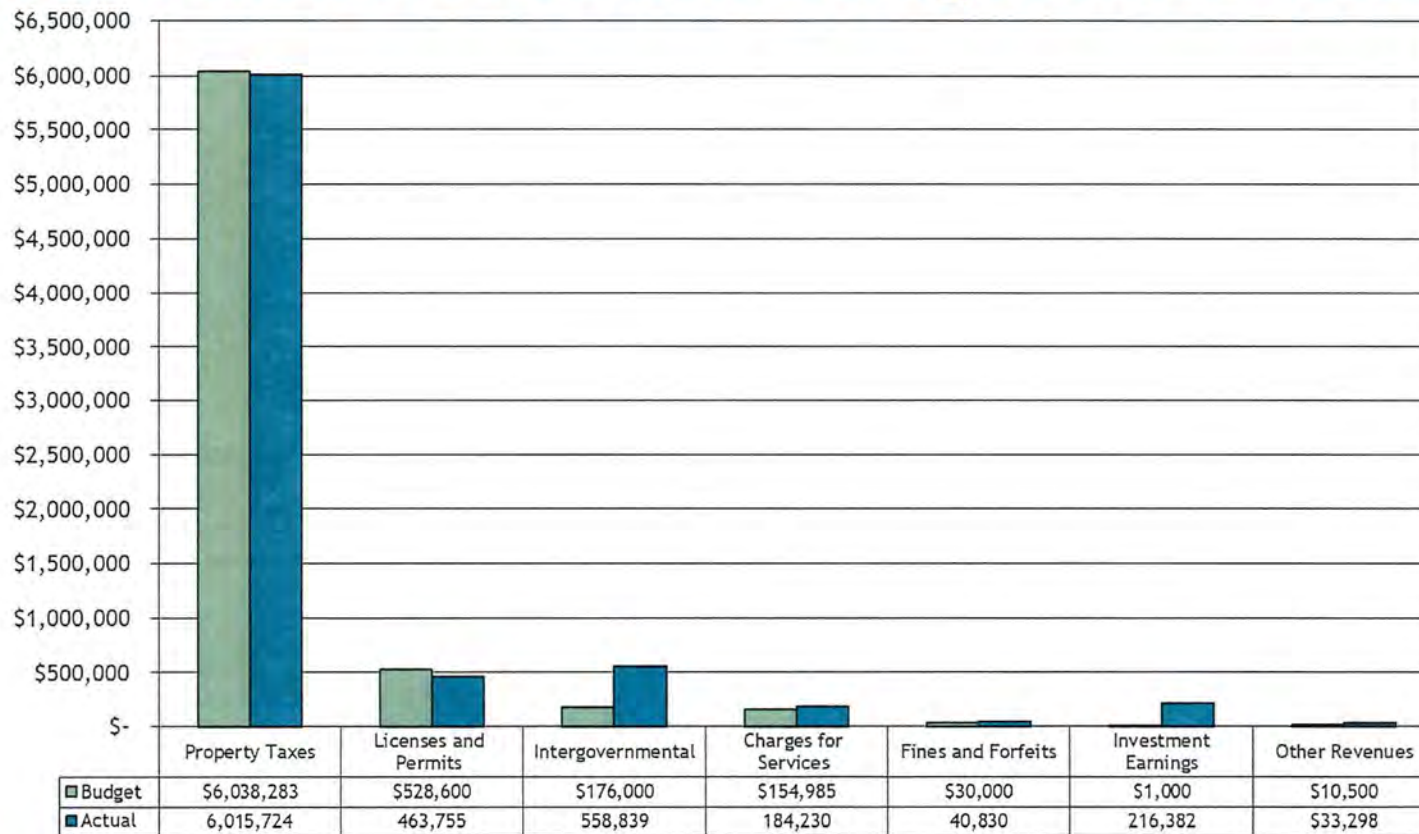


2022 General Fund Revenues

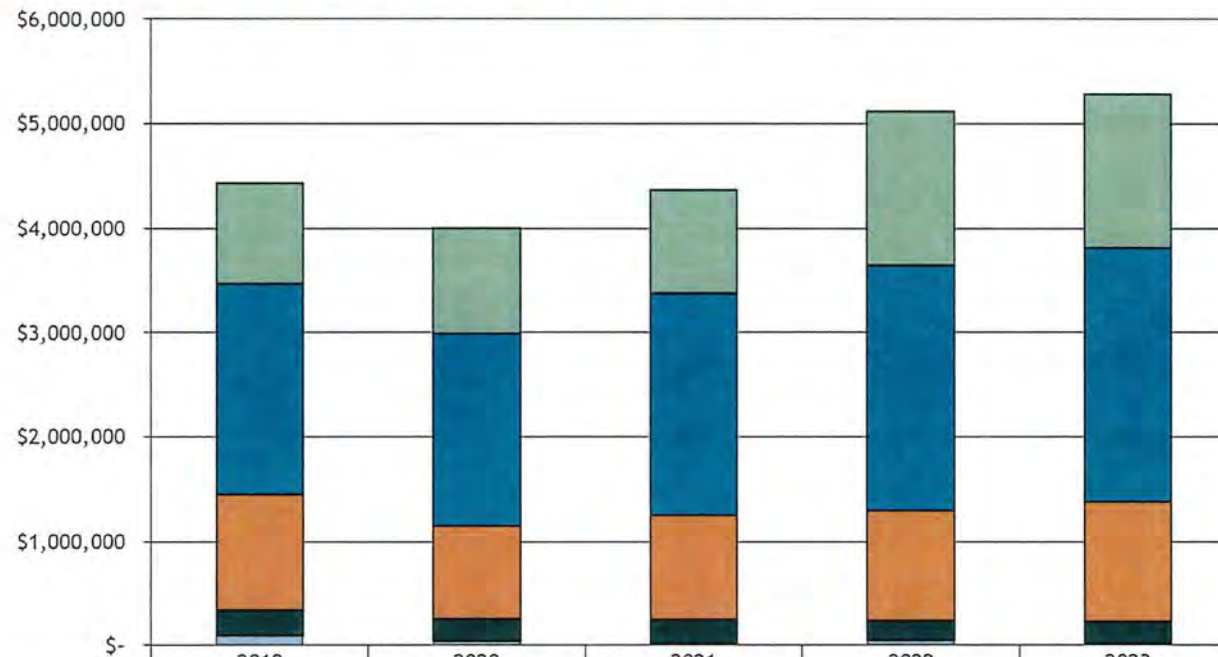




# General Fund Revenues Budget and Actual



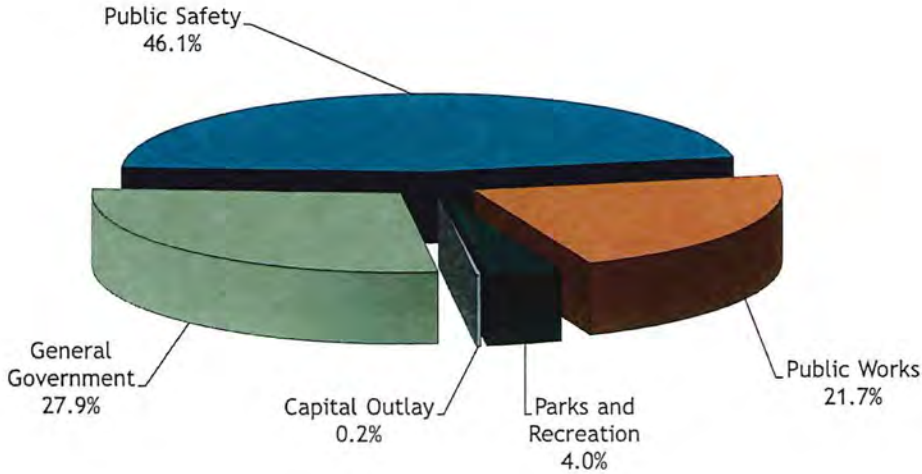
# General Fund Expenditures



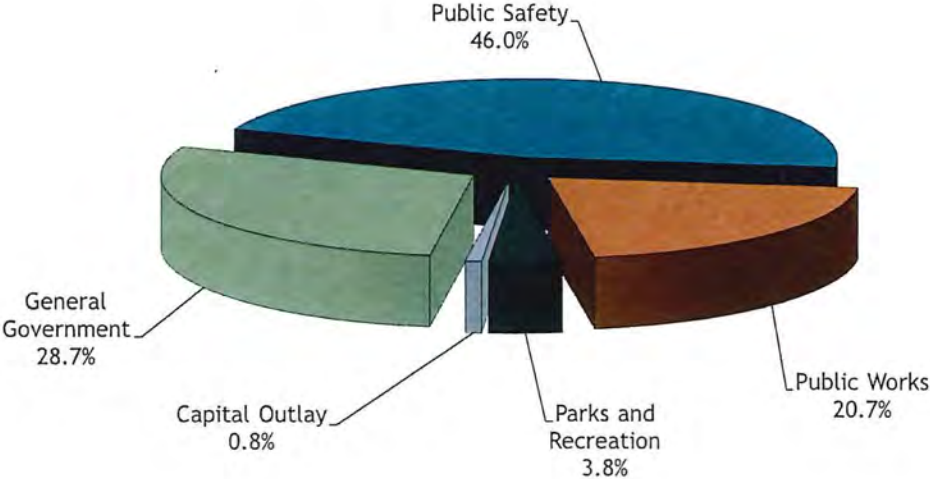
	2019	2020	2021	2022	2023
General Government	\$957,910	\$1,016,071	\$980,327	\$1,466,709	\$1,473,192
Public Safety	2,028,446	1,840,382	2,134,209	2,348,949	2,436,233
Public Works	1,109,599	892,056	1,005,550	1,058,131	1,147,869
Parks and Recreation	243,095	218,616	230,816	193,133	210,429
Capital Outlay	92,093	34,882	12,481	43,099	12,185

# General Fund - Expenditures

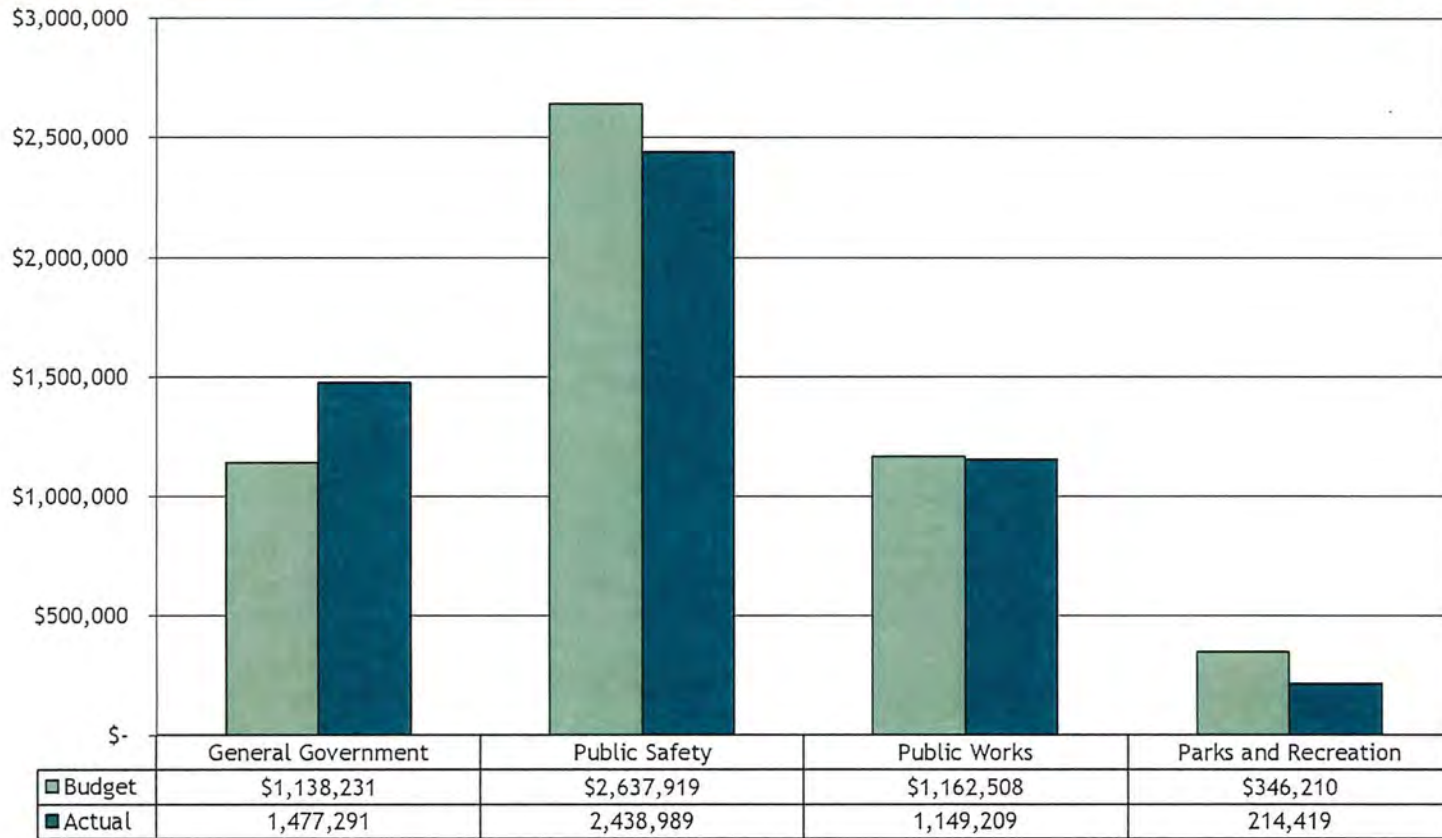
2023 General Fund Expenditures



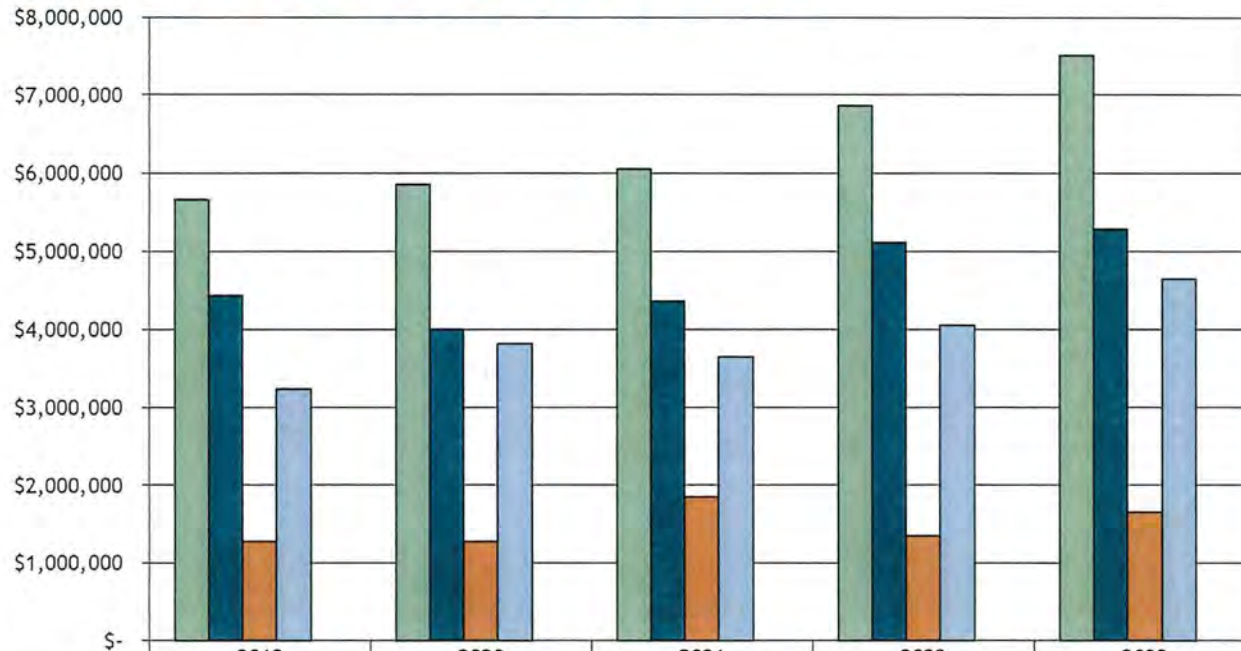
2022 General Fund Expenditures



# General Fund Expenditures – Budget and Actual

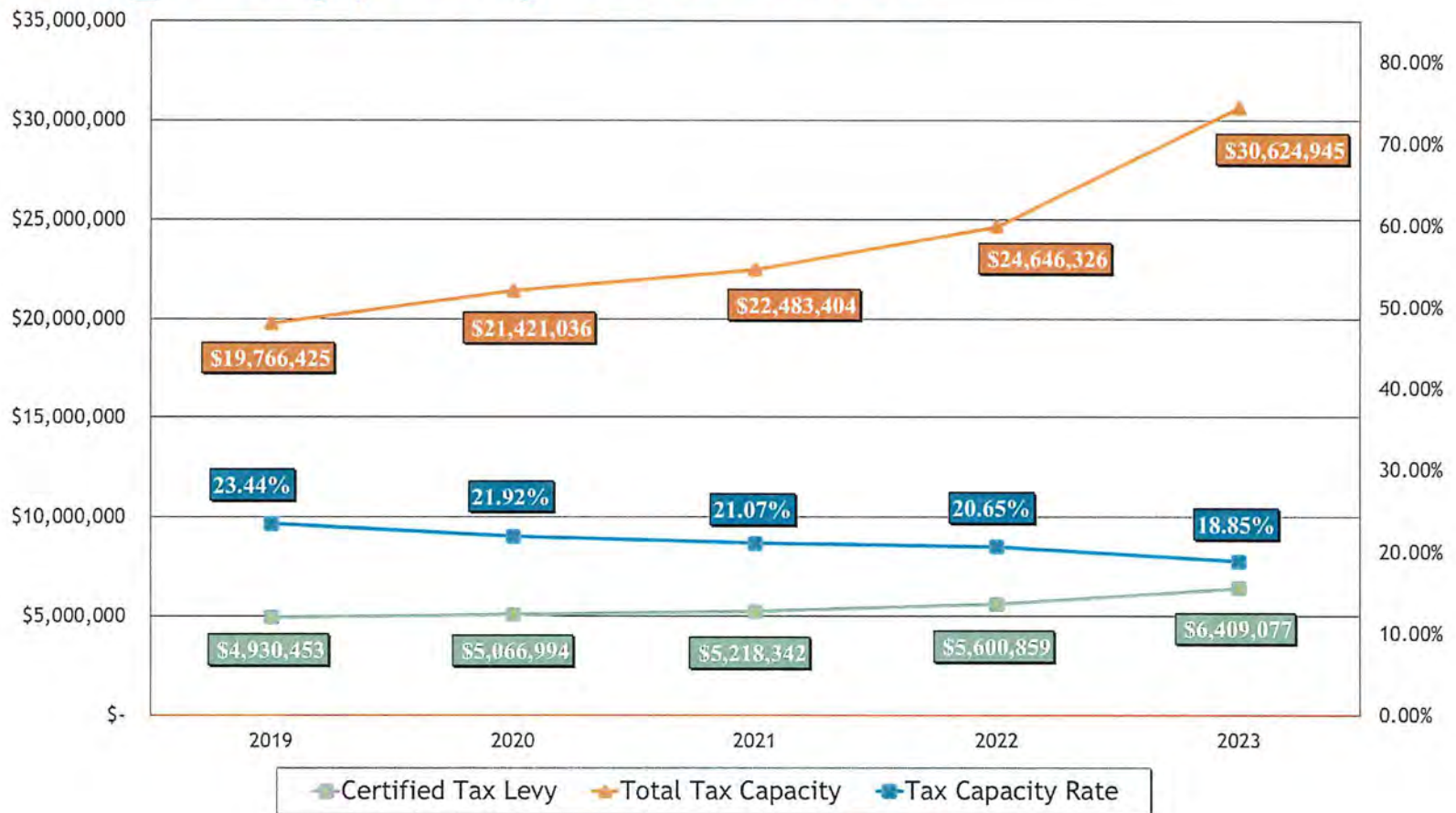


# General Fund - Fund Balance



	2019	2020	2021	2022	2023
Total Revenues	\$5,663,846	\$5,855,715	\$6,051,068	\$6,861,604	\$7,513,058
Total Expenditures	4,431,143	4,002,007	4,363,383	5,110,021	5,279,908
Net Transfers Out	1,268,650	1,268,650	1,850,270	1,345,300	1,654,500
Fund Balance	3,230,281	3,818,990	3,655,305	4,061,773	4,640,423
Fund Balance Ratio	57.7%	66.6%	58.0%	58.5%	63.5%

# Tax Capacity, Levy and Rates



# Auditor



# Andrew Grice

AUDIT SHAREHOLDER

952-563-6862

ANDY.GRICE@CREATIVEPLANNING.COM



**Thank You**

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This commentary is provided for general information purposes only, should not be construed as investment, tax or legal advice, and does not constitute an attorney/client relationship. Past performance of any market results is no assurance of future performance. The information contained herein has been obtained from sources deemed reliable but is not guaranteed.



**City of Ham Lake**  
**Communications Letter**  
**December 31, 2023**

**City of Ham Lake  
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## Report on Matters Identified as a Result of the Audit of the Basic Financial Statements

Honorable Mayor and Members  
of the City Council and Management  
City of Ham Lake  
Ham Lake, Minnesota

In planning and performing our audit of the basic financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Ham Lake, Minnesota, as of and for the year ended December 31, 2023, in accordance with auditing standards generally accepted in the United States of America, issued by the Comptroller General of the United States, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error, or fraud may occur and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City's basic financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

*Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.

*Probable.* The future event or events are likely to occur.

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The significant deficiency identified is stated within this letter.

The accompanying memorandum also includes financial analysis provided as a basis for discussion. The matters discussed herein were considered by us during our audit and they do not modify the opinion expressed in our Independent Auditor's Report dated June 26, 2024, on such statements.

The purpose of this communication, which is an integral part of our audit, is to describe for the Members of the City Council and management and other within the City and state oversight agencies the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Minneapolis, Minnesota  
July 26, 2024

## City of Ham Lake Significant Deficiency

### **Lack of Segregation of Accounting Duties**

The City has a lack of segregation of accounting duties due to a limited number of office employees. The lack of adequate segregation of accounting duties could adversely affect the City's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statements. Adequate segregation of accounting duties is in place when the following four areas of a transaction have been separated: authorization, custody, recording, and reconciliation. Examples of functions within the City that demonstrate this lack of segregation of accounting duties include, but are not limited to, the following:

*Cash Receipts* - As a result of the limited number of staff in the investments and cash receipts cycle, the Finance Director has the ability to post receipts to the general ledger, reconcile cash, and make journal entries. Also, an administrative assistant receipts payments made in person, reconciles the cash drawer at the end of the work day, and prepares the bank deposit.

*Cash Disbursements* - The Finance Director has duties that would be listed under authorization, custody, record keeping, and reconciliation.

Management and Members of the City Council are aware of this condition and have taken certain steps to compensate for the lack of segregation but due to the number of staff needed to properly segregate all of the accounting duties, the costs of obtaining desirable segregation of accounting duties can often exceed benefits which could be derived. However, management and the Members of the City Council must remain aware of this situation and should continually monitor the accounting system, including changes that occur.

We recommend segregation or independent review be implemented whenever practical and cost effective.

## **City of Ham Lake Required Communication**

We have audited the basic financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2023. Professional standards require that we advise you of the following matters related to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the basic financial statements prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the basic financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the basic financial statements are free of material misstatement. An audit of the basic financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Generally accepted accounting principles provide for certain Required Supplementary Information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI was not audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we do not express an opinion or provide any assurance on the RSI.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Our responsibility with respect to the other information in documents containing the audited basic financial statements and auditor's report does not extend beyond the basic financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information was not audited, and we do not express an opinion or provide any assurance on it.

### **Our Responsibility in Relation to *Government Auditing Standards***

As communicated in our engagement letter, part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, the objective of our tests was not to provide an opinion on compliance with such provisions.



## City of Ham Lake Required Communication

### **Our Responsibility in Relation to Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)**

As communicated in our engagement letter, in accordance with the Uniform Guidance, we examined on a test basis, evidence about the City's compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* applicable to each of its major federal programs for the purpose of expressing an opinion on the City's compliance with those requirements. While our audit provided a reasonable basis for our opinion, it did not provide a legal determination on the City's compliance with those requirements.

In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

### **Significant Risks Identified**

We have identified the following significant risks of material misstatement:

- ◆ Risk of Management Override of Internal Control
  - ◇ Management override of internal control is considered a risk in substantially all engagements as management may be incentivized to produce better results.
- ◆ Risk of Misappropriation of Assets Related to Segregation of Accounting Duties
  - ◇ If duties cannot be appropriately segregated within the accounting and finance department, there is a risk of unauthorized disbursements being made from the entity. In addition, generally this results in less review taking place as transactions are recorded in the financial statements.
- ◆ Risk of Improper Revenue Recognition
  - ◇ Revenue recognition is considered a fraud risk on substantially all engagements as it is generally the largest line item impacting an entity's operations.
- ◆ Pension Valuation
  - ◇ Net pension liability, deferred outflows of resources related to pensions, and deferred inflows related to pensions are generally material to the financial statements and involve significant estimates.

## City of Ham Lake Required Communication

### Qualitative Aspects of the City's Significant Accounting Practices

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in the notes to the basic financial statements. There have been no initial selection of accounting policies and no changes to significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management's current judgements. Those judgements are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgements. The most sensitive estimates affecting the basic financial statements relate to:

Net Pension Liability, Deferred Outflows of Resources Relating to Pensions, and Deferred Inflows of Resources Relating to Pensions - These balances are based on an allocation by the pension plans using estimates based on contributions.

We evaluated the key factors and assumptions used to develop the accounting estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

#### *Financial Statement Disclosures*

Certain basic financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The basic financial statement disclosures are neutral, consistent, and clear.

#### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

#### **Uncorrected and Corrected Misstatements**

For the purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effects of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the basic financial statements taken as a whole and each applicable opinion unit.

Management did not identify, and we did not notify them of any uncorrected financial statement misstatements.

## **City of Ham Lake Required Communication**

### **Uncorrected and Corrected Misstatements (Continued)**

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the basic financial statements taken as a whole.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's basic financial statements or the auditor's report. No such disagreements arose during the course of our audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management has informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditor.

### **Other Information Included in Annual Reports**

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the City's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

We applied certain limited procedures to the RSI that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

**City of Ham Lake  
Required Communication**

**Other Information Included in Annual Reports (Continued)**

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the basic financial statements.

## City of Ham Lake Financial Analysis

The following pages provide graphic representation of select data pertaining to the financial position and operations of the City for the past five years. Our analysis of each graph is presented to provide a basis for discussion of past performance and how implementing certain changes may enhance future performance. We suggest you view each graph and document if our analysis is consistent with yours. A subsequent discussion of this information should be useful for planning purposes.

### General Fund Budget and Actual

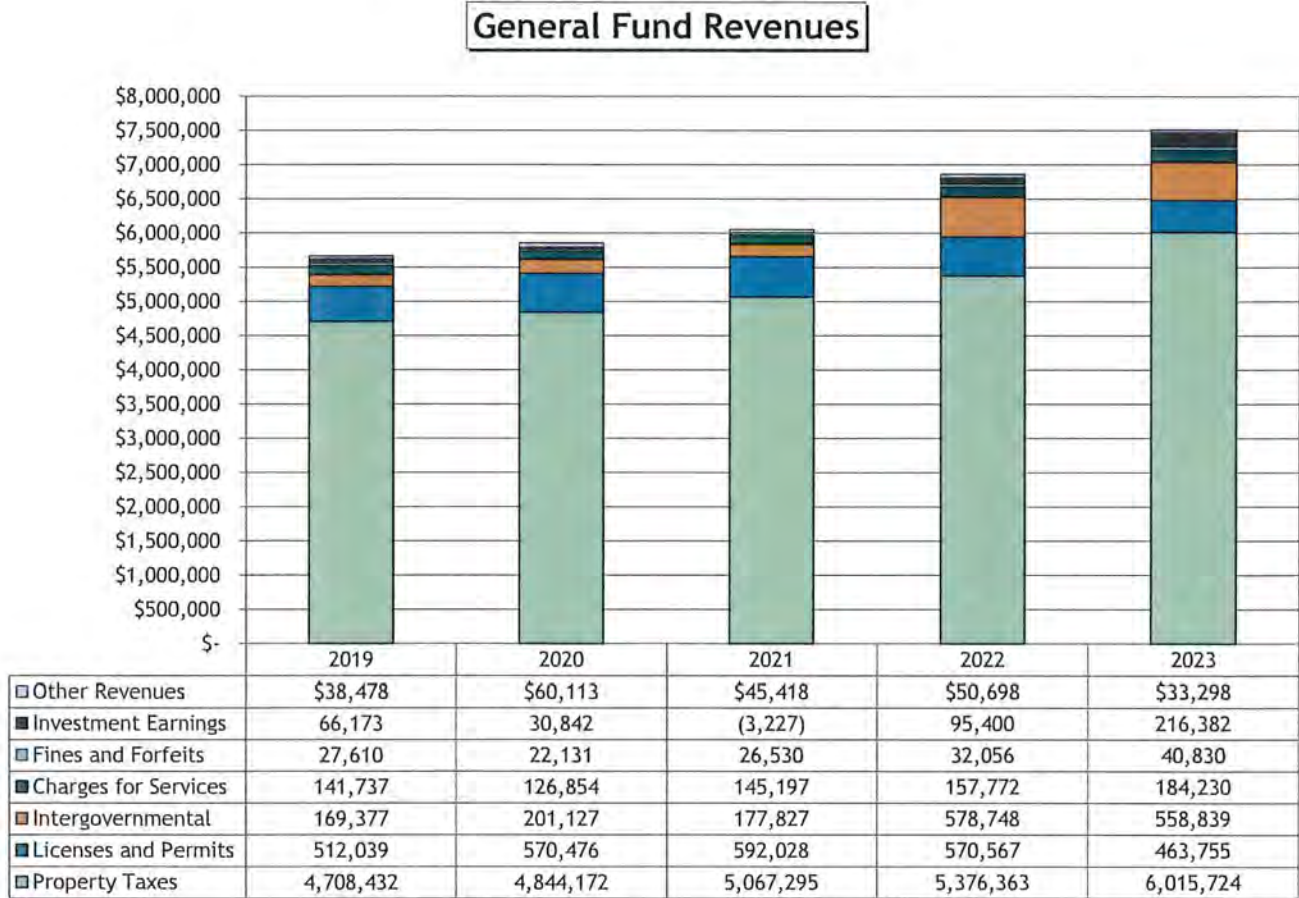
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Total expenditures	5,284,868	5,279,908	(4,960)
Excess of revenues over expenditures	1,654,500	2,233,150	578,650
<b>Other Financing Sources (Uses)</b>			
Transfers in	2,000	2,000	-
Transfers out	(1,656,500)	(1,656,500)	-
Total other financing sources (uses)	(1,654,500)	(1,654,500)	-
<b>Net change in fund balance</b>	\$ -	\$ 578,650	\$ 578,650

For the year ended December 31, 2023, City Council adopted a General Fund budget that provided for approximately \$6.9 million in total revenues and \$5.3 million in total expenditures for a surplus of \$1.7 million. After factoring in transfers to and from other funds, the plan for the General Fund was a net change in fund balance of \$0. Actual amounts resulted in an increase in fund balance of \$578,650. Budget to actual results are discussed further in the following pages.

## City of Ham Lake Financial Analysis

### General Fund Revenues

The chart below shows the City's revenues by source for the last five years.



In total, revenues increased \$651,454 or 9.5%, from 2022 to 2023.

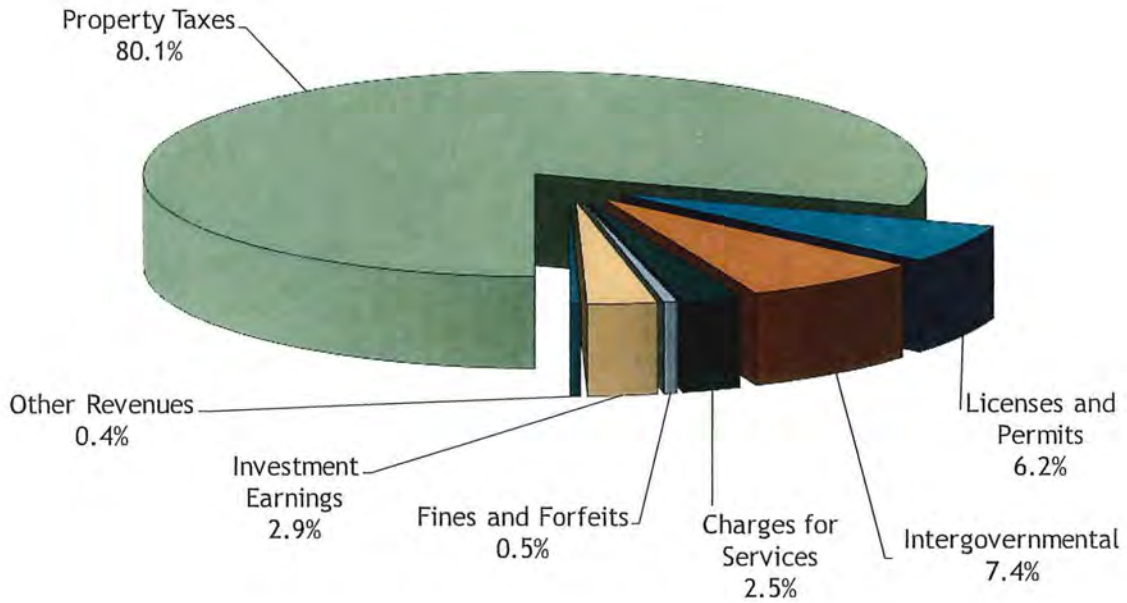
Property taxes reported the largest increase from 2022, increasing \$639,361 as a result of an increase in levy. Investment earnings increased \$120,982 as a result of a better performing investment market. Licenses and permits decreased \$106,812 with less building and construction permit activity in 2023. Other revenue categories were relatively consistent compared to the prior year.

# City of Ham Lake Financial Analysis

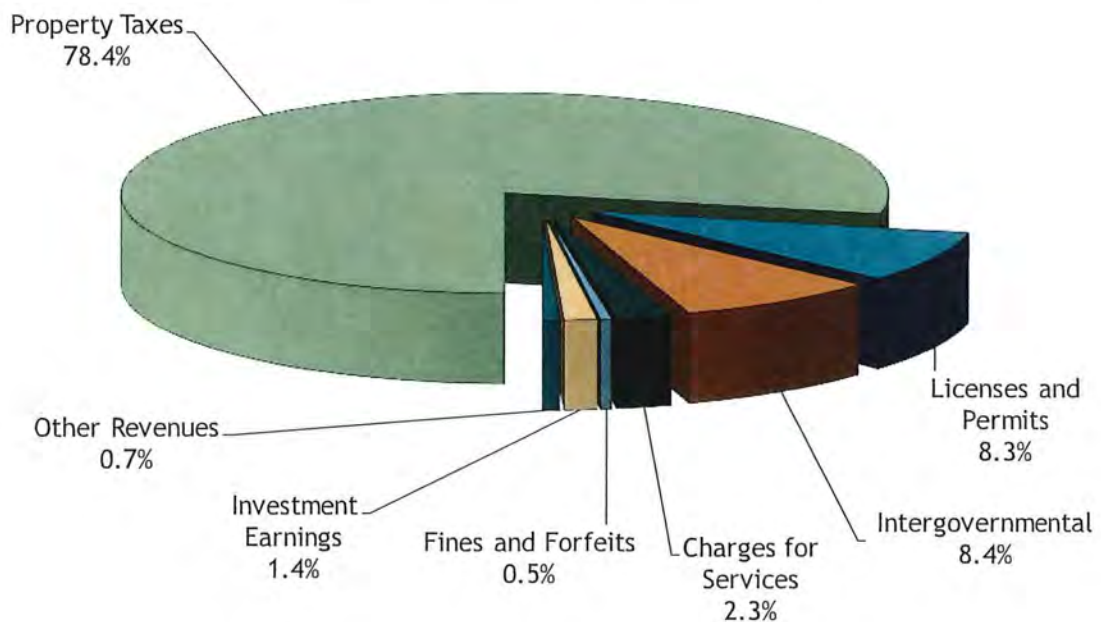
## General Fund Revenues (Continued)

Allocations of the City's revenues by source for the past two years are displayed below.

### 2023 General Fund Revenues



### 2022 General Fund Revenues

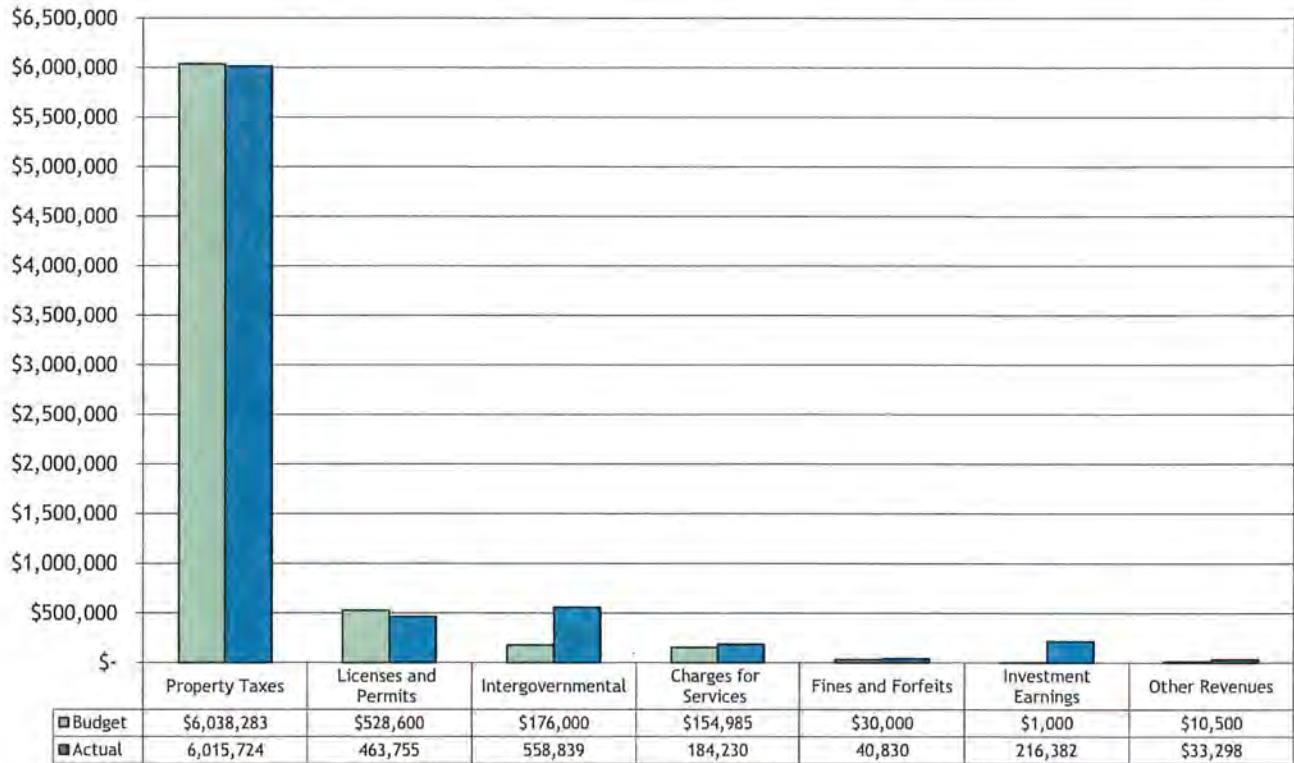


**City of Ham Lake  
Financial Analysis**

**General Fund Revenues (Continued)**

The graph below presents a comparison of final budget and actual results for General Fund revenues.

**2023 General Fund Revenues  
Budget and Actual**



Total General Fund revenue exceeded the final revised budget by \$573,690 or 8.3%.

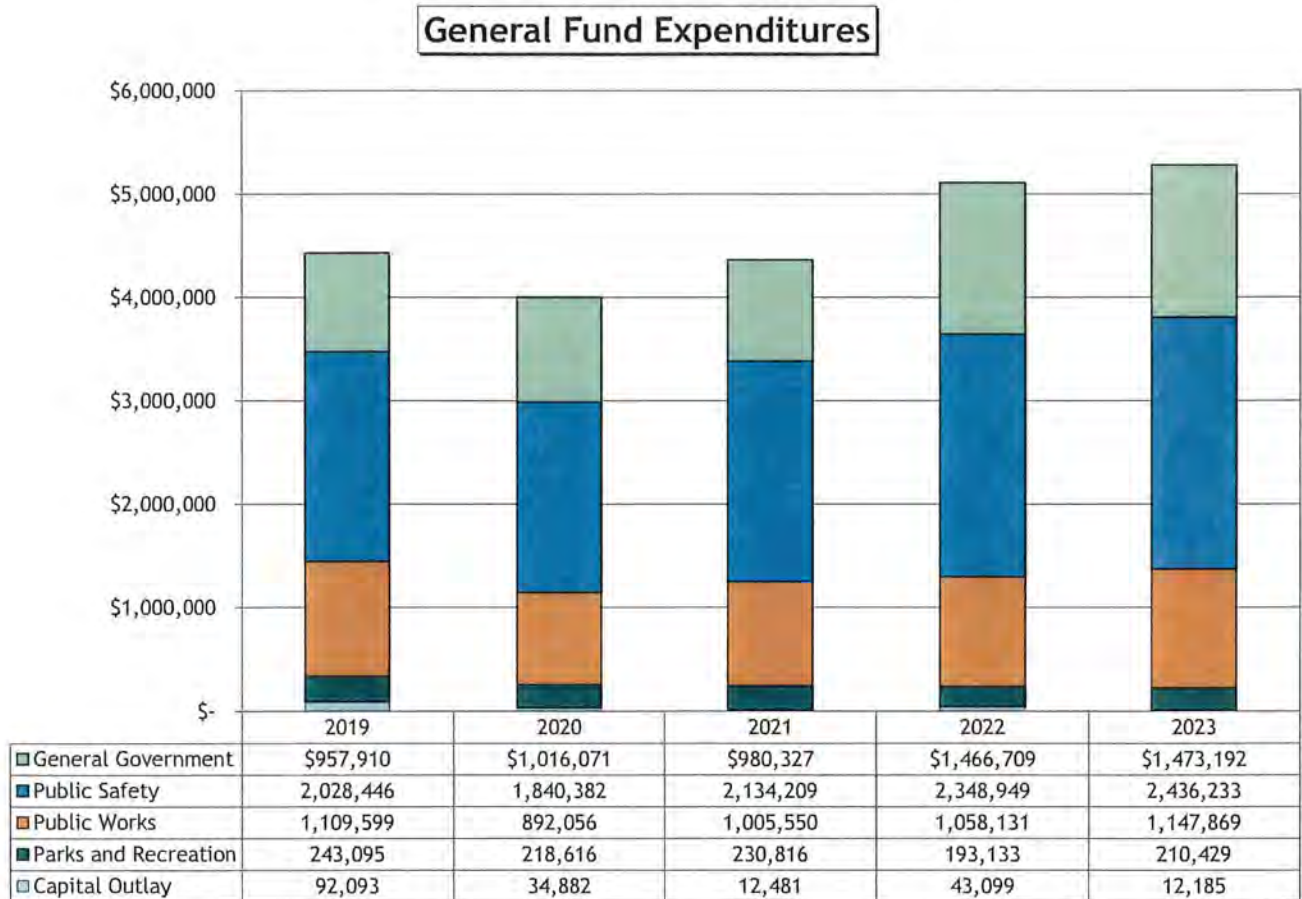
The greatest variance was in intergovernmental revenue where actual revenue was \$382,839 over budget due to the recognition of federal funding from the American Rescue Plan Act (ARPA) in the current year. Investment income was over budget by \$215,382 as a result of conservative budgeting for investment income. Licenses and permits were \$64,845 under budget with less building permit activity than anticipated. All other categories were fairly consistent with budgeted amounts.



## City of Ham Lake Financial Analysis

### General Fund Expenditures

The chart below shows the City's expenditures by function for the last five years.



Overall, expenditures increased \$169,887, or 3.3%, from 2022 amounts.

The most significant increase in expenditures was in the public works category, which increased \$89,738 due to an increase in personnel costs along with increased supply and maintenance needs. Public safety increased \$87,284 as a result of adding a new investigator to contract with Anoka County in the current year. The remaining functions were consistent with prior year amounts.

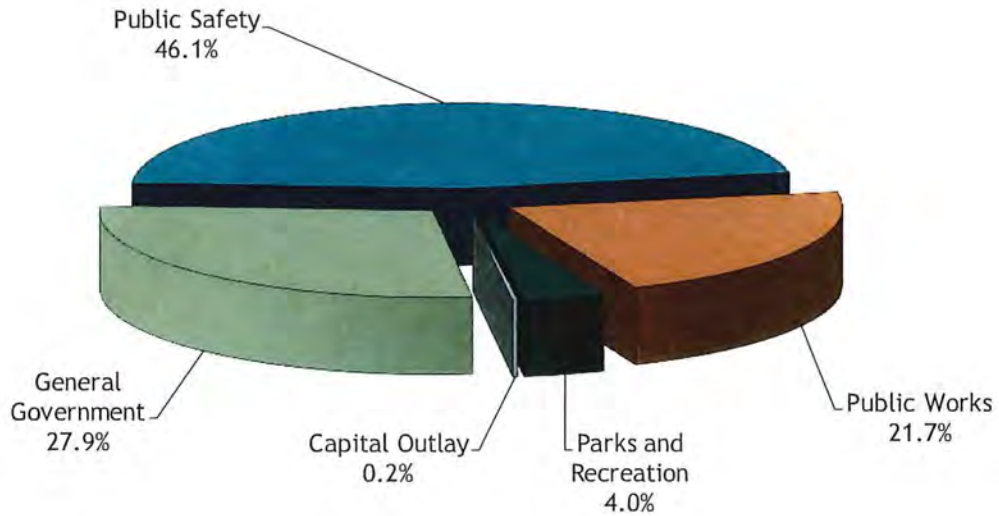
For the past five years, the City has had a consistent approach to allocating spending across City departments and functions. Traditionally, the largest category of the City's expenditures has been public safety for police, fire, and building inspection services.

## City of Ham Lake Financial Analysis

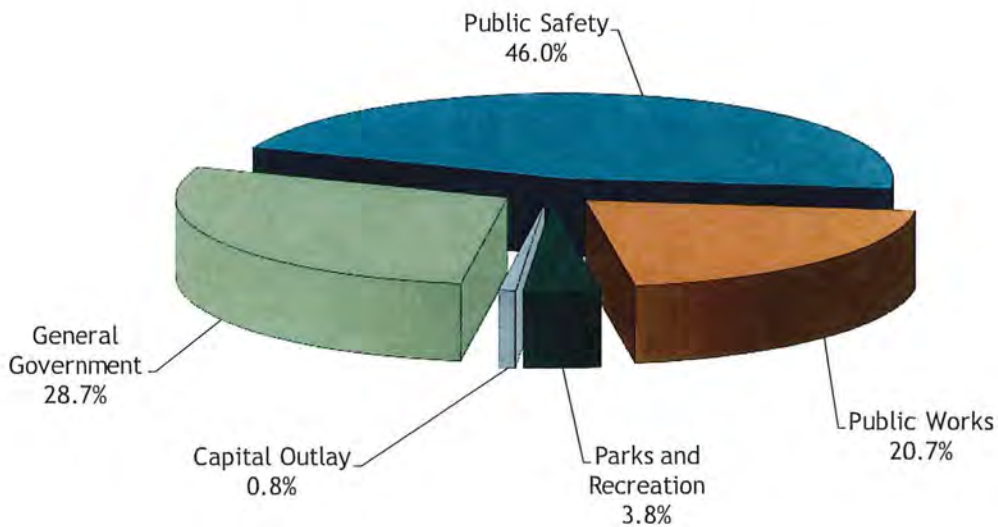
### General Fund Expenditures (Continued)

Allocations of the City's General Fund expenditures by function for the past two years are displayed below.

#### 2023 General Fund Expenditures



#### 2022 General Fund Expenditures

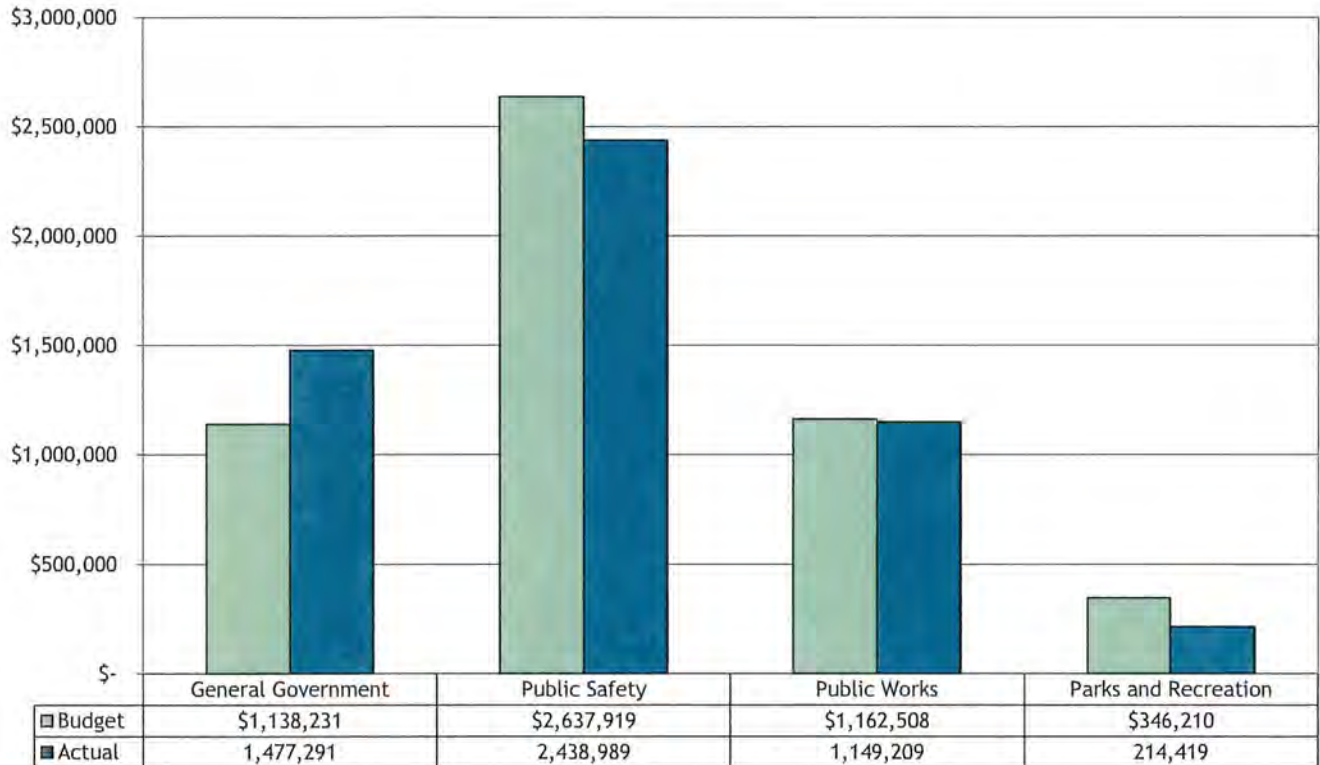


**City of Ham Lake  
Financial Analysis**

**General Fund Expenditures (Continued)**

The graph below presents a comparison of final budget and actual results for General Fund expenditures.

**2023 General Fund Expenditures  
Budget and Actual**



Overall, total expenditures were \$4,960, or 0.1%, under the budgeted amounts.

General government expenditures were \$353,960 over budget due to not budgeting for the use of ARPA funding within the department. Public safety was \$154,686 under budget with salaries and wages for fire protection and building inspections coming in less than anticipated. Parks and recreation expenditures were \$117,281 under budget due to less activity than anticipated. All other categories were fairly consistent with budgeted amounts.

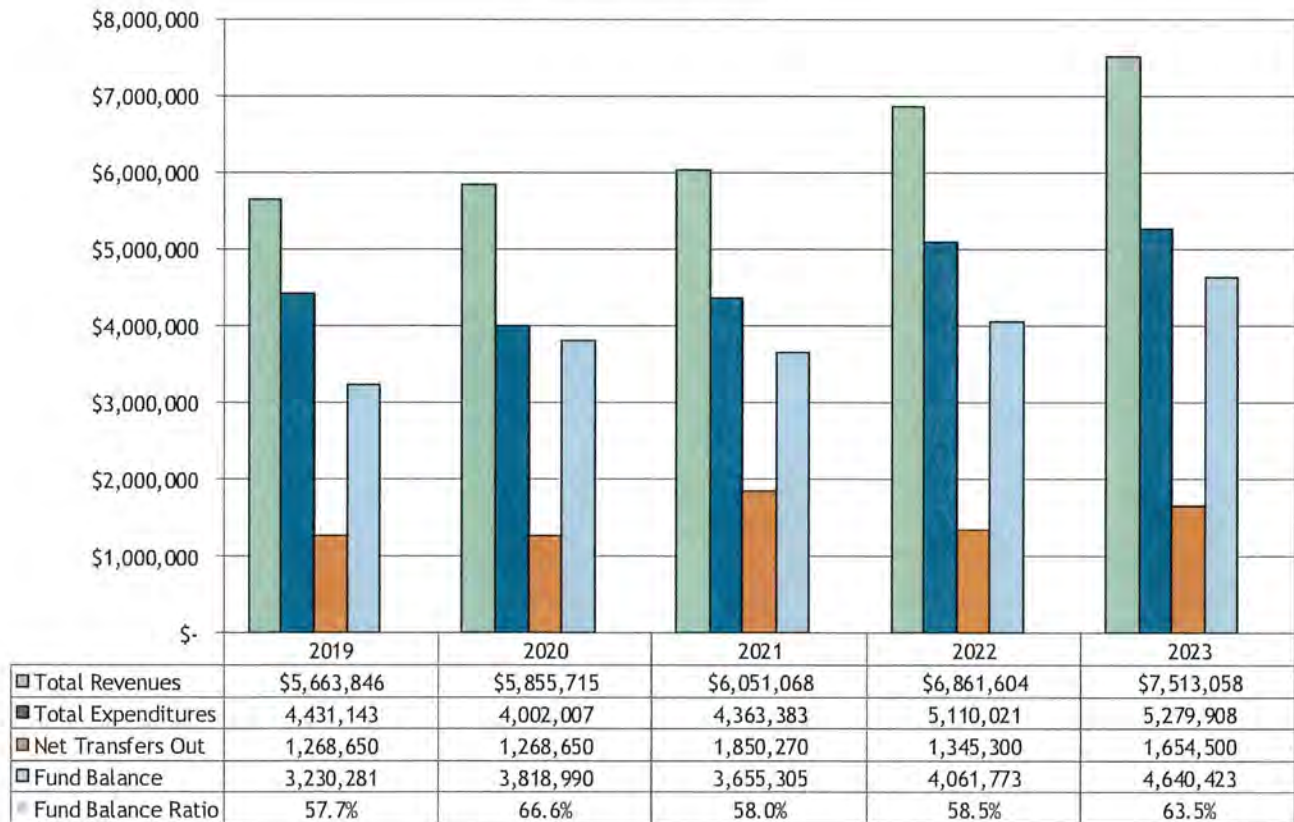
## City of Ham Lake Financial Analysis

### General Fund Balance

The General Fund balance increased \$578,650 from 2022 to 2023. This is a result of revenues and transfers in exceeding expenditures and transfers out.

Net transfers to other funds increased \$309,200 in 2023 as compared to 2022.

### General Fund

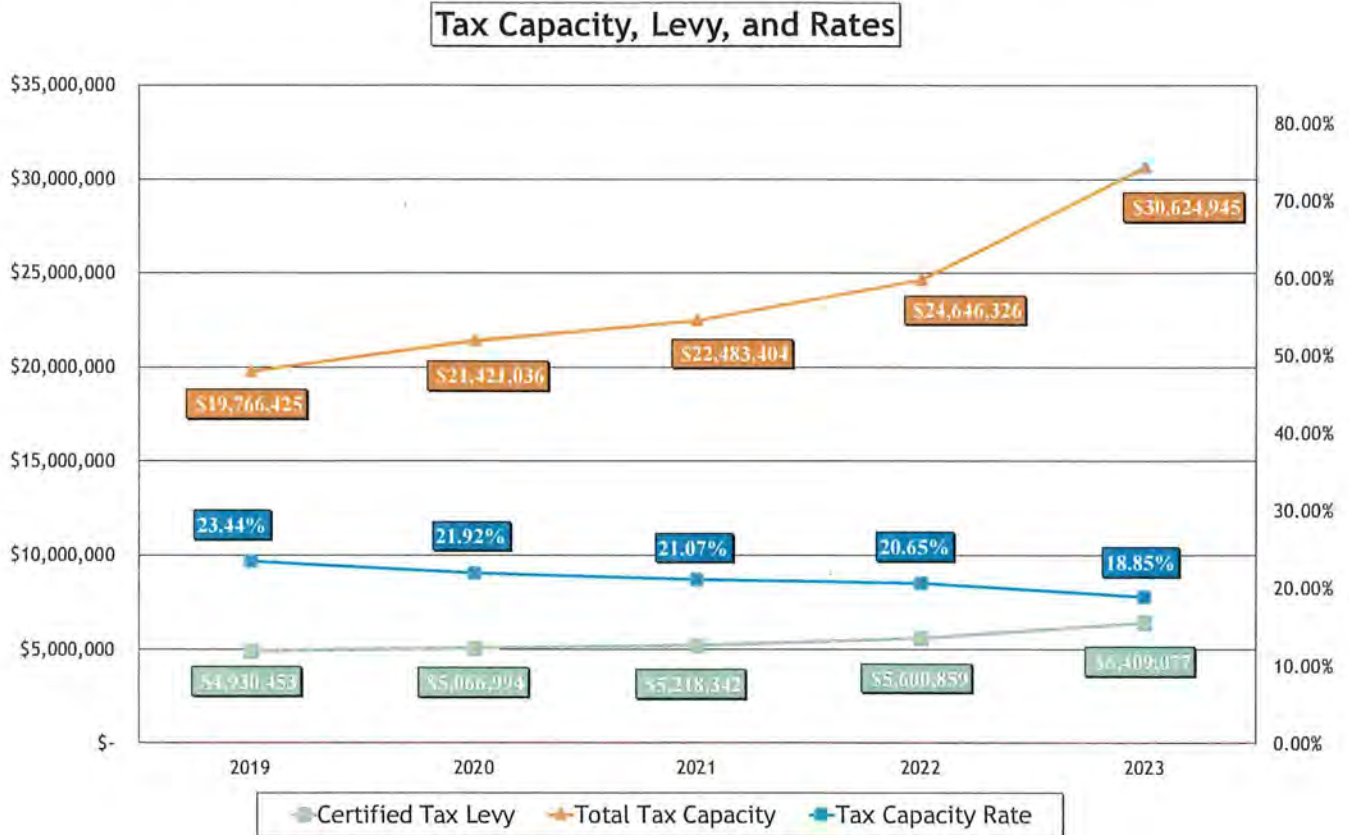


The City has formally adopted a fund balance policy for the General fund which requires the City maintain a minimum unassigned fund balance of 35-50% of the next year's budgeted expenditures, including transfers. The City has consistently complied with this policy, which is the result of effective budgeting and monitoring by management and City Council.

## City of Ham Lake Financial Analysis

### Tax Capacity, Levy, and Rates

The chart below depicts tax capacity, tax levy, and tax rate information for the City. The City's tax capacity has increased each of the past five years, while the tax levy has increased at a slower rate, resulting in an overall decrease in the tax rate over the past five years.



Amounts obtained from Anoka County Property Records and Taxpayer Services.

## City of Ham Lake Emerging Issues

### Executive Summary

The following is an executive summary of financial related updates to assist you in staying current on emerging issues in accounting and finance. This summary will give you a preview of the new standards that have been recently issued and what is on the horizon for the near future. The most recent and significant updates include:

- ◆ **Implementation Guide No. 2021-1 - Amending Capitalization Requirements**

GASB has issued Implementation Guide No. 2021-1, amending previously issued guidance regarding capitalization requirements for capital assets that are significant in the aggregate but below the government's capitalization threshold individually.

- ◆ **Accounting Standard Update - GASB Statement No. 100 - Accounting Changes and Error Corrections**

GASB has issued GASB Statement No. 100 relating to accounting and financial reporting for accounting changes and error corrections. The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. In turn, more understandable, reliable, relevant, consistent, and comparable information will be provided to financial statement users for making decisions or assessing accountability.

- ◆ **Accounting Standard Update - GASB Statement No. 101 - Compensated Absences**

GASB has issued GASB Statement No. 101 relating to accounting and financial reporting for compensated absences. The unified recognition and measurement model in this Statement will result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation. In addition, the model can be applied consistently to any type of compensated absence and will eliminate potential comparability issues between governments that offer different types of leave.

The following are extensive summaries of the current updates. As your continued business partner, we are committed to keeping you informed of new and emerging issues. We are happy to discuss these issues with you further and its applicability to your City.

### **Implementation Guide No. 2021-1 - Amending Capitalization Requirements**

Implementation Guide No. 2021-1, amended previously issued guidance contained in Implementation Guide No. 2015-1 regarding capitalization requirements for capital assets that are significant in the aggregate.

Original guidance stated that it may be appropriate for a government to establish a capitalization policy that would require capitalization for certain types of assets with individual acquisition costs that are less than the threshold for an individual asset.

Amended guidance states that a government should capitalize assets whose individual acquisition costs are less than the threshold for an individual asset if those assets in the aggregate are significant. Computers and classroom furniture are common examples of asset types that could be significant collectively. The amended guidance clarifies that if 100 computers costing \$1,500 each totaling a \$150,000 aggregate amount is significant, the government should capitalize the computers.

Information provided above was obtained from [www.gasb.org](http://www.gasb.org).

**City of Ham Lake  
Emerging Issues**

**Accounting Standard Update - GASB Statement No. 100 - *Accounting Changes and Error Corrections - an Amendment of GASB Statement No. 62***

The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability.

This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. As part of those descriptions, for (1) certain changes in accounting principles and (2) certain changes in accounting estimates that result from a change in measurement methodology, a new principle or methodology should be justified on the basis that it is preferable to the principle or methodology used before the change. That preferability should be based on the qualitative characteristics of financial reporting - understandability, reliability, relevance, timeliness, consistency, and comparability. This Statement also addresses corrections of errors in previously issued financial statements.

This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The requirements of this Statement for changes in accounting principles apply to the implementation of a new pronouncement in absence of specific transition provisions in the new pronouncement.

This Statement also requires that the aggregate amount of adjustments to and restatements of beginning net position, fund balance, or fund net position, as applicable, be displayed by reporting unit in the financial statements.

This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated.

Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in Required Supplementary Information (RSI) and Supplementary Information (SI). For periods that are earlier than those included in the basic financial statements, information presented in RSI or SI should be restated for error corrections, if practicable, but not for changes in accounting principles.

GASB Statement No. 100 is effective for reporting periods beginning after June 15, 2023. Earlier application is encouraged.

Information provided above was obtained from [www.gasb.org](http://www.gasb.org).

## City of Ham Lake Emerging Issues

### **Accounting Standard Update - GASB Statement No. 101 - *Compensated Absences***

The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences - including parental leave, military leave, and jury duty leave - not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

This Statement amends the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability (as long as they identify it as a net change). In addition, governments are no longer required to disclose which governmental funds typically have been used to liquidate the liability for compensated absences.

GASB Statement No. 101 is effective for reporting periods beginning after December 15, 2023. Earlier application is encouraged.

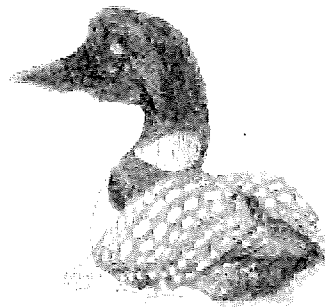
Information provided above was obtained from [www.gasb.org](http://www.gasb.org).



**City of Ham Lake  
Anoka County, Minnesota**

**Reports on Compliance with  
*Government Auditing Standards,*  
Uniform Guidance, and Legal Compliance**

**December 31, 2023**



**City of Ham Lake  
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City of Ham Lake  
 Schedule of Expenditures and Federal Awards  
 December 31, 2023

<u>Federal Agency/Pass Through Agency/Program Title</u>	<u>Federal Assistance Listing Number</u>	<u>Expenditures</u>
U.S. Department of Treasury		
Minnesota Department of Treasury		
Coronavirus State and Local Fiscal Recovery Funds	21.027	\$ 1,373,190
Total federal expenditures		<u>\$ 1,373,190</u>

**City of Ham Lake**  
**Notes to Schedule of Expenditures of Federal Awards**

**NOTE 1 - BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of the City under programs of the federal government for the year-ended December 31, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3 - PASS-THROUGH GRANT NUMBERS**

All pass-through entities listed above use the same Assistance Listing numbers as the federal grantors to identify these grants and have not assigned any additional identifying numbers.

**NOTE 4 - INDIRECT COST RATE**

The City did not elect to use the 10 percent de minimis indirect cost rate, as allowed under the Uniform Guidance.



**Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of  
Financial Statements Performed in Accordance with  
*Government Auditing Standards***

**Independent Auditor's Report**

Honorable Mayor and Members  
of the City Council  
City of Ham Lake  
Ham Lake, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Ham Lake, Minnesota as of and for the year ended December 31, 2023, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated July 26, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses on Internal Control that we consider to be a significant deficiency, Audit Finding 2023-001.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Minneapolis, Minnesota  
July 26, 2024



**Report on Compliance for each Major Federal Program  
and Report on Internal Control over Compliance in Accordance with  
the Uniform Guidance**

**Independent Auditor's Report**

Honorable Mayor and Members  
of the City Council  
City of Ham Lake  
Ham Lake, Minnesota

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited the City's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on the City's major federal program for the year ended December 31, 2023. The City's major federal program is identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the City complied in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2023.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

### **Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- ◆ Exercise professional judgment and maintain professional skepticism throughout the audit.
- ◆ Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- ◆ Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.



**Report on Internal Control over Compliance (Continued)**

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Ham Lake, Minnesota, as of and for the year ended December 31, 2023, and the related notes to financial statements which collectively comprise the City's basic financial statements. We issued our report thereon dated July 26, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Minneapolis, Minnesota  
July 26, 2024

**City of Ham Lake  
Schedule of Findings and Questioned Costs**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued:	We issued an unmodified opinion on the fair presentation of the financial statements of the governmental activities, business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information in accordance with accounting principles generally accepted in the United States of America (GAAP).
----------------------------------	--

Internal control over financial reporting:	
* Material weakness(es) identified?	No
* Significant deficiency(ies) identified?	Audit Finding 2023-001

Noncompliance material to financial statements noted?	No
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**Federal Awards**

Type of auditor's report issued on compliance for major programs:	Unmodified
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Internal control over major programs:	
* Material weakness(es) identified?	No
* Significant deficiency(ies) identified?	None reported

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No
--	----

**Identification of Major Programs**

Assistance Listing No.:	21.027
Name of Federal Program or Cluster:	Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between type A and type B programs:	\$750,000
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Auditee qualified as low risk auditee?	No
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**City of Ham Lake  
Schedule of Findings and Questioned Costs**

**SECTION II - FINANCIAL STATEMENT FINDINGS**

Audit Finding 2023-001

*Criteria:*

Internal control that supports the City's ability to initiate record, process and report financial data consistent with the assertions of management in the financial statements requires adequate segregation of accounting duties.

*Condition:*

The City has a lack of segregation of accounting duties due to a limited number of office employees. The lack of adequate segregation of accounting duties could adversely affect the City's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statements. Adequate segregation of accounting duties is in place when the following four areas of a transaction have been separated: authorization, custody, recording, and reconciliation.

*Context:*

This finding impacts the internal control for all significant accounting functions.

*Effect or Potential Effect:*

Internal controls affected the City's ability to initiate, record, process, and report financial data consistent with the assertions of management in the basic financial statements.

*Cause:*

There are a limited number of office employees.

*Recommendation:*

Continue to review the accounting system, including changes that may occur. Implement segregation whenever practical.

*Views of Responsible Officials and Planned Corrective Action:*

The City is aware of the limited segregation of duties as a result of our limited number of staffing. The City is committed to an environment with strong internal controls and is constantly evaluating the system and implementation of compensating controls when available.

**SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

There were no Federal award findings.

There were no questioned costs.

**SECTION IV - PRIOR YEAR FINDINGS AND QUESTIONED COSTS**

None



Minnesota Legal Compliance  
Independent Auditor's Report

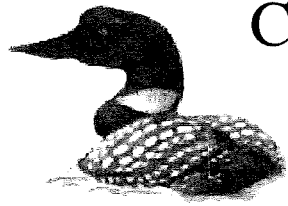
Honorable Mayor and Members  
of the City Council  
City of Ham Lake  
Ham Lake, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Ham Lake, Minnesota as of and for the year ended December 31, 2023, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated July 26, 2024.

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the contracting - bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to *Minnesota Statute § 6.65*, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

Minneapolis, Minnesota  
July 26, 2024



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, JULY 15, 2024

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, July 15, 2024 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Mayor Brian Kirkham and Councilmembers Jim Doyle, Al Parranto and Jesse Wilken

**MEMBERS ABSENT:** Councilmember Gary Kirkeide

**OTHERS PRESENT:** City Attorney, Mark Berglund; 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 – None

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

Lt. Mendoza gave a summary of the Sheriff's Report for the month of June 2024.

#### 3.2 6:01 P.M. – Public Hearing – to consider the vacation of a portion of the drainage and utility easements at 3717 165<sup>th</sup> Avenue NE (Lot 13, Block 4, Constance Estates) and adoption of Resolution No. 24-32

**Mayor Kirkham opened the public hearing for comment at 6:03 p.m. and with there being no comment, Mayor Kirkham closed the public hearing at 6:03 p.m.**

**Motion by Kirkeide, seconded by Wilken, to adopt Resolution No. 24-32 approving the vacation of a portion of the drainage and utility easements at 3717 165<sup>th</sup> Avenue NE (Lot 13, Block 4, Constance Estates). All present in favor, motion carried.**

### 4.0 CONSENT AGENDA

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

4.1 Approval of minutes of July 1, 2024

4.2 Approval of claims in the amount of \$786,480.80

4.3 Approval of changes to the Ham Lake Fire Relief Association Bylaws, Appendix C for a pension increase from \$5,200 to \$6,200 per year of service, effective July 16, 2024

- 4.4 Approval of landscaping, irrigation system and copper piping at Fire Station #3
- 4.5 Approval of concrete playground borders for Crosstown Rolling Acres Park and Grandpa Scott Park
- 4.6 Approval of hiring summer seasonal employee in Public Works
- 4.7 Approval of Resolution No. 24-33 appointing Election Judges for the Primary Election on August 13, 2024 and allowing the City Clerk to appoint additional judges as needed
- 4.8 Approval of appointing an Interim Captain at Fire Station 2
- 4.9 Approval of accepting the Creek Valley street reconstruction project and commencing the one-year warranty period

Councilmember Wilken asked that item 4.3 be removed from the consent agenda.

**Motion by Parranto, seconded by Doyle, to approve the Consent Agenda with the omission of item 4.3. All present in favor, motion carried.**

**Motion by Kirkham, seconded by Parranto, to approve item 4.3 on the Consent Agenda. Mayor Kirkham and Councilmembers Parranto and Doyle voted yes. Councilmember Wilken abstained. Motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS – None**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES – None**

**8.0 CITY ATTORNEY**

**8.1 Approval of Resolution No. 24-34 acting on a Letter of Credit for Schoenrock Holdings & Live Wire Electrical Services, LLC (First Citizens Bank, Mora, MN) in the amount of \$15,000**

Attorney Berglund stated that a Temporary Certificate of Occupancy for Schoenrock Holdings & Live Wire Electrical Services, LLC was issued on April 2, 2024. Attorney Berglund stated that at that time, the City received a Letter of Credit in the amount of \$15,000.00 from Schoenrock Holdings & Live Wire Electrical Services, LLC to guarantee completion of outstanding requirements. The Temporary Certificate of Occupancy has since expired and there are still several items that need to be completed before a Certificate of Occupancy is issued. Attorney Berglund stated that Schoenrock Holdings & Live Wire Electrical Services, LLC have also allowed a tenant to operate a used car sales business, Goodfella's Motors Inc., which is not allowed in CD-1 (Commercial Development Tier 1) zoning. Attorney Berglund stated that Goodfella's Motors Inc. is also in violation with the State of Minnesota because they do not have a Motor Vehicle Sales Lot License at this location. Attorney Berglund stated that the Letter of Credit expires on August 9, 2024 and adoption of the resolution presented will allow time for the City to draw on the Letter of Credit. **Motion by Parranto, seconded by Doyle, to adopt Resolution No. 24-34 acting on a Letter of Credit for Schoenrock Holdings & Live Wire Electrical Services, LLC (First Citizens Bank, Mora, MN) in the amount of \$15,000. All present in favor, motion carried.**

**9.0 CITY ENGINEER – None**

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

11.1 Committee Reports – None

11.2 Announcements and future agenda items

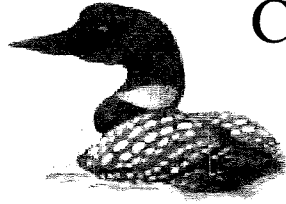
Mayor Kirkham stated that he has been contacted by Derek Lind from the Anoka County Election Integrity Team regarding elections procedures. Mayor Kirkham asked that this item be added to the August 5, 2024 agenda for City Council discussion.

Councilmember Parranto stated that the Ham Lake Emergency Response Team is having a community introduction and informational meeting on Wednesday, July 17, 2024 at 7:00 p.m. at the Ham Lake Senior Center.

**Motion by Parranto, seconded by Wilken, to adjourn the meeting at 6:09 p.m. All present in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY WORKSHOP MEETING MINUTES MONDAY, JULY 15, 2024

The Ham Lake City Council met for a workshop meeting on Monday, July 15, 2024 at 5:00 p.m. in the Conference Room 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, Al Parranto and Jesse Wilken

**MEMBERS ABSENT:** Councilmember Gary Kirkeide

**OTHERS PRESENT:** Finance Director, Andrea Murff; City Attorney, Mark Bergland; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

### 1.0 Call to Order

Mayor Kirkham called the meeting to order at 4:58 p.m.

### 2.0 Discussion of the 2025 Law Enforcement Contract with the Anoka County Sheriff's Office

Anoka County Sheriff Wise, Chief Deputy Bill Jacobson, and Lieutenant Anthony Mendoza were present. Lieutenant Mendoza started conversations regarding the Law Enforcement Contract with the Anoka County Sheriff's Office asking for an 0.5 Full-time Equivalent (FTE) Patrol Investigator. Lieutenant Mendoza stated there was a comparison made of Ham Lake and Andover, since they have similar, and the number of cases needing an Investigator from January 2023 through June 2024. Lieutenant Mendoza stated during that period Andover had 200 assigned cases and were contracted with 2 Patrol Investigators while Ham Lake had 187 assigned cases and were only contracted with a partial Patrol Investigator. Lieutenant Mendoza stated when looking at Blaine and Spring Lake Park Police Department layouts, Andover is more on par with the workload since there are typically 90-120 workable cases per Investigator. Lieutenant Mendoza added Ham Lake has the second highest caseload within their contracted cities. Lieutenant Mendoza offered two options with the Patrol Investigator addition stating the City could do a delayed start of July 1<sup>st</sup> of a full-time Patrol Investigator creating the 0.5 FTE addition or the City could add a 1 FTE Investigator.

Councilmember Parranto inquired about pooling with other contracted cities to share the cost. Lieutenant Mendoza responded that our case count is taking up more than 1 FTE of a Patrol Investigator and that with a Patrol Investigator there would be additional services the City could receive such as background checks for Tobacco, Liquor, and Soliciting Licenses. City Attorney Burgland also stated having a Patrol Investigator is a good resource when it comes to prosecuting and makes it more efficient.

Councilmember Wilken wanted to know where a 0.5 FTE Patrol Office would come from. Lieutenant Mendoza responded that if we did a 0.5 FTE for the full year this person would be split between Ham



Lake and either the City of Bethel or the Anoka County Courthouse. Sheriff Wise added that having a Patrol Investigator also helps build relationships with the community and every victim of the crime wants to be heard.

Mayor Kirkham inquired about current backlogs in investigations. Lieutenant Mendoza responded he did not have real numbers at this time, but there are items pending and that the overall calls for service increased from 5,800 ten years ago to 9,100 in 2023. Lieutenant Mendoza continued that there was also a cut in patrol 10 years ago, but it was due to the change in shift times going from 8 hours to 12 hours. Mayor Kirkham also wanted to know how the contract would change if it was for 1 FTE Patrol investigator opposed to 0.5 FTE. Lieutenant Mendoza stated they would run the figures and provide that information.

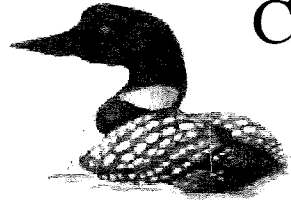
Councilmember Doyle wanted to know how the Patrol investigator would be selected. Lieutenant Mendoza responded that the selection would be based on quality of work as well as their training and work experience.

Conversations then turned to Deputy wage negotiations and if they were captured in the contract. Sheriff Wise responded that negotiations were still happening, however, the proposed contract reflected a 5% increase, which is his best estimate at this time based on what is happening at other Police Agencies.

**Motion by Doyle, seconded by Parranto, to adjourn the meeting at 5:38 p.m. All present in favor, motion carried.**

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Andrea Murff, Finance Director



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE CITY COUNCIL BUDGET WORKSHOP MEETING MINUTES MONDAY, JULY 15, 2024

The Ham Lake City Council met for a workshop meeting on Monday, July 15, 2024 directly following the adjournment of the regularly scheduled City Council meeting in the Conference Room 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, Al Parranto and Jesse Wilken

**MEMBERS ABSENT:** Councilmember Gary Kirkeide

**OTHERS PRESENT:** Finance Director, Andrea Murff; City Administrator, Denise Webster; Fire Chief, Mike Raczkowski; City Engineer, Dave Krugler; Public Works Superintendent, John Witkowski; and Deputy City Clerk, Dawnette Shimek

### 1.0 Call to Order

Mayor Kirkham called the meeting to order at 6:11 p.m.

### 2.0 Discussion of the Proposed 2025 Budget and CIP Review

Finance Director Murff started off the conversations with the Draft Preliminary 2025 Budget by stating that Expenditures for the General Fund are projected to be \$299,015 or 5.34 percent higher than 2024. Finance Director Murff stated that the largest driver in the increase is the \$149,349 increase to the Anoka County Sheriff's Contract and the \$100,000 increase in the transfer to the Revolving Street Fund. Finance Director Murff then stated the budget is mainly funded by property tax revenues and indicated there are three different options she proposed: 1.) a 3 percent increase to the 2023 levy of \$188,227 which would increase property taxes by 0.11 percent and would use \$211,062 of reserves; 2.) a 5 percent increase to the 2023 levy of \$313,711 which would increase property taxes by 0.50 percent and would use \$85,577 of reserves; and 3.) a balanced budget which would increase the 2023 levy 6.35 percent or \$399,288 which would increase the tax rate by 0.76 percent and would not take or add to reserves.

Councilmember Wilken inquired about the tax capacity and if that was adjusted when calculating out the tax rate. Finance Director Murff stated that it was increased by only 3.00 percent after speaking to the City Assessor about what she was seeing from her assessments. Finance Director Murff went on to discuss the other General Fund Revenues and stated Licenses and Permits were decreased \$57,600 due to less permitting activities in subsequent years. Finance Director Murff finished the conversation on the General Funds stating the City could use reserves for the budget, but it needed to remain strategic about upcoming years since it is State Statue the City maintain a 35 percent Fund Balance ratio.

Finance Director Murff then turned to the Capital Improvement Plan stating all transfer besides the Revolving Street Fund remained the same. Finance Director Murff stated the Public Works fund was projecting to go negative in 2025 with the current plan and that there were two large plow trucks from previous years still awaiting delivery and payment. Finance Director Murff continued that the Revolving Street Fund expenditures were based off numbers received from the City Engineer that included other costs then just construction and that the fund was set to go negative in 2027 based on her projections.

The discussions then turned to the Special Revenue Funds. Finance Director Murff stated the Cable fund had a Fund Balance of \$82,116 even after the transfer of \$15,450 to the Ham Laker Fund and for 2025 \$13,000 was budgeted for Anoka County communication upgrades to the City sirens. Finance Director Murff stated the Ham Laker fund is projected to end 2024 with a negative fund balance of \$15,763 and that without a larger transfer from the Cable Fund or more donations, the General Fund would need to fund it. Finance Director Murff continued that the Future Drainage Fund had \$20,000 budgeted for a GIS upgrade and this would be covered by the fund, and the 2010 CIP Bond Debt Service fund will have its last levy of \$206,482.50 in 2025 with the bond being paid in full in 2026. Finance Director Murff then stated the EDA fund currently has a negative fund balance of \$240,309 and that City Staff is working with Anoka County to get reimbursed by HRA funds for the Crosstown Business Park project but wanted to make Council aware that if the reimburse fell through, these funds would need to come from the General Fund.

Finance Director Murff then proposed using \$75,000 of the gambling fund opposed to \$25,000 for the Anoka County Sheriff's contract. Mayor Kirkham asked what the Fund Balance currently is for this fund. Finance Director Murff responded she did not know at this time but would investigate this more and get him more information.

**There was consensus by of the City Council to schedule another budget meeting on August 19, 2024, so the City Council is able to look into the budget memo being presented.**

**Motion by Doyle, seconded by Parranto, to adjourn the meeting at 6:11 p.m. All present in favor, motion carried.**

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Andrea Murff, Finance Director

**CITY OF HAM LAKE**  
**CLAIMS SUBMITTED TO COUNCIL**  
August 5, 2024

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>	<b>07/16/24 - 08/05/24</b>	
EFT	# 2097 - 2105	\$ 6,651.79
REFUND CHECKS	# 66302 - 66313	\$ 51,050.00
CHECKS	# 66300 - 66301, 66314 - 66361	\$ 383,929.21
BANK DRAFTS	DFT0002744, DFT0002746 - DFT0002754	\$ 35,486.44
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$ 477,117.44</u>
<b>PAYROLL CHECKS</b>		
07/26/24	Direct Deposits	\$ 56,730.71
<b>TOTAL PAYROLL CHECKS</b>		<u>\$ 56,730.71</u>
<b>VOID CHECKS</b>		
CHECKS	#64304, 65771, 66227, 66300	\$ (1,238.01)
ZERO CHECKS	66327, 66328, 66358, 66359	\$ -
ZERO EFT		\$ -
BANK DRAFTS	DFT0002745	\$ -
<b>TOTAL VOIDS</b>		<u>\$ (1,238.01)</u>
<b>TOTAL OF ALL PAYMENTS</b>		<u>\$ 532,610.14</u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 5TH DAY OF AUGUST 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



Packet: ARPKT01140 - 07/17/24 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00178	VICKI VAN DALE	7/17/2024	66302	150.00
00418	MATTHEW HOMES	7/17/2024	66303	5,100.00
00479	STROLE & COMPANY LLC	7/17/2024	66304	27,500.00
00498	LANG BUILDERS	7/17/2024	66305	5,100.00
00501	LANG BUILDERS	7/17/2024	66306	5,100.00
00524	MARCY HALVORSON	7/17/2024	66307	150.00
00539	MATTHEW HOMES	7/17/2024	66308	2,500.00
00549	TH CONSTRUCTION OF ANOKA	7/17/2024	66309	2,500.00
00569	HAPPY BEANS LLC	7/17/2024	66310	150.00
Total Refund Amount:				48,250.00

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	48,250.00
Revenue Totals:	48,250.00

## General Ledger Distribution

Posting Date: 07/17/2024

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-48,250.00	Yes
890-11501	Misc receivables	48,250.00	
	<b>890 Total:</b>	<u>0.00</u>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-48,250.00	
999-20702	Due to other funds	48,250.00	Yes
	<b>999 Total:</b>	<u>0.00</u>	
	<b>Distribution Total:</b>	<u>0.00</u>	



Packet: ARPKT01149 - 08/01/24 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00061	RAYMOND WARMOUTH	8/1/2024	66311	2,500.00
00546	DIANA HOLLISTER	8/1/2024	66312	150.00
00567	JENNIFER SCOTT	8/1/2024	66313	150.00
Total Refund Amount:				2,800.00

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,800.00
Revenue Totals:	2,800.00

## General Ledger Distribution

Posting Date: 08/01/2024

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-2,800.00	Yes
890-11501	Misc receivables	2,800.00	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-2,800.00	
999-20702	Due to other funds	2,800.00	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



City of Ham Lake, MN

# Check Register

Packet: APPKT02045 - Re-issue DD 07/12/24 MR

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-A/P BANK</b>						
RICHMOND	MICHAEL RICHMOND	07/15/2024	Regular	0.00	839.21	66300
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Project Account Key	Item Description	Dist Amount		
<u>DD 07/12/24</u>	Invoice	07/15/2024	RE-ISSUE 07/01/24 DIRECT DEPOSIT RETU	0.00	839.21	
<u>100-21709</u>	Payroll Adjustments		RE-ISSUE 07/01/24 DIRECT		839.21	

### Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	839.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>839.21</b>



City of Ham Lake, MN

# Check Register

Packet: APPKT02047 - RE-ISSUE 07/12/24 DD RETURNED

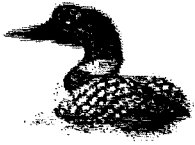
By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
RICHMOND	MICHAEL RICHMOND	07/15/2024	Regular	0.00	839.21	66301
<u>DD 07/12/24</u>	Invoice	07/15/2024	RE-ISSUE 07/01/24 DIRECT DEPOSIT RETU	0.00	839.21	
<u>100-21709</u>	Payroll Adjustments		RE-ISSUE 07/01/24 DIRECT		839.21	

### Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	839.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>839.21</b>





Payment Dates 7/16/2024 - 8/5/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2097	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2097	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2097	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2097	CMT JANITORIAL SERVICES	FIRE #3	Cleaning service	100-42202-3430	387.00
2097	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2097	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2097	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2098	DELTA DENTAL PLAN OF MINN	COBRA - DK	COBRA receivable	100-11502	51.04
2098	DELTA DENTAL PLAN OF MINN	AUG DENTAL	Dental Insurance	100-21711	922.58
2099	MARK JONES	CORDLESS DRILL & DRIVER SE	Small tools	100-42401-2410	117.82
2099	MARK JONES	RED HEAVY PAPER	Office supplies	100-42401-2110	23.78
2100	O'REILLY AUTOMOTIVE STORE	MOTOR OIL	Equipment parts & supplies	100-42201-2320	44.94
2100	O'REILLY AUTOMOTIVE STORE	TOUCH UP PAINT, SUPER GLU	Operating supplies	100-43101-2290	31.57
2101	QUADIENT FINANCE USA INC	POSTAGE	Postage	100-41701-2120	500.00
2102	UNLIMITED SUPPLIES INC	PLUGS, ROLL PINS, WASHERS,	Operating supplies	100-43101-2290	44.05
2102	UNLIMITED SUPPLIES INC	FLAP WHEELS, WASHERS	Operating supplies	100-43101-2290	37.39
2103	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	94.85
2103	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2103	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.76
2103	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	94.41
2103	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2103	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.76
2103	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	94.26
2103	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2103	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.61
2104	WICK COMMUNICATIONS-LEA	AUG HAM LAKER	Printing	211-41704-3970	690.00
2105	WRUCK SEWER & PORTABLE	FREEDOM FEST TOILET RENTA	Community celebrations	100-41701-4115	600.00
2105	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	SBAA WISEN'S PARK TOILET R	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	SBAA PATRICIA'S WILDERNESS	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	SBAA PINGER'S PARK TOILET R	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
2105	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	50.00
2105	WRUCK SEWER & PORTABLE	GRANT PARK	Rentals-other	100-44101-3390	50.00
2105	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	50.00
2105	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	50.00
2105	WRUCK SEWER & PORTABLE	SBAA SODERVILLE PARK TOILE	Rentals-other	100-44101-3390	54.00
2105	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
2105	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
2105	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
2105	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	158.00
2105	WRUCK SEWER & PORTABLE	SBAA LION'S PARK TOILET REN	Rentals-other	100-44101-3390	158.00
2105	WRUCK SEWER & PORTABLE	SBAA TWIN BIRCH PARK TOILE	Rentals-other	100-44101-3390	25.00
2105	WRUCK SEWER & PORTABLE	SBAA HAM LAKE BALL FIELD T	Rentals-other	100-44101-3390	39.50
2105	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	54.00
66314	ALL SEASONS RENTAL	MUD BUCKET RENTAL - CROS	Capital assets	440-44103-5110	93.50
66315	ALLIED BLACKTOP CO.	2024 STREET MAINT	Blacktop maintenance	100-43101-3410	38,500.00
66316	ALLINA HEALTH SYSTEMS	FIRST RESPONDER TRAINING	Training/conferences/schools	100-42201-3510	5,000.00
66317	AME RED-E-MIX, INC	GRANDPA SCOTT'S 7.75 CY CO	Capital assets	440-44103-5110	1,249.50
66318	AMERICAN MAILING MACHIN	POSTAGE MACHINE SEALING	Office supplies	100-41701-2110	326.56
66319	ANIMAL HUMANE SOCIETY	2ND QTR ANIMAL CONTROL	Other professional services	100-42501-3190	978.00

Council Approval List

Payment Dates: 7/16/2024 - 8/5/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66320	ANOKA COUNTY TREASURY D	BROADBAND CITY HALL CAM	Internet & website	100-41707-3220	37.50
66320	ANOKA COUNTY TREASURY D	BROADBAND FIRE #2	Internet	100-42201-3220	75.00
66321	B & D PLUMBING, HEATING &	FIRE #3 IRRIGATION LINE	Capital assets	420-42201-5110	2,372.00
66322	CARGILL SALT DIVISION	JULY SALT STORAGE FEES	Salt & sand	100-43102-2710	960.00
66323	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	163.31
66323	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	81.02
66323	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	75.51
66323	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	94.17
66323	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	27.48
66323	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	49.28
66323	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	87.94
66324	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Principal	371-47101-6110	30,014.00
66324	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Interest	371-47101-6120	600.28
66324	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Agent fees & misc	371-47101-6130	1,530.71
66325	COMCAST BUSINESS	AUG FIRE #1 ADD'L CABLE BO	Rentals-other	100-42201-3390	11.33
66326	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	1,177.39
66326	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	31.18
66326	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	15.39
66326	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	269.98
66326	CONNEXUS ENERGY	FIRE #3	Electricity	100-42202-3610	371.13
66326	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	547.87
66326	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	243.60
66326	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
66326	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	885.91
66326	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	23.53
66326	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	122.26
66326	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	64.40
66326	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	84.04
66326	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	46.96
66326	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	271.65
66326	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	78.94
66326	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	77.80
66326	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	67.87
66326	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	76.78
66326	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	113.89
66326	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	14.50
66326	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.63
66326	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	36.45
66326	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	45.56
66326	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	103.48
66326	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	123.85
66326	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	83.36
66326	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	248.03
66326	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.78
66326	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	633.98
66326	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,595.63
66329	CRYSTEEL TRUCK EQUIP INC	#74 TAKE OFF TAIL LIGHTS	Vehicle parts & supplies	100-43101-2340	45.00
66330	DEARBORN LIFE INS CO	AUG VOL LIFE	Life Insurance	100-21714	177.90
66330	DEARBORN LIFE INS CO	AUG LIFE	Life Insurance	100-21714	57.60
66331	DEHN OIL CO	200 GAL DIESEL	Fuel	100-43101-2230	521.36
66331	DEHN OIL CO	200 GAL GASOLINE	Fuel	100-43101-2230	551.28
66332	ERIK HLIVKA	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
66333	FIRE SAFETY USA INC	E3 SENSOR REPAIR	Fire apparatus repair & maint	100-42201-3450	502.50
66334	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - AC	Personnel testing & recruitme	100-44101-3150	36.71
66335	GMH ASPHALT CORPORATION	'24 BITUMINOUS OVERLAY	Engineering	431-43301-3135	14,539.95
66336	H & H CONTRACTING COMPA	DEPOSIT- CROSSTOWN ROLLI	Capital assets	440-44103-5110	4,445.00
66336	H & H CONTRACTING COMPA	DEPOSIT- GRANDPA SCOTT'S P	Capital assets	440-44103-5110	4,445.00
66337	HAM LAKE HARDWARE INC	BAR OIL	Operating supplies	100-43101-2290	16.99
66338	HEALTH PARTNERS INC	JULY EAP	Other professional services	100-41701-3190	22.10
66339	INT'L INSTITUTE OF MUNICIPA	IIMC MEMBERSHIP - DS JAN	Prepaid expense	100-15501	93.75

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66339	INT'L INSTITUTE OF MUNICIPAL	IIMC MEMBERSHIP - DS OCT '24	Dues & subscriptions	100-41301-3920	31.25
66340	KINGS III EMERGENCY COMM	AUG ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
66341	LANO EQUIPMENT, INC.	#47 BRACKET STRIKER	Vehicle parts & supplies	100-44101-2340	38.03
66342	LEPAGE & SONS INC	7/1 YARDWASTE	Waste management & recycling	231-43601-3630	542.48
66342	LEPAGE & SONS INC	7/8 YARDWASTE	Waste management & recycling	231-43601-3630	542.48
66342	LEPAGE & SONS INC	7/18 YARDWASTE	Waste management & recycling	231-43601-3630	542.48
66342	LEPAGE & SONS INC	7/22 & 7/26 YARDWASTE	Waste management & recycling	231-43601-3630	1,084.96
66343	MENARDS-BLAINE	FIRE #3 EPOXY	Building repair & maintenance	100-42202-2310	4.39
66343	MENARDS-BLAINE	BAR, BIT SOCKET, SILICONE, C	Operating supplies	100-44101-2290	88.31
66343	MENARDS-BLAINE	PVC PARTS, SHIMS, TRASH BA	Building repair & maintenance	100-43104-2310	20.01
66343	MENARDS-BLAINE	BACKER ROD, SWIFFER WETJE	Building repair & maintenance	100-43104-2310	74.51
66344	MN DEPT OF EMPLOYMENT &	2ND QTR - AB	Unemployment	100-41401-1410	557.64
66345	MN/WI PLAYGROUND INC	CROSSTOWN ROLLING ACRES	Capital assets	440-44103-5110	1,500.00
66346	NORTHDAL CONSTRUCTION	MEADOW PARK	Contractors	431-43301-3810	252,741.05
66347	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitment	100-43101-3150	140.00
66348	PRINT CENTRAL	SEPTIC POSTCARDS	Office supplies	100-42401-2110	423.13
66348	PRINT CENTRAL	SEPTIC POSTCARDS POSTAGE	Postage	100-42401-2120	719.63
66349	PTL TIRE INC	#65 TIRE REPAIR	Equipment parts & supplies	100-44101-2320	25.10
66350	RIVARD COMPANIES	STORM CLEAN UP-TREE WAST	Operating supplies	100-43101-2290	150.00
66351	SITEONE LANDSCAPE SUPPLY	HERBICIDE	Operating supplies	100-44101-2290	79.34
66351	SITEONE LANDSCAPE SUPPLY	HL PARK SPRINKLER SYSTEM R	Operating supplies	100-44101-2290	194.05
66351	SITEONE LANDSCAPE SUPPLY	HL PARK SPRINKER SWING JOI	Operating supplies	100-44101-2290	163.82
66352	SNAP-ON INC	TOOL REPAIR	Operating supplies	100-43101-2290	100.00
66353	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS	Fire Extinguisher	100-20203	111.00
66353	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS	Fire Extinguisher	100-20203	-111.00
66353	SUMMIT COMPANIES	RYLIE	Fire Extinguisher	100-20203	40.00
66353	SUMMIT COMPANIES	JESSE	Fire Extinguisher	100-20203	16.50
66353	SUMMIT COMPANIES	RFC	Fire Extinguisher	100-20203	11.00
66353	SUMMIT COMPANIES	TIM HOLTZ	Fire Extinguisher	100-20203	5.50
66354	TASC	RENEWAL FEE - COBRA ADMI	Other professional services	100-41701-3190	116.94
66354	TASC	SEPT COBRA ADMINISTRATIO	Other professional services	100-41701-3190	28.30
66355	THE MPX GROUP	AUG HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
66356	TOP TIER HEATING & AIR CON	CANCEL DUPLICATE PERMIT #	Surcharge	100-22801	1.00
66356	TOP TIER HEATING & AIR CON	CANCEL DUPLICATE PERMIT #	Other construction permits	100-32202	60.00
66357	US BANK CORPORATE PAYME	MCFOA-MCFOA JAN - JUN '25	Prepaid expense	100-15501	25.00
66357	US BANK CORPORATE PAYME	ZOOM-Zoom - July-DW	Dues & subscriptions	100-41201-3920	13.83
66357	US BANK CORPORATE PAYME	AMAZON-wall chargers-NW	Office supplies	100-41302-2110	8.98
66357	US BANK CORPORATE PAYME	AMAZON-poll pad charging ca	Office supplies	100-41302-2110	9.89
66357	US BANK CORPORATE PAYME	AMAZON-metal stand-NW	Office supplies	100-41401-2110	12.71
66357	US BANK CORPORATE PAYME	IOS-toner Andrea-NW	Office supplies	100-41401-2110	119.25
66357	US BANK CORPORATE PAYME	MNGFOA-MNGFOA dues- AM	Dues & subscriptions	100-41401-3920	70.00
66357	US BANK CORPORATE PAYME	MCFOA-MCFOA JUL - DEC'24 -	Dues & subscriptions	100-41601-3920	25.00
66357	US BANK CORPORATE PAYME	IOS-labels, copier paper, pape	Office supplies	100-41701-2110	167.52
66357	US BANK CORPORATE PAYME	AMAZON-headset accessories	Operating supplies	100-41701-2290	50.12
66357	US BANK CORPORATE PAYME	AMAZON-stain remover-NW	Operating supplies	100-41701-2290	71.70
66357	US BANK CORPORATE PAYME	IOS-trash liners-NW	Operating supplies	100-41701-2290	32.11
66357	US BANK CORPORATE PAYME	AMAZON-headset nicole-NW	Operating supplies	100-41701-2290	157.41
66357	US BANK CORPORATE PAYME	AMAZON-desk phones earbu	Operating supplies	100-41701-2290	7.98
66357	US BANK CORPORATE PAYME	AMAZON-screw & nut driver-	Operating supplies	100-41701-2290	8.99
66357	US BANK CORPORATE PAYME	PANTHEON-website-NW	Internet & website	100-41707-3220	350.00
66357	US BANK CORPORATE PAYME	HOLIDAY-Nonoxy Gas E1-MR	Fuel	100-42201-2230	21.38
66357	US BANK CORPORATE PAYME	HOLIDAY- Nonoxy gas E2-MR	Fuel	100-42201-2230	5.41
66357	US BANK CORPORATE PAYME	IOS- paper towels, trash bags,	Operating supplies	100-42201-2290	269.00
66357	US BANK CORPORATE PAYME	AMAZON-key ring tags-NW	Operating supplies	100-42201-2290	12.28
66357	US BANK CORPORATE PAYME	AMAZON-key ring tags-NW	Operating supplies	100-42201-2290	14.18
66357	US BANK CORPORATE PAYME	IOS-pens-NW	Office supplies	100-42401-2110	16.66
66357	US BANK CORPORATE PAYME	SPEEDWAY-fuel-JC	Fuel	100-43101-2230	81.50
66357	US BANK CORPORATE PAYME	SPEEDWAY-fuel-JC	Fuel	100-43101-2230	78.28
66357	US BANK CORPORATE PAYME	SPEEDWAY-fuel-JC	Fuel	100-43101-2230	67.88
66357	US BANK CORPORATE PAYME	SPEEDWAY-fuel-JC	Fuel	100-43101-2230	66.00

Council Approval List

Payment Dates: 7/16/2024 - 8/5/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66357	US BANK CORPORATE PAYME	SPEEDWAY-fuel-JC	Fuel	100-43101-2230	65.00
66357	US BANK CORPORATE PAYME	BP-non-oxy gas-JC	Equipment parts & supplies	100-43101-2320	151.84
66357	US BANK CORPORATE PAYME	AMAZON-taillights-NW	Vehicle parts & supplies	100-43101-2340	19.78
66357	US BANK CORPORATE PAYME	HARBOR FREIGHT-soaker hos	Small tools	100-43101-2410	99.98
66357	US BANK CORPORATE PAYME	MENARDS-Lion's concrete anc	Operating supplies	100-44101-2290	33.62
66360	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.23
66360	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.48
66360	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	305.21
66360	VERIZON WIRELESS	DH, AC, MS	Phones/radios/pagers	100-44101-3210	130.32
66361	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
66361	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	33.95
66361	WRIGHT-HENNEPIN COOPERA	OUTSIDE CAMERA REPLACEM	Building repair & maintenanc	100-41702-3420	400.00
66361	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002744	MN STATE DEPT OF REVENUE-	JUNE '24 FUEL TAX	Fuel	100-43101-2230	35.91
DFT0002746	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	15.22
DFT0002746	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	65.14
DFT0002747	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002748	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,260.00
DFT0002748	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002749	EMPOWER-HCSP	PTO Pay Out	Other payroll deductions	100-21706	1,606.80
DFT0002750	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,503.11
DFT0002750	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,295.82
DFT0002750	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	9,176.76
DFT0002751	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,939.77
DFT0002752	PERA	Retirement-Coordinated	PERA	100-21703	7,419.21
DFT0002752	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002752	PERA	Retirement-Police & Fire	PERA	100-21703	1,280.53
DFT0002753	US POSTMASTER	JULY SR CENTER POSTAGE	Postage Liability	100-20204	42.19
DFT0002754	US POSTMASTER	AUG HAM LAKER POSTAGE	Postage	211-41704-2120	1,414.30
<b>Grand Total:</b>					<b>424,389.02</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
100 - GENERAL	101,045.70
211 - HAM LAKER	2,504.30
231 - RECYCLING	2,712.40
232 - STREET LIGHT	4,595.63
371 - 2016 GO CAPITAL NOTES-NMTC	32,144.99
420 - FIRE EQUIPMENT	2,372.00
431 - REVOLVING STREET	267,281.00
440 - PARK & BEACH LAND	11,733.00
<b>Grand Total:</b>	<b>424,389.02</b>

### Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	51.04
100-15501	Prepaid expense	118.75
100-20203	Fire Extinguisher	73.00
100-20204	Postage Liability	42.19
100-21701	Federal WH/FICA/MC	18,056.05
100-21702	State W/H	2,939.77
100-21703	PERA	8,781.42
100-21704	Deferred compensation	2,460.00
100-21706	Other payroll deductions	1,606.80
100-21711	Dental Insurance	922.58
100-21712	HSA Account	150.00
100-21714	Life Insurance	235.50
100-22801	Surcharge	1.00
100-32202	Other construction per	60.00
100-41201-3920	Dues & subscriptions	13.83
100-41301-3920	Dues & subscriptions	31.25
100-41302-2110	Office supplies	18.87
100-41401-1410	Unemployment	557.64
100-41401-2110	Office supplies	131.96
100-41401-3920	Dues & subscriptions	70.00
100-41601-3920	Dues & subscriptions	25.00
100-41701-2110	Office supplies	494.08
100-41701-2120	Postage	500.00
100-41701-2290	Operating supplies	328.31
100-41701-3190	Other professional servi	167.34
100-41701-3210	Phones/radios/pagers	39.17
100-41701-4115	Community celebrations	600.00
100-41702-3145	Monitoring	43.95
100-41702-3420	Building repair & mainte	400.00
100-41702-3430	Cleaning service	765.00
100-41702-3610	Electricity	1,208.57
100-41702-3620	Natural gas	163.31
100-41703-3610	Electricity	285.37
100-41707-3220	Internet & website	387.50
100-42201-2230	Fuel	26.79
100-42201-2290	Operating supplies	295.46
100-42201-2320	Equipment parts & suppl	44.94
100-42201-3210	Phones/radios/pagers	41.23
100-42201-3220	Internet	75.00
100-42201-3390	Rentals-other	11.33
100-42201-3450	Fire apparatus repair &	502.50
100-42201-3510	Training/conferences/sc	5,000.00
100-42202-2310	Building repair & mainte	4.39
100-42202-3430	Cleaning service	699.00
100-42202-3610	Electricity	1,162.60

**Account Summary**

Account Number	Account Name	Payment Amount
100-42202-3620	Natural gas	156.53
100-42302-3610	Electricity	68.25
100-42401-2110	Office supplies	463.57
100-42401-2120	Postage	719.63
100-42401-2410	Small tools	117.82
100-42401-3210	Phones/radios/pagers	162.48
100-42501-3190	Other professional servi	978.00
100-43101-2210	Clothing & personal prot	433.52
100-43101-2230	Fuel	1,467.21
100-43101-2240	Safety supplies	44.97
100-43101-2290	Operating supplies	380.00
100-43101-2320	Equipment parts & suppl	151.84
100-43101-2340	Vehicle parts & supplies	64.78
100-43101-2410	Small tools	99.98
100-43101-3150	Personnel testing & recr	140.00
100-43101-3210	Phones/radios/pagers	305.21
100-43101-3410	Blacktop maintenance	38,500.00
100-43102-2710	Salt & sand	960.00
100-43104-2310	Building repair & mainte	94.52
100-43104-3145	Monitoring	52.95
100-43104-3430	Cleaning service	148.00
100-43104-3610	Electricity	885.91
100-43104-3620	Natural gas.	94.17
100-43401-3610	Electricity	914.23
100-44101-2210	Clothing & personal prot	179.13
100-44101-2290	Operating supplies	559.14
100-44101-2320	Equipment parts & suppl	25.10
100-44101-2340	Vehicle parts & supplies	38.03
100-44101-3150	Personnel testing & recr	36.71
100-44101-3210	Phones/radios/pagers	130.32
100-44101-3390	Rentals-other	1,169.00
100-44101-3610	Electricity	225.03
100-44102-3610	Electricity	588.50
100-44102-3620	Natural gas	76.76
100-44202-3430	Cleaning service	300.00
100-44202-3610	Electricity	633.98
100-44202-3620	Natural gas	87.94
211-41704-2120	Postage	1,414.30
211-41704-3970	Printing	690.00
211-41704-3990	Other services and charg	400.00
231-43601-3630	Waste management & r	2,712.40
232-43701-3610	Electricity	4,595.63
371-47101-6110	Principal	30,014.00
371-47101-6120	Interest	600.28
371-47101-6130	Agent fees & misc	1,530.71
420-42201-5110	Capital assets	2,372.00
431-43301-3135	Engineering	14,539.95
431-43301-3810	Contractors	252,741.05
440-44103-5110	Capital assets	11,733.00
	<b>Grand Total:</b>	<b>424,389.02</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	154,395.62
202103-140	252,741.05
231004009	2,712.40

**Project Account Summary**

Project Account Key	Payment Amount
MISC-100	<u>14,539.95</u>
Grand Total:	<u>424,389.02</u>



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary

Pay Period: 7/7/2024-7/20/2024

Packet: PYPKT01639 - PPE 07/20/24 PAID 07/26/24

Payroll Set: City of Ham Lake - 01

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	76	56,730.71
<b>Total</b>	<b>76</b>	<b>56,730.71</b>





City of Ham Lake, MN

# Adjustment Register

Sequence By: Account Number

Packet: ARPKT01136 - VOID A/R CK#64304

## Other Adjustments Detail

Account Number	Adjustment Reference	Name	Payment Amount	Invoice Number	Revenue Code	Amount
<b>REV REFUND CHECK - REVERSE REFUND CHECK</b>						
00178	VOID CK#64304	VICKI VAN DALE	-150.00		TRUST DEPOSITS - TRUST DEPOSITS	-150.00
Check: 64304						
Other Adjustments Detail Totals:			-150.00			

## Revenue Totals

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

## General Ledger Distribution

Posting Date: 07/16/2024

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



City of Ham Lake, MN

# Check Register

Packet: APPKT02049 - VOID CK#65771

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
MJONES	MARK JONES	07/16/2024	Regular	0.00	-141.60	65771

### Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-141.60
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-141.60</b>



City of Ham Lake, MN

# Check Register

Packet: APPKT02050 - VOID CK#66227

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-A/P BANK						
HLHARDWARE	HAM LAKE HARDWARE INC	07/01/2024	Regular	0.00	-107.20	66227

### Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-107.20
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-107.20</b>



City of Ham Lake, MN

# Check Register

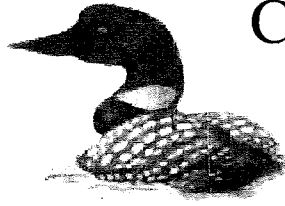
Packet: APPKT02046 - VOID CK#66300

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
RICHMOND	MICHAEL RICHMOND	07/15/2024	Regular	0.00	-839.21	66300

### Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-839.21
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-839.21</b>



# CITY OF HAM LAKE

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

## PROCLAMATION

### OCTOBER OF 2024 IS HEREBY PROCLAIMED AS DOMESTIC VIOLENCE AWARENESS MONTH

**WHEREAS**, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

**WHEREAS**, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

**WHEREAS**, over thousands of women, men, and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

**WHEREAS**, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

**WHEREAS**, October is *National Domestic Violence Awareness Month*; and

**WHEREAS**, DURING *National Domestic Violence Awareness Month*, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

**NOW, THEREFORE, BE IT RESOLVED AND KNOWN TO ALL** that I, Mayor Brian Kirkham, proclaim October to be *Domestic Violence Awareness Month* in the City of Ham Lake.

---

Brian Kirkham, Mayor

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**  
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Future Anglers of Minnesota Previous Gambling Permit Number: X-  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 87-105237  
 Mailing Address: 33803 Naples St NE  
 City: Cambridge State: MN Zip: 55008 County: Isanti  
 Name of Chief Executive Officer (CEO): Jake Kuchenmeister  
 CEO Daytime Phone: 763-360-3435 CEO Email: fam@fa-mn.org  
(permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal     Religious     Veterans     Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division    Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103    651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): MAJESTIC OAKS GOLF CLUB  
 Physical Address (do not use P.O. box): 701 Bunker Lake Blvd  
 Check one:  
 City: Ham Lake Zip: 55304 County: Anoka  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): 9-22-24

Check each type of gambling activity that your organization will conduct:  
 Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Jake Koch Date: 7/16/24  
(Signature must be CEO's signature; designee may not sign)

Print Name: Jake Kuchenmeister

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies, anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

RESOLUTION NO. 24-XX  
RESOLUTION APPROVING CONTRIBUTIONS

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

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

<u>Name of Donor</u>	<u>Amount</u>
Ham Lake Chamber of Commerce <i>(Ham Laker)</i>	\$7,000.00

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

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

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

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

Adopted by the City Council of the City of Ham Lake this 5th day of August, 2024.

\_\_\_\_\_  
Brian Kirkham, Mayor

\_\_\_\_\_  
Denise Webster, City Clerk



**LG555 Government Approval or Acknowledgment for Use of Gambling Funds**

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

**ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)**

Organization Name: Ham Lake Chamber of Commerce License Number: 02948-001

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

1. Amount of proposed lawful purpose expenditure: \$ 7000.00
2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
  - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
  - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
  - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
  - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Donation for the Ham Lake

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

Chief Executive Officer's Signature: [Signature] Date: 7-17-24

Print Name: Tom Soth Daytime Phone: 612-396-9763

**GOVERNMENT APPROVAL/ACKNOWLEDGMENT**

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

Unit of Government: City of Ham Lake Phone: 763-434-9555

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

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

Signature: [Signature] Date: 7/17/2024

Print Name: Denise Webster Title: City Administrator

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

## Memorandum

Date: July 31, 2024  
To: Mayor and Councilmembers  
From: David A. Krugler, City Engineer  
Subject: 2024 Bituminous Overlay Project



---

**Introduction:**

The low bid in the amount of \$955,542.76 from GMH Asphalt for completion of the 2024 bituminous overlay project was approved at the January 2<sup>nd</sup> Council meeting. The project consisted of the overlay of the residential subdivisions of Eagle Ridge Estates South, Naples Estates, Radisson Meadows, Royal Woods, Woodland Bluffs 3<sup>rd</sup> Addition as well as Lever Street from 173<sup>rd</sup> Avenue to 177<sup>th</sup> Avenue. The project was expanded by Change Order at the May 6<sup>th</sup> Council meeting to include the residential subdivisions of Idlewood 1<sup>st</sup> Addition, Idlewood 3<sup>rd</sup> Addition, Wisen's 11<sup>th</sup> Addition, Westlund's Creekside as well as 175<sup>th</sup> Lane West of Swedish Drive and a portion of McKay Drive which increased the project cost by \$457,610.17.

**Discussion:**

The total amount of work completed for the original contract is \$955,542.76 and was increased by Change Order #1 in the amount of \$457,610.15 for an overall total of \$1,413,152.91. The total construction cost of work completed was \$1,453,995.89 which is \$40,842.98 (2.89%) over the contract amount. The overage was due to additional paving of 0.08-inches which is within tolerance of the MnDOT Specifications of 0.25-inches.

**Recommendation:**

It is recommended that the project be accepted and the attached contractor payment to GMH Asphalt be approved. Approval will commence the one-year warranty that the overlay project is free from all defects due to faulty workmanship or defective materials.

Date: July 30, 2024

To: Honorable Mayor and Councilmembers  
City of Ham Lake  
15544 Central Avenue NE  
Ham Lake, Minnesota 55304

Ref: 2024 Bituminous Overlay Project

Contractor: GMI Asphalt Corporation

Final Contractor Payment

Bituminous Overlay Original Contract

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL	PRIOR UNITS	UNITS THIS EST.	UNITS TO DATE	AMOUNT TO DATE
2021.503	MOBILIZATION	LS	1	\$28,500.00	\$28,500.00	1	0	1	\$28,500.00
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	SY	1,732	\$1.05	\$1,818.60	0	0	0	\$0.00
2331.604	MILL BITUMINOUS SURFACE	SY	73,498	\$0.77	\$56,593.46	73,498	0	73,498	\$56,593.46
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	CY	2,993	\$6.72	\$20,112.96	2,993	0	2,993	\$20,112.96
2360.501	TYPE SPWEA240B WEARING COURSE MIXTURE	TON	8,893	\$93.10	\$827,938.30	9,201.13	0	9,201.13	\$856,625.20
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	SY	73,498	\$0.28	\$20,579.44	73,498	0	73,498	\$20,579.44
TOTAL					\$955,542.76				\$982,411.06

Bituminous Overlay Change Order Contract

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL	PRIOR UNITS	UNITS THIS EST.	UNITS TO DATE	AMOUNT TO DATE
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	SY	940.4	\$1.05	\$987.42	0	0	0	\$0.00
2331.604	MILL BITUMINOUS SURFACE	SY	36,271	\$0.77	\$27,928.67	36,271	0	36,271	\$27,928.67
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	CY	1,479.3	\$6.72	\$9,940.90	1,479.3	0	1,479.3	\$9,940.90
2360.501	TYPE SPWEA240B WEARING COURSE MIXTURE	TON	4,388.8	\$93.10	\$408,597.28	4,549.51	0	4,549.51	\$423,559.38
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	SY	36,271	\$0.28	\$10,155.88	36,271	0	36,271	\$10,155.88
TOTAL					\$457,610.15				\$471,584.83

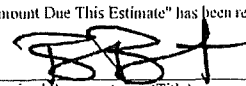
SUMMARY

Original Contract Amount	\$955,542.76
Change Order Contract Amount	\$457,610.15
Total Contract Amount	\$1,413,152.91
Less Pay Estimate #1	\$1,339,829.55
Less Pay Estimate #2	\$99,626.39
Value Completed to Date	\$1,453,995.89
Amount Retained	\$0.00
AMOUNT DUE THIS ESTIMATE	\$14,539.95

CERTIFICATION OF THE CONTRACTOR

I hereby certify that the work performed and the materials supplied under the terms of the Contract for the referenced project, and all authorized changes to the Contract have an actual value under the Contract of the amounts shown on this estimate (and the final quantities of the final estimate are correct) and that this estimate is just and correct and no part of the "Amount Due This Estimate" has been received.

By

  
Contractor's Authorized Representative (Title)

Date

7-30-24

CERTIFICATION OF THE ENGINEER

I hereby certify that I have prepared or examined this estimate and that the Contractor is entitled to payment of this estimate under the Contract for the referenced project.

By

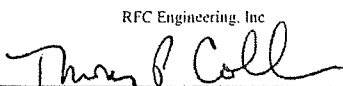
  
RFC Engineering, Inc.

Date

7-30-24

Respectfully submitted,

RFC Engineering, Inc

  
Tom Collins, P.E.  
Ham Lake City Engineer

Meeting Date: August 5, 2024

**CITY OF HAM LAKE**

**STAFF REPORT**

**To:** Mayor and Councilmembers  
**From:** Mark Jones, Building Official  
**Subject:** Accessory Building located at 2300 153rd Avenue NE

**Introduction:**

Brandon Braastad submitted a building plan for a 2,495 sq. ft. accessory building located on his property at 2300 153<sup>rd</sup> Ave NE in B and T Acres. The property size is approximately 2.8 acres. Per Article 9-370.1 Size Limitation table, the maximum size of an accessory building is 2,400 sq. ft. for a lot size of 2.5 to 5 acres, unless approved by the City Council. Mr. Braastad is asking to increase his accessory building by 95 sq. ft. for a total of 2,495 sq. ft. The accessory building meets the provisions of Article 9-370.2 Building Materials being similar in color, texture and style of the dwelling. It also meets the provisions of Article 9-370.3 Height Restriction of 25 feet.

**Recommendation:**

Staff is recommending approval of the additional 95 sq. ft. increase to 2,495 sq. ft. for Mr. Braastad to construct an accessory building at 2300 153<sup>rd</sup> Ave NE.

# CERTIFICATE OF SURVEY

~for~ BRANDON AND TIFFANY BRAASTAD  
 ~of~ XXXX 153RD AVENUE NE  
 HAM LAKE, MN 55304

## PROPERTY DESCRIPTION:

Lot 1, Block 1, B AND T ACRES, Anoka County, Minnesota.

## NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 9/24/2019.
- Bearings shown are on Anoka County datum.
- Parcel ID Number: 21-32-23-42-0002.
- Total parcel area = 119,410 sq. ft. (2.74 acres).
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Builder to verify house dimensions, sewer depth and foundation depth.
- Driveways are shown for graphic purposes only. Final driveway design and location to be determined by contractor.
- Finished grade adjacent to home shall be 0.5 feet below top of block except at driveway and patio.

## PROPOSED ELEVATIONS

(12 CRS. WALKOUT BASEMENT)

TOP OF BLOCK = 919.1  
 GARAGE FLOOR = 918.7  
 LOWEST FLOOR = 911.0  
 TOP OF FOOTING = 910.7

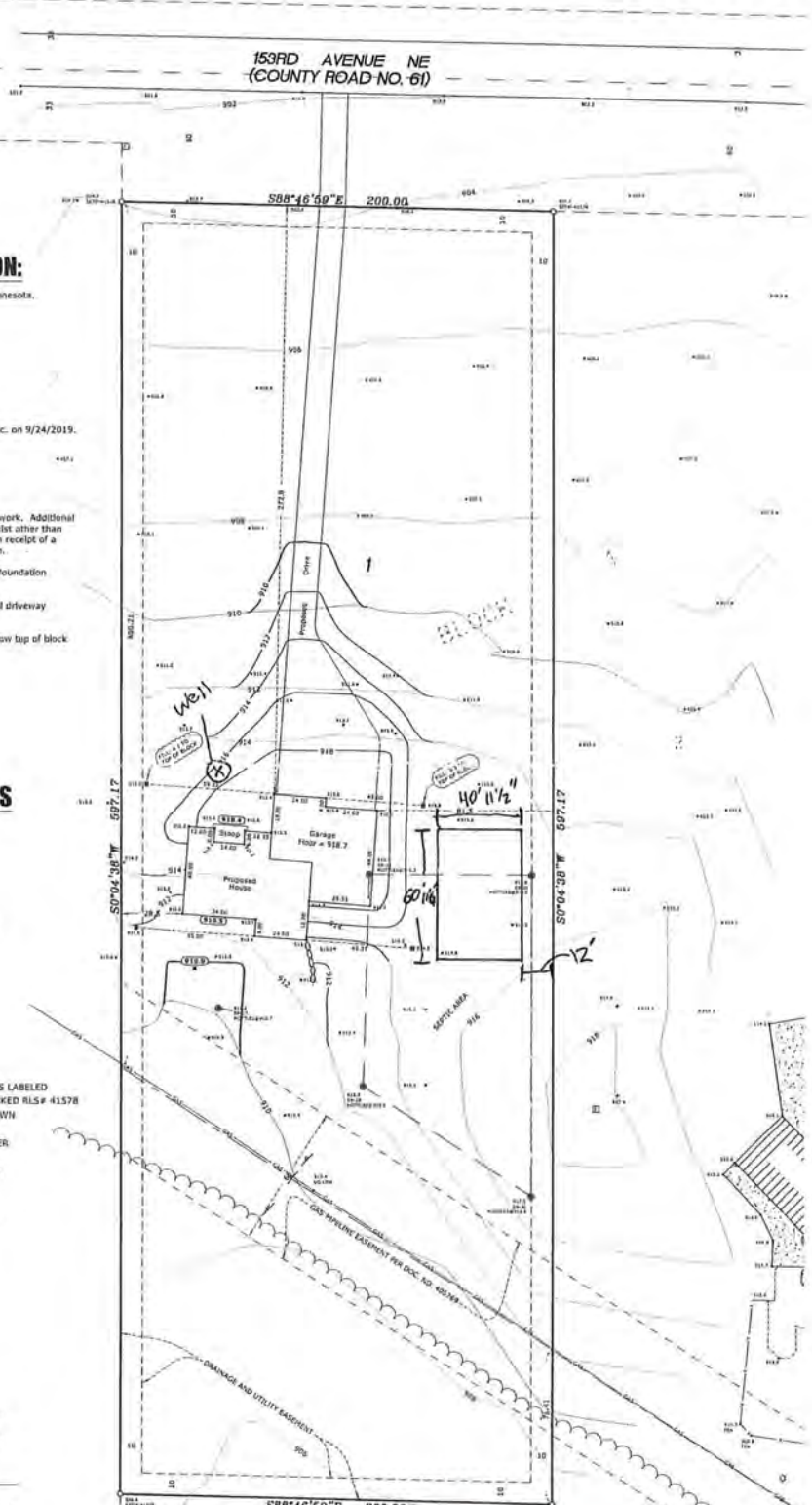
DIAGONAL = 128.33 x 66.00 = 144.31

## LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- ⊕ DENOTES HUB/SPIKE AT OFFSET SHOWN
- ⊞ DENOTES ELECTRICAL BOX
- ⊞ DENOTES UNDERGROUND GAS MARKER
- DENOTES PROPOSED ELEVATION
- DENOTES EXISTING SPOT ELEVATION
- DENOTES EXISTING CONTOURS
- DENOTES PROPOSED CONTOURS
- DENOTES DIRECTION OF DRAINAGE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE

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

JASON E. RUD  
 Date: 12/12/2019 License No. 41578

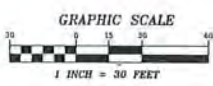


*Brandon T. Braastad*

NORTH

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

**BENCHMARK**  
 ANOKA CO. BENCHMARK NO. 3109  
 ELEVATION = 906.96 (NAVD 88 DATUM)



DRAWN BY:	BAE	JOB NO:	18936PP	DATE:	9/20/19
CHECK BY:	JER	SCANNED	<input type="checkbox"/>		
1	11/24/19	PRIVE HSE 30' SOUTH & 10' WEST	BAE		
2	11/22/19	ADD PE-STAKE INFO	BAE		
3	12/12/19	UPDATE GRADING INFO	ECB		
REL.	DATE	DESCRIPTION	BY		

**Meeting Date: August 5, 2024**

**CITY OF HAM LAKE**

**STAFF REPORT**

**To: Mayor and Councilmembers**

**From: John Witkowski, Public Works Superintendent, on behalf of the Park Committee (Mayor Kirkham and Councilmember Parranto)**

**Subject: Playground Equipment for Hidden Forest East Park**

**Introduction:**

The Park Committee met to discuss applying for a matching grant to purchase a playground structure from GameTime for Hidden Forest East Park. We were notified that the matching grant was approved in the amount of \$228,851 with the City paying \$114,425.50. We would also like to include additional playground equipment, such as swings, a merry-go-round, see-saw, a toddler structure, and picnic tables with the additional cost being \$52,063. The total cost for the purchase, including freight will be \$183,278.09.

**Recommendation:**

We are recommending approving the grant from GameTime to purchase the playground structure for Hidden Forest East Park and include additional playground equipment with the monies coming from the Park and Beach Fund in the amount of \$183,278.09.



MWP Recreation  
 4800 Olson Memorial Highway, Suite 130  
 Minneapolis, Minnesota 55422  
 Ph. 800-622-5425 | 763-546-7787  
 Fax 763-546-5050 | info@mwprecreation.com

08/01/2024  
 Quote #  
 105172-01-01

## City of Ham Lake 2024 Grant Structure Hidden Forest East Park

City of Ham Lake  
 Attn: John Witkowski  
 15544 Central Avenue NE  
 Ham Lake, MN 55304  
 UNITED STATES  
 Phone: 763-235-1662  
 Fax: N/A  
 jwitkowski@ci.ham-lake.mn.us

Ship to Zip 55304

Quantity	Part #	Description	Unit Price	Amount
1	1468	GameTime - 2958 Belt Seat Pkg 5" Od	\$365.00	\$365.00
1	81598	GameTime - Powerscape Swing 5" X 8'	\$2,999.00	\$2,999.00
2	10848	GameTime - Ada Two-Place Swing Add-A-Bay, 5" Od	\$1,803.00	\$3,606.00
1	5145	GameTime - Expression Swing 5" X 8'	\$1,949.00	\$1,949.00
1	SS1464	GameTime - Enclosed Tot 5"8' High	\$497.00	\$497.00
1	4952	GameTime - 5" x 8' NextGen Swing w clevis (galv	\$512.00	\$512.00
1	28028	GT-Site - Sway Bench	\$2,321.00	\$2,321.00
1	919	GameTime - Whirl-Hydraulic Brake	\$7,369.00	\$7,369.00
1	200	GameTime - Four Seat Buck-A-Bout	\$2,112.00	\$2,112.00
4	4880	GameTime - Inground Mount For Spring Rider	\$165.00	\$660.00
4	2313	GameTime - Saddle Seat	\$274.00	\$1,096.00
1	3274	GameTime - Sensory Wave Seat	\$2,661.00	\$2,661.00
1	17257	GameTime - Sensory Wave Safety Belt	\$271.00	\$271.00
1	390211	GameTime - Sparkling Horizons - Inground	\$21,132.00	\$21,132.00
2	28014	GT-Site - 6' P/S Hd Picnic Table	\$2,212.00	\$4,424.00
1	178749	GameTime - Owner's Kit	\$89.00	\$89.00
1	RDU	GameTime - PS22041 Coco's Hideaway	\$228,851.00	\$228,851.00
			<b>Sub Total</b>	<b>\$280,914.00</b>
			<b>Grant</b>	<b>(\$114,425.50)</b>
			<b>Freight</b>	<b>\$16,789.59</b>
			<b>Total</b>	<b>\$183,278.09</b>

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

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.



MWP Recreation  
 4800 Olson Memorial Highway, Suite 130  
 Minneapolis, Minnesota 55422  
 Ph. 800-622-5425 | 763-546-7787  
 Fax 763-546-5050 | info@mwprecreation.com

08/01/2024  
 Quote #  
 105172-01-01

## City of Ham Lake 2024 Grant Structure Hidden Forest East Park

This quotation is subject to polices in the current GameTime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o MWP Recreation.

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

Any changes made to product and/or services after initial order(s) has/have been received by GameTime will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Pricing: f.o.b. factory, firm for 15 days from date of quotation or until the funds are depleted. If placing an order after expiration of quote, please contact our office to confirm availability of matching grants funding then, if funding is available, an updated quotation will be provided. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: per the requirements of the grant, payment in full, check submitted with order

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

### Order Information:

Bill To: \_\_\_\_\_ Ship To: \_\_\_\_\_  
 Company: \_\_\_\_\_ Project Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_ Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

### Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_ P.O. No: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ Purchase Amount: **\$183,278.09**





## Cocos Hideaway

Cocos Hideaway is an exciting PowerScape play system designed for children ages 5-12. This unit features our IONiX ShadowPlay® products for added sensory and visual appeal. The structure also incorporates three slides and numerous climbers, making Cocos Hideaway an irresistible playground destination for kids.



## Sparkling Horizons

The Sparkling Horizons play center is perfect for children ages 2 to 5 years. It combines age-appropriate activities that encourage discovery and enhance social-emotional, communicative, and motor skill development.



## Sway Bench

Take a break from the standard bench to enjoy a leisurely swing with the sway bench. The 12-gauge punched steel swing seat is supported by 3.5" diameter posts that support a gentle swinging motion. A variety of color options for the swing seat and posts allow you to create a bench that blends seamlessly into your recreation space.



## Nexgen Swing Seat Package

The Nexgen Swing Seat Package is a solid plastic seat designed for maximum comfort for users of all ages. The package includes the playground swing seat, chains, and installation hardware for easy installation in a new or existing GameTime swing frame. The swing frame is sold separately.



## Enclosed Tot Swing Seat

Enclosed Tot Swing Seat is a durable swing seat meant to be enjoyed by one child at a time. Its cup-like design allows for added comfort and security among children age 2-5. Available in an anti-wrap and clevis swing seat package.



## Expression Swing™ Universal

Expression Swing Universal features the same adult swing seat as our original Expression Swing and includes an adaptive swing seat for children of all abilities (ages 5-12). The patented design positions adult and child face-to-face and eye-to-eye to encourage an emotional bond during play (also known as the scientific principle of attunement), and the adaptive seat provides an inclusive form of swinging play for children who require additional support.



## One-Piece Platform Whirl

The playground whirl is a perennial favorite activity of children the world over. This 7'6" whirl is constructed of a single piece of steel and is installed with a fully-enclosed motion mechanism that features a velocity brake for consistent speed control. Big enough for 4-6 children to enjoy the benefits of spinning play, the One-Piece Whirl feature wide platform areas and multiple handgrip areas that provide support whether users sit or stand.



## **Buck-A-Bout - 4-Seat**

4 Seat Buck A Bout is a fun collaborative activity for children ages 5-12 to enjoy. This modern take on a seesaw features for ends that spring up and down. It's an easy way to add a splash of color and sense of adventure to any playground. Seats and in-ground mount must be purchased separately.





## **Sensory Wave® Spinning Seat**

A fast, fun and exciting freestanding play activity for children of all abilities. The high back molded sensory seat with handles and front pommel design helps children maintain a neutral body position while spinning.



## **Tuffclad Series Heavy Duty Picnic Table**

GameTime's Tuffclad Heavy Duty Picnic Table can be designed to match your recreation space or playground. A variety of color options for seats and frames allow you to create a table that blends seamlessly into your recreation area, and the plastisol-coated seat and top provides a comfortable surface for adults or children to take a break from their activities or enjoy a picnic in the park. The heavy duty and standard steel frame options create a durable amenity for any recreation environment. Tables are available in 6' and 8' lengths for portable mounting. Also available in standard and preschool versions.