

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, AUGUST 19, 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 Lt. Anthony Mendoza, Anoka County Sheriff's Office Monthly Report

4.0 CONSENT AGENDA

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

4.1 Approval of minutes of August 5, 2024

4.2 Approval of claims

4.3 Approval of a Proclamation proclaiming September 17-September 23 as Constitution Week

4.4 Approval of the 2025 North Metro Telecommunications Commission Budget (NMTV)

4.5 Approval of a Resolution ordering the preparation of the assessment roll and scheduling a Public Hearing for Street Light Assessments for 2025

4.6 Approval of a Resolution regarding Post-Election Review

4.7 Approval of a Resolution establishing Two Special Revenue Funds for Watershed Management Organization Levies

4.8 Approval of the contract renewal with BerganKDV, Ltd. for the 2024-2026 auditing services

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

7.1 Finance Director Andrea Murff, 2nd Quarter Financial Report

8.0 CITY ATTORNEY

8.1 Discussion of the new Cannabis Laws

8.2 Discussion of a Resolution approving a Certificate of Occupancy for Live Wire Electrical Services LLC (Livewire) located at 13319 Aberdeen Street NE

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

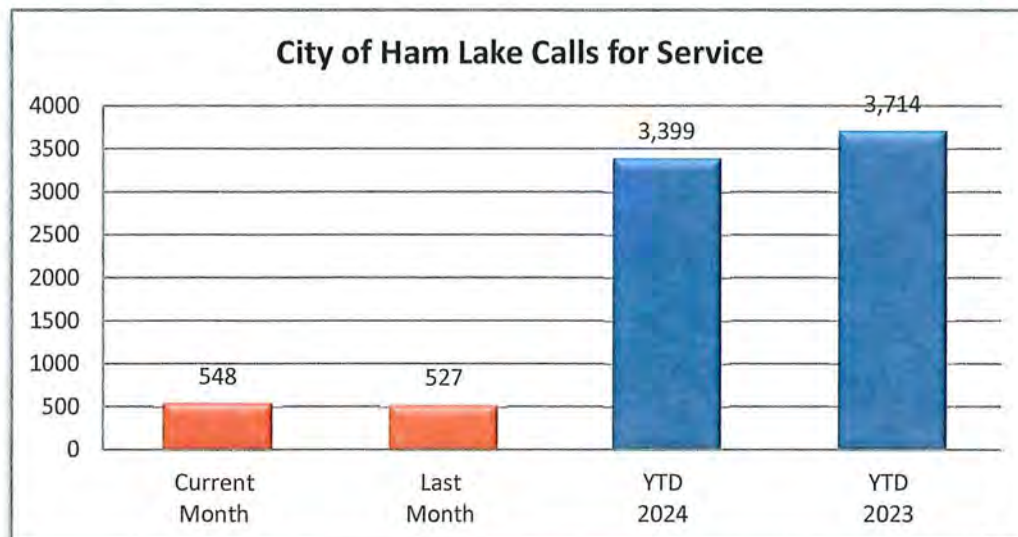
11.1 Committee Reports

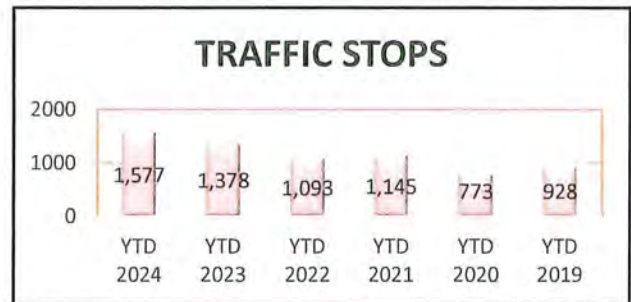
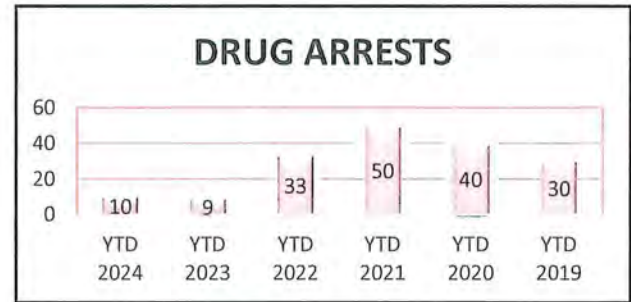
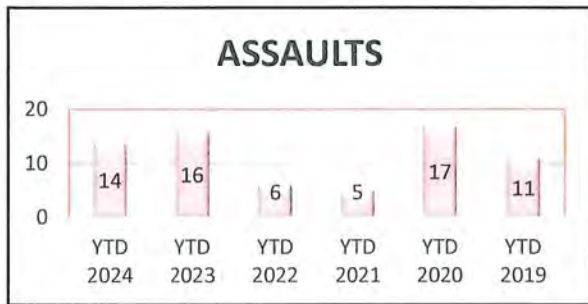
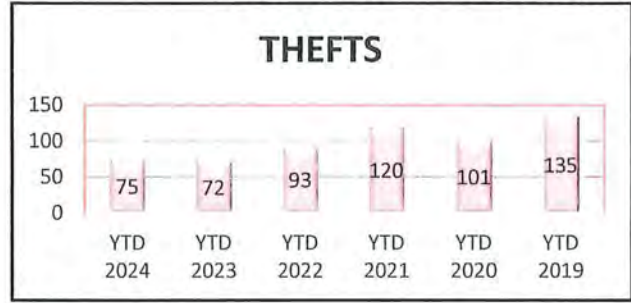
11.2 Announcements and future agenda items

PATROL DIVISION

CITY OF HAM LAKE - JANUARY - JULY 2024

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2024	YTD 2023
Call for Service	453	442	446	483	500	527	548						3,399	3,714
Burglaries	0	2	0	1	1	1	3						8	6
Thefts	17	12	5	9	8	12	12						75	72
Crim Sex Conduct	0	0	0	0	0	0	0						0	1
Assault	1	5	0	2	3	1	2						14	16
Dam to Property	1	3	5	3	2	7	7						28	10
Harass Comm	0	0	0	1	0	0	0						1	0
PI Accidents	3	2	5	5	8	14	11						48	38
PD Accidents	24	21	30	22	39	24	24						184	201
Medical	58	47	63	79	72	66	56						441	416
Animal Complaint	25	18	30	27	27	32	32						191	212
Alarms	31	23	26	18	32	27	34						191	195
Felony Arrests	1	8	1	3	3	2	3						21	19
GM Arrests	2	5	4	4	6	3	3						27	30
Misd Arrests	5	6	6	5	7	9	4						42	31
DUI Arrests	2	3	2	2	5	6	1						21	19
Drug Arrests	0	2	1	3	2	1	1						10	9
Domestic Arrests	0	1	0	2	3	1	1						8	10
Warrant Arrests	9	3	2	6	1	3	5						29	32
Traffic Stops	227	224	219	203	221	206	277						1,577	1378
Traffic Arrests	71	64	78	59	64	79	110						525	329





Problem Type Summary

3:06 PM 08/06/2024

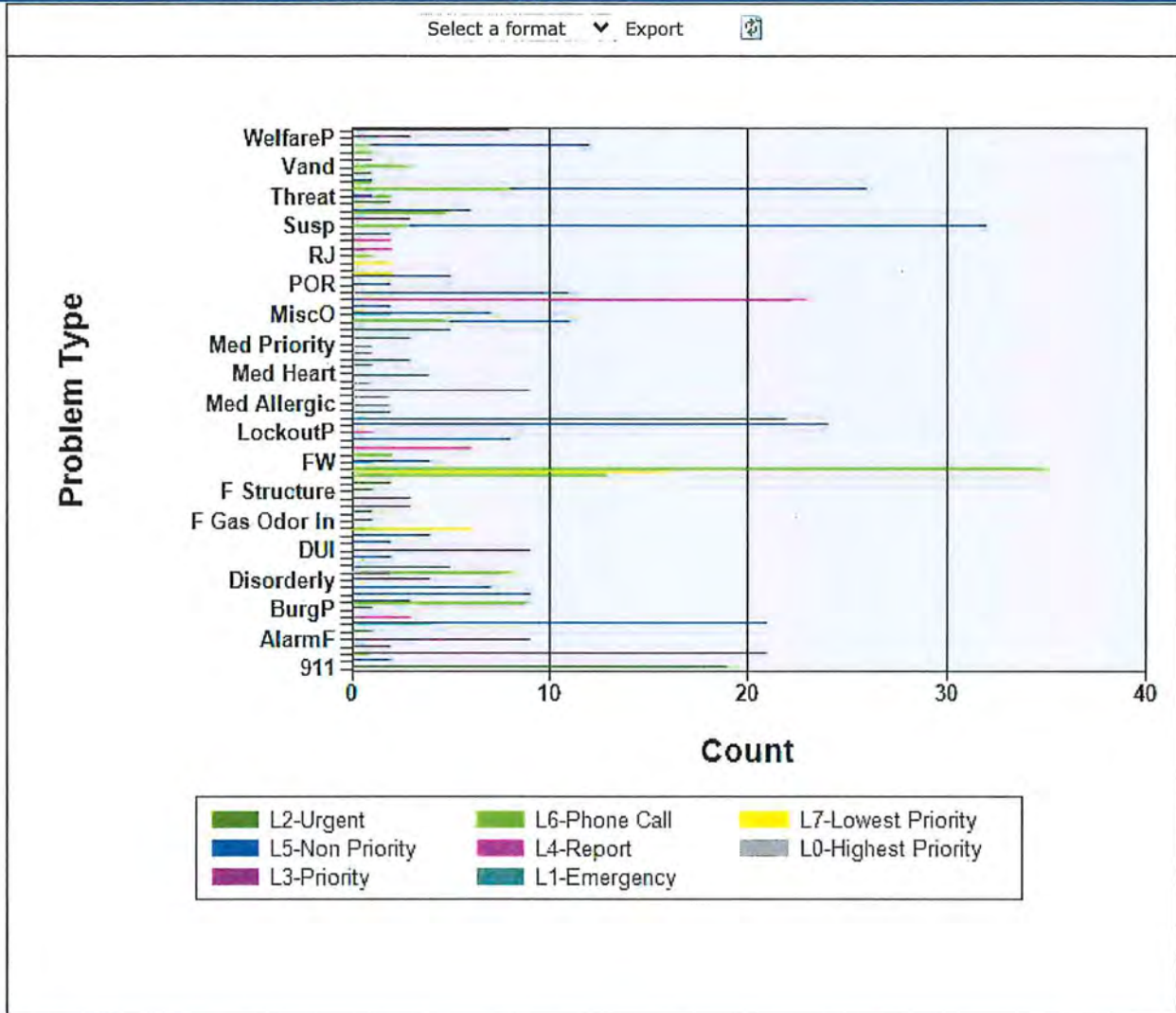
Data Source: Data Warehouse

Agency: LAW ENFORCEMENT

Division: Ham Lake Law

Day Range: Date From 7/1/2024 To 7/31/2024

Exclusion: • Calls canceled before first unit assigned



4

Priority	Description
0	L0-Highest Priority
1	L1-Emergency
2	L2-Urgent
3	L3-Priority
4	L4-Report
5	L5-Non Priority
6	L6-Phone Call
7	L7-Lowest Priority

Problem Type	Priority							Total	
	0	1	2	3	4	5	6		7
911			19						19
Abandon						2			2
Abuse									
AbuseP									
AlarmB				21			1		22

AlarmCO		2				2	
AlarmCOIII							
AlarmF		9				9	
AlarmFsmoke	1					1	
AlarmHoldup							
AlarmV							
AlarmWF							
Animal				21	4	25	
AnimalResc							
Arson							
Assault							
AssaultP							
Boat Assist							
Bomb							
BombP							
Broadcast							
Burg			3		2	5	
BurgP	1					1	
Civil				3	9	12	
CivilP							
CSC							
Debris				9		9	
Deer				7		7	
Disorderly		4				4	
Dom		8	2		8	18	
DomP	5					5	
Drugs				2		2	
DUI		9				9	
Dumping				2		2	
Escort				4		4	
ExPat					1	6	7
F Aircraft							
F Assist							
F CleanUp							
F Collapse							
F Dump							
F Elec Smell							
F Expl							
F Gas Odor In		1				1	
F Gas Odor Out							
F Grass fire	1					1	
F Illegal		3				3	
F Misc							
F Mutual Aid							
F Oven							
F Powerlines		3				3	
F SmokeIn							
F SmokeOut							
F Structure	1					1	
F Train							
F Veh	2					2	
F Water Rescue							
Fight							
Flood in							
Flood out							
Fraud				1	13	14	
FraudP							
FU					35	16	51
FW				4	1	5	
Gun							
Harass					2	2	
Info							
Lift Assist			6			6	
Liq							
Lockout				8		8	
LockoutP			1			1	

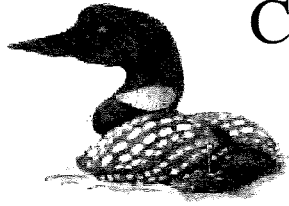
MA				24			24
MASS							
Med -	22						22
Med Alarm	2						2
Med Allergic	2						2
Med Assault							
Med Bleed	2						2
Med Breathing Diff	9						9
Med Breathing Not	1						1
Med Choking							
Med Drown							
Med Electro							
Med Fall							
Med Heart	4						4
Med Hold		1					1
Med ILL	3						3
Med Info							
Med OB	1						1
Med Priority	1						1
Med Seizure	3						3
Med Stab-Gunshot							
Med Stroke							
Med Uncon	5						5
Medex							
Misc				11	5		16
MiscO				7	2		9
Noise				2			2
NoTag							
Ord							
Other							
Park							
PD			23		1		24
Parson							
PI	11						11
POR				2			2
Property				5			5
PW						2	2
REPO-TOW						2	2
RI					1		1
RoadClosure							
Robbery							
RobberyP							
Shots							
Slumper			2				2
StolenProp							
Suicide		1	2		1		4
SuicideP	2						2
Susp				32	3		35
SuspP		3					3
Theft				6	5		11
TheftP		2					2
Threat			1	1	2		4
ThreatP							
Traf				26	8		34
Tres				1	1		2
UNK		1					1
Unsecure							
Vand				2	3		5
VandP		1					1
VehTheft					1		1
VehTheftP							
Weapon							
Weather							
Welfare				12	1		13
WelfareP		3					3
WT		8					8

Total

16	57	29	76	40	194	110	26	548
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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, AUGUST 5, 2024

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, August 5, 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, Gary Kirkeide, Al Parranto and Jesse Wilken

MEMBERS ABSENT: None

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

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

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

2.0 PUBLIC COMMENT

Kathy Lawson, 953 McKay Drive NE, was present before the City Council regarding the completion of repairing McKay Drive NE. Ms. Lawson stated that patching was done too early in the year and following a snowfall the patching came off the road. Ms. Lawson stated that a portion of the road was overlaid and why wasn't the entire road overlaid. Ms. Lawson stated that the overlay was done 2 months ago, yet the road is not striped yet and the construction debris alongside the road has not been removed. Engineer Krugler stated that reconstruction of streets is in rotation by when the subdivision was done. Engineer Krugler stated that 3,100 feet of McKay Drive NE was added to the 2024 overlay project because the contractor pricing came in low. Engineer Krugler stated that the remainder of McKay Drive NE is scheduled to be overlaid in 2025. Mayor Kirkham stated this could be discussed at a future Road Committee meeting. Ms. Lawson asked if the patching could be re-done this year. Administrator Webster stated she would contact Public Works Superintendent Witkowski to look at the road.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Andy Grice, BerganKDV – Presentation of the 2023 Audit

Andy Grice was before the City Council to present the 2023 Annual Financial Audit and Single Audit Findings. Mr. Grice stated the Independent Auditor's Report gave the City a clean unmodified opinion for the audit. Mr. Grice noted there is a deficiency in internal control with lack of segregation of the accounting duties, which is common with a small staff. Mr. Grice summarized the financial analysis for the General Fund Performance. Revenues came in \$573,690 over budget due to the increase in the tax levy for 2023 and higher interest rates contributing to investment income. Licenses and Permits revenue for the year saw a significant decrease in revenue when compared to 2022 due to less building activity in the City. All other revenues sources remained consistent when compared to the prior year. Expenditures came in slightly under budget for 2023. Public Safety saw an increase in expenditures when compared to the previous year due to the addition of an investigator on the Anoka County Sheriff Contract. Public

Works also saw an increase in expenditures when compared to the previous year due to staffing changes. The remaining functions remained fairly consistent with prior years. Overall, 2023 total revenues exceeded total expenditures for the City causing an increase of \$578,650 to the General Fund Balance. Mr. Grice stated the City now has a Fund Balance Ratio of 63.5%, which is greater than the Fund Balance Policy of 35-50%. Mr. Grice also presented an analysis of the City's historical total tax capacity amounts, tax levy amounts and tax rate for the years 2019 – 2023. Mr. Grice explained that the tax capacity for the City continues to increase faster than relative flat tax levy amount, which helps explain why the tax rate for the City has decreased year over year. The tax rate for 2023 was 18.85%. The Council thanked Mr. Grice for his presentation. The Council also thanked Finance Director Murff and staff.

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 in the amount of \$532,610.14
- 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 Resolution No. 24-35 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 153rd Avenue NE
- 4.9 Approval of accepting the grant from GameTime for a playground structure at Hidden Forest East Park

Councilmember Kirkeide stated there was a clerical error in the minutes, the correction was noted on the clerk's copy. **Motion by Kirkham, seconded by Doyle, to approve the Consent Agenda, with a clerical error correction as noted on the clerk's copy. Mayor Kirkham and Councilmembers Doyle, Parranto and Wilken voted yes. Councilmember Kirkeide abstained. Motion carried.**

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

Fire Chief Raczkowski was present before the City Council to discuss issues with the concrete bay floor at Fire Station #3. Fire Chief Raczkowski stated that the plans state that there should be a clear polish on the floor. The floor has been coated, but something is coming through and showing stains wherever water has made contact. The contractor has since replaced the sealer twice with other products and the problem continues. Fire Chief Raczkowski stated they have three options: 1. Leave the floor as is and try to get a refund from the contractor; 2. Have core samples done to see if there is a problem with the concrete

which will cost \$6,000 and take 4 weeks to get the results; and 3. Have the floor epoxied with the cost \$15,000 and still have concern that the epoxy will not stick to the concrete. Engineer Krugler stated that core samples would show if there is some type of additive in the concrete that could be causing these problems and if so, the cement company, Cemstone, would be responsible for the floor and would need to replace it. The General Contractor, Ebert Construction, has stated that they are not responsible for the problem. Councilmember Wilken stated that the general contractor has overall responsibility for the project and the City should not be liable. **It was the consensus of the City Council to have core samples taken of the concrete floor at Fire Station #3.**

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Parranto stated that he and Mayor Kirkham had a park meeting to discuss ordering playground equipment for Hidden Forest East Park.

11.2 Discussion of the Anoka County Election Integrity Team (ACEIT)

Mayor Kirkham stated that he asked that this item be added to the agenda for council discussion. Mayor Kirkham stated that the ACEIT has six goals they would like to achieve. The ACEIT's goals are 1. Small voting precincts, 2. Secured election judge data, 3. Verified registered voters, 4. Validated paper ballots, 5. Paper poll books, and 6. Hand-counted paper ballots. Mayor Kirkham stated that other cities have adopted Resolutions requesting post-election review for the General Election. Mayor Kirkham stated that a hand-count would be the only option to consider. Mayor Kirkham stated that he spoke with Tom Hunt, Elections Manager of Anoka County Elections, regarding election procedures. Councilmember Doyle stated these procedures should start at the state level. Councilmember Parranto stated he would be open to a recount. Councilmember Kirkham stated that Anoka County has 128 precincts and currently randomly recounts six precincts and feels they should recount more than six precincts. Councilmember Kirkeide stated that there is a lack of trust in government, and he would rather have a recount rather than have questions about the integrity of the election. Councilmember Kirkeide stated he would be in favor of adding one precinct for a recount to be done at City expense. **It was the consensus of the City Council to draft a Resolution to have Post-Election Review (PER) conducted on the results of one of its precincts for the 2024 General Election pursuant to Minnesota Statutes, Section 206.89.**

11.3 Announcements and future agenda items

Councilmember Wilken stated that a speed monitoring sign was placed on East Lake Netta Drive NE and the car count was 11,000 in one week with 80% of the vehicles speeding. This traffic was caused by the detour for the Highway 65 road construction project.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:46 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
August 19, 2024

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	08/06/24 - 08/19/24	
EFT	# 2106 - 2117	\$ 75,978.26
REFUND CHECKS	# 66362 - 66375	\$ 41,937.50
CHECKS	# 66376 - 66415	\$ 238,126.14
BANK DRAFTS	DFT0002755 - DFT0002760	\$ 30,072.44
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 386,114.34</u>
PAYROLL CHECKS		
08/09/24	Direct Deposits	\$ 42,876.71
TOTAL PAYROLL CHECKS		<u>\$ 42,876.71</u>
VOID CHECKS		
CHECKS		
ZERO CHECKS	#66371 - 66372, 66401	\$ -
ZERO EFT	#2113	\$ -
BANK DRAFTS		\$ -
TOTAL VOIDS		<u>\$ -</u>
TOTAL OF ALL PAYMENTS		<u><u>\$ 428,991.05</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 19TH DAY OF AUGUST 2024

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Packet: ARPKT01153 - 08/06/24 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00265	SEAN & DIANA HUNCZAK	8/6/2024	66362	5,100.00
00341	MATTHEW KUEHN	8/6/2024	66363	2,500.00
00521	TJB HOMES INC	8/6/2024	66364	2,500.00
00552	DEEP SEA PROPERTIES LLC	8/6/2024	66365	2,600.00
00555	ABDIKADIR IBRAHIM	8/6/2024	66366	2,500.00
00574	LELA MCCARTY	8/6/2024	66367	150.00
Total Refund Amount:				15,350.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	15,350.00
Revenue Totals:	15,350.00

General Ledger Distribution

Posting Date: 08/06/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-15,350.00	Yes
890-11501	Misc receivables	15,350.00	
890 Total:		0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-15,350.00	
999-20702	Due to other funds	15,350.00	Yes
999 Total:		0.00	
Distribution Total:		0.00	



Packet: ARPKT01156 - 08/08/24 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00488	JAM HOPS	8/8/2024	66368	11,287.50
00535	H&H CONTRACTORS	8/8/2024	66369	2,600.00
			Total Refund Amount:	13,887.50

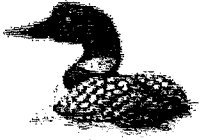
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	13,887.50
Revenue Totals:	13,887.50

General Ledger Distribution

Posting Date: 08/08/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-13,887.50	Yes
890-11501	Misc receivables	13,887.50	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-13,887.50	
999-20702	Due to other funds	13,887.50	Yes
	999 Total:	-0.00	
	Distribution Total:	0.00	



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01160 - 08/13/24 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00270	PRICE CUSTOM HOMES	8/13/2024	66370	5,100.00
Total Refund Amount:				5,100.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	5,100.00
Revenue Totals:	5,100.00

General Ledger Distribution

Posting Date: 08/13/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-5,100.00	Yes
890-11501	Misc receivables	5,100.00	
	890 Total:	<u>0.00</u>	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-5,100.00	
999-20702	Due to other funds	5,100.00	Yes
	999 Total:	<u>0.00</u>	
	Distribution Total:	<u>0.00</u>	



Packet: ARPKT01163 - 08/15/24 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
	** VOID **	8/15/2024	66371	0.00
	** VOID **	8/15/2024	66372	0.00
00503	PARENT BUILDERS	8/15/2024	66373	2,600.00
00450	NOVAK-FLECK, INC	8/15/2024	66374	2,500.00
00453	JEFFREY BORSTNER	8/15/2024	66375	2,500.00
Total Refund Amount:				7,600.00

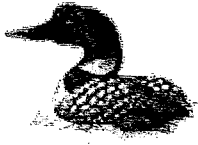
Revenue Totals

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

General Ledger Distribution

Posting Date: 08/15/2024

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



Payment Dates 8/6/2024 - 8/19/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2106	BERGLUND, BAUMGARTNER,	7/2/24 COUNCIL MEETING	Attorney	100-41101-3110	441.32
2106	BERGLUND, BAUMGARTNER,	GOOD FELLAS	Attorney	100-41101-3110	118.82
2106	BERGLUND, BAUMGARTNER,	LIVE WIRE	Attorney	100-41101-3110	1,001.46
2106	BERGLUND, BAUMGARTNER,	REMOTE CC MEETING SETUP	Attorney	100-41101-3110	84.87
2106	BERGLUND, BAUMGARTNER,	7/3/24 STAFF MEETING	Attorney	100-41101-3110	118.82
2106	BERGLUND, BAUMGARTNER,	7/16/24 STAFF MEETING	Attorney	100-41101-3110	339.48
2106	BERGLUND, BAUMGARTNER,	RETRIEVING BILL DORN FILES	Attorney	100-41101-3110	271.58
2106	BERGLUND, BAUMGARTNER,	7/15/24 COUNCIL MEETING	Attorney	100-41101-3110	519.35
2106	BERGLUND, BAUMGARTNER,	SHERIFF'S REPORT	Attorney	100-41101-3110	186.71
2106	BERGLUND, BAUMGARTNER,	7/30/24 WORKSHOP	Attorney	100-41101-3110	424.35
2106	BERGLUND, BAUMGARTNER,	WETBANK ORDINANCE	Attorney	100-41102-3110	339.48
2106	BERGLUND, BAUMGARTNER,	WATERDISTRICTS' LEVY	Attorney	100-41401-3110	424.35
2106	BERGLUND, BAUMGARTNER,	CRAWFORD ACQUISITION	Attorney	431-43301-3110	254.61
2106	BERGLUND, BAUMGARTNER,	HOLIDAY DEVELOPMENT AGR	Attorney	890-90001-3110	661.98
2106	BERGLUND, BAUMGARTNER,	EVERGREEN ESTATES	Attorney	890-90001-3110	152.77
2106	BERGLUND, BAUMGARTNER,	SWEDISH CHAPEL ESTATES	Attorney	890-90001-3110	288.56
2106	BERGLUND, BAUMGARTNER,	PROSECUTIONS	Attorney	100-41501-3110	6,895.85
2107	BRODIN PRESS	HAM LAKER	Editing	211-41704-3125	900.00
2108	ELITE GARAGE DOOR SERVICE	WASH BAG DOOR REPAIR	Building repair & maintenanc	100-43104-3420	769.94
2109	HYDRAULIC SPECIALTY INC	#69 MOTOR REBUILD	Vehicle repair & maintenance	100-43101-3470	3,168.35
2110	JIM KAPPELHOFF	8/8 & 8/14 ROUND TRIP ANO	Mileage	100-41302-3960	30.82
2111	O'REILLY AUTOMOTIVE STORE	#52 BATTERIES & CORE	Vehicle parts & supplies	100-43101-2340	326.04
2111	O'REILLY AUTOMOTIVE STORE	#52 BATTERY CORES	Vehicle parts & supplies	100-43101-2340	44.00
2111	O'REILLY AUTOMOTIVE STORE	STEELSTIK	Operating supplies	100-43101-2290	9.49
2111	O'REILLY AUTOMOTIVE STORE	#50 BATTERY CORES	Vehicle parts & supplies	100-43101-2340	-44.00
2111	O'REILLY AUTOMOTIVE STORE	#52 GAUGE & HOSE, VAC PU	Vehicle parts & supplies	100-43101-2340	202.27
2111	O'REILLY AUTOMOTIVE STORE	#52 FIN COMB & GAUGE SET	Vehicle parts & supplies	100-43101-2340	124.37
2111	O'REILLY AUTOMOTIVE STORE	CABLE	Operating supplies	100-43101-2290	-104.00
2111	O'REILLY AUTOMOTIVE STORE	#52 GAUGE SET, GAUGE & HO	Vehicle parts & supplies	100-43101-2340	-282.98
2112	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	13.46
2112	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	3,522.50
2112	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	748.58
2112	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	7,290.66
2112	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	2,743.29
2112	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	94.23
2112	RFC ENGINEERING, INC.	SURFACE WATER MANAGEME	Engineering	100-41101-3135	132.32
2112	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	297.85
2112	RFC ENGINEERING, INC.	COON LAKE CHANNEL DREDG	Engineering	100-41101-3135	37.13
2112	RFC ENGINEERING, INC.	COMP PLAN UPDATE	Engineering-comprehensive p	100-41101-3136	67.31
2112	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	3,667.47
2112	RFC ENGINEERING, INC.	VOTING MAP	Engineering	100-41302-3135	288.10
2112	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	627.89
2112	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	119.75
2112	RFC ENGINEERING, INC.	AVAILABLE RESIDENTIAL LOTS	Engineering	100-41601-3135	399.48
2112	RFC ENGINEERING, INC.	L7 B1 WEST COON LAKE SHOR	Engineering	100-42401-3135	174.99
2112	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	660.96
2112	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	317.68
2112	RFC ENGINEERING, INC.	1505 - 143RD AVENUE CULVE	Engineering	100-43101-3135	14.70
2112	RFC ENGINEERING, INC.	2024 CITY HALL PARKING LOT	Engineering	100-43101-3135	40.38
2112	RFC ENGINEERING, INC.	5-YEAR PLAN	Engineering	100-43101-3135	926.23
2112	RFC ENGINEERING, INC.	SNOW PLOW MAPS	Engineering	100-43102-3135	106.29
2112	RFC ENGINEERING, INC.	16906 BALTIMORE ST STORM	Engineering	100-43103-3135	132.32
2112	RFC ENGINEERING, INC.	CCWD COMPREHENSIVE PLA	Engineering	100-43201-3135	73.51
2112	RFC ENGINEERING, INC.	CCWD JURISDICTIONAL BOUN	Engineering	100-43201-3135	478.57

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2112	RFC ENGINEERING, INC.	SRWMO TAXING DISTRICT	Engineering	100-43201-3135	13.46
2112	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	94.23
2112	RFC ENGINEERING, INC.	PARK & TREE MAP	Engineering	100-44101-3135	106.29
2112	RFC ENGINEERING, INC.	PARK & TREE COMMISSION	Engineering	100-44101-3135	3,162.81
2112	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	73.51
2112	RFC ENGINEERING, INC.	FIRE #3	Capital assets	420-42201-5110	780.74
2112	RFC ENGINEERING, INC.	COUNTY DITCH #38	Engineering	431-43301-3135	5,603.06
2112	RFC ENGINEERING, INC.	16ND LANE/BUCHANAN	Engineering	431-43301-3135	3,632.68
2112	RFC ENGINEERING, INC.	162ND LANE CONNECTION TO	Engineering	431-43301-3135	220.53
2112	RFC ENGINEERING, INC.	BUNKER LAKE BOULEVARD IN	Engineering	431-43301-3135	367.55
2112	RFC ENGINEERING, INC.	2024 REHAB	Engineering	431-43301-3135	4,046.52
2112	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	176.42
2112	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	891.07
2112	RFC ENGINEERING, INC.	H&H LANDSCAPE	Engineering	890-90001-3135	28.16
2112	RFC ENGINEERING, INC.	ENTSMINGER ESTATES	Engineering	890-90001-3135	190.93
2112	RFC ENGINEERING, INC.	LIVE WIRE ELECTRIC	Engineering	890-90001-3135	281.29
2112	RFC ENGINEERING, INC.	LINCOLN STREET COMMERCIA	Engineering	890-90001-3135	46.42
2112	RFC ENGINEERING, INC.	WHITETAIL CROSSING 2ND - P	Engineering	890-90001-3135	3,690.94
2112	RFC ENGINEERING, INC.	ENCHANTED ESTATES 4TH	Engineering	890-90001-3135	731.85
2112	RFC ENGINEERING, INC.	TWIN TOWN DEMO	Engineering	890-90001-3135	296.14
2112	RFC ENGINEERING, INC.	SWEDISH CHAPEL ESTATES	Engineering	890-90001-3135	1,574.07
2112	RFC ENGINEERING, INC.	FLAMINGO TERRACE	Engineering	890-90001-3135	53.84
2112	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	7,636.19
2112	RFC ENGINEERING, INC.	MEADOW PARK ROW2024-09	Engineering	431-43301-3135	73.51
2112	RFC ENGINEERING, INC.	COUNTY DITCH #58 ROW2024	Engineering	431-43301-3135	117.61
2112	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	239.85
2114	STAR TRIBUNE MEDIA COMPA	ORD 24-03 LAWFUL GAMBLIN	Legal notices/publications/bid	100-41102-3950	214.88
2114	STAR TRIBUNE MEDIA COMPA	PUBLIC ACCURACY TEST	Legal notices/publications/bid	100-41302-3950	33.18
2114	STAR TRIBUNE MEDIA COMPA	CANDIDATE FILING	Legal notices/publications/bid	100-41302-3950	31.60
2115	UNLIMITED SUPPLIES INC	HYDRAULIC NIPPLES	Operating supplies	100-43101-2290	26.90
2116	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	94.26
2116	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2116	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.61
2116	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	94.26
2116	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2116	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.61
2117	WICK COMMUNICATIONS-LEA	FALL/WINTER EVENT INSTERT	Reimbursable expense	100-48101-4150	560.00
66376	4FRONT ENERGY	CANCEL PERMIT #2024-00453	Surcharge	100-22801	1.00
66376	4FRONT ENERGY	CANCEL PERMIT #2024-00453	Other construction permits	100-32202	60.00
66377	ACCESS	JULY SHREDDING	Waste management & recycli	231-43601-3630	146.42
66378	ACE SOLID WASTE INC	AUG ORGANICS	Waste management & recycli	231-43601-3630	363.14
66379	AME RED-E-MIX, INC	CROSTOWN ROLLING ACRES	Capital assets	440-44103-5110	1,210.00
66380	ANOKA COUNTY PROPERTY	4055 - 138TH SEPTIC LICENSE	Refunds & reimbursements	100-37601	46.00
66380	ANOKA COUNTY PROPERTY	L13 B4 CONSTANCE ESTATES V	Filing fees	100-41101-3980	46.00
66380	ANOKA COUNTY PROPERTY	OSBORNE D & U EASEMENT	Capital assets	262-46101-5110	46.00
66380	ANOKA COUNTY PROPERTY	OSBORNE STREET EASEMENT	Capital assets	262-46101-5110	46.00
66380	ANOKA COUNTY PROPERTY	A CLASS SOUNDS CUP FILING	Filing fees	890-90001-3980	46.00
66381	BJORKLUND TRUCKING LLC	24.19 TN CRUSHED CONCRET	Street repair & maintenance s	100-43101-2330	616.85
66382	BLUE CROSS BLUE SHIELD OF	SEPT VISION	Vision Insurance	100-21715	49.86
66383	CARGILL SALT DIVISION	AUGUST SALT STORAGE FEES	Salt & sand	100-43102-2710	960.00
66384	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	81.24
66384	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	73.27
66384	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	77.79
66384	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	108.01
66384	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	27.94
66384	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	33.77
66384	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	43.75
66385	CITY OF ANDOVER	DUST CONTROL	Street repair & maintenance s	100-43101-2330	1,058.94
66386	CITY OF COLUMBUS	JULY SIGNAL LEXINGTON & BR	Electricity	100-43401-3610	23.54
66387	COMPUTERSHARE TRUST CO	2010 CIP BOND AGENT FEES	Agent fees	370-47101-6130	325.00

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66388	DEHN OIL CO	355 GAL DIESEL	Fuel	100-43101-2230	888.96
66388	DEHN OIL CO	180 GAL GASOLINE	Fuel	100-43101-2230	494.50
66389	FIRE SAFETY USA INC	E3 BRAKE CHAMBER REPAIR	Fire apparatus repair & maint	100-42201-3450	1,402.00
66390	FLEETPRIDE	#52 ORIFICE TUBE	Vehicle parts & supplies	100-43101-2340	5.59
66391	GAME TIME	HIDDEN FOREST EAST PLAYGR	Capital assets	440-44103-5110	181,532.20
66392	GREATAMERICA FINANCIAL SE	JULY MAILING MACHINE LEAS	Equipment rentals	100-41701-3320	160.95
66392	GREATAMERICA FINANCIAL SE	MAILING MACHINE ORIGINAT	Equipment rentals	100-41701-3320	125.00
66393	HAM LAKE CHAMBER OF CO	COMMUNITY EVENT ADVERTI	Reimbursable expense	100-48101-4150	4,268.93
66394	HAM LAKE HAULERS INC	2ND QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
66395	LEPAGE & SONS INC	8/7 YARDWASTE	Waste management & recycli	231-43601-3630	542.48
66396	LINCOLN NATIONAL LIFE INSU	SEPT LT DISABILITY	STD/LTD	100-21713	694.44
66396	LINCOLN NATIONAL LIFE INSU	ST DISABILITY	STD/LTD	100-21713	891.61
66397	MACQUEEN EQUIPMENT/MA	#52 ELBOW	Vehicle parts & supplies	100-43101-2340	1,272.44
66398	MCCLELLAN SALES INC	VESTS, WHEEL CUP	Safety supplies	100-43101-2240	103.30
66398	MCCLELLAN SALES INC	WINCHER, FACESHIELDS, VISO	Safety supplies	100-43101-2240	166.73
66399	MENARDS-BLAINE	SOFTENER SALT	Operating supplies	100-43101-2290	565.11
66399	MENARDS-BLAINE	TORPEDO LEVEL, SQUARE BE	Operating supplies	100-43101-2290	16.03
66400	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	40.43
66400	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	32.13
66400	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.95
66400	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	23.83
66400	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	72.78
66400	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	2,870.99
66400	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.95
66400	METRO - INET	IT SUPPORT	Computer & software support	100-42201-3120	1,310.29
66400	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	30.32
66400	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	96.38
66400	METRO - INET	IT SUPPORT	Computer & software support	100-42401-3120	794.91
66400	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	36.39
66400	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	22.33
66400	METRO - INET	IT SUPPORT	Computer & software support	100-43101-3120	801.81
66400	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	18.19
66400	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	6.06
66400	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	24.26
66400	METRO - INET	FIRE #3 WIRELESS ACCESS POI	Building repair & maintenanc	100-42202-2310	764.09
66402	MINNEAPOLIS OXYGEN COMP	HIGH PRESSURE MAINTENAN	Operating supplies	100-43101-2290	78.00
66402	MINNEAPOLIS OXYGEN COMP	ACETYLENE MAINTENANCE	Operating supplies	100-43101-2290	45.00
66402	MINNEAPOLIS OXYGEN COMP	2 YR TANK LEASE & NITROGE	Operating supplies	100-43101-2290	142.27
66403	MINNESOTA EQUIPMENT	WEED WHIP PARTS	Equipment parts & supplies	100-44101-2320	63.96
66403	MINNESOTA EQUIPMENT	V-BELT, FILTERS	Equipment parts & supplies	100-43101-2320	-249.83
66403	MINNESOTA EQUIPMENT	MOWER BLADE	Operating supplies	100-44101-2290	84.99
66403	MINNESOTA EQUIPMENT	WEED WHIP PLUG	Vehicle parts & supplies	100-44101-2340	8.72
66403	MINNESOTA EQUIPMENT	#62 BEARING/SPACER, RETAIN	Equipment parts & supplies	100-44101-2320	46.18
66403	MINNESOTA EQUIPMENT	WEED WHIP FEED	Equipment parts & supplies	100-44101-2320	27.99
66403	MINNESOTA EQUIPMENT	WEED WHIP FEED	Equipment parts & supplies	100-44101-2320	55.98
66404	MN FIRE SERVICE CERT BOAR	FIRE OFFICER I CERT EXAM - P	Training/conferences/schools	100-42201-3510	126.00
66405	MN METRO NORTH TOURISM	JUNE LODGING TAX	Convention bureau	263-46101-4120	2,940.52
66406	MN PEIP	SEPT HEALTH INSURANCE	Health Insurance	100-21710	10,771.98
66407	NCPERS GROUP LIFE INSURAN	SEPT LIFE	Life Insurance	100-21714	96.00
66408	PREMIUM WATERS INC	JULY WATER	Equipment rentals	100-41701-3320	23.50
66408	PREMIUM WATERS INC	AUG WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
66409	RECYCLE TECHNOLOGIES INC	7/27/24 RECYCLE EVENT - TIR	Waste management & recycli	231-43601-3630	96.00
66409	RECYCLE TECHNOLOGIES INC	7/27/24 RECYCLE EVENT	Waste management & recycli	231-43601-3630	5,305.25
66410	RIVARD COMPANIES	STORM CLEAN UP - TREE WAS	Operating supplies	100-43101-2290	300.00
66410	RIVARD COMPANIES	STORM CLEAN UP - TREE WAS	Operating supplies	100-43101-2290	300.00
66411	SCHAEFFER MANUFACTURIN	55 GAL 15W-40, 6 GAL 5W-30	Operating supplies	100-43101-2290	1,695.22
66412	SIEGFRIED FAMILY TOOLS INC	BATTERY	Covid 19	100-41701-4153	149.00
66413	SPEEDPRO SAINT PAUL	G-3 GRAPHICS	Capital assets	420-42201-5110	2,100.00
66413	SPEEDPRO SAINT PAUL	FIRE #3 AIR TANK DECALS	Operating supplies	100-42201-2290	52.39
66414	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS - L	Fire Extinguisher	100-20203	5.50

Council Approval List

Payment Dates: 8/6/2024 - 8/19/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66414	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS - C	Fire Extinguisher	100-20203	5.50
66414	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS - J	Fire Extinguisher	100-20203	5.50
66415	XCEL ENERGY	JULY FIRE #3 NATURAL GAS	Natural gas	100-42202-3620	31.14
DFT0002755	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002756	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,260.00
DFT0002756	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002757	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,476.59
DFT0002757	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,858.94
DFT0002757	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,410.56
DFT0002758	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,933.10
DFT0002759	PERA	Retirement-Coordinated	PERA	100-21703	7,419.21
DFT0002759	PERA	Retirement-Police & Fire	PERA	100-21703	1,280.53
DFT0002760	MN STATE DEPT OF REVENUE-	JULY '24 FUEL TAX	Fuel	100-43101-2230	83.51
Grand Total:					344,176.84

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	101,657.23
211 - HAM LAKER	900.00
230 - FUTURE DRAINAGE	73.51
231 - RECYCLING	14,580.79
262 - HAM LAKE EDA	7,382.66
263 - LODGING TAX	2,940.52
370 - 2010 CIP BOND DEBT	325.00
420 - FIRE EQUIPMENT	2,880.74
431 - REVOLVING STREET	21,583.75
440 - PARK & BEACH LAND	182,742.20
890 - TRUST FUND	9,110.44
Grand Total:	344,176.84

Account Summary

Account Number	Account Name	Payment Amount
100-20203	Fire Extinguisher	16.50
100-21701	Federal WH/FICA/MC	15,746.09
100-21702	State W/H	2,933.10
100-21703	PERA	8,699.74
100-21704	Deferred compensation	2,460.00
100-21710	Health Insurance	10,771.98
100-21712	HSA Account	150.00
100-21713	STD/LTD	1,586.05
100-21714	Life Insurance	96.00
100-21715	Vision Insurance	49.86
100-22801	Surcharge	1.00
100-32202	Other construction per	60.00
100-37601	Refunds & reimburseme	46.00
100-41101-3110	Attorney	3,506.76
100-41101-3135	Engineering	561.53
100-41101-3136	Engineering-comprehen	67.31
100-41101-3980	Filing fees	46.00
100-41102-3110	Attorney	339.48
100-41102-3135	Engineering	3,667.47
100-41102-3950	Legal notices/publicatio	214.88
100-41201-2510	Software licenses & upgr	40.43
100-41301-2510	Software licenses & upgr	32.13
100-41302-3135	Engineering	288.10
100-41302-3950	Legal notices/publicatio	64.78
100-41302-3960	Mileage	30.82
100-41401-2510	Software licenses & upgr	55.95
100-41401-3110	Attorney	424.35
100-41501-3110	Attorney	6,895.85
100-41601-2510	Software licenses & upgr	23.83
100-41601-3135	Engineering	1,147.12
100-41701-3210	Phones/radios/pagers	72.78
100-41701-3320	Equipment rentals	323.45
100-41701-4153	Covid 19	149.00
100-41702-3620	Natural gas	81.24
100-41707-3120	Computer & software su	2,870.99
100-42201-2290	Operating supplies	52.39
100-42201-2510	Software licenses & upgr	55.95
100-42201-3120	Computer & software su	1,310.29
100-42201-3210	Phones/radios/pagers	30.32
100-42201-3450	Fire apparatus repair &	1,402.00
100-42201-3510	Training/conferences/sc	126.00
100-42202-2310	Building repair & mainte	764.09

Account Summary

Account Number	Account Name	Payment Amount
100-42202-3620	Natural gas	182.20
100-42401-2510	Software licenses & upgr	96.38
100-42401-3120	Computer & software su	794.91
100-42401-3135	Engineering	835.95
100-42401-3210	Phones/radios/pagers	36.39
100-43101-2210	Clothing & personal prot	188.52
100-43101-2230	Fuel	1,466.97
100-43101-2240	Safety supplies	300.01
100-43101-2290	Operating supplies	3,074.02
100-43101-2320	Equipment parts & suppl	-249.83
100-43101-2330	Street repair & mainten	1,675.79
100-43101-2340	Vehicle parts & supplies	1,647.73
100-43101-2510	Software licenses & upgr	22.33
100-43101-3120	Computer & software su	801.81
100-43101-3135	Engineering	1,298.99
100-43101-3210	Phones/radios/pagers	18.19
100-43101-3470	Vehicle repair & mainten	3,168.35
100-43102-2710	Salt & sand	960.00
100-43102-3135	Engineering	106.29
100-43103-3135	Engineering	132.32
100-43104-3420	Building repair & mainte	769.94
100-43104-3620	Natural gas	108.01
100-43201-3135	Engineering	659.77
100-43401-3610	Electricity	23.54
100-43501-3135	Engineering	7,636.19
100-44101-2210	Clothing & personal prot	119.22
100-44101-2290	Operating supplies	84.99
100-44101-2320	Equipment parts & suppl	194.11
100-44101-2340	Vehicle parts & supplies	8.72
100-44101-3135	Engineering	3,269.10
100-44101-3210	Phones/radios/pagers	6.06
100-44102-3620	Natural gas	61.71
100-44201-3210	Phones/radios/pagers	24.26
100-44202-3620	Natural gas	43.75
100-48101-4150	Reimbursable expense	4,828.93
211-41704-3125	Editing	900.00
230-43201-3135	Engineering	73.51
231-43601-3630	Waste management & r	14,580.79
262-46101-5110	Capital assets	7,382.66
263-46101-4120	Convention bureau	2,940.52
370-47101-6130	Agent fees	325.00
420-42201-5110	Capital assets	2,880.74
431-43301-3110	Attorney	254.61
431-43301-3135	Engineering	21,329.14
440-44103-5110	Capital assets	182,742.20
890-90001-3110	Attorney	1,103.31
890-90001-3135	Engineering	7,961.13
890-90001-3980	Filing fees	46.00
	Grand Total:	344,176.84

Project Account Summary

Project Account Key	Payment Amount
None	300,562.33
201907-100	13.46
202002.048-100	220.53
202103-100	3,596.01
202105-100	748.58
202111-100	7,290.66

Project Account Summary

Project Account Key	Payment Amount
202111-130	92.00
202205-100	2,743.29
202302.032-100	3,632.68
202302.032-130	254.61
202302.038-101	5,720.67
231001001	8,127.50
231004009	542.48
231005003	96.00
231007001	5,305.25
231009001	363.14
231010001	146.42
Comp Plan-100	67.31
MISC-100	4,653.92
Grand Total:	344,176.84



City of Ham Lake, MN

EFT Payroll Check Register

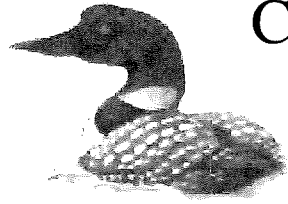
Report Summary

Pay Period: 7/21/2024-8/3/2024

Packet: PYPKT01646 - PPE 08/03/24 PAID 08/09/24

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	33	42,876.71
Total	33	42,876.71



CITY OF HAM LAKE

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

PROCLAMATION

WHEREAS: September 17, 2024, marks the two hundred thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Brian Kirkham by virtue of the authority vested in me as the Mayor of Ham Lake, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 19th day of August of the year of our Lord two thousand twenty-four.

Brian Kirkham, Mayor

Meeting Date: August 19, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: 2025 North Metro Telecommunications Commission Budget (NMTV)

Introduction/Discussion: Attached is a copy of the NMTV 2025 proposed budget which has been approved by the Operations Committee and the Commission.

Recommendation: I recommend approval of the 2025 North Metro Telecommunications Budget as presented.



August 2, 2024

TO: NMTTC OPERATIONS COMMITTEE

**RE: APPROVAL OF 2025 NORTH METRO TELECOMMUNICATIONS
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2025 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2024 is proposed at \$1,444,040. This number represents a \$23,430 increase over expected expenditures for 2024. The increase includes a 3% COLA increase for staff, step increases, benefits increase, building maintenance costs, an accounting service, and insurance costs.

Budgeted capital costs for 2025 are \$230,960. This number represents a \$339,924 decrease from the 2024 budget. Capital expenditures include video equipment for North Metro TV, office equipment, and \$100,000 to be returned to cities for capital expenditures.

In total, the 2025 budget is \$316,494 lower than the 2024 budget.

Recommendation: That the Member Cities approve the 2025 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

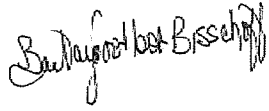
The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget please consult with your Commission director or City Administrator.

Page 2

I look forward to working with all parties, throughout the remainder of 2024, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2025.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Goodboe-Bisschoff". The signature is written in a cursive, somewhat stylized font.

Barbara Goodboe-Bisschoff
Chair, North Metro Telecommunications Commission

Enc.

2025 North Metro Telecommunications Commission Budget Talking Points

Overall Organizational Goals

- Support legislation that will update the community television funding model to better reflect current entertainment delivery trends.
- Develop educational services for internet service/devices/software usage.
- Apply for grants to fund broadband educational services.
- Grow commercial productions.
- Continue live and on-demand closed captioning.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, home-media transfer services, and public access to television production for our cities, schools and general public.

Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2025 are estimates based on previous allocations, planned spending for 2024, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2024, multiplied by the PEG fee, or by a percentage in a new franchise document. Other income includes dub fees, home movie transfers, drone, streaming and production services. Interest income is estimated conservatively based on the current market.
- Estimated expenditures include the operating expenses and capital expenses, production and office equipment, and the fee payment to the cities.
- The year end fund balances include:
 - The **Operating reserve** which is traditionally set at a minimum of 25% of the operating budget.
 - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
 - The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures.
 - The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.

- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. Moving to a formal negotiation process is more expensive. These costs could include needs assessments, consulting, and legal fees. While there has been no recent action on franchise renewal, it could begin again at any time.

Budget

- The recommended operating budget for the organization totals \$1,444,040. This number is a \$23,430 increase over last year's operating budget. Increases were made to the personnel and administrative costs line items. The Operating budget includes a full-time executive director for the entire year.
- Budgeted capital purchases for 2025 are set at \$230,960. Budgeted capital items include a new remote production system, equipment contracts, closed captioning contracts, closed captioning charges, and microphones. The capital budget also includes routine computer/software upgrades, and software licenses, and \$100,000 in capital equipment support for cities.
- The overall 2025 capital budget is \$339,924 lower than the 2024 capital budget. \$230,266 of that decrease is attributed to the bond payoff.
- The overall 2025 budget is \$316,494 lower than the 2024 budget.

Closing Points

- North Metro TV provides a variety of valuable services to our member cities in a very cost effective manner. These services include:
 - Program playback and channel management.
 - Closed captioning.
 - Internet streaming of city meetings.
 - Bookmarking city meetings.
 - Podcasting city meetings.
 - Live streaming of city channels and community channels.
 - Provide city channels on Roku and AppleTV via NMTV app.
 - Video equipment repair, maintenance and consulting.
 - Drone services.
 - Video production services.
 - Meeting coverage and troubleshooting.
- The general public also benefits from the services of North Metro TV. These services include:
 - Educational opportunities.
 - Access to professional video production tools.
 - Home Movie transfer services.

- Varied and informative programming about their community, including high school sports, local news, and city meetings.
- Franchise renewal may move forward, and will have an impact on future budgets and goals.
- Future state and federal legislation could have an impact on future income sources.

North Metro Telecommunications Commission 2024 Budget Line-Item Supporting Information

Personnel

- The personnel line-item reflects the recommended market based step increases, along with a 3% COLA.
- Part-time staff includes sports and meeting coverage personnel. Employees in the part-time group are utilized when needed for a sports shoot or to cover a city meeting. Due to a recent change, many of them qualify for PERA. Neither category is eligible for health benefits. Payroll taxes apply.

Benefits

- The NMTC employee benefits package has been budgeted at \$1,400.00 per person/per month for 2025. This is \$50 more, per person/per month than was budgeted for 2024. The Member City benefits package average for 2024 is \$1,399.80.
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2024.

Administrative Expenses

- Budgeted administrative expenses are \$700 less than 2024. There are no significant increases expected in any of these expenses.

Production Expenses

- Budgeted production expenses are \$800 more than in 2024. The need for DVDs, Blurays, and disc cases continues to decrease, partially as a result of electronic file transfers.
- The intern budget has been decreased by \$1,000.
- The vehicle fuel and maintenance budgets have increased by \$800.

Office Expenses

- Office expenses are budgeted at \$18,150 more than the 2024 level.
- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, drone, and monument sign coverage.
- Office supply line-item includes all office supplies and maintenance contracts on printers and copiers.

- The Telephone/Internet/Web Hosting line-item increased by \$13,000, as fees and the need for service increases. This line item covers bandwidth which is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed, or an inordinate amount of bandwidth for that purpose. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment. In 2024, there was an unexpected street assessment fee in this line item.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling was increased \$1,000 to better reflect recent actual costs.

Capital Expenditures

- The 2024 capital budget currently includes \$105,960 for production equipment, \$15,000 for office systems and software fees, \$10,000 for a fire suppression dry system upgrade, and \$100,000 for city capital expenses.
- The production equipment budget includes annual system contracts, including closed captioning, a master control server and router, a tripod and lens for the production truck, and a new remote production system that should reduce staff costs on sports events.
- Fees back to Cities are included as a capital cost. Once the franchise is renewed with Comcast, PEG fees could be restricted to capital costs. In such a case, any PEG fees used for operating costs would result in lower franchise fees. As such, PEG fees will be returned to cities for equipment upgrades and reserves.

Summary

- The recommended 2025 Operating budget is \$23,430 higher than the 2024 budget.
- Capital equipment expenditures are budgeted at \$105,960, which is \$39,542 less than the 2024 budget.
- The 2024 HD bond payment was the final payment and that bond has been paid off.
- It is recommended that fees returned to cities be included in capital expenditures in order to maximize fee payments in the future. This budget includes \$100,000 in fees for city capital expenditures and capital reserves.
- The overall 2025 budget, with an Executive Director hired at the maximum step is \$316,494 lower than the 2024 budget.

North Metro Telecommunications Commission
2025 FINANCIAL SUMMARY
Estimated Fund Balances/Revenues/Expenditures.

BEGINNING FUND BALANCES

Operating Reserve	\$354,153
Accrued Vac, Sick, Comp	\$120,000
Capital Equip. Fund	\$226,809
Vehicle Replacement Fund	\$45,000
Bldg Repair Reserve	\$200,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0
TOTAL:	\$1,145,962

ESTIMATED REVENUES

Franchise Fees	\$1,080,000
PEG Fees	\$500,000
Other Income	\$55,000
Interest Income	\$40,000
Income From Reserve Funds	\$0
TOTAL:	\$1,675,000

ESTIMATED EXPENDITURES

Operating Expenses	\$1,444,040
Capital Expenses: Equipment/Bldg	\$130,960
Capital Expenses: Bond Payment	\$0
Capital Expenses: PEG Fees to Cities	\$100,000
TOTAL:	\$1,675,000

YEAR END FUND BALANCES

		Increase(Decrease)
Operating Reserve	\$354,153	\$0
Accrued Vac, Sick, Comp	\$120,000	\$0
Capital Equip. Fund	\$226,809	\$0
Vehicle Replacement Fund	\$45,000	\$0
Bldg Repair Reserve	\$200,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0
TOTAL:	\$1,145,962	\$0

**2025
North Metro Telecommunications Commission Budget**

	2023 ACTUAL	2024 BUDGET		2025 BUDGET	NOTES
		Budget	April Act.		
PERSONNEL					
Executive Director (1) FT	111,355	124,890	6,564	102,909	TBD
IT Engineer/ Administrative Asst.	55,419	0	0	-	NA
Video Engineer (1) FT	78,198	82,194	28,402	84,660	Matt Waldron
Sports Director (1) FT	71,446	75,720	25,454	81,439	Kenton Kipp
News Director (1) FT	71,446	74,432	29,954	80,113	Danika Peterson
Programming Coord. (1) FT	64,132	66,102	22,844	68,085	Michele Silvester
Ed./Special Projects Coord. (1) FT	64,132	66,102	22,844	68,085	T.J. Tronson
Municipal Producer (1) FT	55,786	59,320	20,073	61,668	Trevor Scholl
Sports Producer (1) FT	51,118	55,083	18,972	59,202	Ted Leroux
News Producer (1) FT	46,834	48,451	16,555	52,371	Eric Nelson
Studio Manager (1) FT	63,540	67,662	27,390	72,623	Eric Houston
Freelancers/Sports	80,197	81,970	31,212	71,765	Freelancers Sports
Freelancers/Meetings	11,286	18,925	4,017	20,693	Freelancers/City Meetings
Contingency	0	0	0	0	
PERSONNEL TOTAL:	824,889	820,851	254,281	823,613	3% COLA increase 6 staff w/ step increase
BENEFITS					
FICA	50,145	50,893	17,402	51,064	6.2% of gross wages
Medicare	11,728	11,902	4,070	11,942	1.45% of gross wages
PERA	54,932	61,564	18,506	61,771	7.50% of FT gross wages
Benefits Package	160,701	156,000	59,932	168,000	Health/Dental/STD, LTD, ADD
Workers Compensation	3,643	2,000		2,000	
Electronic Filing Charges	778	2,000	81	2,000	
BENEFITS TOTAL:	281,927	284,359	99,991	296,777	
					*Benefits package \$1,400 per employee/per month \$50 increase over 2024 \$1,399.80 = 2024 City average

2025
North Metro Telecommunications Commission Budget

	2023 ACTUAL	2024 BUDGET		2025	NOTES
		Budget	April Act.		
ADMINISTRATIVE EXPENSES					
Commission Audit & Accountant	39,500	46,000	23,057	45,000	Annual audit of Commission finances
Audit: Company	0	0	0	0	
Conferences	550	5,000	0	5,000	NATOA & MACTA Conf. , Webinars
General/Special Meeting Expenses	1,254	3,000	643	3,000	
Government/Legislative Affairs	0	0	0		
Legal Fees	44,312	50,000	14,579	50,000	Franchise renewal/State and Fed Issues
Membership Dues	5,660	5,500	5,020	5,800	NATOA, MACTA, ,Chamber of C
Mileage Reimbursement	1,227	1,500	100	1,500	
Personnel Recruitment	0	0	0	0	
Tuition and Training	0	0	0	0	
Contingency Expenses	0	0	0	0	
ADMINISTRATIVE EX. TOTAL:	92,503	111,000	43,399	110,300	
PRODUCTION EXPENSES					
Advertising/Marketing/Entry Fees	446	1,000	468	1,500	Printed materials, entry fees
Awards Ceremony/ Entry Fees		0		0	NATOA and MACTA awards
Bulbs/Batteries/Other Prod. Costs	247	4,000	132	4,500	Bulbs, Camera Batt. Duct tape
Interns	5,955	5,500	75	4,500	Stipends for internships
Truck/Fleet Vehicle Gas/Oil	2,227	3,500	1,421	3,800	Prod. Van & fleet vehicles
Truck/Fleet Vehicle Maint/Lic.	2,912	6,000	2,612	6,500	Prod. Van & fleet vehicles
Video Equipment/Parts/Maint.	9,298	4,000	20	4,500	Parts and Maintenance for video equip.
DVDs/Flash Drives/Cases	1,015	2,000	175	1,500	Blank media for masters/copies
PRODUCTION EX. TOTAL:	22,100	26,000	4,903	26,800	
OFFICE EXPENSES					
Building Maintenance	43,684	60,000	6,462	50,000	Bldg & Prop./Fire Insp./Furn. Contract
Building Security	599	700	70	800	
Building Utilities	29,977	32,000	8,921	35,000	Sewer, Water, Gas & Electric
Insurance	15,028	20,000	14,561	20,000	Liability/property/vehicle/volunteer
Office Supp./Office Equip. Maint.	13,101	13,000	826	14,000	Copier & Fax maint. contracts, Supplies
Phone/Internet Service/Web Hosting	50,941	42,000	20,087	55,000	VOD, Live Streaming, web maint.,bandwidth
Postage/Shipping	345	300	0	250	equipment/dub/packet postage
Property Tax	1,363	1,400	10,496	1,500	Recycling assessment
Trash/Recycling/Janitorial	9,695	9,000	2,945	10,000	
OFFICE EXPENSES TOTAL:	164,733	178,400	64,368	186,550	
OPERATIONS TOTAL:	1,221,419	1,420,610	466,942	1,444,040	

**2025
North Metro Telecommunications Commission Budget**

	2023 ACTUAL	2024		2025	NOTES
		Budget	April Act.		
CAPITAL EXPENDITURES					
Video Equipment	117,593	145,502	54,942	105,960	Master Control stream card, live streaming hardway
Computer/Office Equipment/Sftwre	17,437	38,116	29,996	15,000	office systems, software
To equipment reserve fund				0	
Vehicles	25,000	0	0	0	
Building Expenditures	23,320	7,000	1,700	10,000	
Bond Payment	229,375	230,266	230,266	0	HD Bond Payment
City Capital Expenditures	200,000	150,000	150,000	100,000	Equipment/Equipment Reserves
CAPITAL EXP. TOTAL:	612,725	570,884	466,904	230,960	
GRAND TOTAL:	1,834,144	1,991,494	933,846	1,675,000	

North Metro TV 2025 Recommended Equipment Budget

<i>Master Control Service & Subscriptions</i>						
ID No.	Model No.	Make	Description	Qty	Cost	Total
2025-1	CBL-PLATINUM-4	Tightrope	4 I/O Platinum Support through Tightrope. Loaner, Night Support, Upgrade Assistance	1	4250	4250
2025-2	CBL-PLATINUM-ADDL	Tightrope	Tightrope Additional I/O Annual Software Maintenance Contract for Large Systems	8	550	4400
2025-3	CBL-REFLECT-BND	Tightrope	Cablecast Reflect Live Stream Server Subscription -	4	2800	11200
2025-4	CBL-CAPTIONING-500	Tightrope	500 Hour Block of Captioning	1	4000	4000
2025-5	CBL-CABLECAST-REN	Tightrope	Subscription Fee to maintain 1 Cablecast OTT channel	2	300	600
2025-6	CBL-ENCO-SUPPORT	Tightrope	Annual Support Contract for ENCO enCaption server & software	1	6500	6500
2025-7	CBL Equipment Years 4&5	Tightrope	Vio4+, VOD450, Vio Lite, 4 Vio Life CGs Years 4&5 Coverage	1	8000	8000
2025-8	M-PREM-SUPP-1	Haivision	Premium Maintenance & Support 1-Year -Renew in November-	0	5000	0
2025-9	Ross Equipment Support	Ross	Ross Service Contract Quote 30330 - Both Carbonite's & 1 Xpression	0	18000	0
						38950

<i>Master Control Equipment</i>						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-10	CBL-LIVE350	Tightrope	Live Streaming Video Server (Ch 14 & 15 Upgrade) (Move to 2026)	0	5000	0
2025-11	Master Control Upgrade	Imagine	Imagine Router & Master Control Upgrade to 2110 Capable Protocol	0	375000	0
2025-12	Livestream Card	Ross	Http Live Stream Card Replacement	0	8000	0
						0

<i>Control Room/Studio A</i>						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-20	TriA Express 4-Channel	Ross	4 Output Playback Server replacing the Black Storm	0	30000	0
						0

<i>Control Room/Studio B</i>						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-30						0
						0

<i>Production Truck</i>						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-40	TriA Express 4-Channel	Ross	4 Output Playback Server replacing the Black Storm	0	30000	0
2025-41	4-Channel Mobile Encoder	Haivision	Haivision LiveU Type device with 4 SDI inputs over ip/cell cards	1	30000	30000
2025-42	Haivision Decoder	Haivision	Decoder for the 4-Channel Encoders	1	30000	30000
						60000

<i>Sports Department</i>						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-45						0
						0

<i>Public Access</i>						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-50						0
						0

News Department						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-60						
						0
Special Events						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2025-70						
						0
Municipal Services						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-90			Various Small Equipment Replacements	1	500	500
						500
Tech Shop Equipment						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-100			Cable Reels, Cable Ends, Small Tools, etc.....			3000
						3000
Various Small Items						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2024-120	-	-	Small Item Budget			2500
						2500
Grand Total						104950.00

North Metro TV 2024 Computer Budget

ID No.	Model No.	Make	Description	Qty	Cost	Total
2025-201		PC	Michele Office Computer	1	2500	2500
2025-202		PC	Ted Office Computer	0	4000	0
2025-203		PC	Matt Office Computer	0	2500	0
2025-204		PC	Computer Replacement Parts	1	2000	2000
						4500

North Metro TV 2024 Software Budget

ID No.	Model No.	Make	Description	Qty	Cost	Total
2025-301	Adobe Suites	Adobe	Adobe Photoshop, Premiere, After Effects....etc (\$900/Month)	12	900	10800
2025-302	Office Products	Microsoft	Microsoft Office	1	2000	2000
2025-303	Gmail Accounts	Gmail	Google Gmail & Workspace Business Accounts (Monthly at \$211)	1	2532	2532
2025-304	Mac Drive	MacDrive	MacDrive Account for 4 Yearly Licenses	4	50	200
2025-305	RealVNC Pro	RealVNC	Remote VNC Connection to office computers (Yearly Subscription)	1	700	700
						16232

Meeting Date: August 19, 2024



CITY OF HAM LAKE

MEMO

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Murff, Finance/HR Director

Subject: Preparing Assessment Roll and Scheduling Public Hearing for Street Light Billing

Introduction:

On February 1, 2021 City Council approved the new contract with Ham Lake Haulers. This contract took away using them as our third party billers for Street Lights. This was done due to the complicated process to reconcile the billings and accounts.

Then starting in 2021, all Street Light fees were going to be assessed on a yearly basis to properties in developments with street light clauses in the Development Agreement. The 2025 assessment for street lights will be \$45.00 at a rate of \$3.75 per month.

In order to assess to properties, a public hearing will need to be scheduled as well as ordering of an assessment roll. City staff is proposing to schedule a public hearing on September 16, 2024 at 6:01p.m. in order to give residences time to prepay the assessment by November 15, 2024, if they choose.

Recommendation:

Approve the Resolution Ordering Preparation of Assessment Roll and Scheduling a Public Hearing for Street Light Billing.

RESOLUTION NO. 24-XX

CITY OF HAM LAKE

RESOLUTION ORDERING THE FINANCE DIRECTOR TO PREPARE AN ASSESSMENT ROLL AND SCHEDULE A PUBLIC HEARING TO ASSESS FOR 2025 STREET LIGHTING FEES

WHEREAS, the Finance Director will prepare and send public hearing notices for the proposed assessment of the 2025 Street Lighting Fees, and

WHEREAS, each property owner shall have an opportunity to present their account at a public hearing to be scheduled for **September 16, 2024 at 6:01 pm**.

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

1. The Finance Director is hereby directed to prepare an assessment roll and public hearing notices for Street Lighting Fees for 2025. This assessment roll will be on file with the Finance Department for public inspection. The final assessment roll will be presented to Council for approval following the public hearing.
2. The Finance Director will hereby be directed to cause a notice of hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing.
3. A hearing shall be held on September 16, 2024 in the City Hall at 6:01 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

Adopted by the City Council of the City of Ham Lake this 19th day of August, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

RESOLUTION NO. 24-XX
POST-ELECTION REVIEW

WHEREAS, the City Council of the City of Ham Lake desires to have a Post-Election Review (PER) conducted on the results of one of its precincts for the 2024 General Election pursuant to Minnesota Statutes, Section 206.89;

WHEREAS, a PER is conducted at one precinct that must be chosen by lot by the Anoka County Canvassing Board;

WHEREAS, a PER is required to include counting the votes for President or Governor, United States Senator, and United States Representative, and the county-appointed post-election review official may conduct a PER of votes cast for additional offices;

WHEREAS, the City Council desires to have a PER performed for one of its precincts and to include all offices for which there is more than one candidate but exclude all judicial offices.

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

1. In the event a Ham Lake election precinct is not selected for a Post-Election Review (PER) of the 2024 General Election, the City Council requests that the Anoka County Canvassing Board perform a PER on one precinct in Ham Lake.
2. The City Council requests that any PER in a Ham Lake precinct include a review of the results of all State, County, and City Offices, except Judicial races, that include more than one candidate.

Adopted by a unanimous vote of the City Council this 19th day of August, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: August 19, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Andrea Murff, Finance/HR Director

Subject: Establishing Two Special Revenue Funds for Watershed Management Organization Levies

Introduction/Discussion:

Currently, the City pays for Watershed Management Organization expenditures from the General Fund and these costs are part of the annual General Levy. However, the City is set to add two new tax levies in 2024, payable in 2025, for expenditures specific to the Sunrise Watershed Management Organization (SRWMO) and the Upper Rum River Watershed Management Organization (URRWMO) for parcels falling within those Watersheds' jurisdiction.

According to GASB 54, a special revenue fund is a fund that has a specific revenue source with restrictions on what expenditures can be paid with the funding. The essence of creating these two new levies means the revenue and expenditures would follow this definition of a special revenue fund and two new funds should be established to split out these revenues and expenditure from the General Fund and to better track activity.

Recommendation:

I recommend approval of the Resolution Establishing Two Special Revenue Funds for Watershed Management Organization Levies.

RESOLUTION NO. 24-xx

CITY OF HAM LAKE

**RESOLUTION ESTABLISHING TWO SPECIAL REVENUE FUNDS FOR WATERSHED
MANAGEMENT ORGANIZATION LEVIES**

WHEREAS, the Government Accounting Standards Board Statement No. 54 definition of special revenue funds states a special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects; and

WHEREAS, the term “proceeds of a specific revenue source” establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund and comprise a substantial portion of the fund’s revenues; and

WHEREAS, investment earnings and transfers from other funds do not meet the definition of a specific revenue sources to specified purposes; and

WHEREAS, the City will start levying for parcels within the Sunrise Watershed Organization (SRWMO) and the Upper Rum River Watershed Organization (URRWMO) for expenditures relating to the organizations Joint Power Agreements and internal City expenditures for the watershed organizations creating a specific revenue source;

NOW, THEREFORE, BE IT RESOLVED that the SRWMO and URRWMO Funds be established with its revenue source being from the levies on parcels belonging to the specific watershed organizations and its expenditures being restricted to expenditures relating to the organizations Joint Power Agreements and internal City expenditures for the watershed organizations.

Adopted by the City Council of the City of Ham Lake this 19th day of August, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: August 19, 2024



CITY OF HAM LAKE
MEMO

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Murff, Finance/Human Resource Director

Subject: Approval of Auditing Services performed by BerganKDV, Ltd.

Introduction:

On April 19, 2021 Council accepted a proposal from BerganKDV, Ltd. to complete auditing services for the City for 2021, 2022, and 2023. This contract is now up for renewal. The new proposed contract would cover the annual auditing services of basic financial statements as well as any single audits needed on federal grant funding over \$750,000 through 2026.

Bergan KDV successfully completed their prior services under the expiring contract and continue to meet the criteria set forth in the RFP from 2018. They audit approximately 52 cities and 20 fire relief associations, with 13 of their cities receiving the certificate of achievement for the Comprehensive Annual Financial Report. They have 18 staff members who are dedicated to providing governmental services.

The following is a summary of the proposed fees for the next three years:

- Year ending 2024
 - \$26,575 for basic financial statement audit
 - \$4,000 for a single audit on major federal funding
- Year ending 2025
 - \$28,175 for basic financial statement audit
 - \$4,250 for a single audit on major federal funding
- Year ending 2026
 - \$29,855 for basic financial statement audit
 - \$4,500 for a single audit on major federal funding

Recommendations:

I recommend Council accept the contract renewal from BerganKDV, Ltd. for auditing services.



August 14, 2024

Members of the City Council
Andrea Murff, Finance/Human Resources Director
City of Ham Lake
15544 Central Avenue NE
Ham Lake, MN 55304

Dear Andrea:

This letter is to provide the proposed audit fees for a three-year period for the audit of the financial statements as of and for the year ended December 31, 2024, December 31, 2025, and December 31, 2026. These fees include the drafting of the financial statements and schedule of federal awards, if applicable. Our proposed fees are as follows:

December 31, 2024

- \$ 26,575 for the audit of the City’s basic financial statements
- \$ 4,000 for the single audit of each major federal program, if applicable.

December 31, 2025

- \$ 28,175 for the audit of the City’s basic financial statements
- \$ 4,250 for the single audit of each major federal program, if applicable

December 31, 2026

- \$ 29,855 for the audit of the City’s basic financial statements
- \$ 4,500 for the single audit of each major federal program, if applicable

If this quote meets the City’s needs, please sign, and return this letter. With the City’s approval of the services and fees as outlined above, we will send an engagement letter each fiscal year that will confirm and summarize the understanding of the terms and objectives of our engagement.

We appreciate the opportunity to be of service to you and look forward to servicing you in the future. If you have any questions, please let us know.

Sincerely,

Andrew Grice, CPA
Assurance Shareholder
BerganKDV

The City of Ham Lake agrees to the following commitment for audit services at the prices quoted above:

Signature _____

Title _____



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Andrea Murff, Finance/Human Resource Director
Item/Title/Subject: 2024 2nd Quarter Financials

INTRODUCTION/DISCUSSION:

Bank accounts have been reconciled through June 30, 2024 as well as a review of all activity in all funds has been performed. The following is a summary of my observations on the City’s financial position at the end of the 2nd Quarter of 2024. All information presented is unaudited and is subject to end-of-year adjustments.

Cash and Investments

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

	06/30/2024	12/31/2023	Increase/ (Decrease)
Checking	\$ (58,307)	\$ (408,172)	\$ 349,803
Investments (at Market Value)	6,746,212	11,580,629	(4,834,418)
Total Cash and Investments	\$ 6,687,905	\$ 11,172,457	\$ (4,484,615)

Investment Type	06/30/2024	12/31/2023	Increase/ (Decrease)
Checking	\$ (58,307)	\$ (408,172)	\$ 349,803
Money Market	1,997,247	7,785,636	(5,788,389)
Negotiable CDs	3,322,024	3,794,994	(472,970)
Municipal Bond	-	-	-
Government Agency Securities	1,426,941	-	1,426,941
Total Cash and Investments	\$ 6,687,905	\$ 11,172,457	\$ (4,484,615)

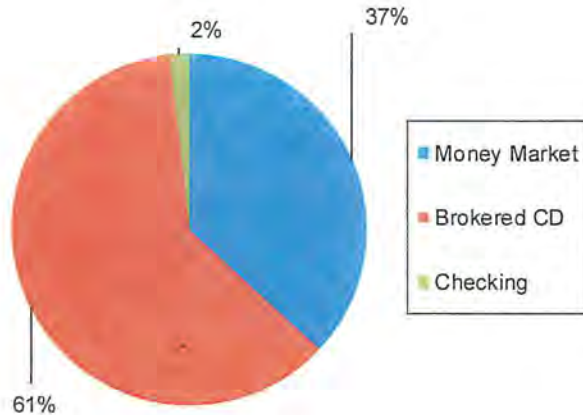
Investment Summary As of 06/30/2024 (unaudited)

Institution	Description	Type	Market Value	Deposits -	Expenditures -	Transfers	Interest	Unadjusted	Market Value	Market Value	Unrealized gain / loss
			1/1/2024	Purchases	Sales			Market Value	6/30/2024		
RBC	RBC	Money Market	246,369.00	-	-	(246,369.00)	-	-	-	-	-
RBC	Bank Hapoalim New York	Brokered CD	229,671.75	-	(231,000.00)	(3,340.32)	3,340.32	(1,328.25)	-	-	1,328.25
RBC	BMO Harris BK NATL ASSN	Brokered CD	235,337.37	-	-	(624.21)	624.21	235,337.37	240,359.70	240,359.70	5,022.33
RBC	Merrick BK South Jordan Utah	Brokered CD	230,698.50	-	-	(581.21)	581.21	230,698.50	235,168.05	235,168.05	4,469.55
RBC	Texas Exchange Bk Crowley	Brokered CD	223,539.75	-	-	(1,017.16)	1,017.16	223,539.75	228,026.73	228,026.73	4,486.98
RBC	Malaga BK Palos Verdes Calif	Brokered CD	213,283.44	-	-	(832.28)	832.28	213,283.44	217,282.38	217,282.38	3,998.94
			1,378,899.81	-	(231,000.00)	(252,764.18)	6,395.18	901,530.81	920,836.86	920,836.86	19,306.05
US Bank	US Bank	Money Market	669,024.51	(1,431,061.02)	729,637.00	74,091.96	8,922.01	50,614.46	265,954.15	265,954.15	215,339.69
US Bank	US Treasury Bill	Government Securities	496,795.00	-	(487,345.00)	(12,655.00)	12,655.00	9,450.00	-	-	1,991.85
US Bank	US Treasury Bill	Government Securities		698,794.27	-	(5,022.40)	5,022.40	698,794.27	700,580.79	700,580.79	(36,820.28)
US Bank	US Treasury Bill	Government Securities		730,027.50	-	(11,610.58)	11,610.58	730,027.50	726,360.00	726,360.00	-
US Bank	American Express National Bank	Brokered CD	242,393.20	-	(245,000.00)	(7,657.42)	7,657.42	(2,606.80)	244,740.30	244,740.30	247,347.10
US Bank	Bmo Harris Bank Natl Assn	Brokered CD	242,448.16	-	(242,292.00)	(4,196.80)	4,196.80	156.16	-	-	(156.16)
US Bank	Bank of America - cd	type	-	244,000.00	-	-	-	244,000.00	-	-	(244,000.00)
US Bank	Discover Bank	Brokered CD	238,830.90	-	-	(7,984.31)	7,984.31	238,830.90	240,212.70	240,212.70	1,381.80
US Bank	Fifth Third Bk - CD	Brokered CD	243,041.31	-	(243,000.00)	(6,553.68)	6,553.68	41.31	-	-	(9,450.00)
US Bank	Flagstar Bank Natl Assn - CD	type	-	244,000.00	-	-	-	244,000.00	-	-	1,786.52
US Bank	Israel Dis Bk New York	Brokered CD	242,989.84	-	(244,000.00)	(7,330.03)	7,330.03	(1,010.16)	-	-	1,010.16
US Bank	Security First Bank - Nebraska	Brokered CD	244,282.15	-	(245,000.00)	(3,911.61)	3,911.61	(717.85)	-	-	717.85
US Bank	Nicolet Natl Bk - Greenbay WI	Brokered CD	-	249,000.00	-	(3,537.16)	3,537.16	249,000.00	245,770.47	245,770.47	1,991.85
US Bank	State Bank India - Illinois	Brokered CD	242,207.00	-	-	(4,137.48)	4,137.48	242,207.00	244,198.85	244,198.85	1,991.85
US Bank	Riverside CA Cmnty College Dist	Brokered CD	-	242,239.25	-	504.51	(504.51)	242,239.25	240,388.50	240,388.50	1,991.85
			2,862,012.07	977,000.00	(977,000.00)	0.00	83,013.97	2,945,026.04	2,908,205.76	2,908,205.76	185,124.08
Falcon National Bank	Falcon National Bank	Money Market	79,817.64	-	(49,500.00)	9,383.77	140.37	39,841.78	38,637.35	38,637.35	(1,204.43)
Falcon National Bank	CD 88834 (renewed)	Brokered CD	200,000.00	-	-	(465.60)	465.60	200,000.00	200,000.00	200,000.00	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	300,000.00	-	(300,000.00)	(203.54)	203.54	-	-	-	-
Falcon National Bank	CD 89417 matured	Brokered CD		300,000.00	-	(4,825.90)	4,825.90	300,000.00	300,000.00	300,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	535,876.55	-	-	(1,072.07)	1,072.07	535,876.55	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	100,500.00	49,500.00	-	(2,816.66)	2,816.66	150,000.00	150,000.00	150,000.00	-
			1,216,194.19	349,500.00	(349,500.00)	-	9,524.14	1,225,718.33	1,224,513.90	1,224,513.90	(1,204.43)
21st CENTURY BANK	ICS	Money Market	766,730.76	6,548,955.57	(5,944,287.06)	-	23,092.54	1,394,491.81	778,460.18	778,460.18	(616,031.63)
21st CENTURY BANK	CD		-	-	-	-	-	-	-	-	-
			766,730.76	6,548,955.57	(5,944,287.06)	-	23,092.54	1,394,491.81	778,460.18	778,460.18	(616,031.63)
4 M	4M Liquid Assets-101	Money Market	88,712.28	-	-	-	2,749.29	91,461.57	91,059.32	91,059.32	(402.25)
4 M	4M Plus Fund-101	Money Market	4,922,596.29	4,005,122.17	(3,500,000.00)	(2,516,235.82)	103,085.34	3,014,567.98	823,135.69	823,135.69	(2,191,432.29)
			5,011,308.57	4,005,122.17	(3,500,000.00)	(2,516,235.82)	105,834.63	3,106,029.55	914,195.01	914,195.01	(2,191,834.54)
21st CENTURY BANK	General/Checking	Checking	100,021.23	10,387,183.42	(13,387,329.32)	3,000,000.00	145.91	100,021.24	100,019.18	100,019.18	(2.06)
			100,021.23	10,387,183.42	(13,387,329.32)	3,000,000.00	145.91	100,021.24	100,019.18	100,019.18	(2.06)
			\$ 11,335,166.63	\$ 22,267,761.16	\$ (24,389,116.38)	\$ 231,000.00	\$ 228,006.37	\$ 9,672,817.78	\$ 6,846,230.89	\$ 6,846,230.89	\$ (2,604,642.53)

Deposits in Transi	11,900.34
O/S Checks	(170,226.36)
Total	\$ 6,687,904.87

Investment Summary (continued)
As of 06/30/2024 (unaudited)

Maturities



Maturity	Unadjusted Market Value 6/30/2024	Market Value 6/30/2024	Variance 6/30/2024
Current	\$ 5,419,177.71	\$ 2,823,625.87	\$ (2,595,551.84)
< 1 year	1,670,264.12	1,915,175.40	244,911.28
1-2 years	469,529.40	475,380.75	5,851.35
2-3 years	922,334.02	928,607.52	6,273.50
3-4 years	213,283.44	217,282.38	3,998.94
5+ years	491,239.25	486,158.97	(5,080.28)
	<u>\$ 9,185,827.94</u>	<u>\$ 6,846,230.89</u>	<u>\$ (2,339,597.05)</u>

Weighted average Rate of return	0.00%	6/30/2024
Average Maturity (years)	0.24	6/30/2024

Investment Type	Market Value 6/30/2024
Money Market	\$ 1,997,246.69
Brokered CD	\$ 3,322,024.23
Savings	\$ -
Government Securities	\$ 1,426,940.79
Municipal Securities	\$ -
Checking	\$ 100,019.18
	<u>\$ 6,846,230.89</u>

Operating Account	
O/S Deposits	\$ 11,900.34
O/S Checks	(170,226.36)
	<u>\$ 6,687,904.87</u>

\$

Investment Summary (continued)

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

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	2.12
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.74	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
09/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/31/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
03/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
06/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
09/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59
12/31/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88	3.88
03/31/2024	5.49	5.46	5.38	5.03	4.59	4.40	4.21	4.20	4.20
06/30/2024	5.47	5.48	5.33	5.09	4.71	4.52	4.33	4.33	4.36

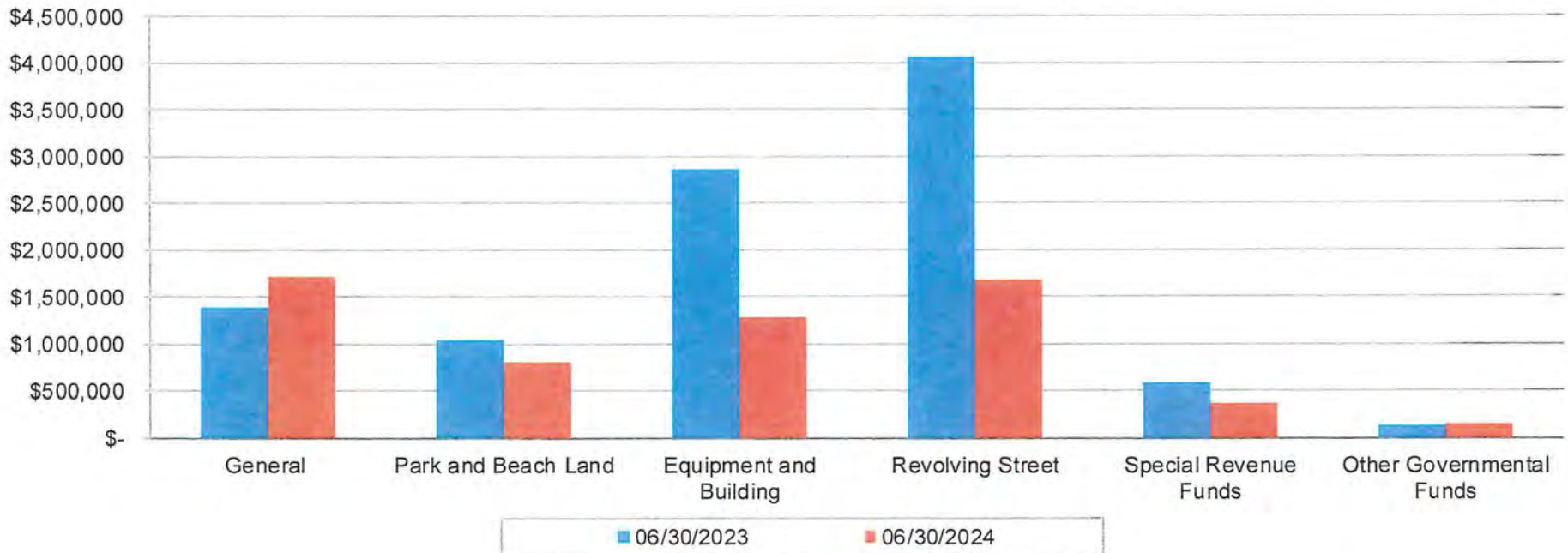
Cash Balance Summary by Fund
As of 06/30/2023, 12/31/23 and 06/30/2024 (unaudited)

	Balance 06/30/2023	Balance 12/31/2023	Balance 06/30/2024	YTD Change From 12/31/2023
100 General Fund	\$ 1,395,361	\$ 4,401,581	\$ 1,712,263	\$ (2,689,318) ⁽¹⁾
210 Cable TV Fund	93,158	95,013	98,985	3,972
211 Ham Laker Fund	14,985	1,876	(11,549)	(13,425)
212 Lawful Gambling Contributions Fund	133,153	145,966	169,554	23,589
217 CARES Act Grant	-	-	-	-
230 Future Drainage Fund	124,255	130,057	130,316	259
231 Recycling Fund	48,312	37,944	61,469	23,524
232 Street Light Fund	175,391	225,373	201,607	(23,766)
250 Oakwilt Fund	11,373	11,458	11,710	252
261 Economic Development Fund	1,688	1,722	1,760	38
262 Ham Lake EDA Fund	(17,126)	-	(305,159)	(305,159) ⁽²⁾
263 Lodging Tax Fund	6,520	3,385	7,926	4,541
370 2010 Cip Bond Debt Service Fund	102,950	306,608	117,579	(189,029) ⁽³⁾
371 2016 Go Capital Note Debt Service Fund-Nmtc	32,054	26	32,171	32,145
410 General Govt Equipment Fund	71,286	75,487	79,923	4,436
411 Election Equipment Fund	1,328	3,450	3,779	329
412 Building Fund	255,439	265,621	276,514	10,893
420 Fire Department Equipment Fund	1,810,592	558,633	(127,212)	(685,845) ⁽⁴⁾
421 Emergency Operations Center Fund	36,908	40,527	42,403	1,877
422 Siren Replacement Fund	37,885	38,650	39,501	851
428 Building Inspection Equipment Fund	4,490	8,772	14,032	5,260
430 Public Works Equipment Fund	504,091	614,450	756,284	141,834 ⁽⁵⁾
431 Revolving Street Fund	4,065,625	2,519,803	1,682,845	(836,958) ⁽⁶⁾
440 Park And Beach Land Fund	1,045,597	930,594	805,113	(125,480) ⁽⁷⁾
441 Parks Equipment Fund	144,107	167,214	192,074	24,860
890 Trust	580,333	588,251	694,015.55	105,765 ⁽⁸⁾
Total	\$ 10,679,755	\$ 11,172,457	\$ 6,687,905	\$ (4,484,553)

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

- (1) See rev/exp for the General Fund for further explanation.
- (2) Engineering, Attorney and CCDW permit fees for Crosstown Business Park Development.
- (3) Annual bond payment and first payment of interest on bond.
- (4) Payments for Firestation #3 and Pumper Truck, which were offset with the budgeted transfer from General Fund.
- (5) Cash increased due to budgeted transfers from General Fund.
- (6) Engineering fees for various projects and contractor payments for 2024 Bituminous Project, Creek Valley, and Meadow Park projects, which were offset by the budgeted transfer from the General Fund and MSA grant funding.
- (7) Purchase of backstops, shades, and bleachers.
- (8) Refunds of escrow accounts and more trust activity.

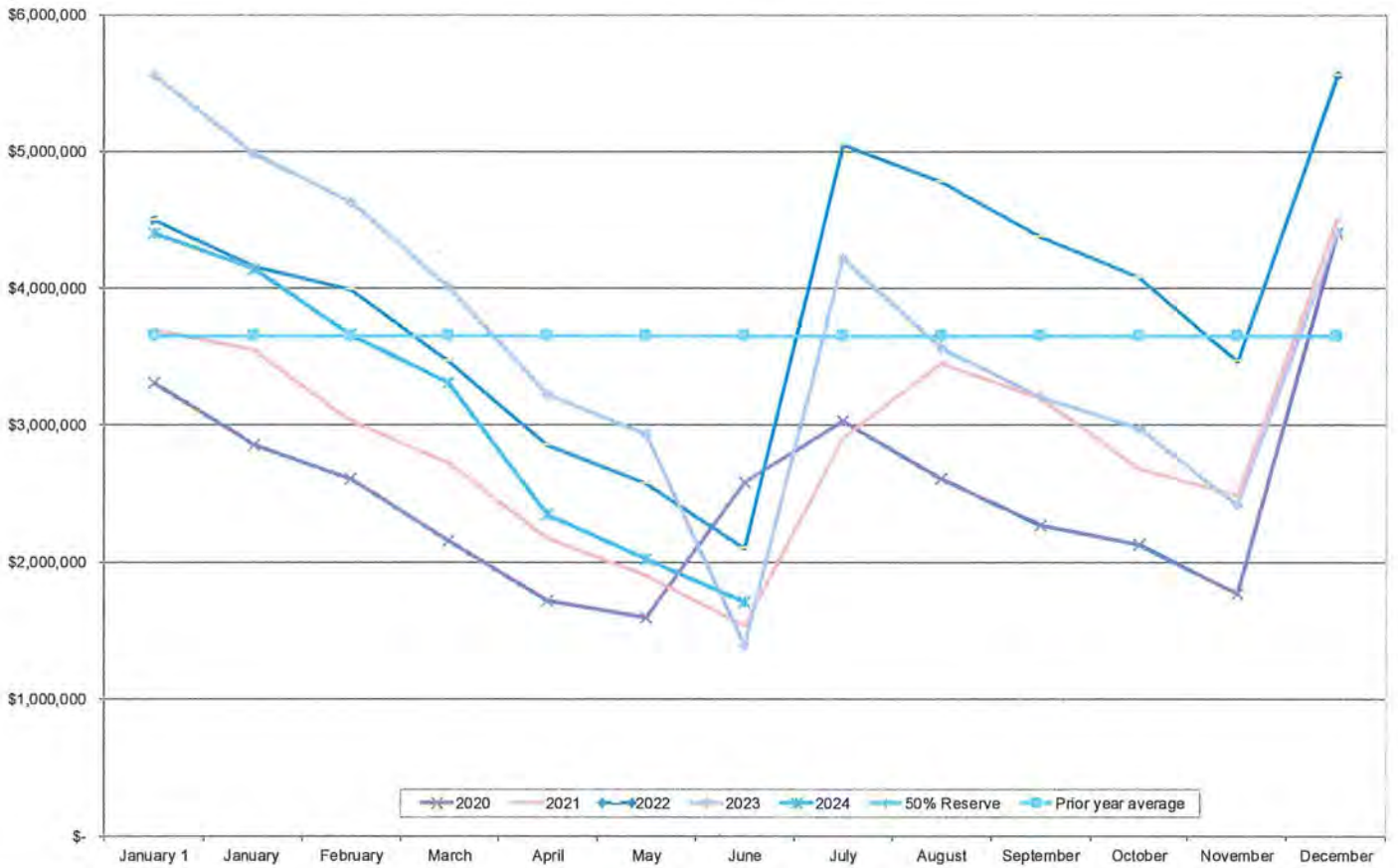
Cash Balance by Fund Compared to Prior Year (unaudited)



Fund	Key
General	Balance increased by more than 10% over prior year
Park and Beach Land	Balance decreased by more than 10% over prior year
Equipment and Building	Balance decreased by more than 10% over prior year
Revolving Street	Balance decreased by more than 10% over prior year
Special Revenue Funds	Balance decreased by more than 10% over prior year
Other Governmental Funds	Balance within 10% of prior year

General Fund Budget Cash Summary (unaudited)

General Fund Cash Balances 2020-2024



General Fund

Receipts	YTD Budget	YTD Actual	Percent of YTD Budget	Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget
Taxes	\$ 3,143,234	\$ -	- %	Council	\$ 55,016	\$ 72,499	131.8 %
Special Assessments	-	-	100.0	Administration/Clerk	170,918	190,987	111.7
Licenses and permits	268,800	233,709	86.9	Finance	190,847	172,974	90.6
Intergovernmental	88,000	50,479	57.4	Planning & Zoning	52,076	49,881	95.8
Charges for services	77,443	174,884	225.8	General Government	70,654	146,385	207.2
Fines and forfeitures	15,750	18,860	119.7	Information Technology	21,050	19,481	92.5
Interest on investments	15,000	52,369	349.1	Public Safety	1,204,843	1,117,077	92.7
Miscellaneous	5,250	19,802	377.2	Building Department	189,256	178,684	94.4
Transfers in	1,000	-	-	Public Works	637,314	564,881	88.6
	<u>\$ 3,614,477</u>	<u>\$ 550,102</u>	<u>15.2 %</u>	Parks and recreation	197,484	121,251	61.4
				Senior Center	9,963	8,011	80.4
				Transfers Out	854,250	854,250	100.0 %
					<u>\$ 3,653,670</u>	<u>\$ 3,496,361</u>	<u>95.7</u>

Key

- Varies more than 10% than budget positively
- Varies more than 10% than budget negatively
- Within 10% of budget

General Fund Budget Summary As of 06/30/24 (unaudited)

	Annual Budget	Budget Thru 6/30/2024 50%	Actual Thru 6/30/2024	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 6/30/2024
Revenues					
Taxes	\$ 6,286,468	\$ 3,143,234	\$ -	\$ (3,143,234) ^{¶(1)}	-
Special Assessments	-	-	-	-	N/A
Licenses and permits	537,600	268,800	233,709	(35,091) ^{¶(2)}	86.95
Intergovernmental	176,000	88,000	50,479	(37,521) ^{¶(3)}	57.36
Charges for services	154,885	77,443	174,884	97,441 ^{¶(4)}	225.82
Fines and forfeitures	31,500	15,750	18,860	3,110	119.75
Interest on investments	30,000	15,000	52,369	37,369 ^{¶(5)}	349.13
Miscellaneous	10,500	5,250	19,802	14,552	377.17
Total Revenues	<u>7,226,953</u>	<u>3,613,477</u>	<u>550,102</u>	<u>(3,063,374)</u>	
Expenditures					
Council	\$ 110,031	\$ 55,016	\$ 72,499	\$ (17,484)	131.78 %
Administration/Clerk	341,836	170,918	190,987	(20,069)	111.74
Finance	381,693	190,847	172,974	17,873	90.63
Planning & Zoning	104,151	52,076	49,881	2,195	95.78
General Government	141,308	70,654	146,385	(75,731) ^{¶(6)}	207.19
Information Technology	42,100	21,050	19,481	1,569	92.55
Public Safety	2,409,687	1,204,843	1,117,077	87,766	92.72
Building Department	378,512	189,256	178,684	10,572	94.41
Public Works	1,274,627	637,314	564,881	72,433 ^{¶(7)}	88.63
Parks and recreation	394,968	197,484	121,251	76,233 ^{¶(8)}	61.40
Senior Center	19,926	9,963	8,011	1,953	80.40
Total Expenditures	<u>5,598,840</u>	<u>2,799,420</u>	<u>2,642,111</u>	<u>157,309</u>	<u>94.38</u>
Excess Revenues (Expenditures)	1,628,113	814,056	(2,092,009)	(2,906,065)	
Other Financing Sources (Uses)					
Transfers in	2,000	1,000	-	-	-
Transfers out	(1,708,500)	(854,250)	(854,250)	0	100.00
TOTAL OTHER FINANCING SOURCES (USES)	<u>(1,706,500)</u>	<u>(853,250)</u>	<u>(854,250)</u>	<u>0</u>	
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	<u>\$ (78,387)</u>	<u>\$ (39,194)</u>	<u>\$ (2,946,259)</u>	<u>\$ (2,906,065)</u>	

Item Explanation of items percentage received/expended less than 90% or greater than 110% and \$ variance greater than \$20,000.

- ^{¶(1)} Tax Settlements are received in June, December, and January
- ^{¶(2)} Permits are coming in lower than anticipated for the year.
- ^{¶(3)} State aid for fire relief and 2nd MSA maintenance payment comes in the fall.
- ^{¶(4)} Tower revenue is coming in higher than anticipated due to more subleases.
- ^{¶(5)} Money market rates have been higher than last several years resulting in higher monthly interest revenue.
- ^{¶(6)} ARPA spending is not budgeted and we have currently expended \$65,918 in 2024.
- ^{¶(7)} Public works is under budget due to less activity than anticipated for blacktop.
- ^{¶(8)} The favorable variance is due to less employee activity done in the Parks vs. Public Works.

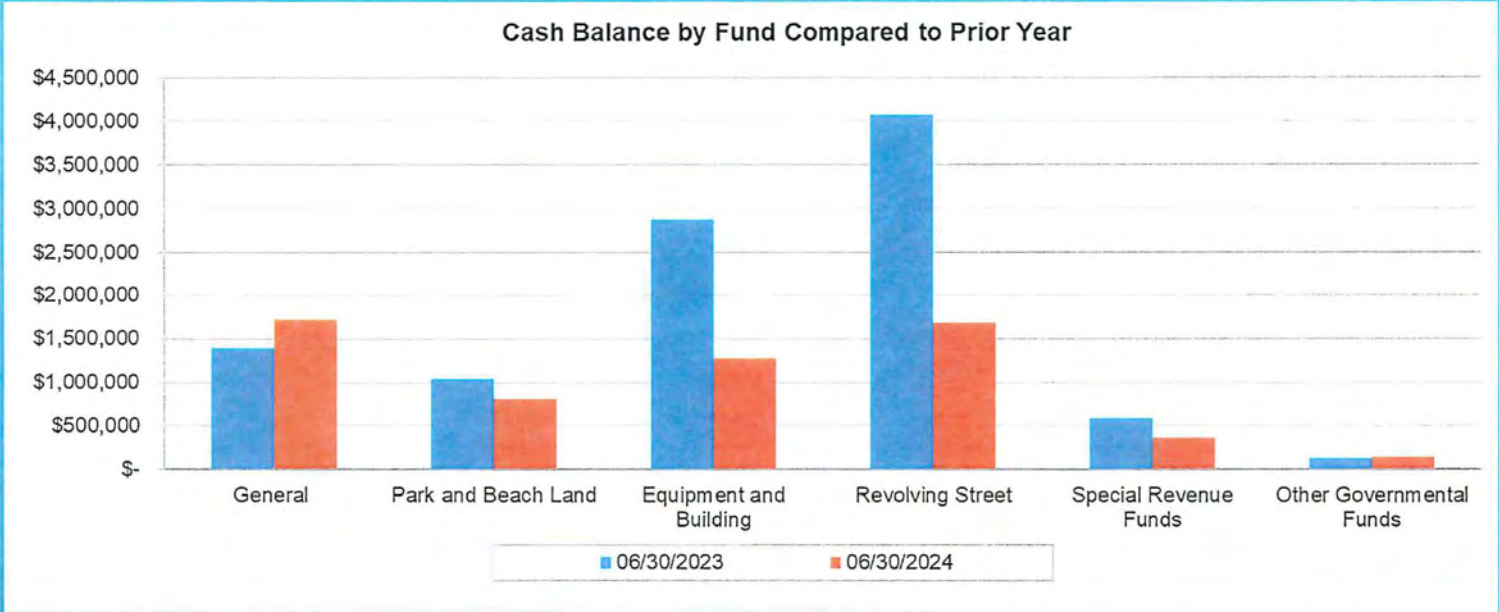
A detailed report of revenues and expenditures can be provided upon request.

CITY OF HAM LAKE 2ND QUARTER REPORT

Presented by Finance/Human Resource Director, Andrea Murff

OVERALL CASH POSITION

		Balance 06/30/2023	Balance 12/31/2023	Balance 06/30/2024	YTD Change From 12/31/2023
100	General Fund	\$ 1,395,361	\$ 4,401,581	\$ 1,712,263	\$ (2,689,318)
210	Cable TV Fund	93,158	95,013	98,985	3,972
211	Ham Laker Fund	14,985	1,876	(11,549)	(13,425)
212	Lawful Gambling Contributions Fund	133,153	145,966	169,554	23,589
217	CARES Act Grant	-	-	-	-
230	Future Drainage Fund	124,255	130,057	130,316	259
231	Recycling Fund	48,312	37,944	61,469	23,524
232	Street Light Fund	175,391	225,373	201,607	(23,766)
250	Oakwilt Fund	11,373	11,458	11,710	252
261	Economic Development Fund	1,688	1,722	1,760	38
262	Ham Lake EDA Fund	(17,126)	-	(305,159)	(305,159)
263	Lodging Tax Fund	6,520	3,385	7,926	4,541
370	2010 Cip Bond Debt Service Fund	102,950	306,608	117,579	(189,029)
371	2016 Go Capital Note Debt Service Fund-Nmtc	32,054	26	32,171	32,145
410	General Govt Equipment Fund	71,286	75,487	79,923	4,436
411	Election Equipment Fund	1,328	3,450	3,779	329
412	Building Fund	255,439	265,621	276,514	10,893
420	Fire Department Equipment Fund	1,810,592	558,633	(127,212)	(685,845)
421	Emergency Operations Center Fund	36,908	40,527	42,403	1,877
422	Siren Replacement Fund	37,885	38,650	39,501	851
428	Building Inspection Equipment Fund	4,490	8,772	14,032	5,260
430	Public Works Equipment Fund	504,091	614,450	756,284	141,834
431	Revolving Street Fund	4,065,625	2,519,803	1,682,845	(836,958)
440	Park And Beach Land Fund	1,045,597	930,594	805,113	(125,480)
441	Parks Equipment Fund	144,107	167,214	192,074	24,860
890	Trust	580,333	588,251	694,015.55	105,765
	Total	\$ 10,679,755	\$ 11,172,457	\$ 6,687,905	\$ (4,484,553)



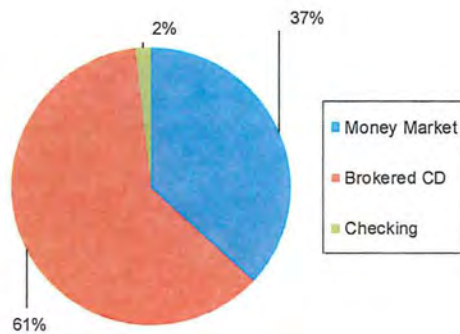
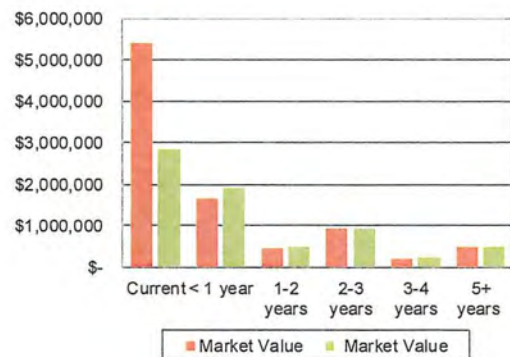
GRAPH OF OVERALL CASH POSITION BY FUND TYPE

INVESTMENT SUMMARY

Description	Type	Market Value 1/1/2024	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 6/30/2024	Market Value 6/30/2024	Unrealized gain / loss
RBC	Money Market	246,369.00	-	-	(246,369.00)	-	-	-	-
Bank Hapoalim New York	Brokered CD	229,671.75	-	(231,000.00)	(3,340.32)	3,340.32	(1,328.25)	-	1,328.25
BMO Harris BK NATL ASSN	Brokered CD	235,337.37	-	-	(624.21)	624.21	235,337.37	240,359.70	5,022.33
Merrick BK South Jordan Utah	Brokered CD	230,698.50	-	-	(581.21)	581.21	230,698.50	235,168.05	4,469.55
Texas Exchange Bk Crowley	Brokered CD	223,539.75	-	-	(1,017.16)	1,017.16	223,539.75	228,026.73	4,486.98
Malaga BK Palos Verdes Calif	Brokered CD	213,283.44	-	-	(832.28)	832.28	213,283.44	217,282.38	3,998.94
		1,378,899.81	-	(231,000.00)	(252,764.18)	6,395.18	901,530.81	920,836.86	19,306.05
US Bank	Money Market	669,024.51	(1,431,061.02)	729,637.00	74,091.96	8,922.01	50,614.46	265,954.15	215,339.69
US Treasury Bill	Government Se	496,795.00	-	(487,345.00)	(12,655.00)	12,655.00	9,450.00	-	1,991.85
US Treasury Bill	Government Securities	-	698,794.27	-	(5,022.40)	5,022.40	698,794.27	700,580.79	(36,820.28)
US Treasury Bill	Government Securities	-	730,027.50	-	(11,610.58)	11,610.58	730,027.50	726,360.00	-
American Express National Bank	Brokered CD	242,393.20	-	(245,000.00)	(7,657.42)	7,657.42	(2,606.80)	244,740.30	247,347.10
Bmo Harris Bank Nat'l Assn	Brokered CD	242,448.16	-	(242,292.00)	(4,196.80)	4,196.80	156.16	-	(156.16)
Bank of America - cd	type	-	244,000.00	-	-	-	244,000.00	-	(244,000.00)
Discover Bank	Brokered CD	238,830.90	-	-	(7,984.31)	7,984.31	238,830.90	240,212.70	1,381.80
Fifth Third Bk - CD	Brokered CD	243,041.31	-	(243,000.00)	(6,553.68)	6,553.68	41.31	-	(9,450.00)
Flagstar Bank Nat'l Assn - CD	type	-	244,000.00	-	-	-	244,000.00	-	1,786.52
Israel Dis Bk New York	Brokered CD	242,989.84	-	(244,000.00)	(7,330.03)	7,330.03	(1,010.16)	-	1,010.16
Security First Bank - Nebraska	Brokered CD	244,282.15	-	(245,000.00)	(3,911.61)	3,911.61	(717.85)	-	717.85
Nicolet Nat'l Bk - Greenbay WI	Brokered CD	-	249,000.00	-	(3,537.16)	3,537.16	249,000.00	245,770.47	1,991.85
State Bank India - Illinois	Brokered CD	242,207.00	-	-	(4,137.48)	4,137.48	242,207.00	244,198.85	1,991.85
Riverside CA Cmnty College Dist	Brokered CD	-	242,239.25	-	504.51	(504.51)	242,239.25	240,388.50	1,991.85
		2,862,012.07	977,000.00	(977,000.00)	0.00	83,013.97	2,945,026.04	2,908,205.76	185,124.08
Falcon National Bank	Money Market	79,817.64	-	(49,500.00)	9,383.77	140.37	39,841.78	38,637.35	(1,204.43)
CD 88834 (renewed)	Brokered CD	200,000.00	-	-	(465.60)	465.60	200,000.00	200,000.00	-
CD 89417 (renewed)	Brokered CD	300,000.00	-	(300,000.00)	(203.54)	203.54	-	-	-
CD 89417 matured	Brokered CD	-	300,000.00	-	(4,825.90)	4,825.90	300,000.00	300,000.00	-
CD 90376 (renewed)	Brokered CD	535,876.55	-	-	(1,072.07)	1,072.07	535,876.55	535,876.55	-
CD 90484 (renewed)	Brokered CD	100,500.00	49,500.00	-	(2,816.66)	2,816.66	150,000.00	150,000.00	-
		1,216,194.19	349,500.00	(349,500.00)	-	9,524.14	1,225,718.33	1,224,513.90	(1,204.43)
ICS	Money Market	766,730.76	6,548,955.57	(5,944,287.06)	-	23,092.54	1,394,491.81	778,460.18	(616,031.63)
CD		-	-	-	-	-	-	-	-
		766,730.76	6,548,955.57	(5,944,287.06)	-	23,092.54	1,394,491.81	778,460.18	(616,031.63)
4M Liquid Assets-101	Money Market	88,712.28	-	-	-	2,749.29	91,461.57	91,059.32	(402.25)
4M Plus Fund-101	Money Market	4,922,596.29	4,005,122.17	(3,500,000.00)	(2,516,235.82)	103,085.34	3,014,567.98	823,135.69	(2,191,432.29)
		5,011,308.57	4,005,122.17	(3,500,000.00)	(2,516,235.82)	105,834.63	3,106,029.55	914,195.01	(2,191,834.54)
General/Checking	Checking	100,021.23	10,387,183.42	(13,387,329.32)	3,000,000.00	145.91	100,021.24	100,019.18	(2.06)
		100,021.23	10,387,183.42	(13,387,329.32)	3,000,000.00	145.91	100,021.24	100,019.18	(2.06)
		\$ 11,335,166.63	\$ 22,267,761.16	\$ (24,389,116.38)	\$ 231,000.00	\$ 228,006.37	\$ 9,672,817.78	\$ 6,846,230.89	\$ (2,604,642.53)

INVESTMENT SUMMARY

Maturities



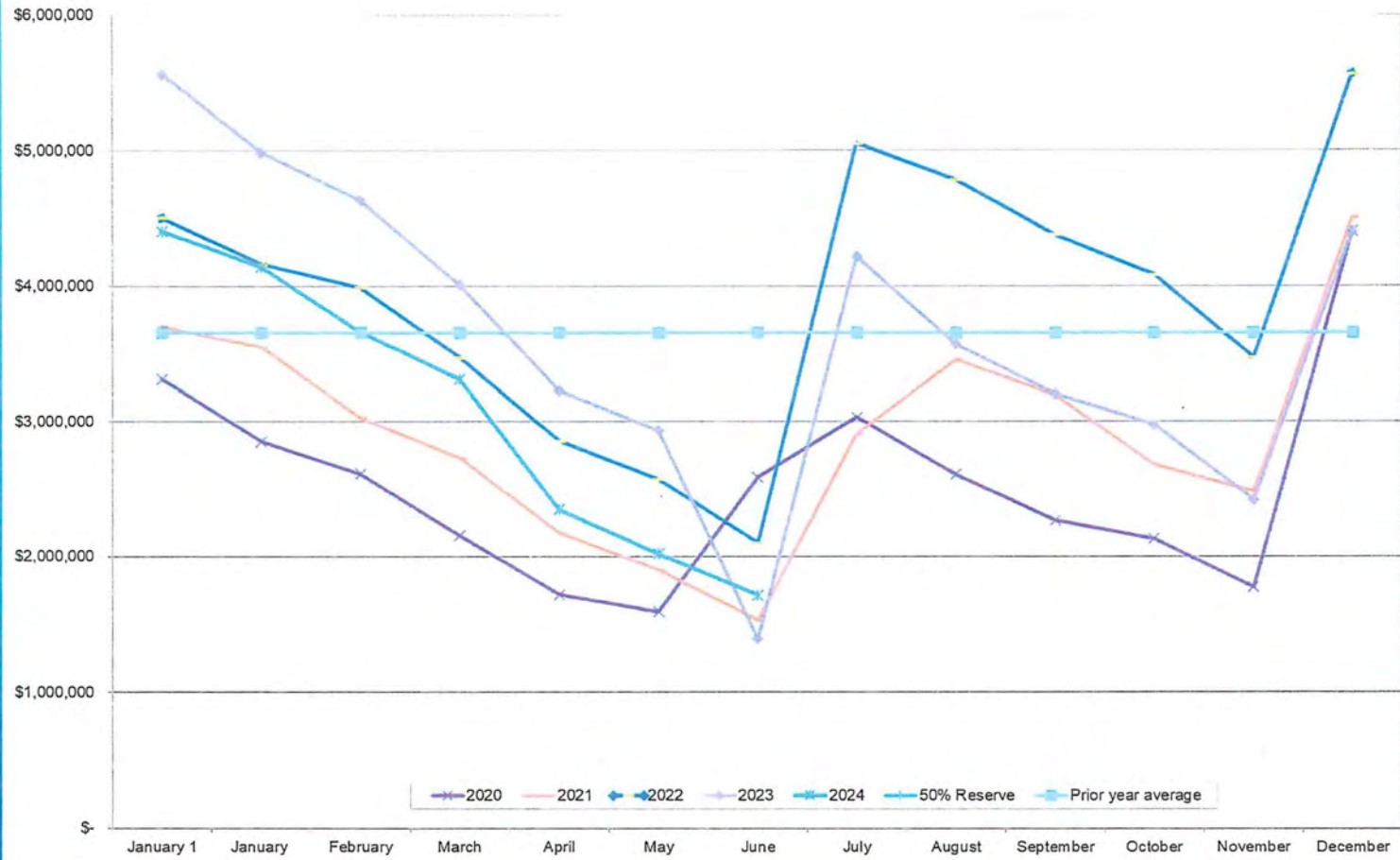
Maturity	Unadjusted Market Value 6/30/2024	Market Value 6/30/2024	Variance 6/30/2024
Current	\$ 5,419,177.71	\$ 2,823,625.87	\$ (2,595,551.84)
< 1 year	1,670,264.12	1,915,175.40	244,911.28
1-2 years	469,529.40	475,380.75	5,851.35
2-3 years	922,334.02	928,607.52	6,273.50
3-4 years	213,283.44	217,282.38	3,998.94
5+ years	491,239.25	486,158.97	(5,080.28)
	<u>\$ 9,185,827.94</u>	<u>\$ 6,846,230.89</u>	<u>\$ (2,339,597.05)</u>

Weighted average Rate of return 0.00% 6/30/2024
Average Maturity (years) 0.24 6/30/2024

Investment Type	Market Value 6/30/2024
Money Market	\$ 1,997,246.69
Brokered CD	\$ 3,322,024.23
Savings	\$ -
Government Securities	\$ 1,426,940.79
Municipal Securities	\$ -
Checking	\$ 100,019.18
	<u>\$ 6,846,230.89</u>

Operating Account	
O/S Deposits	\$ 11,900.34
O/S Checks	(170,226.36)
Reconciled Balance	<u>\$ 6,687,904.87</u>

General Fund Cash Balances 2020-2024



GENERAL FUND BUDGET TO ACTUAL

	Annual Budget	Budget Thru 6/30/2024 60%	Actual Thru 6/30/2024	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 6/30/2024
Revenues					
Taxes	\$ 6,286,468	\$ 3,143,234	\$ -	\$ (3,143,234) ⁽¹⁾	- %
Special Assessments	-	-	-	-	N/A
Licenses and permits	537,600	268,800	233,709	(35,091) ⁽²⁾	86.95
Intergovernmental	176,000	88,000	50,479	(37,521) ⁽³⁾	57.36
Charges for services	154,885	77,443	174,884	97,441 ⁽⁴⁾	225.82
Fines and forfeitures	31,500	15,750	18,860	3,110	119.75
Interest on investments	30,000	15,000	52,369	37,369 ⁽⁵⁾	349.13
Miscellaneous	10,500	5,250	19,802	14,552	377.17
Total Revenues	7,226,953	3,613,477	550,102	(3,063,374)	
Expenditures					
Council	\$ 110,031	\$ 55,016	\$ 72,499	\$ (17,484)	131.78 %
Administration/Clerk	341,836	170,918	190,987	(20,069)	111.74
Finance	381,693	190,847	172,974	17,873	90.63
Planning & Zoning	104,151	52,076	49,881	2,195	95.78
General Government	141,308	70,654	146,385	(75,731) ⁽⁶⁾	207.19
Information Technology	42,100	21,050	19,481	1,569	92.55
Public Safety	2,409,687	1,204,843	1,117,077	87,766	92.72
Building Department	378,512	189,256	178,684	10,572	94.41
Public Works	1,274,627	637,314	564,881	72,433 ⁽⁷⁾	88.63
Parks and recreation	394,968	197,484	121,251	76,233 ⁽⁸⁾	61.40
Senior Center	19,926	9,963	8,011	1,953	80.40
Total Expenditures	5,598,840	2,799,420	2,642,111	157,309	94.38
Excess Revenues (Expenditures)	1,628,113	814,056	(2,092,009)	(2,906,065)	
Other Financing Sources (Uses)					
Transfers in	2,000	1,000	-	-	-
Transfers out	(1,708,500)	(854,250)	(854,250)	0	100.00
TOTAL OTHER FINANCING SOURCES (USES)	(1,706,500)	(853,250)	(854,250)	0	
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	\$ (78,387)	\$ (39,194)	\$ (2,946,259)	\$ (2,906,065)	



QUESTIONS?

Discussion of
new Cannabis
law.

OPTIONS

1. Do Nothing

Problems:

- o No City Control
- o Only violations would be under Statute
 - Sales to under 21
 - Mislabeling
 - Both Misd. – Prosecuted by County Atty

2. Interim Ordinance – Moratorium - §462.355, Subd. 4

- Maintains Status Quo & Prohibits Retail Sales While City Studies the Issue
- Moratorium can regulate, restrict or prohibit sales
- Can only be in place for up to 1 year
- Must adopt an Ordinance to authorize a study to be done
- Legal justification for the moratorium should be stated in findings of fact when the Ordinance is adopted
- A public hearing on the adoption of an Ordinance for a moratorium is not required

3. Adopt an Ordinance Without Adopting a Moratorium

- **Some items a city may consider when drafting these regulations include:**

- Licensing of sellers?
- What areas of the city edible cannabinoids may be sold or manufactured or distributed.
 - Zoning regulations
 - Retail Sales
 - Manufacturing & Production
- What business should be allowed to sell edible cannabinoids.
- Age of person selling the product.
- Location of products within retail establishment.
- Pop-up sales - Kiosks.
- Transient merchants.
- Vending machines.

- Distance from other uses (schools, parks, residential, etc.).
- Distance between retailers.
- Delivery services.
- Online sales.
- Limit number of establishments within the city.
- Age verification.
- Hours.
- Background checks.

ARTICLE XII. - CANNABINOID PRODUCTS

Footnotes:

-- (7) --

Editor's note— Ord. No. 2022-1764, § 1, adopted Dec. 5, 2022, set out provisions designated as §§ 22-733—22-760. For purposes of classification and to preserved the style of this Code, and at the editor's discretion, these provisions have been included as §§ 22-761—22-777.

Sec. 22-761. - Purpose.

The purpose of this ordinance is to establish licensing, sale and possession regulations for the sale and possession of cannabinoid products derived from hemp as provided in M.S.A. § 151.72.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-762. - Findings of city council.

The city council makes the following findings regarding the need to regulate, license, and inspect establishments that sell certain cannabinoid products and regulate possession of cannabinoid products by minors:

- (1) By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended M.S.A.. § 151.72 to allow for the sale of certain cannabinoid products.
- (2) This new law does not prohibit municipalities from licensing the sale of cannabinoid products derived from hemp locally.
- (3) The Minnesota Legislature recognized the danger of cannabis use among youth by prohibiting the sale of any product containing cannabinoid or tetrahydrocannabinol (THC) extracted or otherwise derived from hemp to those under the age of 21 and requiring that edible cannabinoid products be packaged without appeal to children and in child-resistant packaging or containers.
- (4) Due to the passage of this new law by the Minnesota Legislature, the city council believes the following rules, regulations, and standards for licensing the sale of cannabinoid products, and possession of cannabinoid products by minors, are necessary to promote and protect the public health, safety, and general welfare of the residents of Anoka.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-763. - Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Cannabinoid product means any product containing nonintoxicating cannabinoids extracted from hemp, including an edible cannabinoid product, that is sold for human or animal consumption.

Certificate of analysis means A document created by an independent, licensed and accredited lab, that shows the analytical test results on a batch of cannabis products, confirming their potency and purity and ensuring they are safe for consumption. At a minimum, the Certificate of Analysis must comply with the testing requirements set forth in Minn. Stat. § 151.72, Subd. 4, as may be amended.

Certified hemp means the definition for the same provided in Minn. Stat. § 151.72, Subd. 1(b), as may be amended.

City means the City of Anoka, Minnesota.

Compliance checks means the system the city uses to investigate and ensure that those authorized to sell cannabinoid products are following and complying with the requirements of this ordinance and state laws. Compliance checks involve the use of compliance check minors, as authorized by this article, who purchase or attempt to purchase cannabinoid products. Compliance checks may also be conducted by the city or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to cannabinoid products.

Compliance check minors means any person at least 17 years of age, but under the age of 21 years.

Delivery sale means the sale of any cannabinoid products to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a licensed retail establishment. Delivery sale includes, but is not limited to, the sale of any cannabinoid products when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery sale includes delivery by licensees or third parties by any means, including curbside pick-up.

Edible cannabinoid product means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in connection with food ingredients, and is not a drug.

Hemp or industrial hemp means the definition for the same provided in Minn. Stat. § 18K.02, Subd. 3, as may be amended.

Label means the definition for the same provided in Minn. Stat. § 151.01, Subd. 18, as may be amended.

Labeling means the definition for the same provided in Minn. Stat. § 151.72, Subd. 1(f), as may be amended.

License means a retail license issued by the City of Anoka, authorizing the holder to sell cannabinoid products.

Matrix barcode means the definition for the same provided in Minn. Stat. § 151.72, Subd. 1(g), as may be amended.

Minor means any person under the age of 21 years.

Moveable place of business means any form of business that is operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and that is not a fixed address or other permanent type of structure licensed for over-the-counter sales transactions.

Nonintoxicating cannabinoid means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of administration.

Operator means the person in legal possession and control of a location by reason of ownership, lease, contract or agreement, for the sale of cannabinoid products at retail.

Retail establishment means any fixed place of business where, pursuant to zoning, cannabinoid products may be available for sale to the general public after obtaining a license from the city. Retail establishments shall include, but not be limited to, CBD specialty shops, smoke shops, bars and restaurants, grocery stores, and convenience stores. Retail establishments, for purposes of this article, do not include exclusive liquor stores or residences.

Sale means any transfer of goods for money, trade, barter or other consideration.

Self-service displays means open displays of cannabinoid products in any manner where any person shall have access to the cannabinoid products without the assistance or intervention of the licensee or the licensee's employee.

Vending machine means any mechanical, electrical or electronic or other type of device which dispenses cannabinoid products upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase cannabinoid products.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-764. - Retail license.

- (a) No person shall directly or indirectly keep for retail sale or sell at retail any cannabinoid product in the city unless a license therefore shall first have been obtained.
- (b) Only retail establishments, as identified in this article, shall be eligible to receive a license.
- (c) An application for a license to sell cannabinoid products shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is

sought, the location of the building and the part intended to be used by the applicant under such license, the kind or nature of business, and any additional information the city deems necessary. Upon the filing of such application with the city clerk, and investigation as the city deems necessary, it shall be presented to the city council for consideration, and if granted by the city council, a license shall be issued by the city clerk upon payment of the required fee.

- (d) The fees for licenses under this article shall be determined by the city council. Each such license shall expire on December 31 of each year. Licenses shall not be transferable from one person or entity to another, nor shall they be transferable from one premises to another premises.
- (e) Every license issued under this article shall be kept conspicuously posted about the place for which the license is issued and shall be exhibited to any person upon request.
- (f) The renewal of a license issued under this article shall be made in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.
- (g) No license will be approved unless the premises proposed to be licensed complies with all applicable zoning requirements.
- (h) If a license is mistakenly issued or renewed to a person, the city will revoke the license upon the discovery that the person was ineligible for the license under this ordinance. The city will provide the license holder with notice of the revocation, along with information on the right to appeal.
- (i) The following shall be grounds for denying the issuance or renewal of a license under this article:
 - (1) The applicant is under the age of 21 years;
 - (2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to cannabinoid products;
 - (3) The applicant has had a license to sell cannabinoid products suspended or revoked within the preceding 24 months of the date of application;
 - (4) The applicant fails to provide any information required on the application, or provides false or misleading information;
 - (5) The applicant is prohibited by federal, state, or other local law, ordinance, or regulation from holding such a license;
 - (6) The business for which the license is requested is a moveable place of business. Only fixed-location retail establishments that are not excluded under the definition for retail establishments in this article are eligible to be licensed.
 - (7) The applicant has failed to pay any required application or licensing fees to the city.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-765. - Responsibility of licensee.

All licensees under this article shall be responsible for the actions of their employees in regard to the sale of cannabinoid products on the licensed premises, and the sale of such item by an employee shall be considered a sale by the license holder. All licensees shall comply with the provisions of this article and all state and federal laws and regulations.

Sec. 22-766. - Sales of cannabinoids derived from hemp.

In accordance with Minn. Stat. § 151.72, Subd. 3, as may be amended:

- (a) A product containing nonintoxicating cannabinoids, including an edible cannabinoid product, may be sold for human or animal consumption only if all of the requirements of this section are met, provided that a product sold for human or animal consumption does not contain more than 0.3 percent of any tetrahydrocannabinol and an edible cannabinoid product does not contain more than five milligrams of any tetrahydrocannabinol in a single serving, or more than a total of 50 milligrams of any tetrahydrocannabinol per package.
- (b) No other substance extracted or otherwise derived from hemp may be sold for human consumption if the substance is intended:
 - (1) For external or internal use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; or
 - (2) To affect the structure or any function of the bodies of humans or other animals.
- (c) No product containing any cannabinoid or tetrahydrocannabinol extracted or otherwise derived from hemp may be sold to any individual who is under the age of 21.
- (d) Products that meet the requirements of this section are not controlled substances under Minn. Stat. § 152.02.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-767. - Testing requirements.

All testing must comply with the requirements set forth in Minn. Stat. § 151.72, Subd. 4, as may be amended.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-768. - Labeling requirements.

All labeling must comply with the requirements set forth in Minn. Stat. § 151.72, Subd. 5, as may be amended.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-769. - Additional requirements for edible cannabinoid products.

In accordance with Minn. Stat. § 151.72, Subd. 5a, as may be amended:

- (a) An edible cannabinoid product must not:
 - (1) Bear the likeness or contain cartoon-like characteristics of a real or fictional person, animal, or fruit that appeals to children;
 - (2) Be modeled after a brand of products primarily consumed by or marketed to children;
 - (3) Be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item;
 - (4) Contain an ingredient, other than a hemp-derived cannabinoid, that is not approved by the United States Food and Drug Administration for use in food;
 - (5) Be packaged in a way that resembles the trademarked, characteristic, or product-specialized packaging of any commercially available food product; or
 - (6) Be packaged in a container that includes a statement, artwork, or design that could reasonably mislead any person to believe that the package contains anything other than an edible cannabinoid product.
- (b) An edible cannabinoid product must be prepackaged in packaging or a container that is child-resistant, tamper-evident, and opaque or placed in packaging or a container that is child-resistant, tamper-evident, and opaque at the final point of sale to a customer. The requirement that packaging be child-resistant does not apply to an edible cannabinoid product that is intended to be consumed as a beverage and which contains no more than a trace amount of any tetrahydrocannabinol.
- (c) If an edible cannabinoid product is intended for more than a single use or contains multiple servings, each serving must be indicated by scoring, wrapping, or other indicators designating the individual serving size.
- (d) A label containing at least the following information must be affixed to the packaging or container of all edible cannabinoid products sold to consumers:
 - (1) The serving size;
 - (2) The cannabinoid profile per serving and in total;
 - (3) A list of ingredients, including identification of any major food allergens declared by name; and
 - (4) The following statement: "Keep this product out of reach of children."
- (e)

An edible cannabinoid product must not contain more than five milligrams of any tetrahydrocannabinol in a single serving, or more than a total of 50 milligrams of any tetrahydrocannabinol per package.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-770. - Prohibited sales.

- (a) *Samples prohibited.* Sampling of cannabinoid products within any retail establishment licensed under this ordinance is prohibited. No person shall distribute samples of any cannabinoid products free of charge or at a nominal cost. The distribution of cannabinoid products as a free donation is prohibited.
- (b) *Coupon and Price Promotion.* No person shall accept or redeem any coupon, price promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any cannabinoid products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.
- (c) *Self-service displays.* All cannabinoid products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely accessible to the general public. No person shall allow the sale of cannabinoid products in open displays that are accessible to the public without the intervention of a store employee. This section does not apply to a retail establishment, as defined in this ordinance, that is continuously staffed by an employee from which persons under 21 years of age are prohibited from entering the store.
- (d) *Prohibition against retail sales of cannabinoid products by vending machines.* No person shall sell or dispense any cannabinoid or cannabinoid product by means of a vending machine. A violation of this section shall be cause for immediate license revocation.
- (e) *Delivery sales.* All sales of cannabinoid products must be conducted in person, in a licensed retail establishment under this ordinance, in over-the-counter sales transactions, and by an employee of the retail establishment 18 years of age or older.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-771. - Adulterated or misbranded products.

A cannabinoid product shall be considered adulterated or misbranded under the provisions set forth in Minn. Stat. § 151.72, Subd. 6, as may be amended.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-772. - Signage.

At each location where cannabinoid products are sold, the licensee shall display a sign in plain view to provide public notice that selling any of these products to any person under the age of 21 is illegal and subject to penalties. The notice shall be placed in a conspicuous location in the licensed establishment and shall be readily visible to any person who is purchasing or attempting to purchase these products. The sign shall provide notice that all persons responsible for selling these products must verify, by means of photographic identification containing the bearer's date of birth, the age of any person under 30 years of age.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-773. - Age verification.

At each location where edible cannabinoid products are sold, the licensee shall verify, by means of government-issued photographic identification containing the bearer's date of birth, that the purchaser or person attempting to make the purchase is at least 21 years of age. Verification is not required if the purchaser or person attempting to make the purchase is 30 years of age or older. It shall not constitute a defense to a violation of this section that the person appeared to be 30 years of age or older.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-774. - Hours of sales.

No sales of cannabinoid products will be allowed at the licensed premises after 10:00 p.m. and before 8:00 a.m. daily.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-775. - Compliance checks and inspections.

All licensed premises shall be open to inspection by the city police or other authorized city official during regular business hours. Certificates of analysis shall be immediately made available for inspection upon request by the city police or other authorized city official during regular business hours. From time to time, but at least once per year, the city shall conduct compliance checks by engaging, with the written consent of their parents or guardians, compliance check minors to enter the licensed premise to attempt to purchase cannabinoid products. Compliance check minors used for the purpose of compliance checks shall be supervised by city law enforcement officers. Compliance check minors used for compliance checks shall not be guilty of unlawful possession of cannabinoid products when such items are obtained as a part of the compliance check. No compliance check minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all compliance check minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his/her

employee and shall produce any identification, if any exists, for which he/she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law or regulation.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-776. - Penalties; revocation or suspension of license.

A violation of any provision of this article shall constitute a misdemeanor, at the discretion of law enforcement, unless otherwise specified by other federal or state laws or regulations. A violation of any provision of this article shall be cause for consideration of immediate revocation or suspension of the license by the city council. Any fee paid to the city for a license shall be forfeited upon revocation or suspension of the license.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-777. - Underage persons.

- (a) *Illegal sales.* It shall be a violation of this article for any person to sell or otherwise provide any cannabinoid products to any minor.
- (b) *Illegal possession.* It shall be a violation of this article for any minor to have in his/her possession any cannabinoid product. This subdivision shall not apply to compliance check minors lawfully involved in a compliance check.
- (c) *Illegal procurement.* It shall be a violation of this article for any minor to purchase or attempt to purchase or otherwise obtain any cannabinoid product, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any cannabinoid product. This subdivision shall not apply to compliance check minors lawfully involved in a compliance check.
- (d) *Use of false identification.* It shall be a violation of this article for any minor to attempt to disguise his/her true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

(Ord. No. 2022-1764, 1, 12-5-2022)

Sec. 22-778—22-800. - Reserved.

RESOLUTION NO. 24-XX
A RESOLUTION TO GRANT A CERTIFICATE OF OCCUPANCY TO SCHOENROCK HOLDINGS LLC THE BUILDING LOCATED AT 13319 ABERDEEN ST NE

WHEREAS, on August 8, 2024 the City of Ham Lake’s Building and Zoning Official, Mark Jones, conducted a final inspection of the building owned by Schoenrock Holdings LLC (“Schoenrock”) and occupied by Live Wire Electrical Services LLC (“Live Wire”) (collectively “Owners”) located at 13319 Aberdeen St. NE (“Building”).

WHEREAS, the Owners had previously received a Temporary Certificate of Occupancy and had several conditions that needed to be met pursuant to the issuance of that Temporary Certificate;

WHEREAS, the Developer had leased out part of the building to Superior Motorwerks, LLC d/b/a Goodfellas Motors, Inc. and its principals Scott Ferrozzo and Chris Ehrman (“Tennant”) that was operating a used car sales business which is not permitted in CD-1 zoning district and is in violation of the Ham Lake City Code;

WHEREAS, on August 8, 2024, the Building met all of the requirements of the Temporary Certificate of Occupancy and the Tennant had removed all vehicles from the Building and was not operating an illegal business out of the Building;

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

1. That the City of Ham Lake’s Building and Zoning Official issue a Certificate of Occupancy to Schoenrock for the Building located at 13319 Aberdeen St. NE.
2. That the Certificate of Occupancy is subject to the Owners ongoing compliance with all State Laws and City Ordinances, including, but not limited to, the requirement that no business operate out of the Building illegally without a proper permit from the City, including, but not limited to the operation of a used car dealership, in whole or in part.

Adopted by the Ham Lake City Council this the 19th day of August, 2024.

ATTEST:

Brian Kirkham, Mayor

Denise Webster, City Clerk