

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA TUESDAY, SEPTEMBER 7, 2021

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

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

- 4.1 Approval of minutes of August 16, 2021 and August 24, 2021
- 4.2 Approval of claims
- 4.3 Approval of an Ordinance regarding signage
- 4.4 Approval of an Ordinance rezoning of Holiday Station Store Ham Lake Development
- 4.5 Approval of an Ordinance rezoning Creekside Farms
- 4.6 Approval of a Resolution designating polling site for the 2022 Elections
- 4.7 Approval of a Resolution requesting the use of Anoka County Housing and Redevelopment Authority (HRA) funds to construct Crosstown Business Park on the east side of Highway 65 NE and South of Crosstown Boulevard NE
- 4.8 Approval of Compensation Plan Adjustment
- 4.9 Approval of the 2022 Law Enforcement Contract with the Anoka County Sheriff's Office
- 4.10 Approval of the updated Weekend Duty Officer Program and Compensation Plan
- 4.11 Approval of services contract with CMT Janitorial Services for janitorial services for City Buildings
- 4.12 Approval of a Field Party License for Ham Lake Chamber of Commerce located at Ham Lake Lanes, 16465 Highway 65 NE on October 9, 2021
- 4.13 Approval of scheduling the truth-in-taxation meeting allowing public input for December 6, 2021 at 6:01 p.m. to consider the 2022 Budget and Property Tax Levy

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Joseph P. Toupal requesting a Special Home Occupation Permit to operate Great Northern Engraving at 14954 Naples Street NE
- 5.2 Xiao Xin Qu, of A Massage, requesting a Conditional Use Permit to practice massage therapy at 1444 147th Avenue NE, Suite 250

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

- 8.1 Discussion of the request from John Swanberg, 3905 149th Avenue NE, for payment of right-of-way for the 1992 road improvement of 149th Avenue NE

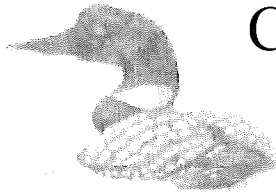
9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

- 11.1 Committee Reports

- 11.2 Consideration of a Resolution approving the proposed 2022 budget and the proposed 2021 levy for payable in 2022
- 11.3 Discussion of a COVID Guidance Resolution presented by Councilmember Wilken
- 11.4 Announcements and future agenda items



CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, AUGUST 16, 2021

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, August 16, 2021 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: Acting Mayor Gary Kirkeide and Councilmembers Brian Kirkham and Jesse Wilken

MEMBERS ABSENT: Mayor Mike Van Kirk and Councilmember Jim Doyle

OTHERS PRESENT: City Attorney, Joe Murphy; City Engineer, Tom Collins; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

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

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

2.0 PUBLIC COMMENT

Christine Dahlman, 17540 Highway 65 NE, was present to discuss the City's animal control contract with Gratitude Farms and her concerns with their IUP (Interim Use Permit) with the City of East Bethel.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Lt. Schuldt, Anoka County Sheriff's Office Monthly Report

Lt. Schuldt was present before the City Council and gave the Sheriff's Office report from July, 2021.

3.2 Ham Lake Fire Department Trustee, Joe Thomas – Ham Lake Fire Relief Association, Bylaw change for a pension benefit increase

Joe Thomas, Trustee of the Ham Lake Fire Relief Association was present. Mr. Thomas stated that he was before the City Council to request an approval to amend the by-laws to increase the annual retirement benefit from \$4,000 to \$4,500. Mr. Thomas explained that the Ham Lake Fire Relief Association currently stands at a 148% funding through the end of 2021 based on the current \$4,000 per year benefit level. Mr. Thomas stated that if the increase was to be approved at the \$4,500 per year benefit level, the fund would drop to 134%, which still allows a significant buffer should economic conditions drastically change. **It was the consensus of the City Council to add the request of a by-law change for the Ham Lake Relief Association to increase pension benefits to the Special City Council meeting being held on Tuesday, August 24, 2021 under the Consent Agenda.**

3.3 PUBLIC HEARING – 6:01 P.M. to consider the vacation of the Baltimore Street NE right-of-way, south of Crosstown Boulevard NE and adoption of a Resolution No. 21-26

Engineer Collins explained that there is a cul-de-sac on Baltimore Street NE that had been previously been used by the VFW. Engineer Collins stated that there is no public purpose for the existing right-of-way for Baltimore Street NE south of Crosstown Boulevard NE.

Acting Mayor Kirkeide opened the public hearing at 6:24 p.m. and asked for public comment and with there being none, closed the public hearing at 6:25 p.m.

Motion by Kirkham, seconded by Wilken, to approve the vacation of the Baltimore Street NE right-of-way south of Crosstown Boulevard NE and adopt Resolution No. 21-26. All present in favor, motion carried.

4.0 CONSENT AGENDA

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

- 4.1 Approval of minutes of August 2, 2021 and Budget Workshop Minutes of August 2, 2021
- 4.2 Approval of claims in the amount of \$327,384.24
- 4.3 Approval of a Temporary One-Day Liquor License for the Dylan Witschen Foundation (non-profit) at the Willow Tree Winery, 828 Constance Boulevard NE on October 23, 2021
- 4.4 Approval of a Temporary One-Day Liquor License for the Ham Lake Lion's (non-profit) at Fitaholic Fitness, 13352 Aberdeen Street NE on September 11, 2021
- 4.5 Approval of a Proclamation proclaiming September 17 – September 23 as Constitution Week
- 4.6 Approval of scheduling a Special City Council meeting on Tuesday, August 24, 2021 at 8:00 a.m.
- 4.7 Road Committee Recommendations:
 - 1) Approval of Resolution No. 21-27 requesting an advancement of MSA Funds
 - 2) Approval of any costs associated with flashing signage be paid by Da Vinci Academy, which will require an agreement between the City and Da Vinci and a Joint Powers Agreement (JPA) between the City and Anoka County

Motion by Kirkham, seconded by Wilken, to approve the August 16, 2021 Consent Agenda as written. All present in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Jesse Osborne requesting Preliminary Plat approval of Creekside Farms, a 9 lot Commercial Development located in Sections 7 & 8, and rezoning of parcels of land from R-M (Residential Manufactured Mobile Homes) and R-A (Rural Single Family Residential) to CD-2 (Commercial Development II) (this is considered the First Reading of a rezoning Ordinance)

There was discussion that Jesse Osborne, the developer, would place signage directing trucks to access the development via Constance Boulevard NE to Buchanan Street NE (as these are 9-ton roads) and not 167th Avenue NE through the residential neighborhood. **Motion by Kirkeide, seconded by Kirkham, to concur with the Planning Commission and approve the Preliminary Plat, lot line adjustment and rezoning to CD-2 (Commercial Development II) of the plat of Creekside Farms, a 9-lot Commercial Development located in Sections 7 & 8, as presented by Jesse Osborne subject to a variance being approved for soil disturbance in septic areas per Article 10-302F of the City Code, dedicating ten-**

foot drainage and utility easements around the perimeter of Parcels B-1, C-2 and D-1, signing a license agreement for Lot 2, Block 1, due to the proposed septic system crossing the drainage and utility easement, dedicating thirty-three feet of right-of-way on the north side of 165th Avenue NE on Parcel C-2 and providing the City with proof of recording of the right-of-way over the southerly thirty-three (33) feet of Parcel C-2, obtaining FEMA Letter of Map Amendments for Lot 1, Block 2, Lot 2, Block 2, Lot 3, Block 2, Lot 4, Block 3 and Lot 5, Block 3, no building permits to be issued on lots requiring LOMA until LOMA on file with the City, providing the City with proof of recording of conveyance of 1.22 acres from Outlot A to the adjacent Parcel B-1 for the lot line adjustment, meeting all the conditions of the City Engineer and meeting at State, City and County requirements. All present in favor, motion carried.

This is considered the First Reading of a rezoning Ordinance.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

8.1 Discussion of the First Reading of an Ordinance regarding signage

Attorney Murphy stated that this was discussed previously with the Council regarding residential signage. Attorney Murphy stated that he has amended the Ordinance to not include flags mounted on a pole as signage. **This is considered the First Reading of a rezoning Ordinance for residential signage.**

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports – None

11.2 Discussion of the 2022 Anoka County Sheriff's Office Law Enforcement Contract and Budget

Finance Director Andrea Worcester explained the increase in the Law Enforcement Contract for next year was due to adding a full-time Investigator. Finance Director Worcester stated that by adding the investigator, it will increase the pro-active time for Deputies from 33% to 41% within the City. Finance Director Worcester compared the contract amount if the Investigator started on January 1, 2022 versus July 1, 2022. It was discussed to have the Investigator start on July 1, 2022. Acting Mayor Kirkeide stated he would like have the Law Enforcement Liaisons discuss the possibility of having the Sheriff's Department assess property owners with a line item for law enforcement services as this would give the Sheriff's Department more control and would in turn, cut the City's budget.

Finance Director Worcester stated that the draft preliminary 2022 General Fund Budget is mainly funded by a levy of \$5,391,443. Finance Director Worcester stated this an increase of \$382,622 or a 7.64% increase from 2021 is mainly due to the Law Enforcement Contract. Finance Director Worcester stated that this would balance the budget and no reserves would be used to cover the General Fund Expenditures. Finance Director Worcester stated that based on preliminary tax capacity numbers, the tax rate for the city would

decrease 0.49% to 21.43%. **It was the consensus of the City Council to add the Law Enforcement Contract for 2022 on the September 7, 2021 Consent agenda.**

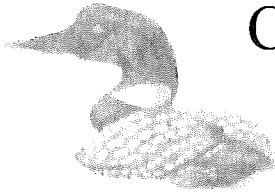
11.3 Announcements and future agenda items

Councilmember Wilken asked for an update regarding the CD-1 and CD-2 City Code Changes. Attorney Murphy stated that he is working on it and there was some discussion of having the Code Review Committee discuss Home Occupation Permits again.

Councilmember Wilken stated that he would like to discuss adding a Proclamation regarding Medical Freedom or Health Freedom. **It was the consensus of the City Council to have Councilmember Wilken prepare a Proclamation for discussion at the September 7, 2021 City Council meeting.**

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

Dawnette Shimek, Deputy City Clerk



CITY OF HAM LAKE

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

CITY OF HAM LAKE SPECIAL MEETING CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, AUGUST 24, 2021

The Ham Lake City Council and Economic Development Authority met for a special meeting on Tuesday, August 24, 2021 at 8:00 a.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Acting Mayor Gary Kirkeide and Councilmembers Brian Kirkham and Jesse Wilken

MEMBERS ABSENT: Mayor Mike Van Kirk and Councilmember Jim Doyle

OTHERS PRESENT: City Engineer, Tom Collins; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

1.0 CALL TO ORDER - 8:00 A.M.

2.0 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.)

- 2.1 Approval of changes to the Ham Lake Fire Department Relief Association Bylaws, Appendix C for a pension increase from \$4,000 to \$4,500 per year of service, effective August 25, 2021
- 2.2 Approval of Ordinance No. 21-05 rezoning Evergreen Estates
- 2.3 Approval of the Outdoor Lighting and Maintenance Energy Agreement for street lights in Evergreen Estates
- 2.4 Park Committee Recommendations:
Approval of the painting, netting and fencing quotes for the tennis courts at Lion's Park

Councilmember Wilken requested that item 2.1 be removed from the Consent Agenda.

Motion by Kirkham, seconded by Wilken, to approve the August 24, 2021 Consent Agenda with the omission of item 2.1. All present in favor, motion carried.

Motion by Kirkham, seconded by Kirkeide, to approve the Consent Agenda, as written. Acting Mayor Kirkeide and Councilmember Kirkham voted yes. Councilmember Wilken abstained. Motion carried.

3.0 PLANNING COMMISSION RECOMMENDATIONS

- 3.1 Holiday Stationstores LLC requesting Preliminary Plat and Final Plat approval to rezone portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I for

the Holiday Station Store Ham Lake Development (one commercial lot, two commercial outlots and one residential outlot) in Section 5 (this is considered the First Reading of a rezoning Ordinance)

Motion by Kirkham, seconded by Wilken, to concur with the Planning Commission and approve the Preliminary Plat and Final Plat of the Planned Unit Development of the Holiday Station Store Ham Lake Development in Section 5 as presented by Holiday Stationstores LLC subject to Lot 1 and Outlot A being zoned CD-1, Outlot B being zoned CD-2 and Outlot C being zoned R-1 and adhering to plans as submitted; and also include dedicating parkland when Outlot C is developed, vacating a septic easement per Document 1374927, vacating the existing easement referenced on the A.L.T.A Survey in the northeast corner of Parcel 2 along with the access easement per Document 257868, providing proof of recording of a deed dedicating a 20-foot-wide trail easement from Chisholm Street NE right-of-way to Soderville Park, constructing 375 feet (+/-) of municipal state aid (MSA) route of Chisholm Street NE and Baltimore Street NE between Crosstown Boulevard NE and 171st Avenue NE, recording an easement for the temporary cul-de-sac on the southerly portion of Chisholm Street NE being constructed with the plat, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried.

3.2 Holiday Stationstores LLC requesting a Commercial Site Plan approval for the construction of a 7,108 square foot convenience store and car wash at 1442 Crosstown Boulevard NE (Lot 1, Block 1, Holiday Station Store Ham Lake Development)

Motion by Kirkham, seconded by Wilken, to concur with the Planning Commission and approve the Commercial Site Plan to construct a 7,108 square foot convenience store and car wash at 1442 Crosstown Boulevard NE (Lot 1, Block 1, Holiday Station Store Ham Lake Development) as presented by Holiday Stationstores LLC, subject to meeting the requirements of the City Engineer, the Minnesota DNR, the Coon Creek Watershed District, including obtaining an Operations and Maintenance Agreement for Stormwater Facilities, obtaining a right-of-way permit from the Anoka County Transportation Department prior to the start of construction, providing proof of approval of the removal of the existing fuel tank from the Minnesota Pollution Control Agency to the Building Official, obtaining a Construction Stormwater Permit from the Minnesota Pollution Control Agency, providing signs limiting the time trucks can park at the site and meeting all City, State and County requirements. All present in favor, motion carried.

3.3 Jim Malvin and Tim Lang, Evergreen Development LLC (formerly Timber Valley Development), requesting Final Plat approval for Evergreen Estates (36 Single Family Residential lots) in Section 21

Motion by Wilken, seconded by Kirkham, to concur with the Planning Commission and approve the Final Plat of Evergreen Estates in Section 21 as presented by Evergreen Development Company LLC subject to rezoning to R-1, trail construction to the west of Quamba Street NE, dedication of a 15-foot-wide trail easement offset by 10-feet from the Xylite Street NE right-of-way, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried.

Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 8:03 a.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
September 7, 2021**

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	8/19/21 - 9/9/21	
EFT	# 1510 - 1518	\$ 4,131.84
CHECKS	# 63235 - 63290	\$ 314,621.67
BANK DRAFTS	DFT0002255 - DFT0002258	\$ 26,039.10
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 344,792.61</u>
PAYROLL CHECKS		
08/27/21		\$ 46,048.10
TOTAL PAYROLL CHECKS		<u>\$ 46,048.10</u>
TRUST CHECKS	#5724 - 5734	\$ 8,217.44
TOTAL OF ALL PAYMENTS		<u>\$ 399,058.15</u>

VOID CHECKS
EFT
CHECKS
TRUST CHECKS

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 7TH DAY OF SEPTEMBER 2021

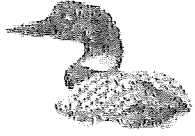
MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Payment Dates 8/19/2021 - 9/9/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1510	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1511	WELLS FARGO - 6003	Health Savings Account-6003	Flexible spending	100-21705	125.00
1512	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	112.69
1512	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1512	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	112.69
1512	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1513	BRODIN PRESS	SEPTEMBER HAM LAKER	Editing	211-41704-3125	900.00
1514	DELTA DENTAL PLAN OF MINN	SEPT DK COBRA	COBRA receivable	100-11502	42.00
1514	DELTA DENTAL PLAN OF MINN	SEPT DENTAL	Flexible spending	100-21705	957.90
1515	NICOLE WHEELER	ANOKA COUNTY - NOTARY FIL	Dues & subscriptions	100-41201-3920	20.00
1515	NICOLE WHEELER	ANOKA COUNTY CC FEE NOTA	Dues & subscriptions	100-41201-3920	0.96
1515	NICOLE WHEELER	ANOKA COUNTY - NOTARY FIL	Dues & subscriptions	100-42401-3920	20.00
1516	O'REILLY AUTOMOTIVE STORE	#74 CONNECTOR	Operating supplies	100-43101-2290	17.99
1516	O'REILLY AUTOMOTIVE STORE	BULBS	Operating supplies	100-43101-2290	11.44
1517	WICK COMMUNICATIONS-LEA	SEPT HAM LAKER	Printing	211-41704-3970	600.00
1518	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	45.50
1518	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
1518	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	22.75
1518	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	45.50
1518	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	22.75
1518	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	22.75
1518	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	22.75
1518	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1518	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	54.00
1518	WRUCK SEWER & PORTABLE	LUND'S PINE CREEK	Rentals-other	100-44101-3390	45.50
1518	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	45.50
1518	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	158.00
1518	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1518	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
1518	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Reimbursable expense	100-48101-4150	158.00
1518	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Reimbursable expense	100-48101-4150	22.75
1518	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Reimbursable expense	100-48101-4150	22.75
1518	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Reimbursable expense	100-48101-4150	22.75
1518	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Reimbursable expense	100-48101-4150	22.75
1518	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Reimbursable expense	100-48101-4150	39.50
1518	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Reimbursable expense	100-48101-4150	54.00
63235	US POSTMASTER	STREETLIGHT ASSESSMENT N	Postage	232-43701-2120	347.32
63236	J.E.B. ENTERPRISES INC	R#90540 8/25/21 TRANSIENT	Transient sales license	100-32109	30.00
63237	US BANK CORPORATE PAYME	ZOOM-AUGUST ZOOM MEETI	Dues & subscriptions	100-41201-3920	12.84
63237	US BANK CORPORATE PAYME	SEC OF STATE-NOTARY REGIST	Dues & subscriptions	100-41201-3920	120.00
63237	US BANK CORPORATE PAYME	GFOA-GFOA Dues-AW-AW	Dues & subscriptions	100-41301-3920	65.00
63237	US BANK CORPORATE PAYME	AMAZON-CORRECTION TAPE -	Office supplies	100-41701-2110	11.80
63237	US BANK CORPORATE PAYME	IOS-RULED PAPER-NW	Office supplies	100-41701-2110	16.75
63237	US BANK CORPORATE PAYME	AMAZON-STEVEIA -NW	Operating supplies	100-41701-2290	14.98
63237	US BANK CORPORATE PAYME	AMAZON-BATHROOM FRESH	Operating supplies	100-41701-2290	11.95
63237	US BANK CORPORATE PAYME	AMAZON-CREAMER -NW	Operating supplies	100-41701-2290	13.62
63237	US BANK CORPORATE PAYME	IOS-SHERIFF TOILET PAPER -N	Operating supplies	100-41701-2290	6.35
63237	US BANK CORPORATE PAYME	IOS-TOILET PAPER, PAPER TO	Operating supplies	100-41701-2290	28.80
63237	US BANK CORPORATE PAYME	BROCK WHITE-Landscape Fab	Building repair & maintenanc	100-41702-2310	86.30
63237	US BANK CORPORATE PAYME	IOS-TONER-TM -NW	Office supplies	100-42201-2110	85.05
63237	US BANK CORPORATE PAYME	IOS-PAPER-NW	Office supplies	100-42201-2110	9.84
63237	US BANK CORPORATE PAYME	IOS-FOLDERS, POUCHES, SICIS	Office supplies	100-42201-2110	39.89
63237	US BANK CORPORATE PAYME	IOS-FIRE #1 URINAL SCREENS,	Operating supplies	100-42201-2290	68.07
63237	US BANK CORPORATE PAYME	IDEAL CALIBRATIONS-Calibrati	Equipment parts & supplies	100-42201-2320	168.00

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
63237	US BANK CORPORATE PAYME	INT'L CODE COUNCIL-MN Fire	Codes & standards	100-42201-2820	114.00
63237	US BANK CORPORATE PAYME	AMAZON-CAMERA -NW	Controllable assets	100-42201-5120	839.00
63237	US BANK CORPORATE PAYME	AMAZON-THERMAL PRINTER	Controllable assets	100-42201-5120	200.59
63237	US BANK CORPORATE PAYME	AMAZON-PRINTER SHIPPING -	Controllable assets	100-42201-5120	5.99
63237	US BANK CORPORATE PAYME	IOS-SORTERS & CODE PAPER-	Office supplies	100-42401-2110	118.85
63237	US BANK CORPORATE PAYME	INT'L CODE COUNCIL-MN Gas	Codes & standards	100-42401-2820	117.00
63237	US BANK CORPORATE PAYME	SEC OF STATE-NICOLE NOTARY	Dues & subscriptions	100-42401-3920	120.00
63237	US BANK CORPORATE PAYME	INT'L CODE COUNCIL-2021 M	Dues & subscriptions	100-42401-3920	145.00
63237	US BANK CORPORATE PAYME	BP-NON-OXY FUEL-JW	Fuel	100-43101-2230	100.00
63237	US BANK CORPORATE PAYME	U OF M-PW CLASS-CH-JW	Training/conferences/schools	100-43101-3510	680.00
63237	US BANK CORPORATE PAYME	BATTERYSPACE-SPEED SIGN B	Street signs	100-43401-2250	63.06
63237	US BANK CORPORATE PAYME	FERGUSON-HAM LAKE PARK I	Operating supplies	100-44101-2290	-258.39
63237	US BANK CORPORATE PAYME	FERGUSON-HAM LAKE PARK I	Operating supplies	100-44101-2290	258.39
63237	US BANK CORPORATE PAYME	RIGID HITCH-#48 & #58 HITCH	Capital assets	430-43101-5110	448.10
63237	US BANK CORPORATE PAYME	DVS-#48 & #58 TABS-JW	Capital assets	430-43101-5110	118.50
63237	US BANK CORPORATE PAYME	DVS-CC FEE FOR #48 & #58 TA	Capital assets	430-43101-5110	2.90
63240	4 IMPRINT	SPORTPACKS	Fire prevention-supplies	100-42201-2810	459.86
63241	ALLINA HEALTH SYSTEMS	3RD QTR MEDICAL DIRECTOR	Medical directorship	100-42201-3140	930.18
63242	ANOKA COUNTY TREASURY D	SEPT BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
63242	ANOKA COUNTY TREASURY D	SEPT BROADBAND	Internet & website	100-41301-3220	37.50
63243	ARCHITECT MECHANICAL INC	PW AC REPAIR	Building repair & maintenanc	100-43104-3420	1,200.00
63244	CARSON, CLELLAND, & SCHRE	3317 INTERLACHEN EASEMEN	Attorney	100-41101-3110	52.50
63244	CARSON, CLELLAND, & SCHRE	COUNCIL VOTES	Attorney	100-41101-3110	52.50
63244	CARSON, CLELLAND, & SCHRE	15926 TIPPECANOE STREET	Attorney	100-41101-3110	105.00
63244	CARSON, CLELLAND, & SCHRE	TRANSIETN MERCHANT	Attorney	100-41101-3110	105.00
63244	CARSON, CLELLAND, & SCHRE	TOWER LEASES	Attorney	100-41101-3110	140.00
63244	CARSON, CLELLAND, & SCHRE	5G TOWERS	Attorney	100-41101-3110	140.00
63244	CARSON, CLELLAND, & SCHRE	CITY COUNCIL MEETINGS	Attorney	100-41101-3110	180.00
63244	CARSON, CLELLAND, & SCHRE	149TH AVENUE	Attorney	100-41101-3110	140.00
63244	CARSON, CLELLAND, & SCHRE	CITY CHARTER	Attorney	100-41102-3110	35.00
63244	CARSON, CLELLAND, & SCHRE	SIGN ORDINANCE	Attorney	100-41102-3110	122.50
63244	CARSON, CLELLAND, & SCHRE	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
63244	CARSON, CLELLAND, & SCHRE	MAGERS MEADOW	Attorney	100-41601-3110	105.00
63244	CARSON, CLELLAND, & SCHRE	AMERICAN RESCUE FUNDING	Covid 19	100-41701-4153	105.00
63244	CARSON, CLELLAND, & SCHRE	15941 TIPPECANOE EASEMEN	Attorney	431-43301-3110	52.50
63244	CARSON, CLELLAND, & SCHRE	4305 - 167TH EASEMENT	Attorney	431-43301-3110	70.00
63244	CARSON, CLELLAND, & SCHRE	EVERGREEN ESTATES	Attorney	890-90001-3110	1,200.00
63244	CARSON, CLELLAND, & SCHRE	CONSTANCE BLVD TERRACE	Attorney	890-90001-3110	35.00
63246	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	65.53
63246	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	27.44
63246	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	59.28
63246	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	62.94
63246	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	23.56
63246	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	21.65
63246	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	35.28
63247	CITY OF COLUMBUS	JULY SIGNAL LEXINGTON & BR	Electricity	100-43401-3610	25.11
63248	COMMISSIONER OF TRANSP	CROSSTOWN/65 SIGNAL MAI	Equipment repair & maintena	100-43401-3440	216.82
63248	COMMISSIONER OF TRANSP	CONSTANCE/65 SIGNAL MAIN	Equipment repair & maintena	100-43401-3440	216.82
63249	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	1,251.63
63249	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	33.71
63249	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	127.40
63249	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.55
63249	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	510.26
63249	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	333.17
63249	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
63249	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	958.58
63249	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	90.69
63249	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	126.20
63249	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	81.24
63249	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	80.33

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
63249	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	71.93
63249	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	69.39
63249	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	51.29
63249	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	25.07
63249	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	276.51
63249	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	81.76
63249	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	112.13
63249	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	37.31
63249	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	13.90
63249	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	184.09
63249	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	180.40
63249	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	125.42
63249	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	116.76
63249	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	31.87
63249	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	700.95
63249	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,402.73
63251	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44102-3610	354.00
63252	CUSTOM CAP & TIRE	#90 TIRES	Vehicle parts & supplies	100-43101-2340	1,400.00
63253	DEARBORN LIFE INS CO	SEPT LIFE	Other payroll deductions	100-21706	54.40
63253	DEARBORN LIFE INS CO	SEPT VOL LIFE	Other payroll deductions	100-21706	152.70
63254	DEHN OIL CO	200 GAL GASOLINE	Fuel	100-43101-2230	559.00
63254	DEHN OIL CO	249.9 GAL DIESEL	Fuel	100-43101-2230	629.75
63254	DEHN OIL CO	400 GAL DIESEL	Fuel	100-43101-2230	1,004.00
63254	DEHN OIL CO	300 GAL GASOLINE	Fuel	100-43101-2230	826.50
63255	DO ALL PRINTING	BUSINESS CARDS - MR	Office supplies	100-42201-2110	25.00
63255	DO ALL PRINTING	SEPT HAM LAKER DELIVERY	Other services and charges	211-41704-3990	130.00
63256	ERIK SKOGQUIST	3RD QTR ASSESSING	Assessing/property tax admin	100-41403-3105	9,779.53
63257	FLEETPRIDE	FILTER	Operating supplies	100-43101-2290	8.08
63257	FLEETPRIDE	FILTERS	Operating supplies	100-43101-2290	15.10
63257	FLEETPRIDE	FILTERS	Operating supplies	100-43101-2290	17.60
63258	GAME TIME	PINE CREEK PARK SWING REP	Other repair & maintenance s	440-44103-2390	800.01
63259	H & L MESABI INC	#57 GRADER BLADE	Equipment parts & supplies	100-43101-2320	378.00
63260	HAM LAKE HARDWARE INC	DRILL BITS	Small tools	100-43101-2410	24.44
63261	MARKERS, INC	FENCES	Operating supplies	100-44101-2290	500.84
63262	MARY WELLS	3RD QTR ASSESSING	Assessing/property tax admin	100-41403-3105	9,779.52
63263	MEDART INC	TRIMMER BLADES	Equipment parts & supplies	100-44101-2320	69.12
63263	MEDART INC	TRIMMER HEADS	Equipment parts & supplies	100-44101-2320	87.19
63264	MENARDS-BLAINE	BEE SPRAY	Operating supplies	100-43101-2290	21.61
63264	MENARDS-BLAINE	CITY HALL DOOR LOCKS	Building repair & maintenanc	100-41702-2310	119.98
63264	MENARDS-BLAINE	BEE SPRAY	Operating supplies	100-43101-2290	29.82
63264	MENARDS-BLAINE	PLATE COVERS	Building repair & maintenanc	100-41702-2310	19.96
63264	MENARDS-BLAINE	BEE SPRAY	Operating supplies	100-43101-2290	35.30
63264	MENARDS-BLAINE	EDGING, ANCHOR KITS	Building repair & maintenanc	100-41702-2310	42.47
63264	MENARDS-BLAINE	CLOSET FLANGE, ELBOW, PVC	Operating supplies	100-43101-2290	22.92
63264	MENARDS-BLAINE	FIRE #1 SIGN POST	Operating supplies	100-42201-2290	20.18
63264	MENARDS-BLAINE	BEE SPRAY	Operating supplies	100-43101-2290	22.10
63264	MENARDS-BLAINE	ANCHORS	Street signs	100-43401-2250	27.96
63265	METRO SALES INC	MAY - JULY COLOR COPIES	Equipment rentals	100-41701-3320	169.06
63265	METRO SALES INC	MAY - JULY COPIER LEASE	Equipment rentals	100-41701-3320	993.78
63265	METRO SALES INC	MAY - JULY COPIER LEASE	Equipment rentals	100-42401-3320	774.54
63265	METRO SALES INC	MAY - JULY COLOR COPIES	Equipment rentals	100-42401-3320	255.84
63266	MIDWAY FORD	#48 '21 FORD F350	Capital assets	430-43101-5110	33,930.80
63266	MIDWAY FORD	#58 '21 FORD F350	Capital assets	430-43101-5110	35,811.84
63266	MIDWAY FORD	#49 '21 FORD F350	Capital assets	430-43101-5110	35,811.84
63267	MIDWEST MOTOR SUPPLY CO	HAIRPINS, PRESTO PINS, CLV L	Operating supplies	100-43101-2290	74.66
63267	MIDWEST MOTOR SUPPLY CO	HAIRPINS, PAINT	Operating supplies	100-43101-2290	40.69
63267	MIDWEST MOTOR SUPPLY CO	HAIRPINS	Operating supplies	100-43101-2290	-14.00
63268	MINNESOTA EQUIPMENT	#62 & #73 REPAIR PARTS	Equipment parts & supplies	100-44101-2320	89.97
63269	MN FIRE SERVICE CERT BOAR	CERTIFICATIONS FOR: JD, PD,	Professional licenses & certific	100-42201-3520	100.00
63270	NARDINI FIRE EQUIPMENT CO	FIRE CONTROL CONCENTRATE	Equipment parts & supplies	100-42201-2320	360.00

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
63271	NCPERS GROUP LIFE INSURAN	JULY & AUGUST LIFE - TK	Other payroll deductions	100-21706	32.00
63271	NCPERS GROUP LIFE INSURAN	SEPT LIFE	Other payroll deductions	100-21706	112.00
63272	NEW LOOK CONTRACTING IN	TWIN BIRCH ACRES	Contractors	431-43301-3810	35,850.15
63273	NORTH METRO MAINTENANC	CLEANING	Cleaning service	100-41702-3430	625.00
63273	NORTH METRO MAINTENANC	CLEANING-FIRE #1	Cleaning service	100-42202-3430	130.00
63273	NORTH METRO MAINTENANC	CLEANING-FIRE #2	Cleaning service	100-42202-3430	115.00
63273	NORTH METRO MAINTENANC	CLEANING	Cleaning service	100-43104-3430	100.00
63273	NORTH METRO MAINTENANC	CLEANING	Cleaning service	100-44202-3430	230.00
63274	NORTHERN TOOL & EQUIPME	ANCHOR	Street signs	100-43401-2250	21.16
63275	NORTHLAND CHEMICAL CORP	TOILET CLEANER, DEGREASER,	Operating supplies	100-44101-2290	290.05
63276	OFFICE DEPOT INC	NOTARY STAMPS - DW	Office supplies	100-41201-2110	28.99
63276	OFFICE DEPOT INC	NOTARY STAMPS - NW	Office supplies	100-42401-2110	28.99
63277	PARK SUPPLY OF AMERICA IN	REGULATOR	Building repair & maintenanc	100-44102-2310	24.39
63278	S & S INDUSTRIAL SUPPLY INC	SCREWS	Operating supplies	100-43101-2290	17.55
63279	SITEONE LANDSCAPE SUPPLY	CITY HALL SPRINKLER SYSTEM	Building repair & maintenanc	100-41702-2310	8.93
63279	SITEONE LANDSCAPE SUPPLY	WEED BARRIER	Building repair & maintenanc	100-41702-2310	94.55
63279	SITEONE LANDSCAPE SUPPLY	EDGING	Building repair & maintenanc	100-41702-2310	18.61
63279	SITEONE LANDSCAPE SUPPLY	IRRIGATION NOZZLE & PLUG	Building repair & maintenanc	100-41702-2310	47.95
63279	SITEONE LANDSCAPE SUPPLY	CITY HALL IRRIGATION PARTS	Building repair & maintenanc	100-41702-2310	11.88
63279	SITEONE LANDSCAPE SUPPLY	WEED BARRIER	Building repair & maintenanc	100-41702-2310	94.55
63279	SITEONE LANDSCAPE SUPPLY	IRRIGATION NOZZLE	Building repair & maintenanc	100-41702-2310	46.84
63279	SITEONE LANDSCAPE SUPPLY	PVC CAP SOCKET	Operating supplies	100-43101-2290	8.36
63280	SLIP'S SHARPENING SERVICE	#86 BLADE SHARPENING	Equipment repair & maintena	100-44101-3440	60.00
63281	SUMMIT COMPANIES	FIRE EXTINGUISHER SERVICE -	Fire Extinguisher	100-20203	5.50
63282	TASC	OCT COBRA ADMINISTRATION	Other professional services	100-41701-3190	15.00
63283	US POSTMASTER	POSTAGE 6184 x .168	Postage	211-41704-2120	1,038.91
63284	VEIT & COMPANY INC	LUNDS LAKEVIEW FOREST	Contractors	431-43301-3810	110,934.11
63285	VERIZON WIRELESS	612-916-1358 SR CTR	Phones/radios/pagers	100-44201-3210	8.90
63286	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.50
63286	VERIZON WIRELESS	DK - AUG CREDIT	Phones/radios/pagers	100-42201-3210	-37.65
63286	VERIZON WIRELESS	TD, MJ, TK & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	209.52
63286	VERIZON WIRELESS	JK, JW,CH, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	295.51
63286	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	83.00
63287	VERIZON WIRELESS	MR, DK	Phones/radios/pagers	100-42201-3210	83.00
63287	VERIZON WIRELESS	TD, MJ, TK & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	209.52
63287	VERIZON WIRELESS	JK, JW,CH, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	295.91
63287	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	83.00
63288	WIPERS AND WIPES, INC.	TOILET PAPER, PAPER TOWELS	Operating supplies	100-43101-2290	698.51
63289	WRIGHT-HENNEPIN COOPERA	OCT SECURITY MONITORING	Monitoring	100-41702-3145	32.95
63289	WRIGHT-HENNEPIN COOPERA	OCT ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
63289	WRIGHT-HENNEPIN COOPERA	SECURITY REPAIR	Building repair & maintenanc	100-41702-3420	112.50
63289	WRIGHT-HENNEPIN COOPERA	OCT PW FIRE PANEL MONITO	Monitoring	100-43104-3145	52.95
63290	ZIEGLER, INC	FILTER, LUBE, ELEMENTS	Operating supplies	100-43101-2290	135.19
DFT0002255	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,600.00
DFT0002255	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002256	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,063.12
DFT0002256	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,856.24
DFT0002256	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,442.58
DFT0002257	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,367.22
DFT0002258	PERA	Retirement-Coordinated	PERA	100-21703	6,513.77
DFT0002258	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0002258	PERA	Retirement-Police & Fire	PERA	100-21703	1,055.33

Grand Total: 344,792.61

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	82,307.90
211 - HAM LAKER	2,668.91
232 - STREET LIGHT	4,750.05
430 - PUBLIC WORKS EQUIPMENT	106,123.98
431 - REVOLVING STREET	146,906.76
440 - PARK & BEACH LAND	800.01
890 - TRUST FUND	1,235.00
Grand Total:	344,792.61

Account Summary

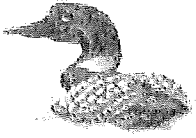
Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	42.00
100-20203	Fire Extinguisher	5.50
100-21701	Federal WH/FICA/MC	14,361.94
100-21702	State W/H	2,367.22
100-21703	PERA	7,609.94
100-21704	Deferred compensation	1,700.00
100-21705	Flexible spending	1,137.07
100-21706	Other payroll deductions	351.10
100-32109	Transient sales license	30.00
100-41101-3110	Attorney	915.00
100-41102-3110	Attorney	157.50
100-41201-2110	Office supplies	28.99
100-41201-3920	Dues & subscriptions	153.80
100-41301-3220	Internet & website	112.50
100-41301-3920	Dues & subscriptions	65.00
100-41403-3105	Assessing/property tax a	19,559.05
100-41501-3110	Attorney	6,500.00
100-41601-3110	Attorney	105.00
100-41701-2110	Office supplies	28.55
100-41701-2290	Operating supplies	75.70
100-41701-3190	Other professional servi	15.00
100-41701-3320	Equipment rentals	1,162.84
100-41701-4153	Covid 19	105.00
100-41702-2310	Building repair & mainte	592.02
100-41702-3145	Monitoring	42.95
100-41702-3420	Building repair & mainte	112.50
100-41702-3430	Cleaning service	625.00
100-41702-3610	Electricity	1,285.34
100-41702-3620	Natural gas	65.53
100-41703-3610	Electricity	141.95
100-42201-2110	Office supplies	159.78
100-42201-2290	Operating supplies	88.25
100-42201-2320	Equipment parts & suppl	528.00
100-42201-2810	Fire prevention-supplies	459.86
100-42201-2820	Codes & standards	114.00
100-42201-3140	Medical directorship	930.18
100-42201-3210	Phones/radios/pagers	86.85
100-42201-3520	Professional licenses & c	100.00
100-42201-5120	Controllable assets	1,045.58
100-42202-3430	Cleaning service	245.00
100-42202-3610	Electricity	843.43
100-42202-3620	Natural gas	86.72
100-42302-3610	Electricity	65.00
100-42401-2110	Office supplies	147.84
100-42401-2820	Codes & standards	117.00
100-42401-3210	Phones/radios/pagers	419.04

Account Summary

Account Number	Account Name	Payment Amount
100-42401-3320	Equipment rentals	1,030.38
100-42401-3920	Dues & subscriptions	285.00
100-43101-2210	Clothing & personal prot	225.38
100-43101-2230	Fuel	3,119.25
100-43101-2240	Safety supplies	24.00
100-43101-2290	Operating supplies	1,162.92
100-43101-2320	Equipment parts & suppl	378.00
100-43101-2340	Vehicle parts & supplies	1,400.00
100-43101-2410	Small tools	24.44
100-43101-3210	Phones/radios/pagers	591.42
100-43101-3510	Training/conferences/sc	680.00
100-43104-3145	Monitoring	52.95
100-43104-3420	Building repair & mainte	1,200.00
100-43104-3430	Cleaning service	100.00
100-43104-3610	Electricity	958.58
100-43104-3620	Natural gas	62.94
100-43401-2250	Street signs	112.18
100-43401-3440	Equipment repair & mai	433.64
100-43401-3610	Electricity	979.52
100-44101-2290	Operating supplies	790.89
100-44101-2320	Equipment parts & suppl	246.28
100-44101-3210	Phones/radios/pagers	166.00
100-44101-3390	Rentals-other	790.50
100-44101-3440	Equipment repair & mai	60.00
100-44101-3610	Electricity	163.34
100-44102-2310	Building repair & mainte	24.39
100-44102-3610	Electricity	992.54
100-44102-3620	Natural gas	45.21
100-44201-3210	Phones/radios/pagers	8.90
100-44202-3430	Cleaning service	230.00
100-44202-3610	Electricity	700.95
100-44202-3620	Natural gas	35.28
100-48101-4150	Reimbursable expense	342.50
211-41704-2120	Postage	1,038.91
211-41704-3125	Editing	900.00
211-41704-3970	Printing	600.00
211-41704-3990	Other services and charg	130.00
232-43701-2120	Postage	347.32
232-43701-3610	Electricity	4,402.73
430-43101-5110	Capital assets	106,123.98
431-43301-3110	Attorney	122.50
431-43301-3810	Contractors	146,784.26
440-44103-2390	Other repair & maintena	800.01
890-90001-3110	Attorney	1,235.00
	Grand Total:	344,792.61

Project Account Summary

Project Account Key	Payment Amount
None	196,650.85
201402.136-130	70.00
201805-140	35,850.15
201907-140	110,934.11
202102.053-130	52.50
Trust-210	1,235.00
	Grand Total:
	344,792.61



City of Ham Lake, MN

EFT Payroll Check Register

Report Summary

Pay Period: 8/8/2021-8/21/2021

Packet: PYPKT01191 - PPE 08/21/21 PAID 08/27/21

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	1	14.21
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	78	46,033.89
Total	79	46,048.10

1:09 PM

09/01/21

Accrual Basis

CITY OF HAM LAKE-TRUST
MONTHLY CHECK REGISTER
August 19 through September 1, 2021

Type	Date	Num	Name Contact	Memo	Amount
Aug 19 - Sep 1, 21					
Check	08/20/2021	5724	SHARPER HOMES	TURF ESCROW 14355 OPAL ST	-2,500.00
Check	08/20/2021	5725	SHARPER HOMES	TURF ESCROW 16410 KISKA STREET	-2,500.00
Check	08/20/2021	5726	PAUL EMMERICH CONSTRUCTION	DRIVEWAY ESCROW 3644-172ND LANE	-2,600.00
Check	08/20/2021	5727	VICKI VAN DALE	08/15/21 HAM LAKE PARK DEPOSIT	-150.00
Check	08/27/2021	5728	DREW BRODEEN	8/21/21 LIONS PARK DEPOSIT	-150.00
Check	08/31/2021	5729	BRAD MALM	8/27/21 HAM LAKE PARK DEPOSIT	-150.00
Check	08/31/2021	5730	NO LOOSE ENDS	NO LOOSE ENDS HOP BALANCE	-80.00
Check	08/31/2021	5731	PLAID ANVIL CONSULTING	PLAID ANVIL HOP CR BALANCE	-80.00
Check	08/31/2021	5732	SOLID ROCK CONSTRUCTION	VOID: SOLID ROCK CUP CR BALANCE	0.00
Check	08/31/2021	5733	GUNNER INSULATION	GUNNER INSULATION CUP CR BALANCE	-3.72
Check	08/31/2021	5734	SOLID ROCK CONSTRUCTION	SOLID ROCK CUP CR BALANCE	-3.72
Aug 19 - Sep 1, 21					-8,217.44

ORDINANCE NO. 21-XX

An Ordinance Amending and ARTICLE 11, GENERAL ACTIVITY REGULATIONS, to clarify the definition of signs and to expand the allowed signage within residential districts.

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

ARTICLE 11, GENERAL ACTIVITY REGULATIONS of the Ham Lake City Code is hereby amended as indicated in the following sections:

11-300 GENERAL PROVISIONS TO ALL SIGNS AND DEFINITION

A "sign" shall mean any device designed to attract attention to a particular object, message, or activity, however, this definition shall not include flags mounted on a pole.

...

11-310.2 Permits Required Except as exempted under Article 11-340 or Article 11-350, no sign shall be erected unless a permit shall have first been obtained from the City.

...

11-340 Standards in Specific Residential Districts

~~No signs shall be permitted in In any area zoned R-1, R-M, R-AH, PUD, RS-1 or RS-2, signs may be erected without first obtaining a permit from the City. Signs in these districts shall comply with the location restrictions outlined in Article 11-310.1 and, except for Neighborhood Monument Signs, shall be except for a) temporary signs that are no greater than six square feet in size, b) permanent signs no greater than six square feet in size on lots with a Home Occupation Permit under Article 9-350, and c) Neighborhood Monument Signs as defined in Article 11-350.4 of this code may be up to 40 square feet in size, as measured on the perimeter of the border of the message displayed (excluding structural components of the sign). Only one sign may be placed on a residential lot, except that if it is a corner lot with two road frontages, one sign may be permitted facing each road. Such signs may be in place for no more time than is necessary to accomplish the intended purpose of the sign. A single "monument" or other sign erected by a neighborhood association or land developer may be placed on private property at any road entrance to the neighborhood, provided that the sign is maintained by the property owner on whose parcel the sign is placed.~~

...

11-350.3 Temporary Neighborhood Signs ~~Signs meeting the criteria of Article 11-340 shall not require permits.~~

Presented to the Ham Lake City Council on August 16, 2021 and adopted by a _____ vote this ___ day of _____, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

ORDINANCE NO. 21-XX

AN ORDINANCE AMENDING A PORTION OF CHAPTER 9 OF THE CITY OF HAM LAKE, COUNTY OF ANOKA, STATE OF MINNESOTA.

The City Council of the City of Ham Lake does hereby ordain as follows, pursuant to Article 9 of the Ham Lake City Code.

That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) of the Holiday Station Store Ham Lake development (1 commercial lot, 2 commercial outlots and 1 residential outlot) in Section 5.

THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 5, TOWNSHIP 32, RANGE 23, ANOKA COUNTY, MINNESOTA, LYING EASTERLY OF THE EAST RIGHT OF WAY LINE OF STATE TRUNK HIGHWAY NO. 65 AS SHOWN ON THE RECORDED PLAT OF MINNESOTA DEPARTMENT OF TRANSPORTATION MONUMENTATION PLAT NO. 02-M25 AND SOUTHERLY OF THE SOUTHERLY RIGHT-OF-WAY LINE OF COUNTY STATE AID HIGHWAY NO. 18 AS SHOWN ON THE RECORDED PLAT OF ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 6 AND SOUTHERLY OF THE SOUTHERLY RIGHT-OF-WAY LINE OF COUNTY STATE AID HIGHWAY NO. 18 AS SHOWN ON THE RECORDED PLAT OF ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 71.

Presented to the Ham Lake City Council on August 24, 2021 and adopted by a unanimous vote this 7th day of September, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

ORDINANCE NO. 21-XX

AN ORDINANCE AMENDING A PORTION OF CHAPTER 9 OF THE CITY OF HAM LAKE, COUNTY OF ANOKA, STATE OF MINNESOTA.

The City Council of the City of Ham Lake does hereby ordain as follows, pursuant to Article 9 of the Ham Lake City Code.

That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated CD-2 (Commercial Development II) (Creekside Farms).

PARCEL A (PID: 08-32-23-33-0005):

The Southwest Quarter of the Southwest Quarter of Section 8, Township 32, Range 23, Anoka County, Minnesota, EXCEPT the South 730 feet of the West 800 feet thereof.

PARCEL B-2 (PART OF PID: 08-32-23-32-0002):

That part of the Northwest Quarter of the Southwest Quarter of Section 8, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of the said Northwest Quarter of the Southwest Quarter; thence South 00 degrees 08 minutes 57 seconds West, assumed bearing, along the East line of said Northwest Quarter of the Southwest Quarter, a distance of 255.43 feet; thence North 89 degrees 30 minutes 01 seconds West, a distance of 551.76 feet; thence South 01 degrees 45 minutes 07 seconds West, a distance of 381.90 feet; thence South 78 degrees 41 minutes 27 seconds West, 364.11 feet; thence South 16 degrees 46 minutes 04 seconds East, a distance of 363.68 feet to the point of beginning of the parcel to be described; thence North 89 degrees 09 minutes 19 seconds East, a distance of 813.58 to the East line of said Northwest Quarter of the Southwest Quarter; thence South 00 degrees 08 minutes 57 seconds West, along said East line of the Northwest Quarter of the Southwest Quarter, a distance of 283.72 feet to the Southeast corner of said Northwest Quarter of the Southwest Quarter; thence South 88 degrees 49 minutes 45 seconds West, along the South line of the Northwest Quarter of the Southwest Quarter, a distance of 959.77 feet; thence North 00 degrees 00 minutes 00 seconds East 5.82 feet; thence northwesterly a distance of 220.82 feet along a tangential curve concave to the southwest, said curve having a radius of 279.00 feet and a central angle of 45 degrees 20 minutes 52 seconds; thence northwesterly a distance of 95.15 feet along a reverse curve concave to the northeast said curve having a radius of 345.00 feet and a central angle of 15 degrees 48 minutes 08 seconds; thence northwesterly, easterly, and southeasterly, a distance of 306.85 feet on a non-tangential curve concave to the southeast, having a radius of 60.00 feet, a central angle of 293 degrees 01 minutes 14 seconds and a chord bearing of North 64 degrees 36 minutes 05 seconds East; thence southeasterly a distance of 23.64 feet on a non-tangential curve concave to the northeast, having a radius of 279.00 feet, a central angle of 04 degrees 51 minutes 15 seconds and a chord bearing of South 32 degrees 57 minutes 22 seconds East; thence North 89 degrees 09 minutes 19 seconds East, a distance of 214.75 to the point of beginning.

PARCEL C-1 (PART OF PID: 08-32-23-33-0004):

That part of the Southwest Quarter of the Southwest Quarter, Section 8, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at the Southwest corner of said Southwest Quarter of the Southwest Quarter; thence North 88 degrees 43 minutes 06 seconds East, assumed bearing along the South Line of said Southwest Quarter of the Southwest Quarter, a distance of 500.00 feet; thence North 34 degrees 45 minutes 08 seconds West, a distance of 222.76 feet to the point of beginning of the parcel to be described; thence continuing North 34 degrees 45 minutes 08 seconds West, a distance of 652.11 feet to a point on the West line of said Southwest Quarter of the Southwest Quarter distant 730.00 feet northerly from said Southwest corner; thence Easterly, parallel with said South line, a distance of 800.00 feet; thence Southerly, parallel with said West line, a distance of 499.18 feet; thence North 38 degrees 26 minutes 35 seconds West, a distance of 201.56 feet; thence South 61 degrees 51 minutes 21 seconds West, a distance of 108.61 feet; thence South 51 degrees 59 minutes 23 seconds West, a distance of 261.69 feet to the point of beginning.

PARCEL D-2 (PART OF PID: 07-32-23-44-0001):

That part of the Southeast Quarter of the Southeast Quarter of Section 7, Township 32, Range 23, Anoka County, Minnesota, lying northerly and easterly of the following described line: Beginning at a point on the North line of said Southeast Quarter of the Southeast Quarter, distant 312.70 West of the Northeast corner thereof; thence southeasterly to a point on the East line of said Southeast Quarter of the Southeast Quarter, distant 730 feet north of the Southeast corner thereof and said line there terminating.

Presented to the Ham Lake City Council on August 16, 2021 and adopted by a unanimous vote this 7th day of September, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

Meeting Date: September 7, 2021



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Item/Title/Subject: Designating Polling Sites for the 2022 Election

Introduction/Discussion: Per Minnesota Statute 204B.16, subd. 1, each municipality is required to designate by resolution each year, no later than December 31st, the polling places for each election precinct.

Recommendation: I recommend approval of the attached Resolution adopting the designated polling sites for 2022.

RESOLUTION NO. 21-XX

**RESOLUTION ESTABLISHING PRECINCT AND
POLLING LOCATIONS FOR 2022 ELECTION YEAR**

WHEREAS, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution each year no later than December 31st, polling places for each election precinct; and

WHEREAS the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year.

NOW THEREFORE BE IT RESOLVED that the polling locations to be used for municipal precincts in calendar year 2022 are as follows:

PRECINCT ONE: Glen Cary Lutheran Church
15531 Central Ave. NE, Ham Lake, MN 55304

PRECINCT TWO: Ham Lake Senior Center
15544 Central Ave. NE, Ham Lake, MN 55304

PRECINCT THREE-A: Oak Haven Church
1555 Constance Blvd. NE, Ham Lake, MN 55304

PRECINCT FOUR-A: Eagle Brook Church
1503 157th Ave. NE, Ham Lake, MN 55304

PRECINCT FIVE: Radisson Road Baptist Church
13627 Radisson Road NE, Ham Lake, MN 55304

PRECINCT SIX-A: Church of St. Paul
1740 Bunker Lake Blvd. NE, Ham Lake, MN 55304

BE IT FURTHER RESOLVED that the Ham Lake City Council directs the clerk to make all necessary notifications and preparations for elections held in 2022 as required by MN Statute, Rule and Administrative Policy of the City.

Adopted by unanimous vote of the Ham Lake City Council this 7th day of September 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

Memorandum

Date: September 2, 2021
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: Crosstown Business Park

Introduction:

The Anoka County Housing and Redevelopment Authority (ACHRA) provides housing and redevelopment services to a number of communities in Anoka County, including Ham Lake. The ACHRA fund for Ham Lake, which has a fund balance of approximately \$3,455,000, is an elective program that cities choose to participate in. Funds have built up through the County HRA Levy and are available for City use for eligible projects. The ACHRA provides oversight of each individual communities ACHRA fund, and has the authority to approve or deny requests from individual communities.

Discussion:

An application for MnDOT Metro Local Partnership Program (LPP) grant funding was applied for in May. The grant funding request was for the maximum award amount of \$710,000. The solicitation announcement, application and response to MnDOT comments are attached. Per the solicitation announcement, projects are selected and announced soon after late August. The funding would be fiscal year 2023, which is July 1, 2022 thru June 30, 2023. This is the timeframe for bids to be opened. The Golden Rules of the LPP are advertise only after MnDOT has signed the plan, open bids only after the local agency has signed the agreement and award only after the agreement is fully executed and MnDOT has concurred in the award.

The overall cost estimate for the project is estimated at \$1,532,173.66. Per the direction given at a staff meeting with Anoka County Commissioner Julie Braastad and ACHRA Executive Director Karen Skepper, a contingency is recommended to cover any unexpected costs. The request for ACHRA funding, which assumes that MnDOT Metro LPP funding will not be offered, is \$1,900,000. This does not consider the prior ACHRA funding in the amount of \$25,000 for the preparation of the feasibility study that was discussed at the May 3rd City Council meeting.

The anticipated schedule is that the ACHRA Management Committee will review the submittal at their September 14th meeting. The Management Committee recommendation will go to the ACHRA Board meeting on September 28th.

Recommendation:

It is recommended that the City Council, by resolution, approves the attached Housing and Redevelopment Authority funding application.

RESOLUTION NO. 21-XX

RESOLUTION AUTHORIZING USE OF ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY FUNDS FOR THE CROSSTOWN BUSINESS PARK ON THE EAST SIDE OF HIGHWAY 65 NE AND SOUTH OF CROSSTOWN BOULEVARD NE

WHEREAS, pursuant to the Ham Lake City Council Resolution No. 21-05, adopted February 16, 2021, instructing the City Engineer to prepare a Feasibility Study with proposed reference to street, trail, and utility improvements to Chisholm Street NE/Baltimore Street NE from Crosstown Boulevard NE to 171st Avenue NE; and

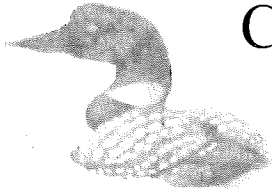
WHEREAS, the Anoka County Housing and Redevelopment Authority has funding available for those construction activities;

NOW THEREFORE, BE IT RESOLVED that the Ham Lake City Council is requesting funding from the Anoka County Housing and Redevelopment Authority in an amount not to exceed \$1,900,000 to cover the cost of constructing Crosstown Business Park.

Adopted by a unanimous vote of the City Council this 7th day of September, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

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

September 8, 2021

Karen Skepper
Anoka County Housing and Redevelopment Authority Executive Director
2100 3rd Avenue
Anoka, Minnesota 55303

Re: Crosstown Business Park

Dear Ms. Skepper,

The City of Ham Lake has completed the feasibility study for construction of the East Highway 65 backage road thru the planned Crosstown Business Park from south of Crosstown Boulevard (County State Aid Highway 18) to 171st Avenue. This was part of the due diligence for the planning of the planned Business Park. The April 29th feasibility study is attached. The feasibility study was prepared with the \$25,000 funding from the Anoka County Housing and Redevelopment Authority.

The planned 30.49-acre Crosstown Business Park is located on the east side of Highway 65, from 171st Avenue to south of Crosstown Boulevard. Nine commercial lots are proposed within the Business Park, with individual lot acreages between 1.34 acres and 6.25 acres. The Business Park is already zoned Commercial Development Tier 1 on the west side of the proposed Chisholm Street / 173rd Lane / Baltimore Street and Commercial Development Tier 2 on the east side, as part of the planning for the Business Park. The commercial zoning is consistent with the future land use plan within the Comprehensive Plan. No zoning revisions are proposed.

The City of Ham Lake is requesting up to \$1,900,000 to help pay for arterial infrastructure located along Chisholm Street / 173rd Lane / Baltimore Street between Crosstown Boulevard and 171st Avenue, within the city's new Business Park. Highway 65 is the primary transportation link through Ham Lake, and the infrastructure will provide a backage road connection between 169th Avenue and Crosstown Boulevard that is consistent with the City's Thoroughfare Plan. Chisholm Street / 173rd Lane / Baltimore Street will include bike and pedestrian lanes in both directions, meeting the Minnesota Department of Transportation Bicycle Facility Design Manual (<http://www.dot.state.mn.us/bike/bicycle-facility-design-manual.html>), which will benefit City of Ham Lake residents and users of the adjacent Soderville Ballfield.

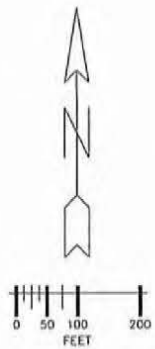
The funding request has the potential of being reduced, because the City is working with MnDOT on potential MnDOT Metro Local Partnership Program grant funding of up to the maximum award amount of \$710,000. The MnDOT comments on the proposed infrastructure construction and

important safety components of removing direct Highway 65 accesses and providing the connecting frontage road improving are included in the attached July 28th response to comments to the MnDOT Metro District Functional Groups review dated July 19th. Constructing and collecting traffic on the contiguous connection between 169th Avenue and Constance Boulevard increases spacing between access points to principal arterial Highway 65, which is beneficial for the improvement of travel time, timely delivery of goods and services, support to the local economy, preserve road capacity postponing the need to widen the corridor, reducing congestion safety and level of service. These safety components will benefit Ham Lake residents and users of Highway 65. The competitive Local Partnership Program grant applications are scored, per the attached April 20, 2021 solicitation announcement on local and regional priorities, mobility and access improvements, safety, infrastructure condition and project readiness. It is unknown at this time whether Ham Lake will be successful in obtaining funding thru the competitive grant program.

The infrastructure construction and the resulting nine commercial lots will result in an increase in tax growth and an increase in job growth. These will benefit the citizens of Ham Lake. The Anoka County Housing and Redevelopment Authority funds will be used for economic development to help pay for road, curb and gutter, pedestrian/bicycle lanes and storm sewer infrastructure in the business park.

Sincerely,

Denise Webster, Administrator
City of Ham Lake



Description
 LOT AND INFRASTRUCTURE LAYOUT

Drawn
 TPC

Date
 9/8/21

Project No.
 2002.083

Figure No.
 1

Project
 CROSSTOWN BUSINESS PARK

13635 Johnson Street
 Ham Lake, MN 55304
 Voice: 763.862.8000
 Fax: 763.862.8042



July 28, 2021

Justin Attipou, Project Manager
Metro State Aid Cooperative Agreements
Minnesota Department of Transportation
1500 West County Road B2
Roseville, Minnesota 55113-3174

Re: East Frontage Road from south of Crosstown Boulevard (CSAH 18) to 171st Avenue
FY 2023 Local Partnership Program

Dear Mr. Attipou,

Thank you for the July 19th Metro District Functional Groups review of the proposed East Frontage Road project in the City of Ham Lake that is requesting fiscal year 2023 Local Partnership Program funding. The following is a response to the comments:

Metro State Aid, Cooperative Agreements – Phil Bergem

This project is similar to other successful frontage road projects along this corridor. The closure of three potential access points is a benefit. If there is any possibility of closing the business access at 171st Avenue (17159 Hwy 65), that would add to the project benefit.

Agreed that this frontage road project is similar to other successful frontage road projects along the Highway 65 corridor. The City of Ham Lake appreciates the continued cooperation with MnDOT on funding the frontage roads. The 17159 Highway 65 private access to the automotive repair shop is not proposed to be closed with the East Frontage Road project.

When calculating R/W costs, note that there is a billboard just south of 17255 Hwy 55 that will need to be removed or relocated as a city expense.

Based on correspondence with the property owner, the alignment has been relocated to the east such that the billboard relocation or removal is not required. The revised Proposed Design Exhibit 1B.1 shows the revised alignment.

Based on past experience, will Anoka County require changes to CSAH 18 at the modified intersection with Chisholm Street? It appears that there are already dedicated left turn lanes, but it is worth asking.

Improvements within the CSAH 18 right-of-way are not anticipated to be needed with the proposed East Frontage Road. Construction of the existing east-bound right-turn lane and west-bound left turn lane at Chisholm Street south of CSAH 18 was coordinated with the 02-618-25 Anoka County improvements to CSAH 18 that were completed in 2009 and 2010. The City designated the non-existing Chisholm Street south of CSAH 18 as municipal state aid in March 2009, and the City and Anoka County executed a supplemental agreement for construction of the improvements to the non-existing Chisholm Street. If Anoka County requires improvements, then the improvements will be completed.

Metro District Area Project Delivery – Jennifer Wiltgen

This project is a part of a rapidly developing area along TH 65 in Ham Lake. Removing direct accesses from TH 65 and providing a frontage road system for existing and future development is key to

improving safety and mobility along this highway. Additionally, not shown on the plans this project would remove the right-in from TH 65 free right to Crosstown.

Agreed that the project is key to improving safety and mobility along Highway 65. The right-in access directly east of the Trunk Highway 65 right-of-way is being removed, as this access has been the location of several accidents. The revised Proposed Design Exhibit 1B.1 shows the additional access removal.

Metro District Layout Approval Committee – Tim Donovan

No Layout would be necessary as proposed.

Acknowledged.

Metro Maintenance – Rachel Guan

(Paraphrased by Phil:) It is presumed that the new frontage road would be locally owned and maintained. With the ongoing plans to make TH 65 into an expressway, will this project interfere with future plans to construct an interchange at Crosstown Blvd?

The new frontage road will be locally owned and maintained. The City will acquire all necessary right-of-way and easements for construction and long-term maintenance. It is not anticipated that construction of the East Frontage Road would interfere with the construction of an interchange at Crosstown Boulevard. This is based on the interchange alternatives analysis that was associated with the Bunker Lake Boulevard intersection in the April 2021 TH 65 Planning and Environmental Linkages (PEL) Final Study Report.

Metro District Traffic – Ashley Roup

Good project, removing accesses from TH 65. I have heard the access just east of TH 65 in the free right is being removed. If it is, please update the exhibits to show that.

Agreed that the proposed project is a good project. The right-in access directly east of the Trunk Highway 65 right-of-way is being removed, as this access has been the location of several accidents. The revised Proposed Design Exhibit 1B.1 shows the additional access removal.

Thank you for the review comments. Please let me know if you have any additional comments or need additional information. Thanks.

Sincerely,

RFC Engineering, Inc.

City of Ham Lake

Tom Collins, P.E.
Ham Lake City Engineer

Denise Webster
City Administrator

attachment

cc: Melissa Barnes, MnDOT North Area Manager
cc: Jennifer Wiltgen, MnDOT North Area Engineer
cc: Ashley Roup, MnDOT Traffic Support North Area Manager

Memo

Date: April 20, 2021

To: METRO DISTRICT COUNTIES and CITIES

From: Phillip Bergem, Justin Attipou and Jason Radde
Metro State Aid

RE: MnDOT Fiscal Year (FY) 2023 (7/1/22 - 6/30/23)
Metro Local Partnership Program - Solicitation of Projects

MnDOT Metro District will be accepting candidate projects for the FY 2023 Local Partnership Program (LPP; formerly the Metro Cooperative Agreement Program), due by **June 2, 2021**. The proposed funding currently available for FY 2023 is \$2.74 million. The maximum award available for any individual project is \$710,000 which can include up to 8% for construction engineering. This solicitation letter is also posted on the Metro State Aid website at: www.dot.state.mn.us/metro/stateaid/2023prog.pdf

The Metro District LPP exists to help fund projects that deliver a benefit to both the local community and the trunk highway system. These funds can pay for Trunk Highway eligible construction costs and up to 8% of the construction engineering costs (for inspection, contract administration, surveying and materials testing as applicable, based on eligible costs). The Right of Way, Utility Relocation, Preliminary Design and Final Design costs are not eligible for funding. Metro District's participation in the projects is based on eligibility as determined in MnDOT's Cost Participation Policy, which in turn is based on Minnesota Statutes. This policy and supporting information can be viewed at the following web addresses:

http://www.dot.state.mn.us/metro/stateaid/Cost_Part_Manual-2017.pdf
<http://www.dot.state.mn.us/policy/financial/fm011.html>

The purpose of the Metro District LPP is to address problems on the Trunk Highway system that are of concern to Local Agencies, but are typically not large-scale or critical enough that they are directly selected as projects in the regular MnDOT Road Program. Selected projects should:

- Provide a clear benefit to the Trunk Highway system as well as to the local community
- Be developed and administered by the local agency
- Have preliminary design, final design, right-of-way and utility relocation costs (as appropriate) paid for by the Local Agency
- Be designed to MnDOT Trunk Highway standards

Advance planning must occur to ensure that the proposed projects are developed into designs that meet the needs and requirements of all involved parties. Preliminary discussions with the appropriate MnDOT Area Manager or Engineer and the Metro LPP staff are an essential part of this planning.

The *Municipal Agreement Program – Planning and Programming Guide (Red Book)* provides **useful information** regarding the Local Partnership process and submittal requirements. It is posted on the Metro State Aid website, Cooperative Agreement page: <http://www.dot.state.mn.us/metro/stateaid/cooperat.html>. That website also has a link to the *Plan Preparation, Design and Construction Guide (Green Book)* which provides required information needed during the design phase.

The anticipated submittal, evaluation and selection process and schedule is:

Anticipated
Dates

- The Local Agency prepares the application submittal package. The contents of the application are identified later in Appendix A. **Due date: June 2, 2021**
- MnDOT Metro District Functional Areas review the application packets and provide comments to Cooperative Agreement Program staff (June 3 - July 7)
LPP staff compiles comments and sends them to Local Agencies Sent out: July 12, 2021
- Local agencies can draft a response to MnDOT review comments or to adjust the submittal packets **Returned by July 28, 2021**
- Review packets sent to selection committee. (Selection committee typically consists of two representatives from Metro State Aid Cities, a representative from a Metro County and Metro State Aid staff.)
- Committee meets, projects selected and announced soon afterwards Late-August 2021

Funds for selected projects will become available July 1, 2022. Projects must be let by June 30, 2023.

Attached is a list of what should be included in the proposal packet. Please submit **an electronic version of the package or a link on a website to an electronic version. Portable Document Format (.pdf) is preferred.**

Please submit all application packages to us no later than Wednesday, June 2, 2021. For questions regarding the Local Partnership Program, please contact Jason (jason.radde@state.mn.us), Justin (justin.attipou@state.mn.us) or Phil (phillip.bergem@state.mn.us).

We look forward to working with you.



Appendix A

Proposal Packet Requirements

Criteria Used in Project Selection

The following Criteria will be used for scoring projects and assisting in section by the selection committee. These are, from more important to less important:

1. Local and Regional Priorities
2. Mobility and Access Improvements
3. Safety
4. Infrastructure Condition
5. Project Readiness

The following numbered items need to be included in the submittal package. Please submit **an electronic version of the package or a link on a website to an electronic version. Portable Document Format (.pdf) is preferred.** (If the pdf is 20 MB in size or smaller it can be emailed to us. If you provide a link, confirm that we can access it through the State's firewall.)

The *Municipal Agreement Program – Planning and Programming Guide (Red Book)* provides **useful information** regarding the Local Partnership process and submittal requirements. It is posted on the Metro State Aid website, Cooperative Agreement page: <http://www.dot.state.mn.us/metro/stateaid/cooperat.html>.

1. **Request letter** from the local agency describing the project and requesting funding from the Local Partnership Program. The request letter should include:
 - o Contact information, name, title, email, phone and address for both the person submitting the application and, if different, the person available to answer any questions about the project
 - o Reasons for the project
 - o A summary of total proposed costs and requested amount of MnDOT funding. (Include all projects planned for the immediate area, including if there are Federal funds that were obtained.)
 - o A written narrative the benefits to the Trunk Highway and local roadway systems.
 - o A brief narrative or overview of how you expect traffic will be handled. (Detour, constructed under traffic, minor impacts and use of Field Manual, etc.)
 - o Whether there is an opportunity to advance the work, if it is possible to leverage local and/or private funding, and other information as applicable

This letter will be used as a **project summary** and quick reference during the actual selection process.

2. **A geometric layout or concept sketch** of the proposed project. Include only the concept that is being used. There is no need for multiple concept sketches. The more detailed and complete the layout or sketch is, the easier it will be for the review committee to understand the proposed project and related benefits when it comes to ranking proposals. A MnDOT staff approved Layout may be required as part of the project development depending on the type and complexity of project. Layout guidance can be found at

<http://www.dot.state.mn.us/design/geometric/>. Consider starting the Layout development process before project selection because of the time required for Layout review and approval.

3. **A drawing of the existing conditions.** This way the committee can clearly compare the proposed improvements to existing conditions.
4. **Cost estimate.** This should include the total project cost, including estimated design costs, estimated right-of-way costs, the contribution from any partners, and the amount requested from the LPP.
 - o Make sure that the LPP funds requested adequately cover the Trunk Highway eligible costs. LPP funds are fully allocated during the selection process and providing additional State money later in the project is difficult, if not impossible.
 - o Indicate other funding sources to clearly show that the project is fully funded.
 - o If the project involves signals, include MnDOT's share of the State Furnished Materials (SFM).
5. **Supporting Documentation and Additional Materials**

Required Elements

- a. Indicate if right-of-way is expected to be acquired (temporary and permanent) and if any will be passed along to MnDOT. (All R/W acquired by and for MnDOT requires Environmental Due Diligence (EDD) forms to be completed and evaluated during design.)
- b. Indicate if there will be any excavation deeper than the Class 5. (This determines future involvement of the Environmental Investigative Unit.)
- c. If you are submitting applications for more than one project, please rank them in order of priority. The preference will be considered but the committee reserves the right to select any project from those submitted regardless of stated ranking.

Suggested Elements

While these materials are not required for the application, they may help the selection committee understand your project better and increase the likelihood of project selection. Please note that this information may be needed during the design phase if the project is selected.

- a. Traffic Study (as applicable)
- b. Intersection Control Evaluation (ICE) report or letter if an all-way stop, signal, or roundabout is proposed
- c. Environmental studies or documentation, if available, such as the following:
 - i. Contaminated Properties/Regulated Waste Screening Checklist
 - ii. Phase 1 and/or 2 Environmental Site Assessment
 - iii. Clearance Letters from pertinent Regulatory Agencies
 - iv. Project Memo, EA, EAW, etc. as applicable or available at time of submittal

Plan review will be completed by MnDOT functional areas (Traffic, Water Resources, etc.) and is different than reviews for State Aid plans. Plans need to be developed to MnDOT standards which are different than State Aid standards. There will be additional coordination with, and input from, various MnDOT groups. Local Agencies are advised to have staff or consultants experienced with MnDOT Trunk Highway projects directly involved with the plan development. Discussion with MnDOT Area Managers or LPP staff will help to minimize surprises during the application and plan development stages.

For projects that are selected, there are requirements for all plans with Trunk Highway impacts. Discuss these with your design staff or include in your RFP/contract if you are using a consulting firm for design. These requirements are:

- Quality Management Process (QMP) – Designers must have quality management procedures that they use during plan development. It does not have to be the same process that MnDOT uses, but it has to follow reasonable quality control guidelines and designers must certify that they are using such a process. A compliance form and more information will be provided during design. Details on MnDOT's process can be found here: <http://www.dot.state.mn.us/design/qmp/index.html>
- Transportation Management Plan (TMP), if applicable – Projects with significant impacts to Trunk Highway traffic require a TMP that is reviewed and approved by Metro Traffic staff. The complexity of the TMP will depend on the complexity of the project and the level of traffic impact. Contact either the Metro Traffic division or LPP Project Manager for more details.
- Electronic as-builts – This is required for certain elements of projects, is an eligible construction cost item, and should be included in the Statement of Estimated Quantities and Special Provisions.
- Responsible Contractor provision – This is required by Minnesota Law and Statute for projects over \$50,000.
- Pedestrian facilities - Guidelines for pedestrian and facilities and the influence of the Americans with Disabilities Act (ADA) provisions continue to be refined. Technical Memoranda No. 18-04-OP-01 provides some additional design requirements. <http://techmemos.dot.state.mn.us/techmemo.aspx>

Local Partnership projects have received added scrutiny regarding Cost Participation Policy eligibility. If a proposed project is of marginal benefit to the Trunk Highway system, it may be necessary to complete a benefit-cost analysis and have it approved by MnDOT staff in order to secure funding.

Projects that are selected will be required to furnish:

- Cultural and Threatened & Endangered Species Review Request Form: <http://www.dot.state.mn.us/stateaid/projectdelivery/environmental/cultural-threatened-endangered-review-request.docx>
- Project schedule - Work with the LPP Project Manager to establish a schedule for the project completion. The Project Manager will discuss with you the various review stages and typical time requirements.

April 29, 2021

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

Re: East Frontage Road south of Crosstown Boulevard Feasibility Study

Dear Mayor and Council Members.

The City Council resolution requesting Anoka County Housing & Redevelopment Authority funding for the preparation of a feasibility study was approved at the February 23rd Housing & Redevelopment Authority meeting for construction of MSA Chisholm Street/ 173rd Lane and Baltimore Street from the Chisholm Street temporary cul-de-sac being construction by Holiday Station Store to 171st Avenue. The purpose of this report is to determine the project necessity, feasibility, cost effectiveness and recommendations on construction.

EXISTING CONDITIONS:

The existing service driveway south of Crosstown Boulevard gives access to the Holiday Station Store and to the Baltimore Street cul-de-sac. The Baltimore Street cul-de-sac is a 29-foot-wide rural section that is 183 feet long and has not been improved in recent years. The Baltimore Street cul-de-sac has an access to the Holiday Station Store and the former VFW parking lot (Figure 1), as well as right-in and right-out access to Crosstown Boulevard (CSAH 18).

Drainage from Baltimore Street drains to two structures on the north end of either side of Baltimore Street and is maintained by the City of Ham Lake. The structures discharge into the existing County ditch.

The Holiday owned parcels adjacent to Highway 65 and south of Crosstown are parcels 05-32-23-43-0012, 05-32-23-43-0016 and 05-32-23-43-0017. There are four other parcels owned by Holiday, 05-32-23-43-0005, 05-32-23-0004, 05-32-23-43-0002, 05-32-23-43-0003. Ditch 58-3-1 is located on the eastern portion of parcel 05-32-23-43-0017.

Also adjacent to Highway 65, Jake's Auto Mall is located on the western portion of parcel 08-32-23-12-0021 and owned by Northwest Real Estate LLC. Parcel 08-32-23-12-0003 is adjacent to Highway 65. It is a vacant property and owned by Osborne Development, Inc. with a 30-foot road easement dedicated to the City of Ham Lake on the west side of the parcel, east of the MnDOT right-of-way and the adjacent Osborne Development parcel is 08-32-23-12-0019.

Soils:

Soils were evaluated using the Anoka County Soils Map (Figure 2). The soils in the area consist of Cut and Fill soils, Zimmerman Fine Sand B and C, Soderville Fine Sand, Lino Loamy Fine Sand and Isanti Fine Sandy Loam. The suitable cut material will be used for fill. The Cut and Fill soils are unknown. The Zimmerman Fine Sand and Soderville Fine Sand are suitable for road subbase. They are generally well drained that generally covers the higher ground. Lino Loamy Fine Sand is a poorly drained soil with a relatively high-water table and will likely require placement of suitable fill from site excavation or imported soils for roadway

construction. Due to the high-water table, Lino Loamy Fine Sand is not suitable for stormwater infiltration but will be replaced with site soils due to wetland impacts for the roadway. The Isanti Fine Sandy Loam is in low-lying areas near organic soils, has high water tables and is poorly drained, usually requiring proper drainage and/or placement of suitable fill for roadway construction. The estimated excavation and unsuitable soils excavation and granular borrow quantities are included in the estimated project cost (Figure 3).

Wetlands and Flood Zone:

Wetlands exist adjacent to the proposed street improvements. Figure 4 illustrates the approximate wetland locations based on the National Wetland Inventory. Wetlands affected by the proposed improvements would be delineated prior to beginning preparation of plans. The Flood Zone Map, Figure 5, shows an area adjacent to County Ditch 58-3-1 within Zone A (100-year flood area). As proposed, this street improvement project will not be affected by the 100-year flood area.

Right-of-Way and Easements:

The Baltimore Street right-of-way and the cul-de-sac will no longer be needed and will be removed and vacated after City approved acceptance of the final plat and construction plans for the proposed Holiday Station Store.

Parcel 08-32-23-12-0003 is adjacent to Highway 65 and has a 30-foot easement, according to the Anoka County Half Section Map, on the west side of the parcel, east of the MnDOT right-of-way, which will be vacated as it is no longer needed (Figure 6).

Proposed Improvements:

The proposed improvements include a 9-ton commercial street section design that meets the criteria for a minimum Minnesota State Aid Street section. The proposed is approximately 2,443 feet long through the proposed Business Park. The urban section is 29-foot wide pavement with B618 concrete curb and gutter. The street section will be 6 ½-inches of class 5 aggregate and 4-inches of bituminous pavement (Figure 7).

Soil correction is recommended where unsuitable and organic soils are found. Some of the unsuitable soil can be replaced with cut soils. However, without any correction, the roadway in those areas will be susceptible to differential settlement.

Figure 8 is a map of the proposed improvements. Construction of the urban section with concrete curb and gutter would require less maintenance and right-of-way compared to ditches, and will convey runoff away from the new street base and subgrade into a treatment and ponding area. The existing pond area north of 171st Avenue may require expansion or relocation and would be used for storage and/or as a sedimentation basin provided that it meets design standards. Additional ponding areas may be required to satisfy Coon Creek Watershed District water quality requirements.

The Holiday Station Store is planning improvements to the property, which includes the razing of the former VFW and the existing Holiday and constructing a new Holiday Station Store

(Figure 11-1 and 11-2). The right-in private access at the northwest corner of the Holiday parcel 05-32-23-43-0012 will be removed with the proposed Holiday improvements. There are three ponds within easements proposed on the property to manage stormwater. Holiday will construct the northerly 334 feet of municipal state aid Chisholm Street, which will terminate on the south end with a temporary cul-de-sac. The proposed street stub is approximately 334 feet in length with a commercial street section as seen in Figure 4. There will be an 8-foot paved bike path within the 20-foot easement from the temporary cul-de-sac easterly to Soderville Park.

Zoning:

The frontage road traverses thru four different parcels under the ownership of three different entities, which are from north to south:

- Outlot A of the proposed 2 lot Circle K plat (19.50 acres)
- 17255 Highway 65 - Northwest Real Estate LLC (08-32-23-12-0021 – 8.14 acres)
- Osborne Development Inc
 - 08-32-23-12-0003 – 5.30 acres
 - 08-32-23-12-0019 – 4.33 acres

With the exception of the southeast corner of Outlot A, which is zoned Single Family Residential (R-1), that portion of Outlot A that is currently not zoned Commercial Development Tier 1 (CD-1) is proposed to be zoned CD-1. The R-1 zoning results from preliminary plat approval of the 4 residential lots in Krawiecki Addition (Figure 10) in 2003. The 08-32-23-12-0021 parcel and the 08-32-23-12-0003 parcel are currently zoned CD-1. The 08-32-23-12-0019 parcel is currently zoned Commercial Development Tier 2 (CD-2). The current zoning map is attached as Figure 9.

Right-of-Way and Easements:

A 60-foot right-of-way will be required along the 0.46-mile length of the proposed roadway from the proposed Chisholm Street south of Crosstown Boulevard to 171st Avenue and Baltimore Street on the southern end of the project. The roadway transverses four properties where road easements would be obtained. Holiday will gift road easements through three parcels, 05-32-23-43-0005, 05-32-23-43-0004 and 05-32-23-43-0017 and stormwater easements through 1 parcel, 05-32-23-43-0017. Osborne Development, Inc. will gift the road and stormwater easements to the City on two parcels, 08-32-23-12-0003 and 08-32-23-12-0019. Right-of-way and a stormwater pipe easement will need to be acquired from Jake's Auto Mall. The estimated cost to acquire right-of-way and stormwater easements is from \$2.25 to \$3.75 per square foot. At 47,100 square feet, the total will be between \$105,975 and \$176,625.

Cost Estimate:

The project cost estimates are based on anticipated 2022 construction prices plus a 17% project development cost and an 8% engineering and inspection cost (Figure 3). The final design has not been completed and therefore unknown work is not included in the estimate. The cost estimate includes subgrade correction, storm piping, and right-of-way and easement acquisition. Where additional costs may arise are additional subgrade correction and storm drainage/ponding.

Potential Subdivision of Parcels:

The ultimate development (Figure 12) of the proposed Holiday (Circle K) lot combination creates a total of 6 lots from the existing 7 lots.

Parcel 08-32-23-12-0021 will split the parcel into two lots from the existing one.

Parcels 08-32-23-12-0003 and 08-32-23-12-0019 will split the parcels into four commercial parcels from the existing two parcels.

The parcels can be found at:

Osborne (2 parcels)

1. <https://gis.anokacountymn.gov/propertysearch/?find=08-32-23-12-0003> (5.30 acres)
2. <https://gis.anokacountymn.gov/propertysearch/?find=08-32-23-12-0019> (4.33 acres)

Jake's Auto Mall (1 parcel)

3. <https://gis.anokacountymn.gov/propertysearch/?find=08-32-23-12-0021> (8.14 acres)

Circle K (1 parcel – Outlot A of proposed plat, which includes R-1 residential SE corner)

4. <https://gis.anokacountymn.gov/propertysearch/?find=05-32-23-43-0017> (current acreage of 21.83 acres)

Anticipated Revenues:

The proposed funding is anticipated to be from advancements from the Local Partnership Program, Anoka County Housing and Redevelopment Authority (HRA), Assessments and Drainage Funds and/or bonding for the project.

The total Local Partnership Program funding available for the fiscal year 2023 is \$2.74 million. The anticipated allowable maximum Local Partnership Program award is \$710,000.00 and can include up to 8% for construction engineering resulting in a very competitive funding program. The project is required to deliver a benefit to both the local community and the trunk highway system. This project will benefit the state highway system by closing three Highway 65 accesses at parcels 05-32-23-43-0017 (two) and 08-32-23-43-12-0021.

Anoka County Housing and Redevelopment Authority has funding available with a maximum of \$25,000. Although the funding is flexible, there are guidelines and are generally used for assistance of infrastructure costs once the planning due diligence is complete.

Assuming the advance will take place in 2022, advancing from future MSA funds is limited to three times the previous year's allotment or \$2,000,000, whichever is less. See attached Municipal State Aid Construction Account Advance Guidelines. The City could take advantage of the present low construction costs and low bonding cost due to the present economy and bond for the project.

April 29, 2021
Honorable Mayor and Councilmembers
Page 5

City policy is to assess benefitted parcels for the improvement. Although the Holiday parcels and the Osborne parcels benefit, the gift of easements exclude them from assessment. There will be one active assessment, Jake's Auto Mall. The total number of assessments is one.

City funds may be used for costs after funding allotment.

The estimated construction costs are \$1,525,173.66 (Figure 3).

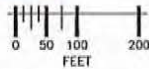
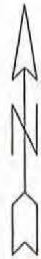
Sincerely,

RFC Engineering, Inc.

A handwritten signature in black ink, appearing to read "Tom P. Collins", written in a cursive style.

Tom Collins, P.E.
Ham Lake City Engineer

cc: File 2020.083
cc: 2021 correspondence



Description
POTENTIAL HRA PROJECT

Drawn
CSA

Date
3/9/21

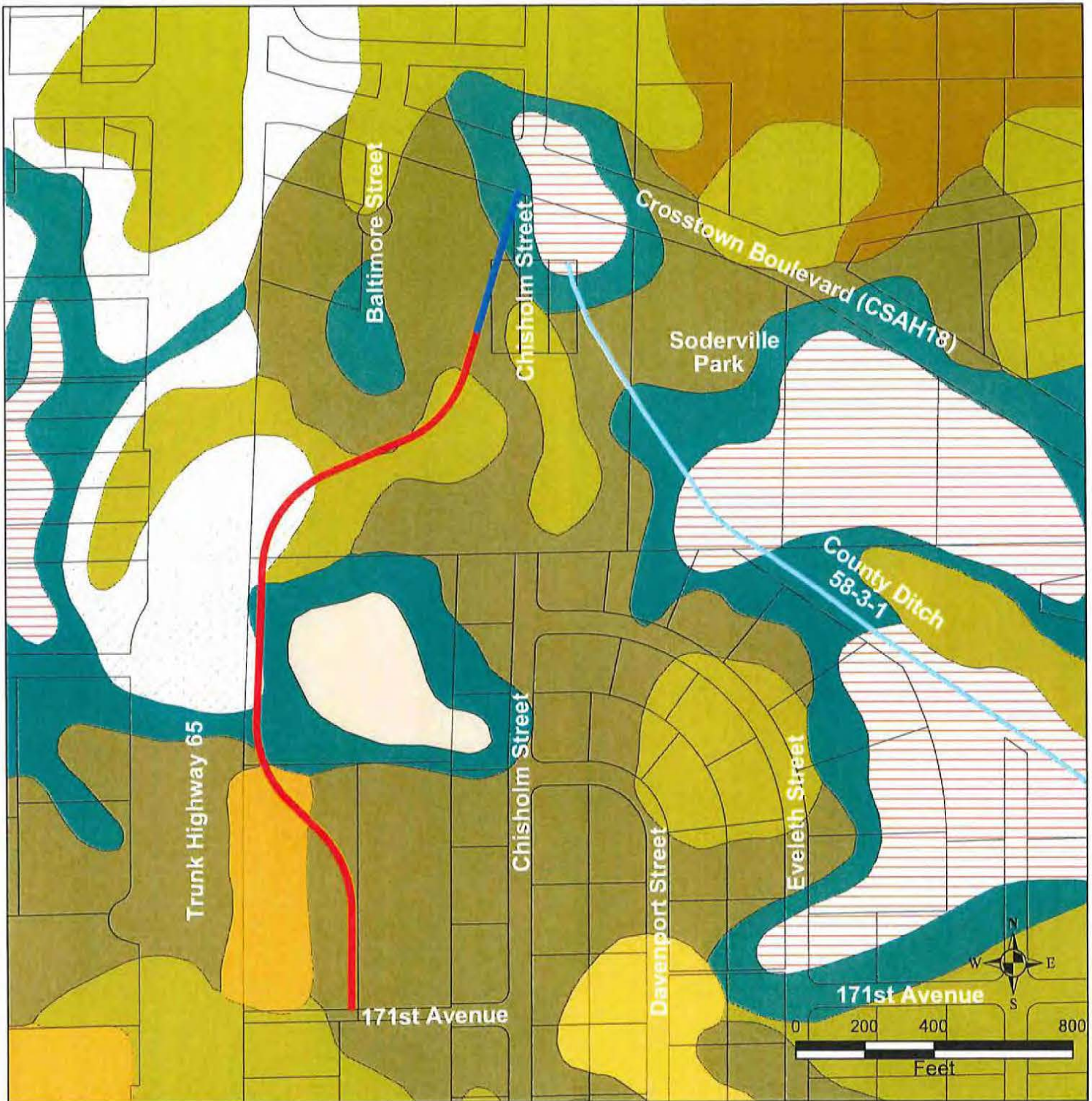
Project No.
2002.083

Figure No.
1

Project
FEASIBILITY STUDY
EAST FRONTAGE ROAD

13635 Johnson Street
Ham Lake, MN 55304
Voice: 763.862.8000
Fax: 763.862.8042





- | | | |
|-----------------------------|-----------------------------|------------------------------|
| Anoka Loamy Fine Sand (AnA) | Marsh (Mc) | Ditches |
| Cut and Fill Land (Cu) | Soderville Fine Sand (SoA) | Holiday Proposed Improvement |
| Isanti Fine Sandy Loam (Iw) | Zimmerman Fine Sand B (ZmB) | Potential HRA Project |
| Lino Loamy Fine Sand (LnA) | Zimmerman Fine Sand C (ZmC) | |
| Markey Muck (Ma) | | |

Sheet Title:
SOILS MAP

Drawn:
EMP

Date:
3/10/2021

Project No.
2002.083

Figure No.
2

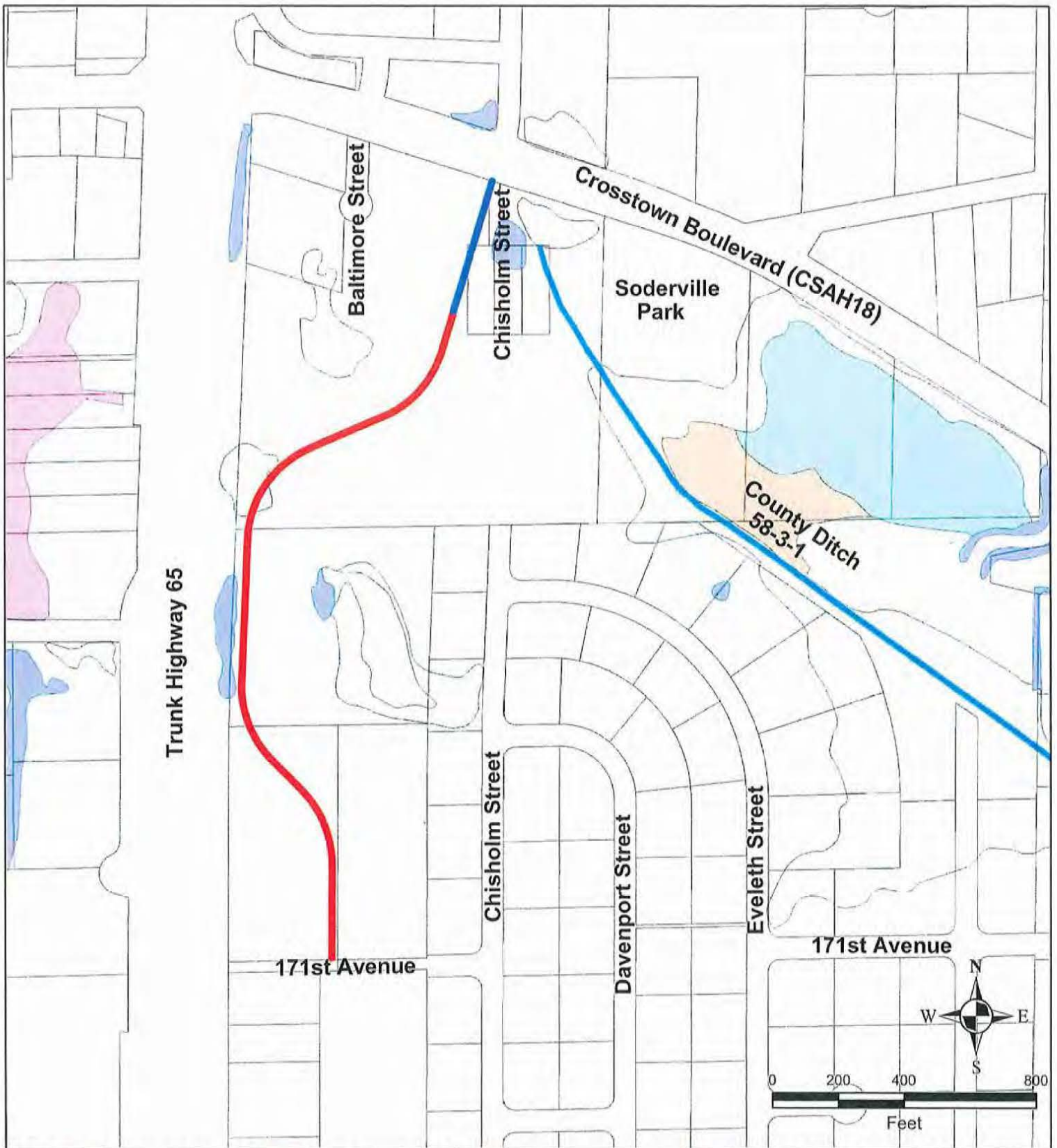
Project:
FEASIBILITY STUDY
EAST FRONTAGE ROAD

13635 Johnson Street
Ham Lake, MN 55304
Telephone (763) 862-8000
Fax (763) 862-8042



CONSTRUCTION COST ESTIMATE
MSA 197-119-001
East Frontage Road
4/29/2021

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST QTY	UNIT PRICE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1	\$75,000.00	\$75,000.00
2101.511	CLEARING AND GRUBBING	LUMP SUM	1	\$8,000.00	\$8,000.00
2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	1,558	\$5.50	\$8,569.00
2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	320	\$3.50	\$1,120.00
2105.501	COMMON EXCAVATION	CU YD	5,451	\$18.70	\$101,933.70
2105.504	GEOTEXTILE FABRIC TYPE 1	SQ YD	30	\$5.25	\$157.50
2105.507	MUCK EXCAVATION (LV)	CU YD	2,241	\$15.00	\$33,615.00
2105.521	GRANULAR BORROW (CV)	CU YD	2,913	\$24.00	\$69,912.00
2105.607	TOPSOIL PLACEMENT (CV)	CU YD	589	\$9.50	\$5,595.50
2211.501	AGGREGATE BASE, CLASS 5 OR 7	TON	3,423	\$28.40	\$97,213.20
2211.501	AGGREGATE BASE CLASS 5 DRIVEWAY	TON	114	\$28.40	\$3,237.60
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	384	\$2.90	\$1,113.60
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) DRIVEWAY 2.0" THICK	TON	80	\$96.00	\$7,680.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2C) DRIVEWAY 1.0" THICK	TON	40	\$111.00	\$4,440.00
2360.501	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	1,032	\$96.00	\$99,072.00
2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B OR C)	TON	1,032	\$111.00	\$114,552.00
2501.602	24" PIPE APRON	EACH	5	\$900.00	\$4,500.00
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	5	\$350.00	\$1,750.00
2503.511	24" CP PIPE SEWER	LIN FT	137	\$80.00	\$10,960.00
2503.511	15" RC PIPE SEWER CLASS IV	LIN FT	1,031	\$69.00	\$71,139.00
2503.511	18" RC PIPE SEWER CLASS IV	LIN FT	909	\$79.00	\$71,811.00
2503.511	24" RC PIPE SEWER CLASS IV	LIN FT	214	\$89.00	\$19,046.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	12	\$3,930.00	\$47,160.00
2506.602	CATCH BASIN	EACH	8	\$3,179.00	\$25,432.00
2511.501	RANDOM RIPRAP CLASS III	CU YD	40	\$18.00	\$720.00
2531.501	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	4,815	\$28.00	\$134,820.00
2540.602	INSTALL MAIL BOX SUPPORT	EACH	1	\$203.00	\$203.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$8,000.00	\$8,000.00
2564.531	SIGN PANELS TYPE C	SQ FT	35	\$76.00	\$2,660.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$8,800.00	\$8,800.00
2573.502	SILT FENCE, TYPE HEAVY DUTY	LIN FT	4,900	\$2.80	\$13,720.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	22	\$199.00	\$4,378.00
2573.560	CULVERT END CONTROLS	EACH	5	\$275.00	\$1,375.00
2575.601	EROSION CONTROL	LUMP SUM	1	\$5,000.00	\$5,000.00
2575.605	TURF ESTABLISHMENT	ACRE	2.7	\$5,000.00	\$13,500.00
2582.503	4" DOUBLE SOLID LINE YELLOW PAINT	LIN FT	2,443	\$0.81	\$1,978.83
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	60	\$6.25	\$375.00
TOTAL ESTIMATED CONSTRUCTION COST					\$1,078,538.93
PROJECT DEVELOPMENT COSTS (17%)					\$183,351.62
CONSTRUCTION ENGINEERING & INSPECTION COSTS (8%)					\$86,283.11
LAND ACQUISITION					\$177,000.00
TOTAL PROJECT COST					\$1,525,173.66



- | | | | |
|------------------|---------------|------------------------|------------------------------|
| Emergent Wetland | Pond | Shrub/Emergent Wetland | Holiday Proposed Improvement |
| Forested Wetland | Shrub Wetland | Ditches | Potential HRA Project |

Sheet Title:
NATIONAL WETLAND INVENTORY

Drawn:
EMP

Date:
3/22/2021

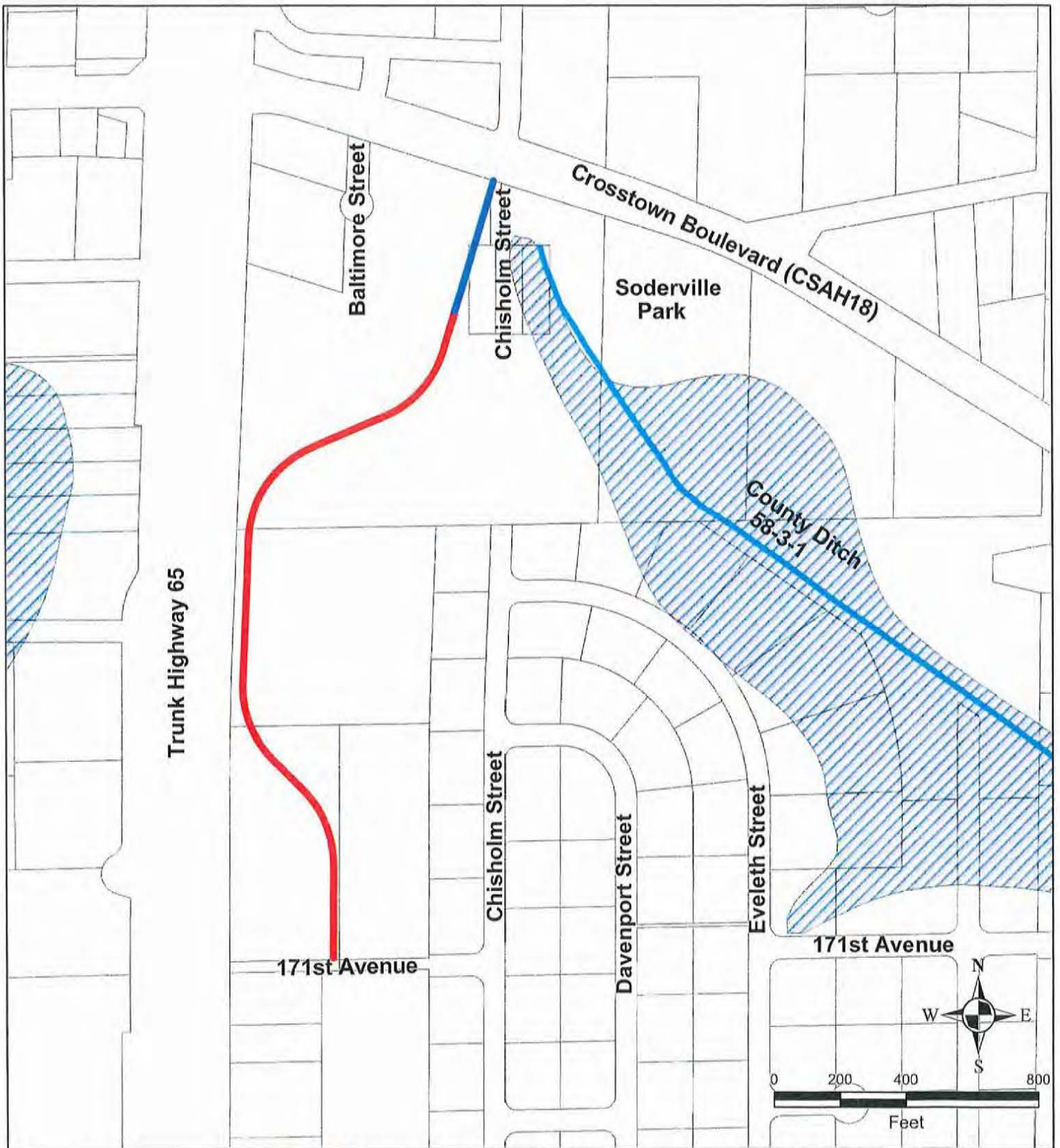
Project No.
2002.083

Figure No.
4

Project:
FEASIBILITY STUDY
EAST FRONTAGE ROAD

13635 Johnson Street
Ham Lake, MN 55304
Telephone (763) 862-8000
Fax (763) 862-8042





- Holiday Proposed Improvement
- Potential HRA Project
- Ditches
- Flood Zone A

Sheet Title:
FLOOD ZONE MAP

Drawn:
EMP

Date:
3/22/2021

Project No.
2002.083

Figure No.
5

Project:
FEASIBILITY STUDY
EAST FRONTAGE ROAD

13635 Johnson Street
Ham Lake, MN 55304
Telephone (763) 862-8000
Fax (763) 862-8042



S 1/2 SECTION 5, T. 32, R. 23

CITY OF HAM LAKE

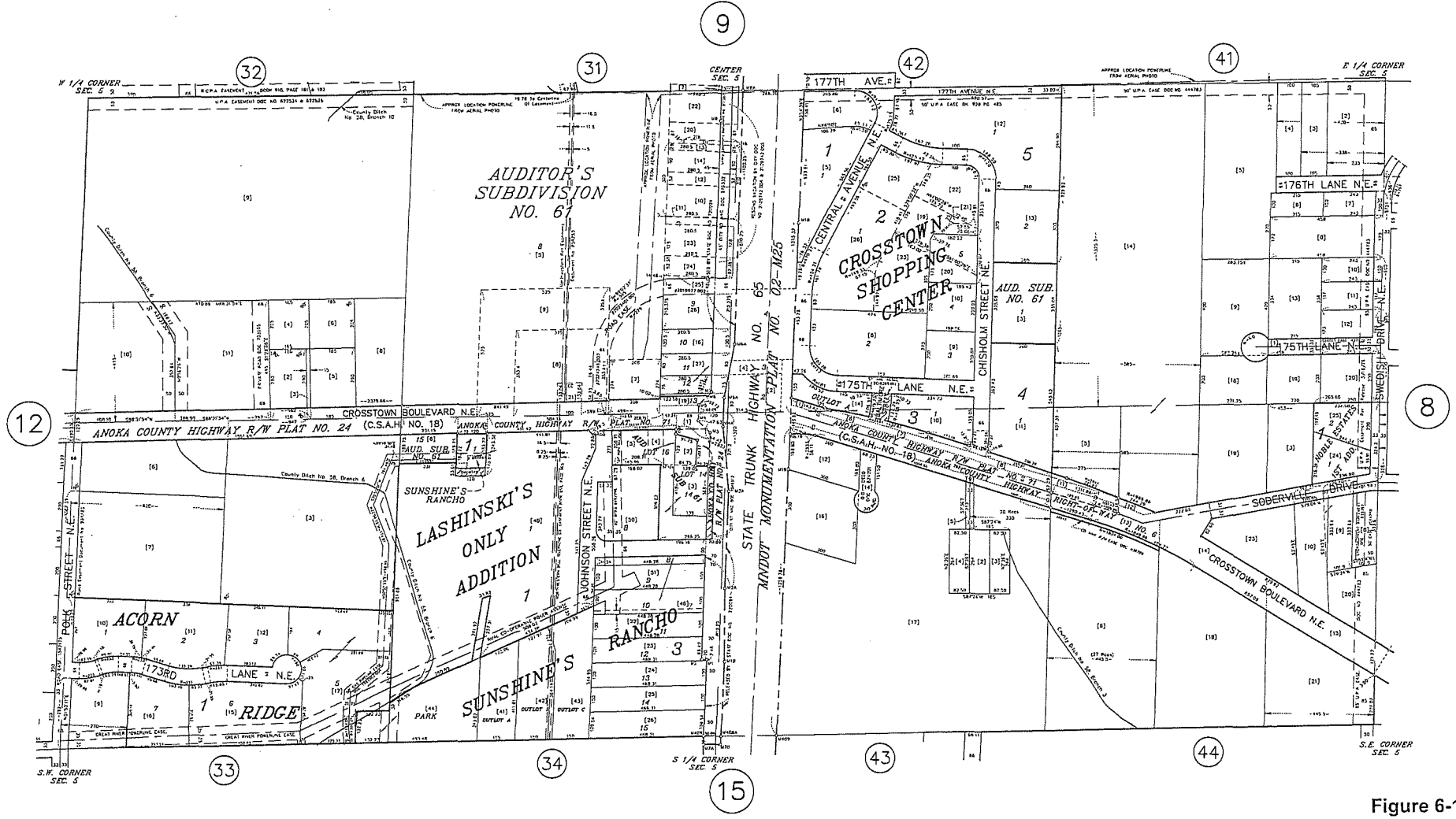
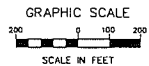


Figure 6-1



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

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41
33	34	43	44

NORTH HALF OF SECTION
SOUTH HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

Section	Township	Range	Quarter	Specific
XX	XX	XX	XX	XXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: (1)
EXAMPLE OF PIN NUMBER: 05-32-23-34-0043

THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THE AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

N 1/2 SECTION 8, T. 32, R. 23

CITY OF HAM LAKE

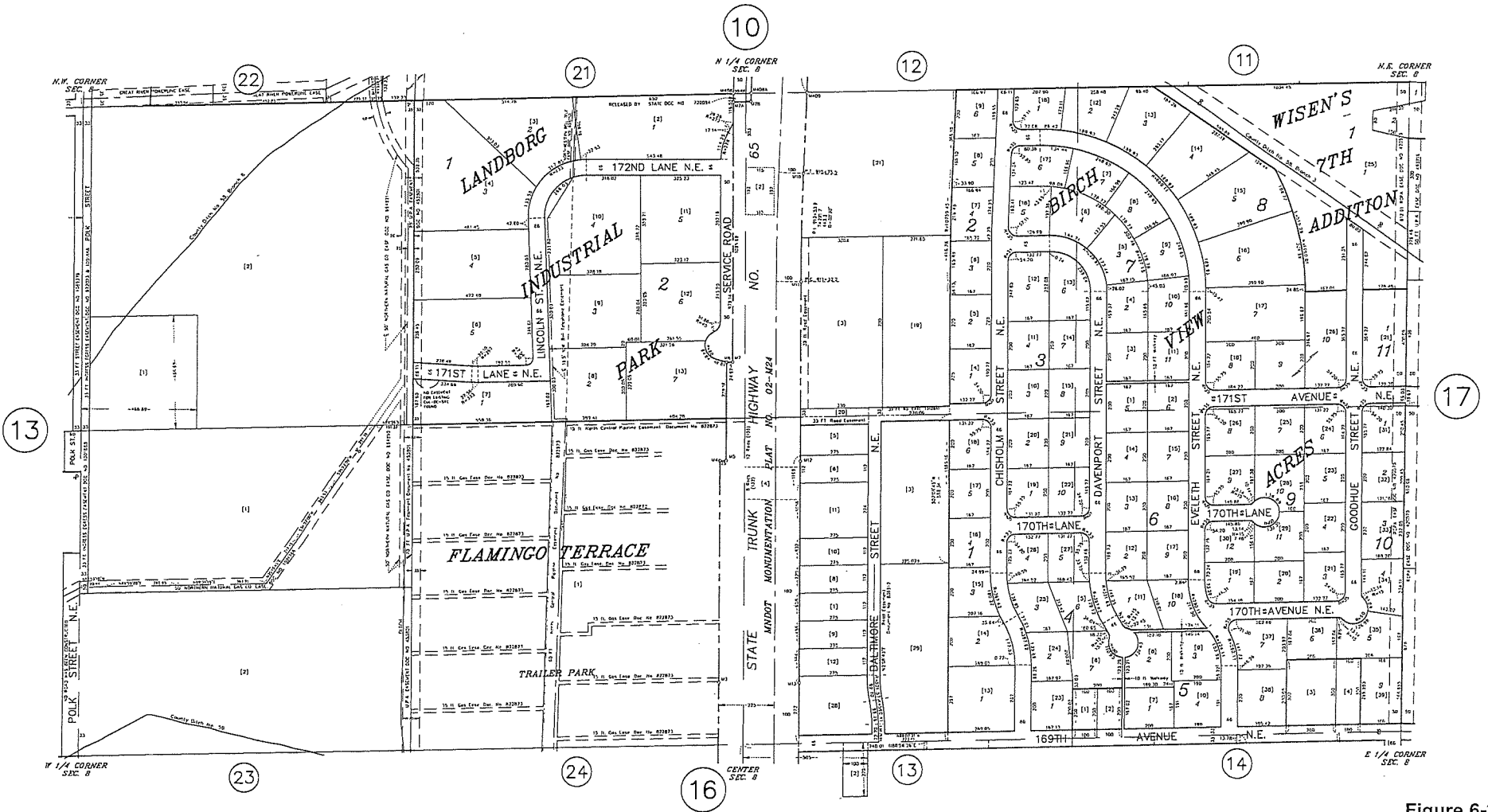
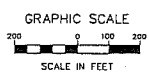


Figure 6-2



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

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41
33	34	43	44

NORTH HALF OF SECTION

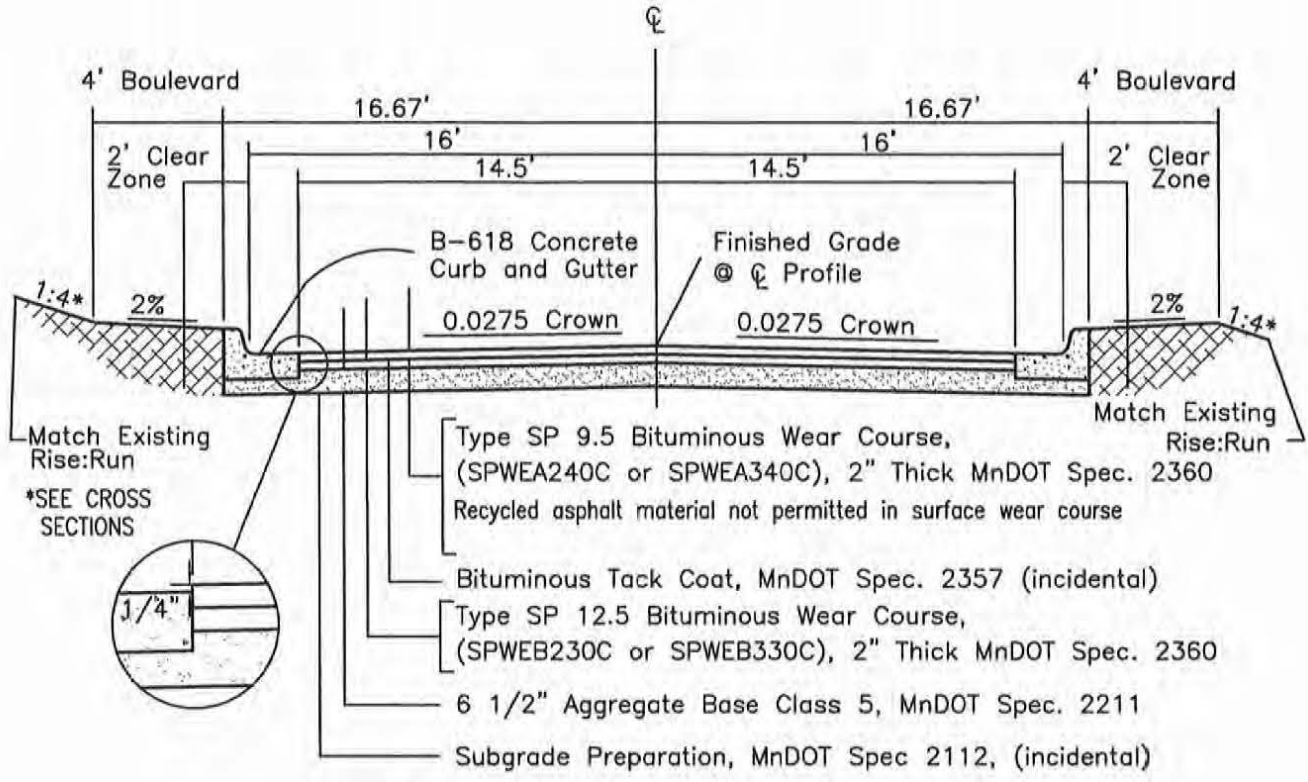
SOUTH HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

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

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: [1]
EXAMPLE OF PIN NUMBER: 08-32-23-13-0013


THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THIS AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

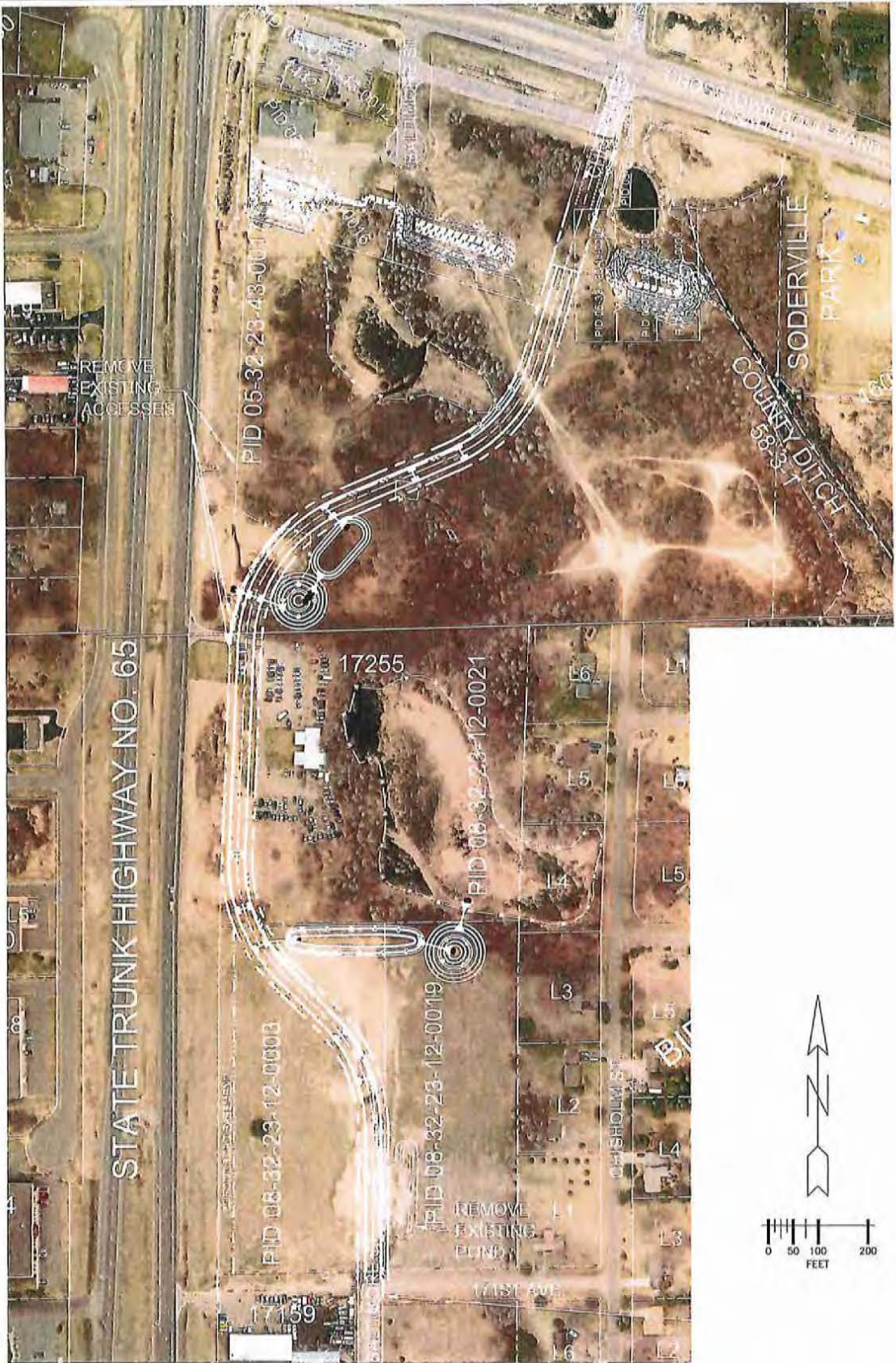


TYPICAL URBAN SECTION

TYPICAL STREET SECTION
COMMERCIAL 9-TON RFC-366B1A

NOT TO SCALE

Sheet Title TYPICAL STREET SECTION	Drawn CSA	Date 3/9/21	Project No. 2003.083	Figure No. 7
Project FEASIBILITY STUDY EAST FRONTAGE ROAD	13635 Johnson Street Ham Lake, MN 55304 Telephone (763) 862-8000 Fax (763) 862-8042 			



Description
 POTENTIAL HRA PROJECT

Drawn
 CSA

Date
 3/9/21

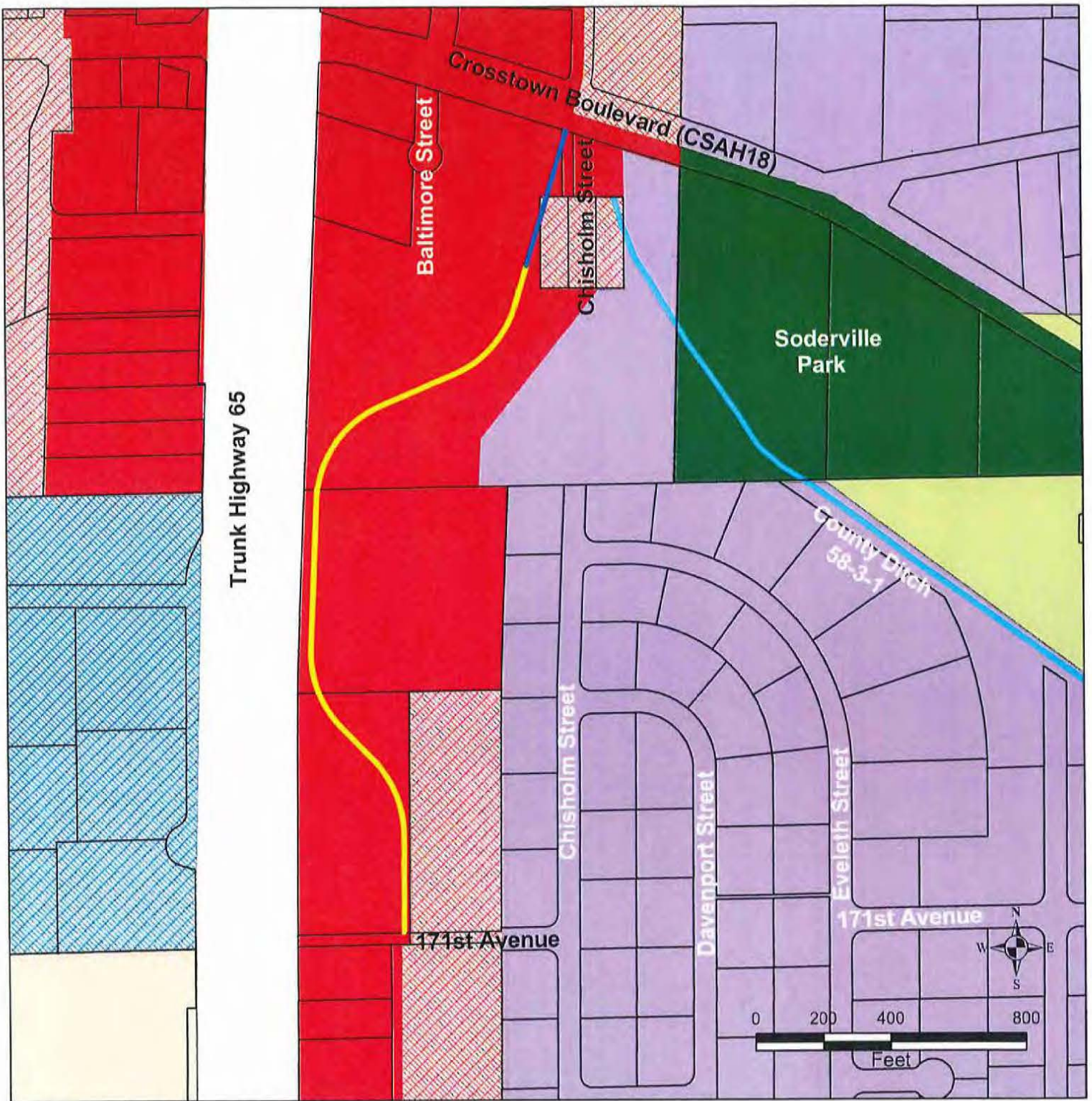
Project No.
 2002.083

Figure No.
 8

Project
 FEASIBILITY STUDY
 EAST FRONTAGE ROAD

13635 Johnson Street
 Hom Lake, MN 55304
 Voice: 763.862.8000
 Fax: 763.862.8042





- R-A Rural Single Family Residential
- R-1 Single Family Residential
- R-M Residential/Manufactured Mobile Homes
- CD-1 Commercial Development Tier 1
- CD-2 Commercial Development Tier 2
- Park
- I-P Industrial Park
- Potential HRA Project
- Holiday Proposed Improvement
- Ditches

Sheet Title:
ZONING MAP

Project:
FEASIBILITY STUDY
EAST FRONTAGE ROAD

Drawn:
EMP

Date:
3/26/2021

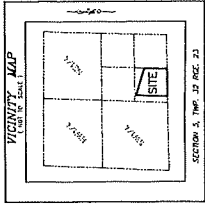
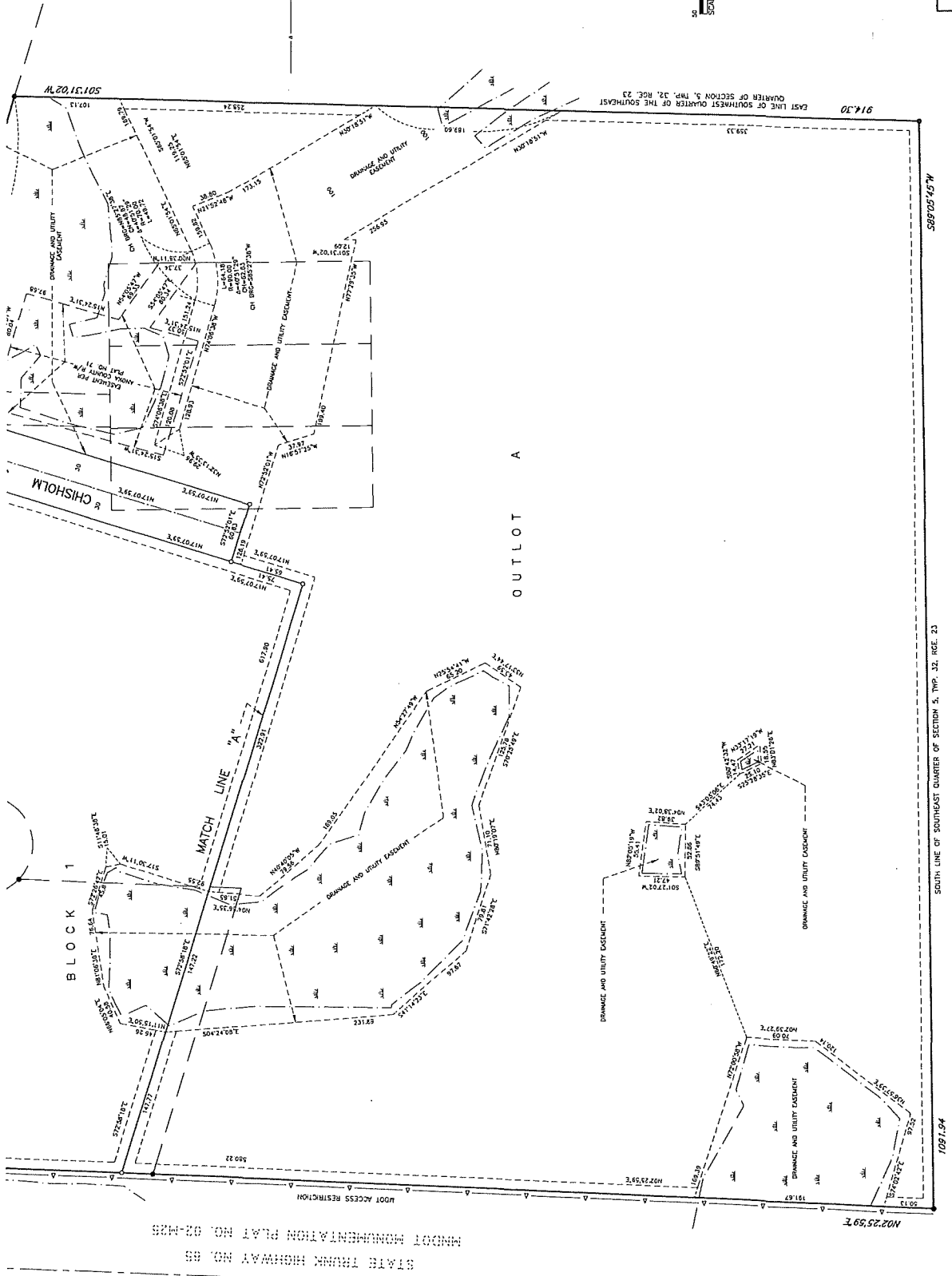
Project No.
2002.083

Figure No.
9

13635 Johnson Street
Ham Lake, MN 55304
Telephone (763) 862-8000
Fax (763) 862-8042



HOLIDAY STATION STORE HAM LAKE

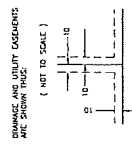
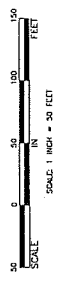


LEGEND

- ELEVATED 3/4" INCH X 18" IRON PIPE MONUMENT SET
- ELEVATED 3/4" INCH IRON PIPE MONUMENT FOUND, IF
- ELEVATED 3/4" INCH IRON PIPE MONUMENT FOUND, IF
- ELEVATED 3/4" INCH IRON PIPE MONUMENT FOUND, IF

BEVERLY CONTROLLED SURVEYS FOR MINNESOTA DEPARTMENT OF TRANSPORTATION MONUMENTS FOR R.C. 02-0425.

THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 3, TOWNSHIP 33, RANGE 23, IS ASSUMED TO BE THE CORNER OF SECTION 3, TOWNSHIP 33, RANGE 23, UNLESS OTHERWISE INDICATED BY THIS SURVEY.



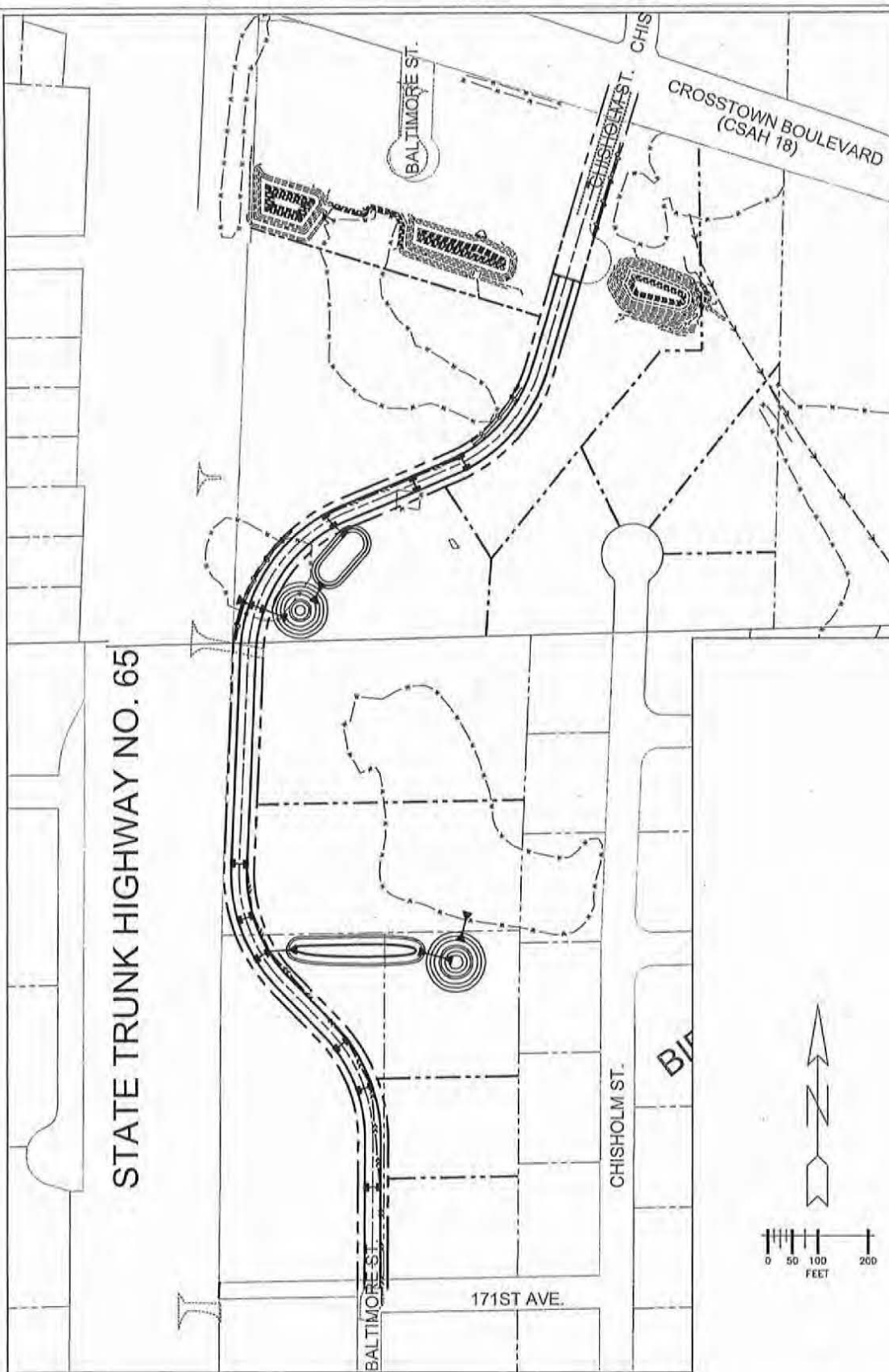
BEARS 10.0 FEET IN WIDTH UNLESS OTHERWISE INDICATED. ADJOINING LOT LINES AND ADJOINING STREET LINES, AS SHOWN ON THIS

Figure 11-2

SOUTH LINE OF SOUTHWEST QUARTER OF SECTION 3, TWP. 33, RGE. 23

10971.94

STATE TRUNK HIGHWAY NO. 85
MINDOT MONUMENTATION PLAN NO. 02-0425
ROOT ACCESS RESTRICTION



Description
 POTENTIAL ULTIMATE DEVELOPMENT

Drawn
 ACC

Date
 4/28/21

Project No.
 2002.083

Figure No.
 12

Project
 FEASIBILITY STUDY
 EAST FRONTAGE ROAD

13635 Johnson Street
 Ham Lake, MN 55304
 Voice: 763.862.6000
 Fax: 763.862.8042



Meeting Date: September 7, 2021



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers

From: Administrator Webster, on behalf of the Personnel Committee

Item/Title/Subject: Compensation Plan adjustment for Administrative Assistant's II

Introduction/Discussion:

The Personnel Committee discussed the positions of Administrative Assistant II Teri McMahon and Nicole Wheeler. Teri has been with the City for almost two years and has greatly contributed to the election process. As we have seen over the last several years, elections have become a complicated process then what was required in the past. Teri has done an excellent job with assisting Deputy City Clerk Dawnette Shimek to make sure all tasks for Elections are completed per State guidelines. Nicole has been with the City for almost 4 years and has taken on extra duties outside of the Building Department such as maintaining the City's website, City issued cell phones, etc. Nicole will also be working more closely with the Building Official/Code Enforcement Officer to make sure all code violations are code compliant and permit/applications are completed in a timely manner. This will help the Building Department run more efficiently.

Recommendation: The Personnel Committee recommends approval of adjusting Teri McMahon and Nicole Wheeler's comp worth rating from 168 to 178 – Year 4, on the pay scale effective September 6, 2021.

LAW ENFORCEMENT CONTRACT

THIS CONTRACT is made and entered into this _____ day of _____, 2021, by and between the County of Anoka, a political subdivision of the State of Minnesota, and the Anoka County Sheriff, hereinafter referred to as the "County," and the City of Ham Lake, Minnesota, 15544 Central Avenue Northeast, Ham Lake, Minnesota 55304, hereinafter referred to as the "Municipality", for the period of January 1, 2022, through December 31, 2022, hereinafter referred to as the "Contract Term".

WITNESSETH:

WHEREAS, the Municipality is desirous of entering into a contract with the County, through the Office of the Anoka County Sheriff (hereinafter Sheriff), for the performance of the law enforcement functions hereinafter described within the corporate limits of said Municipality; and

WHEREAS, the County is agreeable to rendering such services and law enforcement functions on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by Minn. Stat. §§ 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants expressed herein, it is agreed as follows:

I. PURPOSE

The County, through its Sheriff, agrees to provide police protection within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth.

II. SERVICES TO BE PROVIDED BY THE COUNTY

A. Except as otherwise hereinafter specifically set forth, such services shall encompass the duties and functions of the type normally coming within the jurisdiction of the Sheriff pursuant to Minnesota Law, and, in addition, the Sheriff and his duly assigned deputies shall, within the Municipality's corporate limits, exercise all the police powers and duties of city police officers as provided by Minn. Stat. § 436.05.

B. The rendition of services, the standard of performance, the discipline of the deputies, and other matters incident to the performance of such services and the control of personnel so employed, shall remain in and under the sole control of the Sheriff.

C. Such services shall include the enforcement of Minnesota State Statutes and the municipal ordinances of the Municipality.

D. Except as otherwise noted, the County maintains control, and autonomy with respect to the methods, times, means and personnel to be used in furnishing services to the Municipality under this Contract.

E. The County shall furnish and supply all necessary labor, supervision, equipment, and communication facilities for dispatching, jail detention (including the cost of such detention), and daily patrol service as specified in Paragraph II.F. and Attachment A of this Contract, and shall be responsible for the direct payment of any salaries, wages, or other compensation to any County personnel performing services pursuant to this Contract. All County property and equipment used in rendering services under this agreement is, and shall remain, County property.

F. The County agrees to provide law enforcement protection as follows: During the Contract Term, the Sheriff will provide 36 hours per day of daily patrol service. The costs associated with the patrol service are set forth in Attachment A. Patrol service shall be exercised through the employment of assigned patrol cars supplied, equipped, and maintained by the County, and staffed by the Sheriff's deputies. The Sheriff shall determine the time of day and how patrol service shall be provided and may periodically change the patrol schedule in order to maximize the effectiveness of the coverage. Daily patrol service will provide and fulfill those services and duties ordinarily provided and fulfilled by city police officers as provided by state law and municipal ordinances. Notwithstanding the number of hours of patrol services listed in this agreement, the County agrees to provide additional law enforcement services and emergency assistance, as the demand arises and resources allow, at no additional cost to the municipality.

The Sheriff will also provide a Patrol Investigator beginning July 1, 2022. The Investigator will provide an additional forty (40) hours per week coverage investigating crimes within the City of Ham Lake. The investigator will be issued a vehicle and be granted take-home privileges, per Anoka County Sheriff's Office Policy, for that vehicle.

G. The County patrol cars used for providing the services pursuant to this Contract shall be stored on premises owned by the Municipality. In the event that a suitable and

secure storage location is not provided, in the determination of the Sheriff, the patrol cars will be returned to the Sheriff's Office at the end of each shift.

H. The patrol duties shall be conducted out of office space to be located at a suitable location in the Municipality which is sufficient to provide for the clerical needs of the assigned deputies. In the event that a suitable location is not provided, the deputies shall work out of the Sheriff's Office.

III. DUTIES OF MUNICIPALITY

A. It is agreed that the Sheriff shall have all reasonable and necessary cooperation and assistance from the Municipality, its officers, agents, and employees, so as to facilitate the performance of this Contract.

B. This Contract shall not alter the responsibility for prosecution of offenses occurring within the Municipality as is currently provided by law. Likewise, collection and distribution of fine monies and any proceeds from forfeited property resulting from violations occurring in the municipality shall be controlled in the manner provided by law.

IV. COMPENSATION/TERM

The Municipality hereby agrees to pay to the County the sum of One Million Two Hundred Ninety Two Thousand One Hundred Ninety Five Dollars and 00/100s (\$1,292,195.00) for the contract term for law enforcement protection consisting of 36 hours per day of daily patrol service, and twenty-four (24) hour call and general services from the Sheriff during the term of this Contract. Said contract sum is payable in four (4) equal quarterly installments due on March 31, June 30, September 30, and December 31 of the Contract Term.

The County agrees that the Municipality will receive a credit against its contract price obligation as a result of anticipated Police State Aide. The amount of the credit will be determined by the amount of money received per sworn officer from the State of Minnesota times the number of sworn officers charged for to service this Contract.

V. RENEWAL/AUTOMATIC RENEWAL

This Contract may be renewed for a successive period of one (1) year. Said renewal shall be accomplished in the following manner:

A. Not later than one hundred fifty (150) days prior to the expiration of the current Contract, the County, through its Sheriff, shall notify the Municipality in writing of its intention to renew. Said notification shall include notice of any increase in total contract cost.

B. Not later than ninety (90) days prior to the expiration of the current Contract, the Municipality shall notify the Sheriff in writing if the Municipality does not wish to renew a Contract for a successive one year term. If the Municipality fails to notify the County in writing that it does not intend to renew the Contract, the Contract shall automatically renew for another one-year period under the terms of this Contract and any increase in costs provided to the Municipality under the notice requirement of section V.A. of this Contract.

VI. COLLABORATION

The County, through its Sheriff or his designee(s), agrees to meet as needed with the governing council of the Municipality. The purpose of said meetings shall be for the Municipality to provide feedback to the County and for the parties to confer and discuss potential improvements in the implementation of services under this Contract. The Sheriff shall make reasonable efforts to consider the Municipality's concerns or requests. The time and place of these meetings shall be determined by the Municipality with reasonable notice to the Sheriff.

VII. DISBURSEMENT OF FUNDS

All funds disbursed by the County or the Municipality pursuant to this Contract shall be disbursed by each entity pursuant to the method provided by law.

VIII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds, and reports of all receipts and disbursements shall be made upon request by either party.

IX. AFFIRMATIVE ACTION

In accordance with Anoka County's Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall illegally be excluded from full-time employment rights in, be denied the benefits of, or be otherwise subjected to discrimination in the program which is the subject of this Contract on the basis of race, creed, color, sex, sexual orientation, marital status, public assistance status, age, disability, or national origin.

X. INDEMNIFICATION

The Municipality and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages, injuries or sickness resulting from the acts or omissions of the respective offices, agents, or employees, relating to the activities conducted by either party under this Contract.

XI. TERMINATION

This Contract may be terminated by the mutual agreement of the parties. This Contract may be unilaterally terminated by either party at any time with or without cause upon not less than one hundred eighty (180) days written notice delivered by mail or in person to the other party. Notices delivered by mail shall be deemed to be received two (2) days after mailing. Such termination shall not be effective with respect to services rendered prior to such notice of termination.

XII. NOTICE

For purposes of delivering any notices hereunder, notice shall be effective if delivered to the Anoka County Sheriff, 13301 Hanson Blvd NW, Andover, Minnesota 55304, on behalf of the County; and the City Administrator of the City of Ham Lake, 15544 Central Avenue Northeast, Ham Lake, Minnesota 55304, on behalf of the Municipality.

XIII. ENTIRE AGREEMENT/REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Contract supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous contract presently in effect between the parties relating to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Contract shall be valid only when they have been reduced to writing and duly signed by the parties herein.

IN WITNESS WHEREOF, the Municipality, by resolution duly adopted by its governing body, has caused this Contract to be signed by its Mayor and attested by its Clerk, and the County, by resolution of the County Board of Commissioners, has caused this Contract to be signed by the Chairman of the County Board of Commissioners, attested by the County Administrator, and signed by the County Sheriff, all on the day and year first above written.

COUNTY OF ANOKA

CITY OF HAM LAKE

By: _____
Scott Schulte, Chair
County Board of Commissioners

By: _____
Its: _____

Dated: _____

Dated: _____

ATTEST

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
James Stuart
Sheriff

Dated: _____

APPROVED AS TO FORM

By: _____
Bryan Lindberg
Assistant County Attorney

Dated: _____

I. PERSONNEL

A. Sworn Deputy Sheriff		
1.)	7.60 Deputies at \$6,795 /month	619,674
2.)	1.68 Deputies July 1st	68,490
2.)	7 Overtime (Average hours/month per Deputy)	41,687
B. Non-Sworn C.S.O.		
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	129,184
	P.E.R.A. (Non-Sworn)	0
	FICA	0
	Medicare	10,583
	Severance Allowance	18,580
	Unemployment Compensation	1,095
	Life Insurance	354
	Health Insurance	119,004
	Dental Insurance	4,026
	Long Term Disability Insurance	1,022
	Worker's Compensation	6,861
	Uniforms	12,064
	<i>Total Benefits</i>	302,772

TOTAL PERSONNEL COSTS

\$1,032,623

II. VEHICLE

A. Police Equipped Vehicles	1.5 Squads	52,300
B. C.S.O. Vehicle		
C. Maintenance Costs		
1.)	Vehicle	65,482
2.)	Emergency & Communications Equipment & replc/maint fees	25,934 *Incl new equip purch
3.)	Emergency Vehicle Equipment replc. Fee	2,000
4.)	Insurance	5,800
5.)	Cellular Telephone	3,950
	<i>Total Maintenance Costs</i>	103,165

TOTAL VEHICLE COSTS

\$155,465

III. Administrative Costs

A. PSDS & APS Maintenance costs	10,515
B. Administrative, Clerical,+ substation computer line charge, Etc.	106,762
<i>Total Administrative Costs</i>	\$117,277

IV. TOTAL COST TO CONTRACTING MUNICIPALITY

\$1,305,366

*Less Amount Received From State for Police State Aid

50,160

NET COST TO CONTRACTING MUNICIPALITY

\$1,255,206

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$6600 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1

Meeting Date: September 7, 2021

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Mike Raczkowski, Fire Chief – on behalf of the Fire Department Liaison's

Item/Title/Subject: Weekend Duty Officer Program

Introduction/Discussion:

I met with the Fire Department Liaison's Mayor Van Kirk and Councilmember Kirkham. We discussed the weekend Duty Officer Program which was started 15 years ago. This is a program where an officer takes home a support truck for the weekend and they are responsible for responding to all calls at either station. They are compensated at a rate of \$88.26 per weekend. This program gives the officer some command training opportunities and also to ensure that there was officer coverage for the weekend. This was and is a good learning platform for new officers, and now with a third of the department as officers, as well as their current tenure, I believe this program can be scaled back to only schedule the newest officers 2 or 3 weekends each for the year and to schedule an officer on a holiday weekend.

With this change I believe this would put more reasonability on the Chief Officers so I would like to also increase the compensation of the Chief Officers pay by the following:

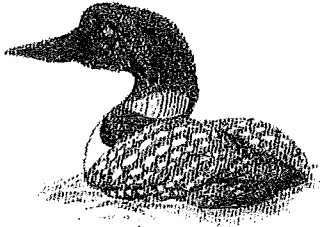
- Deputy Chief from \$205.93 to \$280.93 per month
- District Chief \$117.68 to \$167.68 per month

These program changes would result in an \$1,750.00 savings in payroll yearly and still ensure adequate coverage for the city.

Recommendation:

Beginning January 1st 2022 to change the current Duty Officer program to only schedule a Duty Officer on a holiday weekend along with using the program on a limited basis for training and also to increase the Chief Officers pay to the amount discussed above.

Meeting Date: September 7, 2021



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers

From: Denise Webster, Administrator

Subject: Cleaning Contract

Introduction/Discussion: I received a 30-day termination notice, effective September 3, 2021 from our cleaners, North Metro Maintenance. Bids have been requested from 4 cleaning companies.

We received 3 bids, with the lowest bid from CMT Janitorial Services at a cost of \$1,293.00 per month.

Recommendation: I recommend approving a contract with CMT Janitorial Services at a cost of \$1,293 per month. We have funds in our budget to cover the cost of cleaning.

Fee \$30.00 Receipt # 90570
Temporary Commercial Structure
Permit Required YES or NO
Field Party License Number _____

Received 8/31/2021

FIELD PARTY LICENSE APPLICATION

1. Name of Applicant: Kari Lund - Ham Lake Chamber of Commerce
Address: 15544 Central Ave NE
City: Ham Lake State: MN Zip: 55307
Telephone: 763 437 3011 Cell Phone: 612-209-0529

(If more than one applicant, provide the information on reverse side.)

2. Location of Party: (street address or attach a map detailing location):
16465 Hwy 65 NE, Ham Lake MN 55304
Ham Lake Lane

3. Date party is to be held: Oct 9 2021 (Saturday)

4. Hours during which party will be held: 9pm - 10pm

5. Expected number of guests: 199 per Kari's

6. Name of Owner of land: Dan Pakulon

Address: 16825 Ward Lake Dr.

City: Andover State: MN Zip: 55304

Telephone: _____ Cell Phone: 612 282 1457

(NOTE: Written permission from Owner must be furnished prior to issuance of license, see page 2.)

7. Will intoxicating beverages or non-intoxicating malt liquor (3.2 Beer) be present? yes

a) If yes, will there be a fee charged? yes

b) Will voluntary contributions to defray costs be accepted? no

8. Describe the following plans:

a) How will the Party be illuminated: lights around tent, buildy lights

b) What means will be available to summon emergency vehicles if needed? cell phone + Ham Lake Lane, business phone

c) Describe the means of access to the Party location for emergency vehicles, including the location of nearby public roads: access off Hwy 65 into their parking area

(OVER)

d) How will you accommodate parking? existing parking lot

e) Will you have live music or other entertainment? (if yes please explain): yes - stage and performance by Anderson Daniels, country music artist

9. If in commercial zoning, will a tent be erected on the site? Yes No

If yes, a Temporary Commercial Structure Permit will be required through the Building Department.

[Signature] 8-27-21
Applicant's Signature Date

PERMISSION OF OWNER

I, Dawn Dahlen, of (address) 16465 Hwy 65
certify that I am the owner of the property upon which the field party is the subject to the above application is to be held, and that I have granted my permission for the conduction of said field party.

[Signature] 8/27/2021
Property Owner's Signature Date

Other: _____

Any license issued shall be subject to the following conditions, which shall be printed on the face of the license, and shall read as follows:

"This license shall be rendered void if any of the following conditions are found to exist at the field party site."

1. The commission of the crime of assault, disorderly conduct, or breach of the peace by any participant on the field party site;
2. The consumption or possession of any intoxicating beverage or non-toxicating malt liquor by any person 21 years of age or younger.
3. The failure of any applicant to be physically present at the field party site during the entire duration of the field party.
4. The maintenance of any nuisance under any existing or future municipal ordinance.

Upon observing the violation of any of the conditions of a license, a peace officer shall declare the license to be void, and shall order the participants to disperse.



NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES OR OTHER MUNICIPAL ACTION

1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.
2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.
3. The information you supply will be public and available to any entity requesting to inspect the information.

DATA PRACTICES ADVISORY TENNESSEN WARNING REQUIRED BY MINNESOTA STATUES CHAPTER 13.04

SIGNED BY: _____

COMPANY/TITLE: _____

Hann Lake Chamber of Commerce

DATE: _____

8-27-21



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, AUGUST 23, 2021

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: August 9, 2021

PUBLIC HEARINGS:

6:01 p.m. Joseph P. Toupal requesting a Special Home Occupation Permit to operate Great Northern Engraving at 14954 Naples Street NE.

6:01 p.m. Xiao Xin Qu, of A Massage, requesting a Conditional Use Permit to practice massage therapy at 1444 147th Avenue NE, Suite 250.

6:01 p.m. Holiday Stationstores LLC requesting Preliminary Plat and Final Plat approval and to rezone portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) for the Holiday Station Store Ham Lake Development (one commercial lot, two commercial outlots and one residential outlot) in Section 5.

*

NEW BUSINESS:

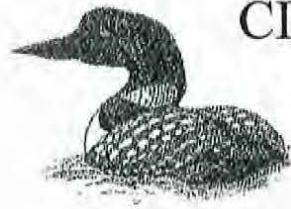
* 1. Holiday Stationstores LLC requesting Commercial Site Plan approval for the construction of a 7,108 square foot convenience store and car wash at 1442 Crosstown Boulevard NE (Lot 1, Block 1, Holiday Station Store Ham Lake Development).

* 2. Jim Malvin and Tim Lang, Evergreen Development LLC (formerly Timber Valley Development), requesting Final Plat approval for Evergreen Estates (36 Single Family Residential lots) in Section 21.

COMMISSION BUSINESS:

1. City Council Update

* Approved by City Council at special mtg. on August 24, 2021



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, AUGUST 23, 2021

The Ham Lake Planning Commission met for its regular meeting on Monday, August 23, 2021 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Chair Brian Pogalz and Commissioners Scott Heaton, Jeff Entsminger and Erin Dixon

MEMBERS ABSENT: Commissioners Kyle Lejonvarn, Dave Ringler and Jonathan Fisher

OTHERS PRESENT: City Engineer, Tom Collins and Building and Zoning Clerk, Jennifer Bohr

CALL TO ORDER: Chair Pogalz called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Dixon, seconded by Entsminger, to approve the minutes of the August 9, 2021 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

* Joseph P. Toupal requesting a Special Home Occupation Permit to operate Great Northern Engraving at 14954 Naples Street NE.

Mr. Joseph and Mrs. Karen Toupal were present. Mr. Toupal stated he has been in the engraving business for 43 years; five years ago, he obtained a Federal Firearms License (FFL) to do engraving on firearms as certain parts of the firearms engraving business is considered gunsmithing. Mr. Toupal stated he plans to retire at the end of year and would like to continue engraving firearms during his retirement for three to four more years. Mr. Toupal stated the address on FFL is currently New Brighton; the Alcohol Tobacco and Firearms (ATF) agency requires the City to approve or permit the business before they will modify the address on his FFL. Mr. Toupal stated the volume of work he would do is small and normally he just receives parts of firearms to engrave, not fully assembled guns. Mr. Toupal stated out-of-state customers currently send parts via UPS and will continue to do so; local customers will be met in public parking lots to exchange the parts they

want engraved. Chair Pogalz asked Mr. Toupal if he used lasers to do the engraving. Mr. Toupal stated he uses an old Pantograph rotary engraving machine from the 1960's.

Chair Pogalz opened the public hearing at 6:08 p.m. and asked for public comment.


Mike Rothweiler, 3235 149th Avenue NE, stated he lives approximately two blocks from Mr. Toupal's residence. Mr. Rothweiler stated the land between his property and Mr. Toupal's is wetland; will any chemicals be used in the engraving process and how will they be contained and disposed of. Mr. Rothweiler asked if there will be any signage for the business, how many firearms will be received as he is concerned about security in the area, will Mr. Toupal have any employees helping him with the engraving at this location and will any test firing be done at the site.

Chair Pogalz asked Commissioner Entsminger to comment on his inspection, a copy which is on file. Commissioner Entsminger stated he visited the site and spoke with Mr. Toupal via telephone. Commissioner Entsminger stated Mr. Toupal's accessory building, where his workshop will be, is almost as nice as his house. Commissioner Entsminger stated Mr. Toupal told him there will be no noise to disturb property owners around him, he will not have any employees and no customers will be coming to his house. Commissioner Entsminger stated the use is suitable for the location.

Chair Pogalz asked Mr. Toupal to respond to Mr. Rothweiler's questions. Mr. Toupal stated no chemicals will be used, no noise will be generated that could be heard outside of the building, there will be no test firing of firearms as most of the parts he receives to engrave do not contain a trigger and he has no reason to fire a firearm. Mr. Toupal stated that if a customer leaves a lower receiver with him overnight, it will be placed in a safe. Mr. Toupal stated there will be no signage as to not draw attention to his home and business due to the environment we live in today and no employees. Mr. Toupal stated his neighbors are welcome to ask him questions at any time. Chair Pogalz asked Mr. Rothweiler if his concerns were addressed. Mr. Rothweiler stated they were.

Chair Pogalz closed the public hearing at 6:14 p.m.

Motion by Entsminger, seconded by Heaton, to recommend approval of a Special Home Occupation Permit as requested by Joseph P. Toupal to operate Great Northern Engraving at 14954 Naples Street NE, subject to meeting the guidelines for Special Home Occupation Permits per Article 9-350.3, no discharging of firearms on-site, no customer traffic, no on-street parking, generating no noise that is audible to neighboring properties, no outdoor storage, operating hours of 9:00 a.m. to 5:00 p.m. Monday through Friday, obtaining a Federal Firearms License and providing a copy of the license to the City before engraving any firearms and meeting at State, City and County requirements. All present in favor, motion carried. *This item will be placed on the September 7, 2021 City Council Agenda.*

 Xiao Xin Qu, of A Massage, requesting a Conditional Use Permit to practice massage therapy at 1444 147th Avenue NE, Suite 250.

Ms. Xiao Xin Qu was present. Ms. Xin Qu stated she is applying for a Conditional Use Permit so she can practice massage therapy in the City. Commissioner Dixon completed the inspection, a copy which is on file. Commissioner Dixon stated Ms. Xin Qu will be the only massage therapist at the location; she hopes she will be able to add another massage therapist once the business is built up. Commissioner Dixon stated the Ms. Xin Qu plans to be open seven days a week from 9:30 a.m. to 9:30 p.m. which aligns with the hours other businesses are open in the Willowstone complex.

Chair Pogalz opened the public hearing at 6:18 p.m. and asked for public comment; with there being none, Chair Pogalz closed the public hearing at 6:19 p.m.

Motion by Dixon, seconded by Pogalz, to recommend approval of the Conditional Use Permit requested by Xiao Xin Qu of A Massage, to practice massage therapy at 1444 147th Avenue NE, Suite 250, subject to the Conditional Use Permit being issued only to Xiao Xin Qu (It is non-transferable.), the permit holder shall maintain compliance with the licensing and certification criteria as listed in Article 9-330.5 of the Ham Lake City Code at all times, allowing one additional massage therapist that meets the requirements of Article 9-330.5, hours of operation being 9:30 a.m. to 9:30 p.m. seven days a week and the permit holder is to maintain compliance with all City, State and County requirements. All present in favor, motion carried. This item will be placed on the September 7, 2021 City Council Agenda.

Holiday Stationstores LLC requesting Preliminary Plat and Final Plat approval and to rezone portions of land from CD-1 (Commercial Development I) to CD-2 (Commercial Development II) and portions of land from CD-2 (Commercial Development II) to CD-1 (Commercial Development I) for the Holiday Station Store Ham Lake Development (one commercial lot, two commercial outlots and one residential outlot) in Section 5.

Mr. Jim Goepfner, Holiday Real Estate Development Manager, was present. Mr. Goepfner stated this project is something Holiday and the City have been working together on for a couple of years. Mr. Goepfner stated the current Holiday store needs remodeling; the company decided to tear down the old store instead and build a new store for the people of Ham Lake and travelers of Highway 65 to enjoy for many years. Chair Pogalz asked Engineer Collins to comment on the plat. Engineer Collins stated Holiday Stationstores is requesting Preliminary Plat and Final Plat approval tonight. Engineer Collins stated the development consists of one commercial lot, two commercial outlots and one residential outlot; zoning of the property is currently Commercial Development I (CD-1), Commercial Development II, (CD-2), and Residential Single Family (R-1). Engineer Collins stated some of the CD-1 zoning will change to CD-2 and some of the CD-2 zoning will change to CD-1. Engineer Collins stated the sketch plan had one commercial outlot; Minnesota Statute 505 does not allow for lots to cross right-of-way dedicated with a plat so the westerly outlet of the plat now contains two outlots due to the required right-of-way dedication for the non-existing municipal state aid street; the City would historically require right-of-way to be dedicated on the plat; an alternative is to have two outlots with the right-of-way being conveyed to the City by a separate deed. Engineer

Collins stated that although there is a total of four lots on this plat, the plat is proceeding as a minor subdivision under 10-101 of City Code to expedite the approval process since the plat could be only three lots with a separate deed for the right-of way. Engineer Collins stated the R-1 zoning was designated due to the 4-lot residential development per the unrecorded final plat of Krawiecki Addition. Engineer Collins stated the Krawiecki Addition included the dedication of a 1.33-acre park in the northeast portion of the parcels which is now directly adjacent to Soderville Park; future development of Outlot C will require this parkland dedication; Holiday Stationstores is also volunteering the dedication of a 20-foot-wide trail easement from the Chisholm Street NE right-of-way to Soderville Park. Engineer Collins stated per Section 9-400 of City Code, the proposed plat is located within the Commercial/Industrial Planned Unit Development Overlay District (CPOD); this application falls under Part II – Redevelopment or Remodeling of existing Lands or Structures, since there are pre-existing structures. Engineer Collins stated because the project will create 11,000 square feet or more of impervious drainage surface per Article 9-440B, a Planned Unit Development (PUD) is required per Article 9-410; procedural requirements of Article 9-420 have been met. Engineer Collins stated the final plat reflects the vacation of Baltimore Street NE right-of-way which was approved at the August 16, 2021 City Council meeting; Holiday Stationstore will also record a road easement for a temporary off-set cul-de-sac on the southerly portion of Chisholm Street NE being constructed with the plat; the deed will terminate when Chisholm Street NE is extended to the south and the temporary cul-de-sac is removed; proof of recording of the deed will need to be furnished to the City; the plans include right-of-way dedication per the City's thoroughfare plan to construct a street south from Crosstown Boulevard NE southward on Chisholm Street NE that will eventually connect to Baltimore Street NE and 171st Ave NE with Holiday Stationstores constructing the northly 375 feet (+/-). Engineer Collins stated the Circle K/Holiday Stationstore plans display how Lot 1 will be developed; approvals will be required at a later date for the development of Outlot A, Outlot B and Outlot C. Engineer Collins stated Circle K/Holiday Stationstores has acknowledged the septic easement per Document 1374927 will be vacated as well as the existing easement referenced on the A.L.T.A. survey in the northeast corner of Parcel 2 along with the access easement per Document 257868; a 100-foot-wide drainage and utility easement is required over County Ditch 58-3-1. Engineer Collins stated portions of the parcels adjacent to County Ditch 58-3-1 are designated as a FEMA Zone A 100-year flood boundary; it is not anticipated that future FEMA letter of map amendments will be needed; the project has received conditional approval from the Coon Creek Watershed District. There was discussion on the extension of Chisholm Street NE/Baltimore Street NE to the south. Chair Pogalz completed the inspection, a copy which is on file. Chair Pogalz stated the use of the property is remaining the same and is a suitable use for the land.

Chair Pogalz opened the public hearing at 6:29 p.m. and asked for public comment.

Scott Libby, 17260 Chisholm Street NE, stated his house is directly south of this development and is adjacent to the southern border of the property. Mr. Libby stated it appears this project has been in development for quite a while yet he just received notification of it last week. Mr. Libby stated he was not in favor of the rezoning, the map provided with the public hearing notice was very confusing and there was no message included in the notice on where additional information could be found on the development,

what street will the proposed Chisholm Street NE connect to, is the new store going to be a gas station or a truck stop, will signs be put up stating that no overnight parking is allowed and asked about the construction of the cul-de-sac shown for Chisholm Street NE near his house. Mr. Libby stated the information included in the notice may make sense to those who work for the City or who are involved in the project but it doesn't make sense to him. Mr. Denny Honsa, Surveyor, presented maps to Mr. Libby to explain where his property was in relation to the development, explained that the northwesterly lot of the plat, Lot 1, was the only lot where development and construction was going to occur at this time; the other outlots could be developed in the future but new applications would need to be submitted to the City for review for those projects. Mr. Honsa stated Mr. Libby could have a new residential neighbor in the future if Outlot C was developed. Engineer Collins explained where the extension of Chisholm Street NE to the south would be constructed and explained some of the differences in the various zoning districts. Mr. Goepfner stated Holiday will have some diesel fuel pumps but the site will not be a truck stop; signs could be put up limiting parking time or stating that no overnight parking is allowed. Mr. Goepfner stated Holiday does not have any intentions of developing the outlots within the plat; they may sell them to others for development.

Chair Pogalz closed the public hearing at 6:47 p.m.

Motion by Pogalz, seconded by Entsminger, to recommend Preliminary Plat and Final Plat approval of the Planned Unit Development of the Holiday Station Store Ham Lake Development in Section 5 as presented by Holiday Stationstores LLC subject to Lot 1 and Outlot A being zoned CD-1, Outlot B being zoned CD-2 and Outlot C being zoned R-1 and adhering to plans as submitted. Chair Pogalz asked Building and Zoning Clerk Bohr if the motion was sufficient. Building and Zoning Clerk Bohr stated additional conditions related to the easements, recording of the deeds and street construction noted in Engineer Collins memo should be included. **Chair Pogalz amended the motion, seconded by Entsminger, to also include dedicating parkland when Outlot C is developed, vacating a septic easement per Document 1374927, vacating the existing easement referenced on the A.L.T.A Survey in the northeast corner of Parcel 2 along with the access easement per Document 257868, providing proof of recording of a deed dedicating a 20-foot-wide trail easement from Chisholm Street NE right-of-way to Soderville Park, constructing 375 feet (+/-) of municipal state aid (MSA) route of Chisholm Street NE and Baltimore Street NE between Crosstown Boulevard NE and 171st Avenue NE, recording an easement for the temporary cul-de-sac on the southerly portion of Chisholm Street NE being constructed with the plat, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried. *This item will be placed on the August 24, 2021 Special City Council Agenda.***

NEW BUSINESS:

Holiday Stationstores LLC requesting Commercial Site Plan approval for the construction of a 7,108 square foot convenience store and car wash at 1442 Crosstown Boulevard NE (Lot 1, Block 1, Holiday Station Store Ham Lake Development).

Mr. Jim Goepfner, Holiday Real Estate Development Manager, was present. Mr. Goepfner presented a document showing the site plan and stated the site plans have been modified to accommodate the threatened plant species identified by the Minnesota DNR. Mr. Goepfner stated the site plan includes a 5,600 square foot convenience store, a 1,500 square foot car wash and two high-speed diesel fuel pumps; there are a few parking spots for trucks to use while utilizing the convenience store. There was some discussion related to the threatened plant species identified by the DNR. Chair Pogalz asked Engineer Collins to comment on the plat. Engineer Collins stated Lot 1 of the Holiday Station Store Ham Lake Development will be improved in two phases; the first phase will be the removal of all improvements associated with the former VFW at 17438 Baltimore Street NE and construction of the new 7,108 square foot Circle K/Holiday Station Store and car wash, the second phase will be the removal of the existing Holiday Station Store and adjacent pavement. Engineer Collins stated the Minnesota DNR has approved the site plans that avoid four threatened plant species; the Coon Creek Watershed District (CCWD) has approved the plans but grading cannot commence until the CCWD issues a permit. Engineer Collins stated an Operations and Maintenance Agreement for Stormwater Facilities needs to be executed between Circle K/Holiday Station Store and the CCWD for on-site stormwater treatment. Engineer Collins stated the Anoka County Transportation Division requires a right-of-way permit be obtained prior to the start of construction. Engineer Collins stated Minnesota Pollution Control Agency (MPCA) approval of the existing fuel tank needs to be provided to the Building Official and Holiday Stationstores will need to obtain a Construction Stormwater Permit from the MPCA. Engineer Collins stated a separate sign permit will need to be applied for and approved by the Building Official. Engineer Collins stated his memo dated August 18, 2021 contained some items that needed to be addressed; as of August 23, 2021, all prior review comments have been addressed. Chair Pogalz completed the inspection, a copy which is on file. Commissioner Heaton asked if the current access points will remain the same for the new site. Engineer Collins stated the access directly east of Highway 65 NE is being removed; the proposed right-in, right-out is moving slightly east; the full access point will be in alignment with Chisholm Street NE to the north. **Motion by Pogalz, seconded by Entsminger, to recommend approval of the Commercial Site Plan to construct a 7,108 square foot convenience store and car wash at 1442 Crosstown Boulevard NE (Lot 1, Block 1, Holiday Station Store Ham Lake Development) as presented by Holiday Stationstores LLC, subject to meeting the requirements of the City Engineer, the Minnesota DNR, the Coon Creek Watershed District, including obtaining an Operations and Maintenance Agreement for Stormwater Facilities, obtaining a right-of-way permit from the Anoka County Transportation Department prior to the start of construction, providing proof of approval of the removal of the existing fuel tank from the Minnesota Pollution Control Agency to the Building Official, obtaining a Construction Stormwater Permit from the Minnesota Pollution Control Agency, providing signs limiting the time trucks can park at the site and meeting all City, State and County requirements. All present in favor, motion carried.** *This item will be placed on the August 24, 2021 Special City Council Agenda.*

Jim Malvin and Tim Lang, Evergreen Development LLC (formerly Timber Valley Development), requesting Final Plat approval for Evergreen Estates (36 Single Family Residential lots) in Section 21.

Mr. Tim Lang was present. Mr. Lang stated there will be thirty-six residential lots in the development and they are ready to start construction. Chair Pogalz asked Engineer Collins to comment on the development. Engineer Collins stated that the plans received August 11th for the 36 residential lot development, on 75.4 combined acres, addressed all prior review comments. Engineer Collins stated that the parcels are currently zoned Rural Single Family Residential (R-A) and will be rezoned to Single Family Residential (R-1). Engineer Collins stated that the Final Plat conforms with the Preliminary Plat that was approved at the May 3, 2021 City Council meeting; the Plans include a Quamba Street NE island, which converts the intersection to right-in/right-out as per the Anoka County Transportation Division requirements, the trail to the west of Quamba Street NE will be constructed with the development, the dedication of a 15-foot-wide trail easement, offset by 10-feet from the Xylite Street NE right-of-way, for future trail construction by the City; the Developer is to record the trail easement deeds with Anoka County immediately after recording the Plat. Engineer Collins stated that the Coon Creek Watershed District conditionally approved the development at the April 12th Board of Managers meeting and that if any Blanding's turtles are encountered, the contractor is to move them by hand out of harm's way. Engineer Collins stated that the Anoka County Transportation Division found that the northerly extension of Radisson Road NE into the plat was not feasible so the County is requiring that Quamba Street NE be constructed as right-in/right-out, along with requiring construction of a west bound right turn lane at Quamba Street NE, a west bound right turn lane and east bound left turn lane at Urbank Street NE and a south bound right turn lane and a north bound left turn lane at 154th Lane NE. Engineer Collins stated that Anoka County is okay with County Road 61 driveway access for Lots 1, 2, 9 and 10 of Block 5 with the condition that the driveways be located directly adjacent to the side yard drainage and utility easements shared by Lot 1 and 2 and by Lots 9 and 10. There was discussion about access to the development from 153rd Avenue NE and the various obstacles that had to be overcome to create access to the development. **Motion by Pogalz, seconded by Heaton, to recommend approval of the Final Plat of Evergreen Estates in Section 21 as presented by Evergreen Development Company LLC subject to rezoning to R-1 (Single Family Residential), trail construction to the west of Quamba Street NE, dedication of a 15-foot-wide trail easement offset by 10-feet from the Xylite Street NE right-of-way, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried.** *This item will be placed on the August 24, 2021 Special City Council Agenda.*

COMMISSION BUSINESS:

City Council Update

Chair Dixon attended the August 16, 2021 City Council meeting. Commissioner Dixon stated the City Council concurred with the Planning Commission's recommendation to approve the Preliminary Plat of Creekside Farms. Commissioner Heaton will attend the September 7, 2021 City Council meeting.

ADJOURNMENT:

Motion by Dixson seconded by Heaton, to adjourn the Planning Commission meeting at 7:08 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE
Ham Lake, MN 55304

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

Date of Application 07/15/2021

Date of Receipt 7-21-21

Receipt # 90320

Meeting Appearance Dates:
Planning Commission 8-23-21

City Council 9-7-21 90406 (8-3-21)

Please check request(s):

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

- Commercial Building Permit
- Certificate of Occupancy
- Home Occupation Permit (Special)
- Conditional Use Permit (New)*
- Conditional Use Permit (Renewal)
- Other _____

**NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.*

Development/Business Name: GREAT NORTHERN ENGRAVING

Address/Location of property: 14954 NAPLES ST NE, HAM LAKE, MN 55304

Legal Description of property: S. 300 FT OF N 900 FT OF SE 1/4 OF SE 1/4 SEC 22-32-23 EX RD

PIN # 22-32-23-44-0004 RP Current Zoning R-A Proposed Zoning -

Notes: _____

Applicant's Name: JOSEPH P. TOUFAL

Business Name: GREAT NORTHERN ENGRAVING

Address 14954 NAPLES ST. NE

City HAM LAKE State MN Zip Code 55304

Phone 763-434-9449 Cell Phone 612-968-2147 Fax NONE

Email address joeengraver@comcast.net

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

SIGNATURE Joseph P. Toufal DATE 07/15/2021

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 8-23-21
City Council _____

PROPERTY TAXES CURRENT YES NO



CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a Public Hearing shall be held before the Ham Lake Planning Commission on Monday, August 23, 2021 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Joseph P. Toupal requesting a Special Home Occupation Permit to operate Great Northern Engraving (a firearms engraving business) at 14954 Naples Street NE, a parcel of land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

PIN# 22-32-23-44-0004

S 300 FT OF N 900 FT OF SE1/4 OF SE1/4 SEC 22-32-23 EX RD; SUBJ TO EASE OF REC

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

DATED: August 6, 2021

Jennifer Bohr
Building & Zoning Clerk
City of Ham Lake



Parcel Information: Approx. Acres:
 Commissioner:

Owner Information:



Plat:

Anoka County GIS

1:4,800

Date: 8/3/2021

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

City of Ham Lake,

My name is Joe Toupal, I have been a resident of Ham Lake for 34 years. I currently own an engraving business in New Brighton, MN and one of the services I offer is firearm engraving. In order to engrave certain firearm components I must possess a Federal Firearms License which I do. I plan on semi-retiring at the end of the year and will be selling the major part of my business to two key employees but I would like to transfer my FFL to my home so I can continue engraving firearms on a very part time basis. There is a lot to this process. Along with many Federal requirements I want to see if the City of Ham Lake has any requirements or obstacles I need to know about to achieve my goal. This is not going to be a gun store just a small approx 256 sq. ft. shop in my detached garage where I can engrave a few firearm components. The shop area is heated and the building has a 100 amp electrical service. Customers do not bring me and I do not accept full operating firearms. Just the part they want engraved such as the slide from a pistol or the receiver of a shotgun or rifle. Customers firearm parts will be stored in a small safe on the premises. I receive and return firearms by appointment only. Transferring of any work will be done offsite at an agreed upon location. My business hours will be mainly 9am to 5pm Mon-thru Fri but I will accept a component on the weekend if I am home. Again, The business will operate by appointment only as there is no retail component to the business. Other customers both in state and out of state might send me a component via the us mail or UPS and I will return it the same way. The business will operate as an LLC under the name Great Northern Engraving and myself and my wife will be on the company legal documents. My wife does not do any engraving just light book keeping. I don't plan on any road side signage and there will

not be any traffic involved. I won't require any parking area because customers won't be coming to my house. This is a very small business, no store to shop in and normally doesn't have a steady amount of work but the ATF won't transfer my FFL to my home without the city approval. I strictly follow the federal rules set by the ATF and I have to obtain their permission to facilitate this transfer as well. Part of the process will require the Anoka county sheriff to approve the transfer as well. If the City Council wants to meet me to discuss this I am happy to do so. Please let me know as soon as possible if you require anything from me because without the City's consent there is no need to go through with the other requirements of this process.

Thank You, Joe Toupal

14954 Naples St. Ne, Ham Lake

Work – 651-697-9848

cell- 612-968-2147

email : joeengraver@comcast.net

DRIVE WAY

15 1/2'

100 AMP
LOAD CENTER

SHELF

DESK

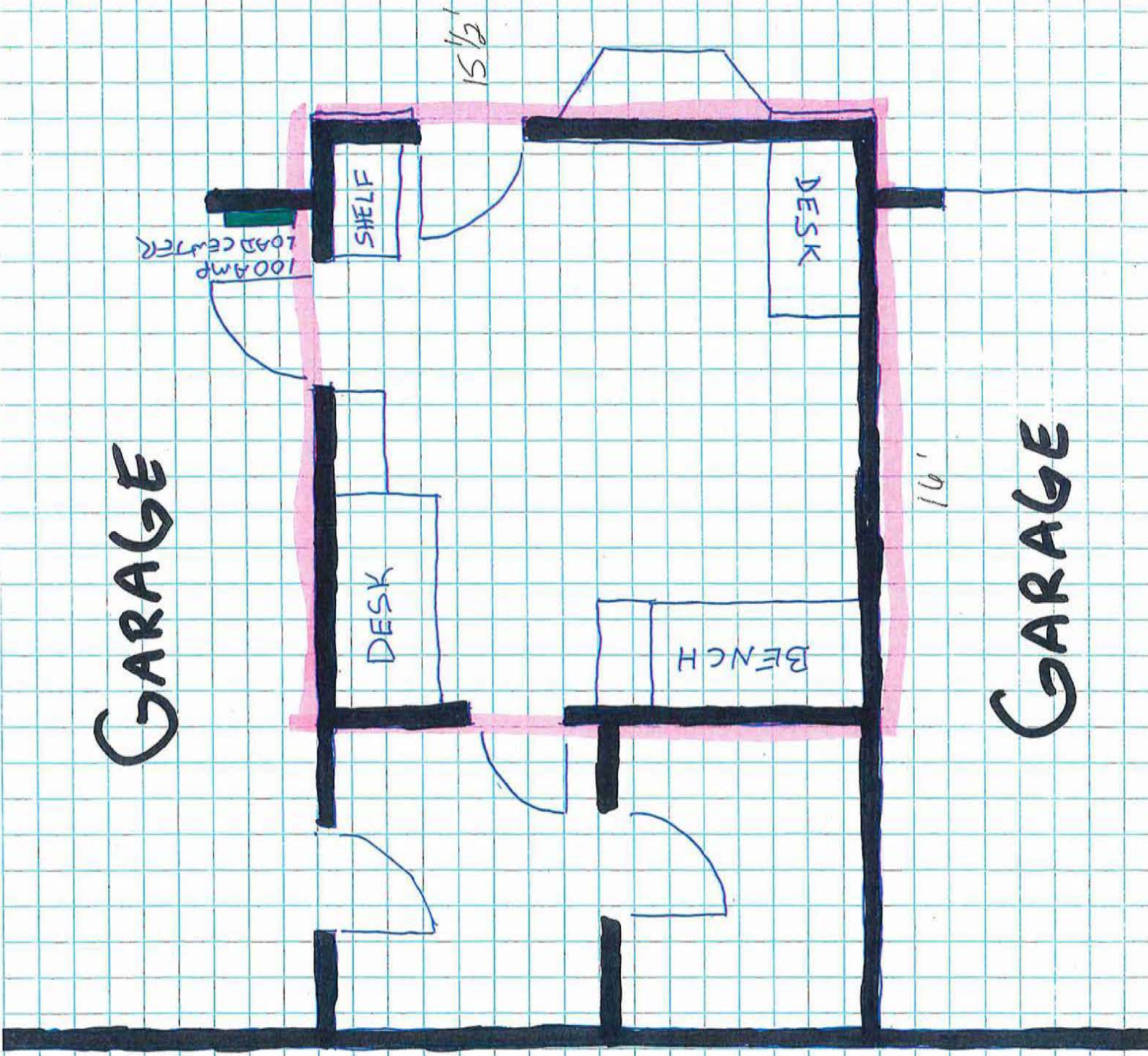
DESK

BENCH

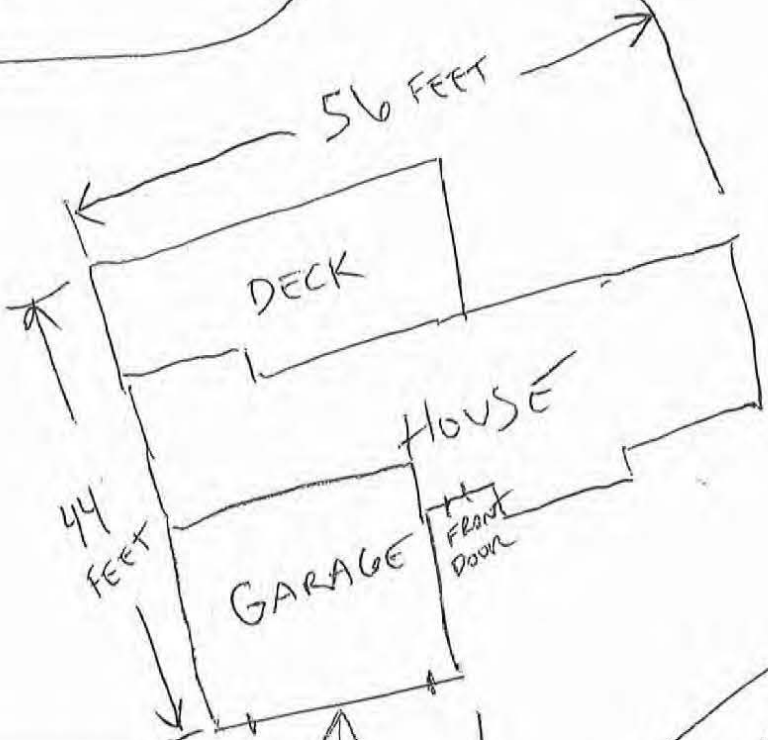
16'

GARAGE

GARAGE

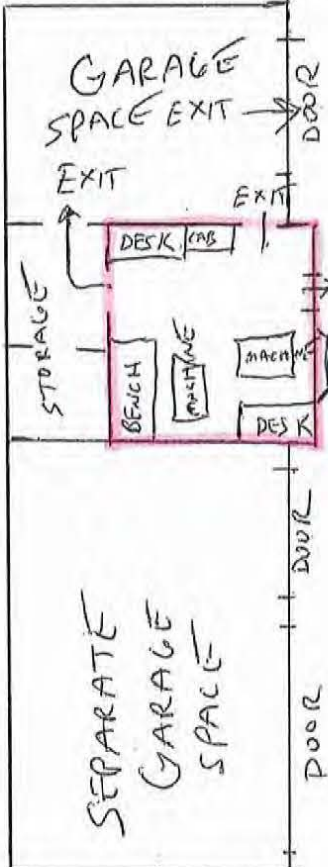


SEPTIC



LANDSCAPING WELL

72 FEET



PROPOSED ENGRAVING SHOP 16' x 16'

14954 NAPLES ST NE

24 FEET

NAPLES ST NE



Parcel Information:

Approx. Acres:

Commissioner:

Owner Information:



Plot:

Apoka County GIS

1:600

Date: 6/2/2021

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal survey, or for zoning verification.

9-350 Home Occupation Permits

A *Home Occupation* is a for-profit enterprise carried on in a residential dwelling, which meets the criteria specified below. A *Home Occupation* permit may be issued by the City Council after review and recommendation by the *Planning Commission*, and subject to any conditions imposed by the City Council. A *Home Occupation* permit may be revoked by the City Council, after affording due process of law to the applicant, if the conditions of issuance or any other ordinance feature are violated.

9-350.1 Criteria The following criteria must be observed for any usage to qualify for a Home Occupation Permit.

- a) **Incidental Usage** The usage must be clearly incidental and subservient to the usage of the premises as a dwelling, and may not occupy a significant portion of the dwelling unit living space;
- b) **Indoors** All activities must be carried on indoors. No outside storage, except the parking of motor vehicles, shall be permitted;
- c) **Parking** No on-street parking shall be generated, and no more than a total of four passenger motor vehicles may be parked at the premises in conjunction with the occupation, including employee and customer parking. All parking shall be on paved surfaces;
- d) **Employees** No more than one employee who does not live at the residence shall be permitted;
- e) **Traffic** The activity may not generate any traffic in excess of that normally generated by a residential dwelling unit;
- f) **Nuisance and Compliance** The usage shall not generate any nuisance, and the landowner shall at all times be compliant with all other municipal codes, and the regulations of all other jurisdictions;

9-350.2 Annual Review All *Home Occupation* permits shall be reviewed annually by the City Staff, and shall automatically be renewed unless complaints have been received, in which case the permit shall be re-submitted to the *Planning Commission* for review and recommendation to the City Council.

9-350.3 Special Home Occupation Permits A party desiring to conduct a Home Occupation in a Garage or Accessory Building under conditions meeting the remaining requirements of Article 9-350 may apply for a Special Home Occupation Permit under the following procedure:

- a) The applicant shall submit a site plan drawn to scale showing the locations and dimensions of all buildings and driveways on the premises, and identifying the location where the Home Occupation activity will take place.

b) The applicant shall submit a narrative in sufficient detail to describe all aspects of the activity to be conducted and the locations of all such activity.

c) The Planning Commission shall conduct a Public Hearing on the proposed application, with mailed notice to all resident whose property lines come within 750 feet of the property lines of the applicant's lot, and published notice at least ten days prior to the hearing.

d) Following the Public Hearing, the Planning Commission shall make recommendations to the City Council, including such conditions as are deemed appropriate.

Notwithstanding any provision in Article 9-350.1 (a) to the contrary, a Special Home Occupation shall be mainly confined to the Garage or Accessory Building. A Special Home Occupation Permit shall be subject to the same provisions for revocation as Home Occupation Permits. In addition, notwithstanding any provision in Article 9-350.1 to the contrary, a Special Home Occupation may include uses that are normally not found in residential dwellings, as long as there are no obvious outward indicia of the activities being carried on under the Special Home Occupation Permit, no noise generated which is audible to nearby properties, no odor or vibration generated that is detectable to nearby properties, no outside storage which is visible from nearby properties or public ways and no customer traffic.

Special Home Occupations may involve up to one commercial delivery/pickup by outside delivery service van (such as UPS or Federal Express) or postal vehicle per day. Deliveries of goods produced at the site may be limited in scope and frequency by the approval process, including specifying the type of delivery vehicles that can be used, and including prohibition on commercial logos being displayed on delivery vehicles.



RECEIVED
AUG 10 2021
By:

CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

PLANNING REQUEST

Date of Application 8/3/2021

Date of Receipt 8-3-21

Receipt # 90402

Meeting Appearance Dates:
Planning Commission 8-23-21

City Council 9-7-21

Please check request(s):

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

- Commercial Building Permit
- Certificate of Occupancy
- Home Occupation Permit
- Conditional Use Permit (New)*
- Conditional Use Permit (Renewal)
- Other _____

**NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.*

Development/Business Name: Willowstone

Address/Location of property: 1444 14th Ave NE HAM LAKE MN 55304

Legal Description of property: _____

PIN # 29-32-23-13-0018 Current Zoning CO-1 Proposed Zoning _____

Notes: Leasing Suite 250 - Massage Therapy business

Applicant's Name: XIAO XIN QU

Business Name: A Massage

Address 1444 14th AVE NE, Ste 250

City HAM LAKE State MN Zip Code 55304

Phone _____ Cell Phone 626-927-7175 Fax _____

Email address XIN LLC 2018 @ gmail . com

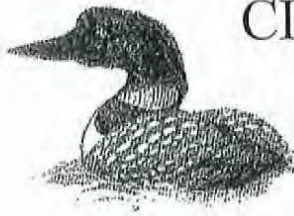
You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

SIGNATURE Xiao Xin Qu DATE 8/3/2021

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 8-23-21
City Council _____

PROPERTY TAXES CURRENT YES NO



CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a Public Hearing shall be held before the Ham Lake Planning Commission on Monday, August 23, 2021 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Xiao Xin Qu for a Conditional Use Permit to practice massage therapy (A Massage) at 1444 147th Avenue NE, Suite 250, a parcel of land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

PARCEL ID# 29-32-23-13-0018
UNIT 202 CIC NO 286 WILLOWSTONE RETAIL CENTER, TOG/W
COMMON ELEMENT, SUBJ TO EASE OF REC

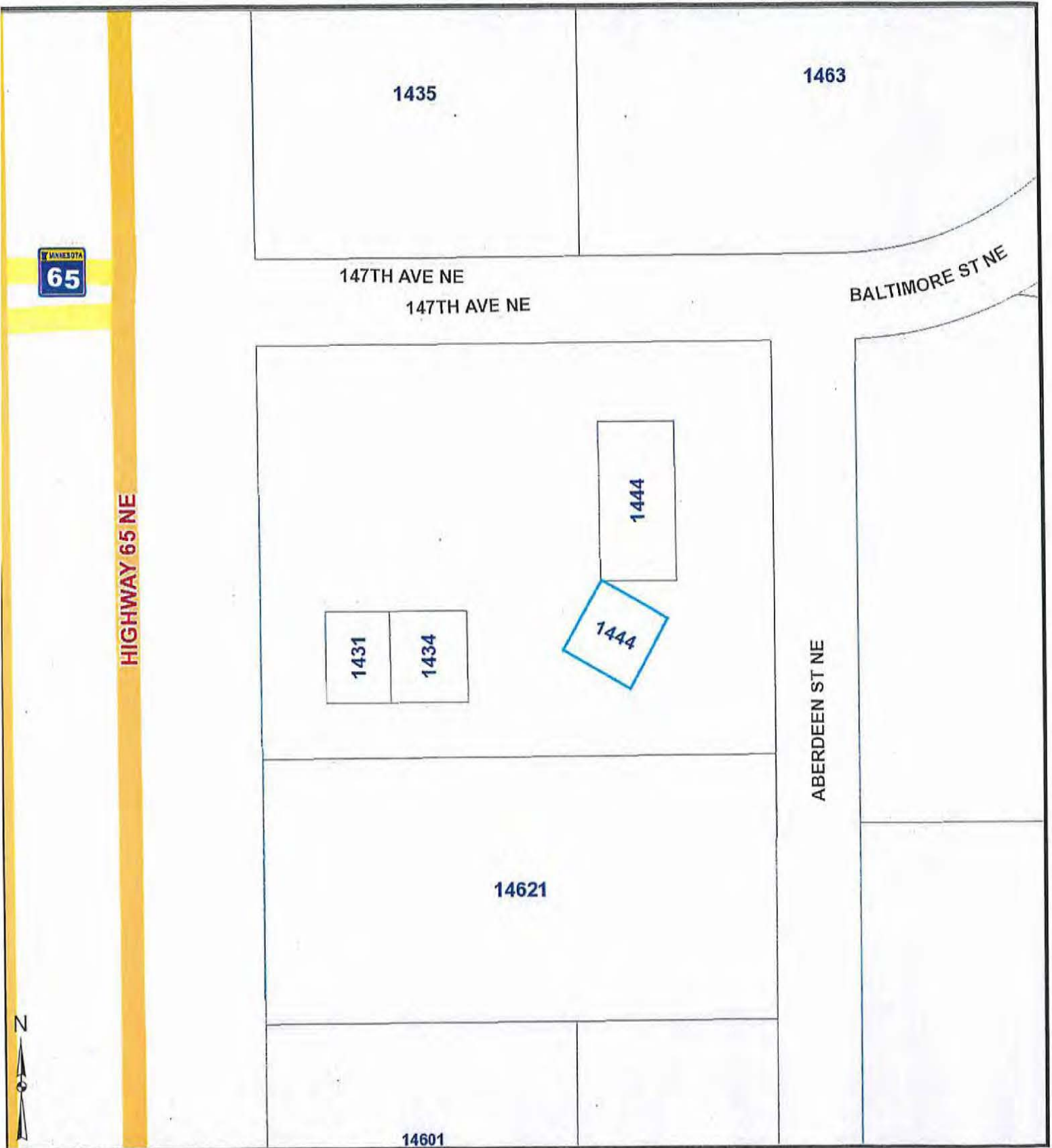
At such hearing both written and oral comments will be heard.

DATED: August 13, 2021

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake



Anoka County Parcel Viewer



Parcel Information: Approx. Acres: 0.08
29-32-23-13-0018 Commissioner: JULIE BRAASTAD
1444 147TH AVE NE #202
HAM LAKE
MN 55304
Plat: CIC NO 286 WILLOWSTONE RETAIL CENTER

Owner Information:



EXHIBIT A



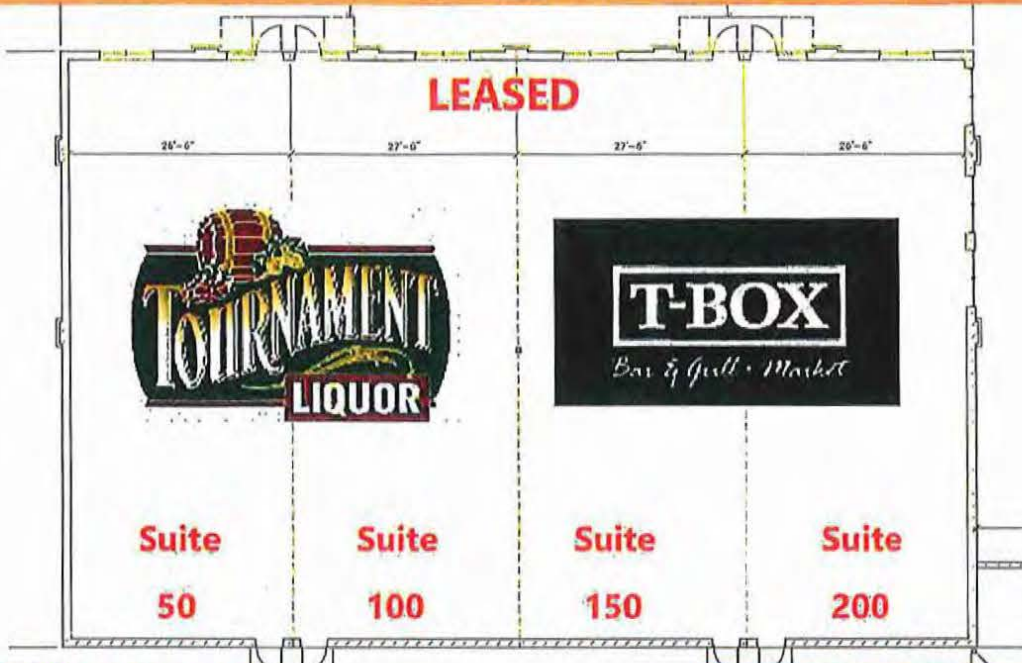
PREMIER
COMMERCIAL
PROPERTIES

For Lease

1444 147th Avenue NE | Ham Lake, MN 55304

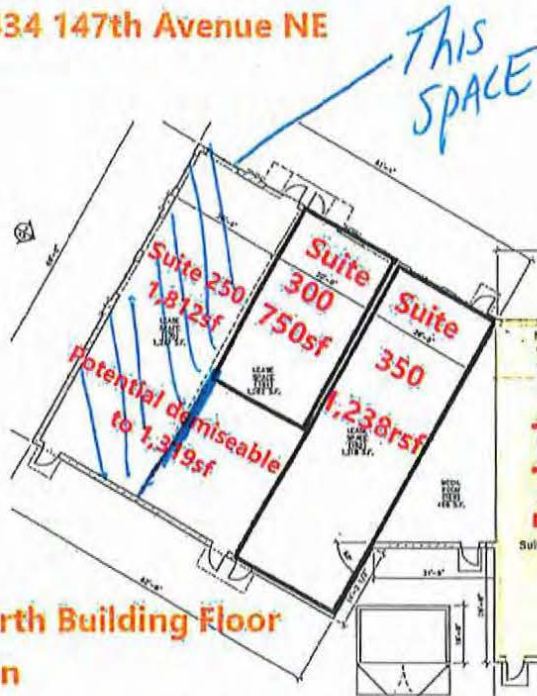
FOR MORE INFORMATION, CONTACT

Marty Fisher | 763.862.2005 | mfisher@premiercommercialproperties.com



South Building Floor Plan

1434 147th Avenue NE



North Building Floor Plan

A Massage Business Plan

Business location: 1444 147th Ave NE. Space #250 Ham Lake MN 55304

Business hour: 9:30am to 9pm

Service:

- Foot massage

- Deep tissue body massage

- Hot stone body massage

- Combination massage (foot massage and body massage)

Price:

- 30 mins \$50

- 60 mins \$70

- 90 mins \$100

Equipment:

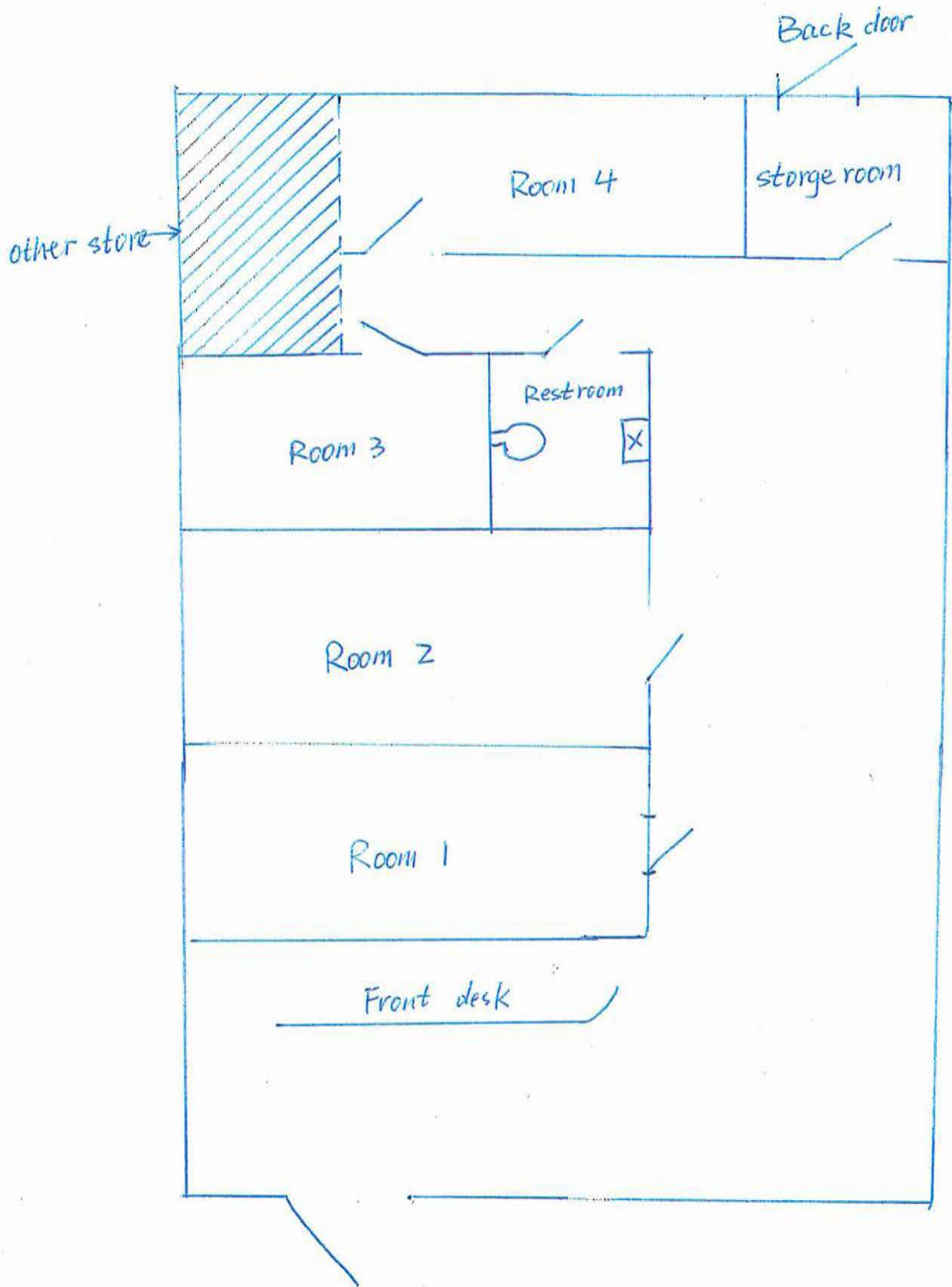
- Massage table

- Foot massage sofa

- Towel warmer

Massage therapy in the future:

As business starts to pick up I will be hiring a new therapist. I will make sure they meet the city's requirements and obtain licenses from the city. .





membership confirmation

Associated Bodywork & Massage Professionals
25188 Genesee Trail Road, Suite 200
Golden, Colorado 80401

expectmore@abmp.com
www.abmp.com
800-458-2267
fax 800-667-8260

Dear Xiaoxin,
Thank you for being a member of ABMP! Your membership materials are enclosed.

First name: Xiaoxin

Last name: Qu

Membership ID#: 1177994

Address: Xiaoxin Qu

Primary phone: (626)927-7175

Alternate phone:

Email address: xinllc2018@gmail.com

Website:

Active date: 8/11/2021

Membership expiration date: 8/10/2022

If any of this information is incorrect, please contact us at 800-458-2267 or email us at expectmore@abmp.com.

Your Receipt

Order date: 8/10/2021

Total amount: \$199.00

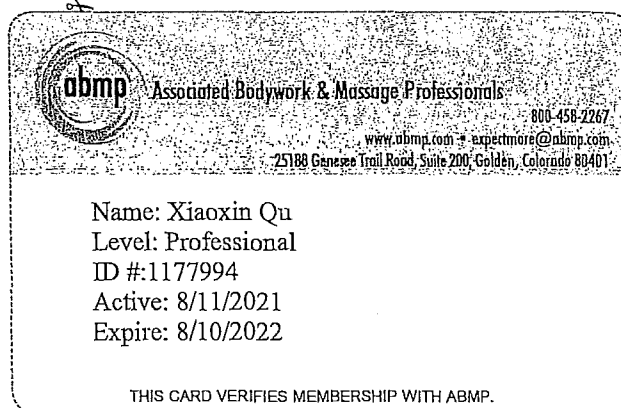
Payment type: Visa-ABMP

Items paid for: ABMP Professional

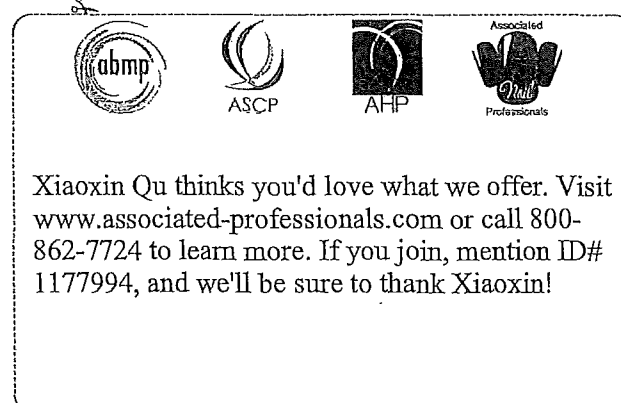
Your www.abmp.com

Member Log In:

Password: Forgot your password? Click the link, and instructions for resetting it will be emailed to you.



Give this card to a friend—if they join us as a new member and mention you, you'll receive \$20 off your next renewal!



9-330.5 Therapeutic Massage *Therapeutic Massage* means the practice of administering physical therapy through the massaging, rubbing, kneading or other manipulations of the body, administered solely for therapeutic purposes. Chiropractic medicine is not *Therapeutic Massage*. Massage which results in or is intended to result in the sexual gratification of the recipient is not *Therapeutic Massage*.

9-330.51 Massage Therapist A *Massage Therapist* is a person engaging in the practice of *Therapeutic Massage* and who meets one or more of the following qualifications:

- a) The person has passed the examination given by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) and maintains current certification by said board; or
- b) The person has passed the MBLEx examination given by the Federation of State Massage Therapy Boards and maintains current certification by said federation; or
- c) The person is a Professional Member (or equivalent) in good standing in the American Massage Therapy Association (AMTA); or
- d) The person is a Professional Member (or equivalent) in good standing in the Associated Bodywork and Massage Professionals (ABMP).

9-330.52 Minimum Conditions for Certain Permits Without limitation, the following minimum conditions shall be required of or attached to any *Conditional Use Permit* or *Temporary Conditional Use Permit* issued for *Therapeutic Massage*:

- a) No person shall engage in *Therapeutic Massage* who is not a *Massage Therapist*;
- b) In residential areas, no signage shall be permitted;
- c) Hours of operation shall be limited to 8:00 am to 10:00 pm;
- d) The premises shall be available for random inspection by City agents at all times, without notice;
- e) If the holder of a *Conditional Use Permit* or *Temporary Conditional Use Permit* to engage in *Therapeutic Massage*, or if any agent, employee, subcontractor, independent contractor, joint venture, partner or other associate of the permit holder is

convicted of the crime of prostitution or soliciting a prostitute, such conviction shall be grounds for the City to revoke the permit.

f) The permit holder shall at all times maintain a complete listing of all persons engaged by the permit holder as *Massage Therapists* and shall on request of City staff furnish evidence that each such person meets the qualifications to be a *Massage Therapist*.



Carson, Clelland
& Schreder

ATTORNEYS AT LAW

MEMORANDUM

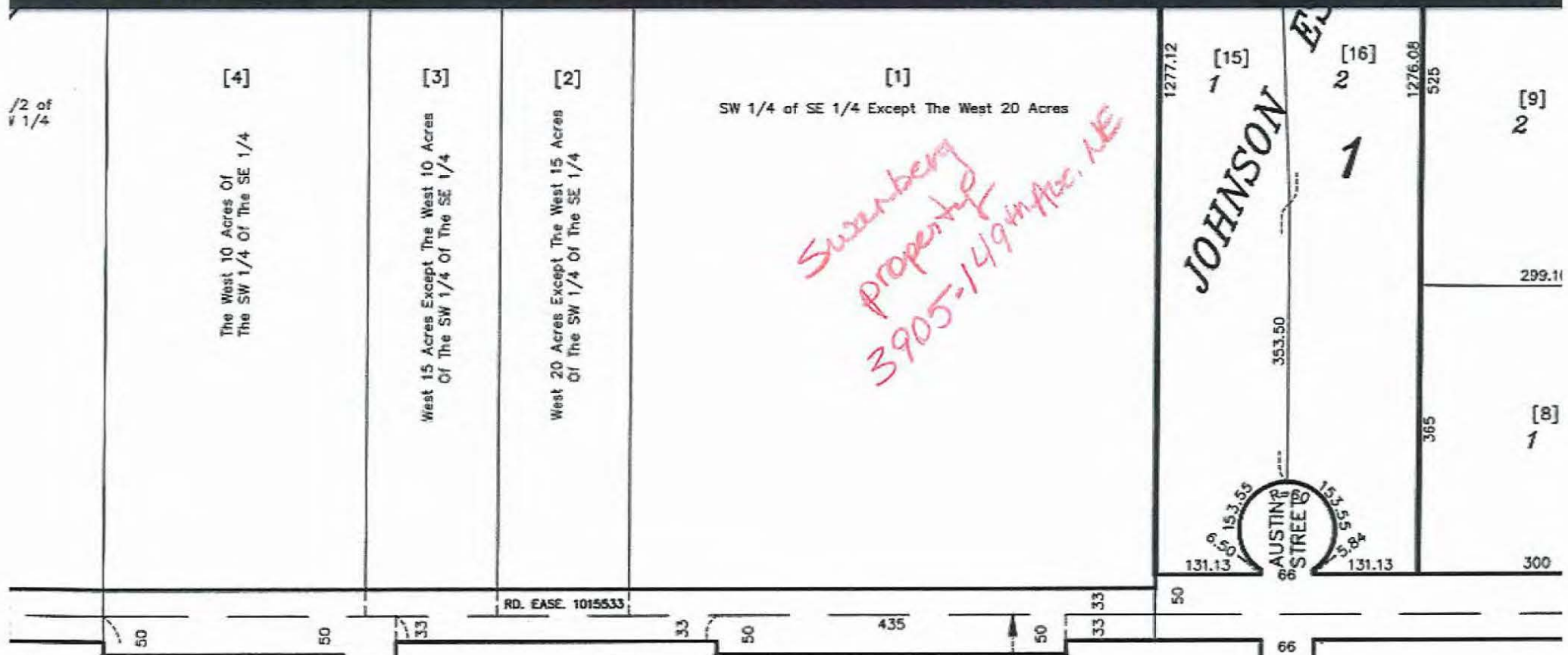
TO: MAYOR AND COUNCILMEMBERS
FROM: JOSEPH MURPHY, CITY ATTORNEY
SUBJECT: SWANBERG – 149TH AVE NE
DATE: SEPTEMBER 7, 2021

This matter came before the City Council at the public comment section of the 8/2/21 council meeting. At the meeting, the property owner, John Swanberg, claimed that he was still owed money for a roadway easement that he deeded to the city in the early 1990's.

Following that meeting, city staff researched the history of the proposed roadway easement and concluded that Mr. Swanberg had never actually signed the deed granting the easement to the city. A proposed 1992 deed involved the city acquiring 33 feet of road right of way across two parcels owned by John Swanberg and his wife Linda Feren Swanberg. Since they apparently never came to sign the deed, they were never paid the proposed \$3023.44. John and Linda were divorced in 1996 and the homestead property at 3905 149th (PIN 23-32-23-43-0001) was awarded to John, but the undeveloped parcel to the east (PIN 23-32-23-44-0002) was awarded to Linda. She later sold that parcel and it was developed and platted as Johnson Estates in 1997. In the plat of Johnson Estates, the roadway easement over that parcel was formally donated and dedicated so there is no need for the city to do anything further to acquire the road right of way over that portion and Mr. Swanberg would no longer have the authority to grant the city an easement over that property.

Prior to the August 2021 council meeting, Mr. Swanberg apparently contacted city staff in 2015 to request payment and the matter was reviewed, discussed, but not resolved at that time. Under state law, when the city or the public has used, occupied or possessed land for a 15-year period, it is deemed to have acquired a prescriptive easement interest in the land (similar to adverse possession). I think the city would have an argument that the public has already obtained and continually used this right of way and Mr. Swanberg is not entitled to any payment for an unsigned deed. Under state statutes and caselaw and given the amount of time that has passed without him challenging the public use of his property for a roadway, in my opinion, the city could successfully claim that the road right of way has been obtained as a prescriptive easement through actual, open, and continuous use for over 25 years. It should be further noted, that the Anoka County half section map indicates and reflects that the required right of way is already in place.

Upon discussion of this issue by the council, there are a number of options available and city staff is looking for direction from the council. In addition, the property at issue, 3905 149th Ave, has had numerous ongoing issues with the conditions of this property and complaints of public nuisance based upon the amount of junk and unused machinery/vehicles stored on the property. So any resolution could be made contingent upon Mr. Swanberg cleaning up of the property to the satisfaction of city staff. Some options for the council include, preparing an updated deed formalizing the dedication of a 33 foot roadway easement/right of way across the 3509 149th parcel and paying him the previously proposed amount of \$3023.44 or some lower amount reflecting the reduced amount of land being dedicated. Another alternative is for the city to take no action and if challenged argue that the necessary right of way for 149th Avenue has already been successfully acquired as a prescriptive easement.



S 1/4 CORNER SEC. 23

43



SIGN-IN SHEET

(ALL PERSONS SPEAKING TO THE CITY COUNCIL/PLANNING COMMISSION MUST SIGN-IN)

NOTE: PUBLIC COMMENT IS LIMITED TO 3 MINUTES PER PERSON

NAME (PLEASE PRINT)

ADDRESS

NAME (PLEASE PRINT)	ADDRESS
2. John Swenberg	864 419 9474 5905 - 149th Ave NE

3. _____

4. John Peter Swenberg

5. 23-32-23-43-0001

6. 44-0002

7. 1991-1

8. 149th Ave! Durant

9. _____

10. Z

11. 1992-1-149th Ave

12. _____

13. _____

14. _____

15. _____

16. _____

DORN & EDWARDS, LTD.
ATTORNEYS AT LAW

320 EAST MAIN STREET
ANOKEA, MINNESOTA 55303
TELEPHONE (612) 427-5903
FAX (612) 427-6752

WILBUR F. DORN, JR.
* ROBERT EDWARDS

*PROFESSIONAL CORPORATION

September 25, 1992

Mr. John Swanberg
3905 - 149th Avenue N.E.
Ham Lake, MN 55304

Re: Right of Way Acquisition PIN 23-32-23-43-0001
149th Avenue Improvement PIN 23-32-23-44-0002

Dear Mr. Swanberg:

I recently completed my review of the land acquisition requirements in your area. I have made an inspection of your premises, and reviewed videotapes of the property made prior to construction. I have also reviewed the survey of the original roadbed as compared to the completed project.

It appears that approximately 33 feet of additional right-of-way needs to be acquired north of the centerline of the new roadway. We also need to have a slope easement of an additional 10 feet in width on the east 200 feet of your property. The total land area taking would be:

988.5 feet x 33'	=	32,620.5 square feet
200 x 10		<u>2,000.0 square feet</u>
TOTAL		34,620.5 square feet

The City has paid \$3,000 per acre (\$.07/sq. ft) for property along 149th, which would compute to a value of \$2,423.44 for the land area.

It also appears that you lost one significant tree. I have valued the tree at \$400.00. Finally, there was damage to your fence which I value at \$200.00. The City is therefore offering the following sum for the taking:

Land Acquisition	\$2,423.44
Fence Damage	200.00
Tree Loss	<u>400.00</u>
TOTAL	\$3,023.44

Mr. John Swanberg
Page Two
September 25, 1992

A deed to the easement area has been prepared and forwarded to City Hall. You may obtain a check for the offer upon signing the deed (both you and your spouse must sign). If you wish to have the award subtracted from your assessment, you may do so if you sign the deed and notify City Hall of your desire to credit your assessment prior to October 1, 1992.

Please call if you have questions.

Respectfully yours,

Wilbur F. Dorn, Jr.
Ham Lake City Attorney

dm

cc: City of Ham Lake

ASSESSMENT HEARING - 149TH AVENUE PROJECT
JANUARY 1992

(* = partial assessment, benefitting property)

23-32-23-33-0001 (1 current, 3 deferred)	Roy Westlund 14613 Naples St. NE Ham Lake, MN 55304
23-32-23-34-0001 (1 current)	Rodney & Colleen Molliter 3721 149th Ave. NE Ham Lake, MN 55304
23-32-23-34-0002 (1 current)	John & Linda Van Arsdale 3751 149th Ave. NE Ham Lake, MN 55304
23-32-23-34-0003 (1 current, 1 deferred)	John & Janet Clinton 1619 Constance Blvd. NE Ham Lake, MN 55304
23-32-23-43-0001 (1 current, 1 deferred)	John & Linda Swanberg 3905 149th Ave. NE Ham Lake, MN 55304
23-32-23-43-0002 (1 current,)	Jessie & Linda Jellison 3855 149th Ave. NE Ham Lake, MN 55304
23-32-23-43-0003 (1 current)	Eugene & M. Hogleund and/or Jack Jellison 3817 149th Ave. NE Ham Lake, MN 55304
23-32-23-43-0004 (1 current)	Jack & Deanna Jellison 3817 149th Ave. NE Ham Lake, MN 55304
23-32-23-44-0002 (1 current)	Oral and Nadené Anderson (see below)
23-32-23-44-0004 *(1 current)	Barbara Sheridan 1846 161st Lane NE Ham Lake, MN
23-32-23-44-0005	Oral and Nadene Anderson

*John &
Linda
Swanberg*

M E M O

DATE: October 5, 1992

TO: Councilmembers

RE: 149th Assessment Roll

The attached Resolution should be adopted for the amended assessment roll for the 149th Avenue Improvement Project as it includes interest computed as of todays date rather than January 21, 1992. Also, the following property owners have not responded to the offers made by the City Attorney by signing the necessary deeds. Therefore, payment for their right-of-way will have to be by check instead of reducing their assessment total as this roll needs to be certified to Anoka County. All of these property owners were written letters and given until October 1st to sign the deeds if they wished to have the amount credited against their assessments.

The Council should approve payment to the following property owners for obtainment of right-of-way:

John & Linda Swanberg	\$3,023.44
Jesse & Linda Jellison	455.40
Thomas & Patty Brenk	504.00
Gary & Sandra Anderson	1,005.80
Leonard & Debora Delly	2,171.40

Also, the Council should approve the refund of \$83.52 in interest on PIN 26-32-23-21-0004, which was prepaid in April, 1992.



CITY OF HAM LAKE

15544 CENTRAL AVENUE N.E.
HAM LAKE, MINNESOTA 55304
434-9555
FAX: 434-9599

October 9, 1992

John & Linda Swanberg
3905 149th Ave. NE
Ham Lake, MN 55304
23-3243-0001

Dear Mr. & Mrs. Swanberg,

This is to inform you that at their meeting on October 5, 1992, the Ham Lake City Council revised the resolution adopting the assessment roll for the 149th Avenue NE and Durant St. NE improvement project to charge 7.25% interest beginning October 5, 1992. Originally, interest was being charged beginning on January 21, 1992.

The total amount assessed against your parcel is \$9696.24 (of this amount \$4848.12 will be certified for collection beginning in 1993 and \$4848.12 is deferred until 2013 or until the property is subdivided), as outlined in the notice you received for the assessment hearing earlier this year. Payment of this assessment can be made as outlined in the original notice.

Your assessment amount may or may not have changed since the original notice you received depending on whether or not you received a cash payment for right-of-way acquisition.

If you have any questions regarding this notice, please call the Ham Lake City Hall.

Sincerely,

Doris A. NiVala
Administrator/Clerk/Treasurer



CITY OF HAM LAKE

15544 CENTRAL AVENUE N.E.
HAM LAKE, MINNESOTA 55304
434-9555
FAX: 434-9599

October 9, 1992

John & Linda Swanberg
3905 149th Ave. NE
Ham Lake, MN 55304

23-32-23-44-0002

Dear Mr. & Mrs. Swanberg,

This is to inform you that at their meeting on October 5, 1992, the Ham Lake City Council revised the resolution adopting the assessment roll for the 149th Avenue NE and Durant St. NE improvement project to charge 7.25% interest beginning October 5, 1992. Originally, interest was being charged beginning on January 21, 1992.

The total amount assessed against your parcel is \$4848.12
(of this amount \$4848.12 will be certified for
collection beginning in 1993 and -0- is deferred
until 2013 or until the property is subdivided), as outlined
in the notice you received for the assessment hearing earlier
this year. Payment of this assessment can be made as
outlined in the original notice.

Your assessment amount may or may not have changed since the original notice you received depending on whether or not you received a cash payment for right-of-way acquisition.

If you have any questions regarding this notice, please call the Ham Lake City Hall.

Sincerely,

Doris A. NiVala
Administrator/Clerk/Treasurer

City Council Minutes
October 5, 1992

Anoka County Sheriff's Deputy patrol car assigned to the City.

Mayor Nelson made a motion to approve Resolution No. 92-72, adopting the amended assessment roll for the 149th Avenue NE and Durant Street NE, Improvement Project. Seconded by Councilmember Braastad, and upon vote duly taken all members of the City Council voted yes. Said motion was approved.

Councilmember Barthold made a motion to approve the following payments and refund for the obtainment of right-of-way for the 149th Avenue NE and Durant Street NE, Improvement Project: John & Linda Swanberg - \$3,023.44, Jesse & Linda Jellison - \$455.40, Thomas & Patty Brenk - \$504.00, Gary & Sandra Anderson - \$1,005.80, Leonard & Debora Delly - \$2,171.40 (payments) and Capital Title - \$83.52 (refund on pre-payment of assessments on PIN 26-32-23-21-0004). Seconded by Councilmember Larson, and upon vote duly taken all members of the City Council voted yes. Said motion was approved.

Consideration was given to the request of Edward and Renee Dols, 750 134th Lane NE, for assistance in the proposed settlement of the property line dispute with abutting landowners. Councilmember Anderson made a motion that based on the settlement of the land dispute between Edward and Renee Dols and Mark and Jody Pearson being in the best interests of the City that the City would waive the appearance before the Planning and Zoning Commission and the related fees for the metes and bounds conveyance, prepare the necessary deeds, pay the publication costs, absorb all costs for the construction of the drainage swale and directed the City Attorney to correspond with Edward and Renee Dols informing them of the Council's decision. Seconded by Councilmember Larson, and upon vote duly taken all members of the City Council voted yes. Said motion was approved.

Mayor Nelson stated the concerns of Don Hansen regarding Lawful Gambling in the City and Mr. Hansen's opinion that only local charitable organizations should be allowed to operate in the City so that the monies will basically benefit residents of the community. It was the consensus of the Council to direct the City Attorney to research the feasibility of such an ordinance.

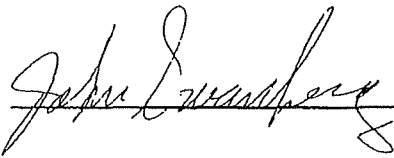
Councilmember Braastad made a motion approving Resolution No. 92-73, amending Resolutions No. 81-69 and 82-50, for the continued use of funds generated by tax

Jellison ck 11/6/92

January ,1992

We, John and Linda Swanberg received the original copy of our proposed assessment (PIN 23-32-23-44-0002) from Oral and Nadene Anderson.

We are responsible for this assessment.



2-3-92
Date

John and Linda Swanberg
3905 149th Ave. N.E.
Ham Lake, MN 55304

Legal: The W 328.5 feet of SE $\frac{1}{4}$ of SE $\frac{1}{4}$ of Sec 23, Twp 32, Range 23,
EX RD, Subject to Ease of Rec

Individual (s) to Corporation or Partnership

No delinquent taxes and transfer entered; Certificate of Real Estate Value () filed () not required Certificate of Real Estate Value No. _____, 19 _____

County Auditor

by _____ Deputy

STATE DEED TAX DUE HERON: \$ _____

Date: _____, 19 92

(reserved for recording data)

FOR VALUABLE CONSIDERATION, John P. Swanberg and Linda Swanberg, husband and wife (marital status), Grantor (s),

hereby convey (s) and quitclaim (s) to City of Ham Lake, Grantee, a political subdivision under the laws of Minnesota, real property in Anoka County, Minnesota, described as follows:

The south 33 feet of the following parcels:

The Southwest Quarter of the Southeast Quarter (SW-1/4 of SE-1/4) of Section 23, Township 32, Range 23, Anoka County, Minnesota, except the west twenty acres thereof;

and

The west 328.5 feet of the Southeast Quarter of the Southeast Quarter (SE-1/4 of SE-1/4) of Section 23, Township 32, Range 23, Anoka County, Minnesota.

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto.

Affix Deed Tax Stamp Here

John P. Swanberg

Linda Swanberg

STATE OF MINNESOTA

COUNTY OF Anoka ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 19 92, by John P. Swanberg and Linda Swanberg, husband and wife, Grantor (s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee):

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

Dorn & Edwards, Ltd. 320 East Main Street Anoka, Minnesota 55303

original deed



CITY OF HAM LAKE

15544 CENTRAL AVENUE N.E.
HAM LAKE, MINNESOTA 55304
434-9555

NOTICE OF HEARING

January 3, 1992

John & Linda Swanberg
3905 149th Ave. NE
Ham Lake, MN 55304

23-32-23-43-0001

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of the City of Ham Lake will meet in the Council Chambers of the City Hall at 8:00 p.m. on January 21, 1992, to pass upon the proposed assessment against abutting and non-abutting properties for the bituminous surfacing of 149th Avenue NE, from Naples Street to Lexington Avenue NE and Durant Street NE from 149th Avenue NE, south and ending in a cul-de-sac.

The amount to be specially assessed against your particular lot, piece, or parcel of land (PIN 23-32-23-43-0001) is \$9696.24, (of this amount \$4848.12 will be certified beginning in 1993 and \$4848.12 is deferred until 2013 or until the property is subdivided). You may at any time prior to certification of the assessment to the County Auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Ham Lake. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City of Ham Lake the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above, the rate of interest that will apply is 7.25 percent per year. The right to partially prepay the assessment is not available.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed assessment is \$159,260.78. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a signed, written objection is filed with the Clerk prior to the

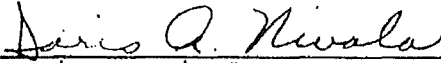
hearing or presented to the presiding office at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten days after service upon the Mayor or Clerk.

Under Minnesota Statutes, Sections 435.193 to 435.195, the Council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law and the resolution adopted under it may within 30 days of the confirmation of the assessment, apply to the City Clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

Deferred assessments may also be imposed under Minnesota Statutes Chapter 429.061, Subd. 2, for certain underdeveloped acreage which benefits from the improvement. The City's policy in this regard is as follows:

1. Every parcel of unimproved acreage abutting the proposed improvement shall receive one current assessment, plus one deferred assessment for each subsequent lot or lots of the minimum acreage and frontage which could be permitted under the City's current subdivision codes, abutting the improvement.
2. Deferred assessments are due and payable, without interest, after twenty years, or when the property is subdivided, whichever first occurs.


Doris A. Nivala
Administrator/Clerk/Treasurer

DORN & EDWARDS, LTD.
ATTORNEYS AT LAW

320 EAST MAIN STREET
ANOKA, MINNESOTA 55303
TELEPHONE (612) 427-5903
FAX (612) 427-6752

WILBUR F. DORN, JR.
* ROBERT EDWARDS

* PROFESSIONAL CORPORATION

September 25, 1992

Mr. Herbert Lewis
12020 Ilex N.W.
Coon Rapids, MN 55433

Dear Mr. Lewis:

On June 20, 1992, I was meeting with your neighbor, Mr. Swanberg, to discuss right-of-way acquisition and damages concerning the construction of 149th Avenue. We discussed the fact that I was uncertain as to your own right-of-way situation, and you were kind enough to sign a Right of Trespass for the road. In reviewing your situation, it appears that the reason for my uncertainty was that you occupy a unique situation on this project.

Your lot was platted in 1989 as a one-lot plat, as a result of a City ordinance prohibiting more than three metes-and-bounds lot splits from a single parcel. I enclose a copy of the Plat of the Brenk Addition. This plat dedicated a fifty-foot right of way for 149th, and a 10' drainage easement along the east lot line. Therefore, there was no need for any additional road right-of-way, or for the Right of Trespass. I nevertheless appreciate your cooperation.

Regarding the drainage easement, I understand from talking to the City Engineer that you were upset that work was done in this easement without notifying you. While there was no legal requirement to do so, I agree that a courtesy letter or call should have been made to you to advise you of the work. The project involves a large number of people who do not work out of the same office, and sometimes the left hand does not know what the right hand is doing.

We apologize for any inconvenience which may have been caused by our inadvertent failure to notify you that we would be working in our easement area.

If you have further questions, please feel free to call.

Respectfully yours,

Wilbur F. Dorn, Jr.
Ham Lake City Attorney

dm
encl.

cc: City of Ham Lake

† CIVIL TRIAL SPECIALIST
CERTIFIED BY THE NATIONAL BOARD OF TRIAL ADVOCACY
CERTIFIED BY THE MINNESOTA STATE BAR ASSOCIATION

149TH AVENUE NE AND DURANT STREET NE

DESCRIPTION	TOTAL	PRIN.	1992	1993	1994	1995	1996	1997	1998	1999	2012
23-32-23-33-0001	18916.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	14187.1
23-32-23-34-0001	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
23-32-23-34-0002	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
23-32-23-34-0003	9458.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	4729.
23-32-23-43-0001	9458.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	4729.
23-32-23-43-0002	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
23-32-23-43-0003	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
23-32-23-43-0004	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
(23-32-23-44-0001)											
(24-32-23-33-0002&0003											
L1, B1, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L2, B1, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L3, B1, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L4, B1, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L1, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L2, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L3, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L4, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L5, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L6, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L7, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L8, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L9, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
L10, B2, Oakview 2nd	1742.00	217.75	538.62	354.93	335.34	315.67	296.14	276.54	256.95	237.35	-0-
25-32-23-22-0001	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-11-0002	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-11-0003	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-11-0004	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-11-0005	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-12-0006	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-12-0007	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-12-0008	8710.00	1088.75	2693.10	1774.65	1676.70	1578.35	1480.70	1382.70	1284.75	1186.75	-0-
(L1, B1, Citrowske)											-0-
(L2, B1, Citrowske)											-0-
(L3, B1, Citrowske)											-0-
(L4, B1, Citrowske)											-0-
(L5, B1, Citrowske)											-0-
26-32-23-21-0003	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-21-0004	4729.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	-0-
26-32-23-21-0005	9458.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	4729.
26-32-23-22-0001	18916.00	591.13	1459.90	963.54	910.34	857.13	803.93	750.73	697.53	644.29	14187.
TOTAL	165510.00	15368.72	37971.88	25050.93	23667.92	22283.20	20901.33	19518.13	18135.12	16751.16	42561.

Post-It™ brand fax transmittal memo 7671 # of pages ▶ 1

Page

To	Rodine Anderson	From	Sharon
Co.		Co.	City of Ham Lake
Dept.		Phone #	
Fax #	754-0982	Fax #	

20 of 9/21

149TH AVENUE NE AND DURANT STREET NE

DESCRIPTION	TOTAL	PRIN.	1993	1994	1995	1996	1997	1998	1999	2000	2013
23-32-23-33-0001	14544.36 19392.48	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	14544.36
23-32-23-34-0001	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
23-32-23-34-0002	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
23-32-23-34-0003	9696.24	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	4848.12
23-32-23-43-0001	9696.24	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	4848.12
23-32-23-43-0002	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
23-32-23-43-0003	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
23-32-23-43-0004	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
23-32-23-44-0002	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
23-32-23-44-0004	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0005	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0006	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0007	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0008	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0009	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0010	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0011	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
23-32-23-44-0012	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
24-32-23-32-0006	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
24-32-23-32-0007	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
24-32-23-33-0009	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
24-32-23-33-0010	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
24-32-23-33-0011	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
25-32-23-22-0001	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-11-0002	3595.12 4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-11-0003	3600.12 4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-11-0004	448 4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-11-0005	420.5 4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-12-0006	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-12-0007	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-12-0009	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
26-32-23-12-0010	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
26-32-23-12-0011	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
26-32-23-12-0012	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
26-32-23-12-0013	727.22	90.90	196.34	137.03	130.44	123.85	117.26	110.67	104.08	97.51	-0-
26-32-23-21-0003	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-21-0004	4848.12	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	-0-
26-32-23-21-0005	9696.24	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	4848.12
26-32-23-22-0001	14544.36 19392.48	606.02	1309.00	913.57	869.64	825.70	781.76	737.83	693.89	649.91	14544.36
TOTAL	156612.66 144726.46	13847.50	29910.46	20874.97	19871.16	18867.15	17863.14	16859.33	15855.32	14850.89	43633.08

(Interest included in the amount payable in 1993 includes interest for 1992 & 1993.)

no required
1993
3 mos
21 days

2 months
21 days

149th AVENUE NE

9461.20
~~5333.80~~

Need Amount

23-32-23-33-0001	Roy Westlund (def-14544.36)	19392.48	T
23-32-23-34-0001	Rodney & Colleen Molliter (Ck-415.80)	4848.12	T
23-32-23-34-0002	John & Linda VanArsdale (Ck-415.80)	4848.12	T
23-32-23-34-0003	John & Jan Clinton (def-4848.12)	9696.24 - 831.60 8864.64	T
23-32-23-43-0001	John & Linda Swanberg (def-4848.12)	9696.24	T
23-32-23-43-0002	Jessie & Linda Jellison	4848.12 - 455.40 4392.72	T
23-32-23-43-0003	E. & M. Hoglund Jack & Deanna Jellison	4848.12	T
23-32-23-43-0004	Jack & Deanna Jellison (Ck-1366.20)	4848.12	T
23-32-23-44-0002	Anderson	4848.12	
23-32-23-44-0004	Sheridan	727.22	
23-32-23-44-0005	Anderson	727.22	
23-32-23-44-0006	Anderson	727.22	
23-32-23-44-0007	Anderson	727.22	
23-32-23-44-0008	Anderson	727.22	
23-32-23-44-0009	Anderson	727.22	
23-32-23-44-0010	Anderson	727.22	
23-32-23-44-0011	Tadych	727.22	
23-32-23-44-0012	Anderson	727.22	
24-32-23-32-0006	Moseng	727.22	
24-32-23-32-0007	Thieschafer	727.22	

OK -
Cash Print: clear
* if no clear
by 10-1

no
order
yet

**
Cash print
?

*

24-32-23-33-0009	Anderson	727.22	
24-32-23-33-0010	Anderson	727.22	
24-32-23-33-0011	Anderson	727.22	
25-32-23-22-0001	Knoll	4848.12	T
26-32-23-11-0002	Hugo & Janice Field	4848.12 = <u>1253.00</u> 3595.12	T
26-32-23-11-0003	Ken & Lynn Wallace	4848.12 - <u>1184.00</u> 3664.12	T
26-32-23-11-0004	Charles Zessman (CK-\$420.00)	4848.12 - <u>4400.00</u> 448.12	T
26-32-23-11-0005	James Streuber	4848.12 - <u>642.60</u> 4205.52	T
26-32-23-12-0006	H. & L. Lewis	4848.12	T <i>OK - * ? No Damage</i>
26-32-23-12-0007	Thomas & Patty Brenk	4848.12 - <u>504.00</u> 4344.12	T <i>OK Credit Against Assessment</i>
26-32-23-12-0009	Citrowski	727.22	
0010		727.22	
0011		727.22	
0012		727.22	
0013	Poehls	727.22	
26-32-23-21-0003	G. & S. Anderson	4848.12 - <u>415.80</u> 4432.32	T <i>** Wants more money</i>
26-32-23-21-0004	G. Skyberg & D. Ewer (ck-2015.80)	4848.12	T <i>** Tree & Fence Damage</i>

Has not responded

26-32-23-21-0005

L. & B. Delly
(def.-4848.12)

9696.24

26-32-23-22-0001

Roy Westlund
(def.-14544.36)

19392.48

T

4613.08
gross (4848.12)

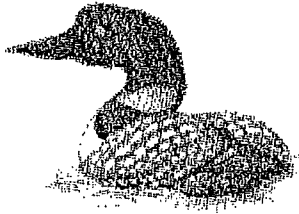
Need Amount

* Deed not signed by all parties

** Deed not signed by any of the parties

*** Deed not signed and check still being held

Meeting Date: September 7, 2021



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Worcester, Finance /Human Resource Director

Subject: Preliminary 2022 budget and 2021 levy for payable 2022

GENERAL FUND

The draft preliminary 2022 General Fund budget is mainly funded by a levy of \$5,391,443. This is an increase of \$382,622 or a 7.64 percent increase from 2021. This levy balances the budget and no reserves would be used to cover General Fund Expenses. Based on preliminary tax capacity numbers, the tax rate for the city would decrease 0.49% to 21.43%.

Other revenues for the City totaled \$910,875, not including transfers, an increased \$91,877 or 11.22% from 2021. License and permits saw a large increase in the draft budget of \$100,350 or 22% due to making the overall revenue be more in align with historical outcomes. Charges for Services increased by \$2,700 or 44% due to truing it up to actual after reducing it in 2021 to the uncertainty of COVID-19 pandemic. Investment income was reduced by \$9,000 or 90% in order to reflect the low rates currently being received on bank accounts and investments. Other revenue sources remained fairly flat from 2020's budget due to not seeing a huge decrease in the year to date amounts.

Expenditures for 2022, including transfers, increased \$566,298.18 or 9.87% from 2021. The highest increase was the Police Contract which added \$195,266 to the 2022 expenditures. The full amount of the police contract has been budgeted; this starts the investigator January 1, 2022. If the City decided later to have the investigator start at a later date, the Sheriff's Office would adjust the costs and the savings would be placed in reserves.

Other significant increases in expenditures with a 10% increase by department:

- Building Department increased \$122,223 due to the re-creation of a third Building Inspector position and septic classes.
- Elections have added expenses for 2022 of \$28,719.
- Information Technology increased \$9,269 due to the JPA with Metro-INET and their need to hire an administrator.
- Public Works Building increased \$10,930 due to needed repairs needed, aligning utility costs to actual, and adding in annual generator maintenance.
- ROW costs increased \$18,000 to align to actual.
- Senior Center increased \$1,567 due to better allocation of insurance costs.

- Transfers to the Revolving Street Fund increased to \$50,000.
- The preliminary budget includes a 3% cost of living increase for staff. A comparison was completed of the increase of 2% to 3% and it was found a 3% increase added \$42,368 to the budget.

OTHER FUNDS

Ham Laker Fund: In 2020, the Ham Laker Fund ended with a negative \$41,671 fund balance. In 2021 it is slated to go down another \$14,050. A transfer is needed in order to keep this fund going. A transfer from the Gambling Fund has been budgeted to help offset the negative balance.

2010 CIP Bond Debt Service Fund: The G.O. levy for this bond is \$209,416.

GO Capital Note Debt Service Fund-NMTC: This fund was created in 2016. The City of Circle Pines issued General Obligation Capital Notes to finance the acquisition of capital equipment by the North Metro Telecommunications Commission. Member cities receive franchise fees from NMTC, from which they pay their share of the debt service payments. Member cities will not levy property taxes to pay the debt service. The preliminary 2022 budget includes franchise fees of \$ 31,896 and bond principal, interest, and miscellaneous expense of \$ 31,896.

CAPITAL PROJECT FUNDS: Information regarding the equipment funds and Revolving Street Fund is included in the Five Year Capital Improvement Plan. The budget for the Revolving Street Fund is not included in the preliminary budget due to the static nature of the City's street projects.

Recommendations:

I recommend that Council adopt Resolution to approve the preliminary 2022 budget and the preliminary 2021 tax levy, collectible in 2022.

RESOLUTION NO. 21-

RESOLUTION APPROVING THE PRELIMINARY 2021 PROPOSED BUDGET AND
2021 TAX LEVY, COLLECTIBLE IN 2022

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, that the following sums of money are proposed to be levied for the current year, collectible in 2022, upon taxable property in the City of Ham Lake, for the following purposes:

General Levy	\$5,391,443.00
Bonded Indebtedness:	
G. O. Capital Improvement Plan Bond, series 2010A	\$ 209,416.00
Total Levy	\$5,600,859.00

The 2021 tax levy, collectible in 2022, for G.O. Capital Notes, Series 2016A (NMTC) is cancelled, as alternative revenues are available to pay the principal and interest on the bonds.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, that the attached copy of the 2022 budget is hereby adopted.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the Department of Tax Administration, Anoka County, Minnesota.

Adopted by the Ham Lake City Council this 7th day of September, 2021.

Michael G. Van Kirk, Mayor

Dawnette Shimek, City Clerk

CITY OF HAM LAKE, MINNESOTA
 STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES - SUMMARY
 GENERAL FUND
 ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2019-2020, PERIOD TO DATE JULY 31, 2021 AND
 BUDGET FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2022

	Actual 2019	Actual 2020	YTD 7/31/2021	Budget 2021	Budget 2022	Percent Change
REVENUES						
Taxes	\$ 4,708,432	\$ 4,844,172	\$ 2,629,867	\$ 5,036,071	\$ 5,418,693	8%
Licenses and permits	512,039	570,475	338,694	448,250	548,600	22% (1)
Intergovernmental	169,377	201,127	12,169	151,000	151,000	0%
Charges for services	10,222	12,050	8,530	6,185	8,885	44% (1)
Fines and forfeitures	27,610	22,131	14,537	30,000	30,000	0%
Investment earnings	66,173	30,842	(4,495)	10,000	1,000	-90% (2)
Miscellaneous	350,244	174,916	101,951	146,313	144,140	-1%
TOTAL REVENUES	6,086,156	6,065,022	3,101,253	5,827,819	6,302,318	8%
EXPENDITURES						
Council	99,585	92,066	44,398	81,252	76,979	-5%
Ordinances	1,689	1,689	1,394	4,700	5,100	9%
Administration	129,210	146,389	80,907	161,075	161,440	0%
Clerk	145,589	128,812	67,543	119,642	118,328	-1%
Elections	-	28,763	-	-	28,719	0%
Finance	192,192	241,892	123,858	223,586	238,044	6%
Auditing	23,525	22,570	28,580	27,930	28,900	3%
Assessing	77,739	78,236	39,118	77,000	78,500	2%
Prosecutions	78,000	78,000	45,500	78,000	78,000	0%
Planning & zoning	57,676	60,507	47,189	91,292	94,145	3%
General government	69,684	59,031	52,112	76,101	76,762	1%
General govt buildings	161,884	144,459	17,417	35,975	38,075	6%
City sign	3,318	2,591	1,754	2,779	2,913	5%
Information Technology	37,528	41,077	24,497	43,258	52,527	21% (3)
Police protection	1,032,403	947,412	842,478	1,081,547	1,276,917	18% (4)
Fire department	470,231	415,911	325,661	546,314	578,205	6%
Fire stations	39,930	28,283	18,495	30,760	34,630	13% (5)
Sirens	9,268	8,965	7,916	9,148	9,187	0%
Building inspection	381,578	352,874	192,987	302,645	428,898	42% (6)
Animal control	3,900	4,650	1,810	4,150	3,150	-24% (7)
Public works	861,028	686,160	487,609	856,094	910,582	6%
Public works building	32,986	32,346	17,914	25,800	36,730	42% (8)
Snow & ice removal	154,467	92,337	72,410	79,700	86,190	8%
Stormwater drainage	4,048	6,214	2,130	2,000	4,000	100% (9)
Stormwater-WMOs	13,191	17,555	15,069	12,750	12,750	0%
Signs & signals	15,363	16,559	12,517	21,000	21,000	0%
Utility/ROW	35,255	48,798	15,055	22,000	40,000	82% (10)
Parks	212,729	195,170	128,428	268,471	286,879	7%
Park Buildings	12,892	9,916	14,846	16,850	16,850	0%
Senior Center	70,287	4,314	2,355	5,861	7,428	27% (11)
Senior Center Building	13,540	13,540	6,557	13,540	13,990	3%
Miss/unallocated	117,262	110,997	2,560	115,000	111,200	-3%
TOTAL EXPENDITURES	4,557,979	4,120,082	2,741,066	4,436,220	4,957,018	12%
EXCESS REVENUES (EXPENDITURES)	1,528,177	1,944,940	360,187	1,391,599	1,345,300	-3%
OTHER FINANCING SOURCES (USES)						
Transfers in	1,350	1,350	-	1,200	1,200	0%
Transfers out	(1,270,000)	(1,270,000)	(1,309,387)	(1,301,000)	(1,346,500)	4%
TOTAL OTHER FINANCING SOURCES (USES)	(1,268,650)	(1,268,650)	(1,309,387)	(1,299,800)	(1,345,300)	4%
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ 259,527	\$ 676,290	\$ (949,199)	\$ 91,799	\$ (0)	

Explanation of Budget Changes in revenue and expenditures over 10%

- (1) Licenses and Permits revenue and Charges for Services revenue increased to align with actual history
- (2) Investment revenue was decreased due to the low rates on CD's at this time.
- (3) Metro-Inet contract for IT services increased \$2,000 for administration and personal costs to accommodate to change to JPA.
- (4) The Sheriff contract was budgeted the full amount of 36 hours which includes a new investigator.
- (5) The Fire Station's building services was increased to cover minor upgrades and annual generator maintenance.
- (6) Increase is due to a new Building Inspector being hired. We previously budgeted for an intern position with less pay and no benefits. There was also increase in training for septic trainings.
- (7) New contract with Gratitude Farms changed to \$250 per month.
- (8) Public Works Building increased \$10,930 due to needed repairs, aligning utility costs to actual, and adding in annual generator maintenance plan.
- (9) Aligned stormwater engineering fees to actual.
- (10) Increased ROW Permit expense to match average actual over the last 3 years.
- (11) Increased insurance premium to match actual.

2022 COMPENSATION PLAN
For Employees Hired Prior to September 6, 2011
NON-EXEMPT - HOURLY WAGE

COLA 3%

COMP WORTH	START	6 MONTHS 1040 Hours	1 YEAR 2080 Hours	2 YEARS 4160 Hours	3 YEARS 6240 Hours
149	19.81	21.07	22.30	23.50	24.74
168	22.35	23.75	25.14	26.49	27.88
178	23.66	25.17	26.64	28.07	29.56
209	27.78	29.55	31.27	32.96	34.71
228	30.33	32.21	34.12	35.96	37.86

EXEMPT - SALARIED - PER MONTH

252	5,802	6,169	6,531	6,889	7,253
308	7,093	7,538	7,983	8,423	8,866
372	8,565	9,103	9,644	10,173	10,706

Non-exempt (Hourly)

149	On-call snowplow operator
168	Administrative Assistant II, Building Technician
178	Streets & Parks Maintenance Workers, Accounting Technician II
209	Building Clerk/Zoning Clerk, Mechanic/Operator
228	Streets and Parks Supervisor, Building Official/Inspector, Fire Inspector
275	Building and Zoning Official/Cod Enforcement Officer
**Comp Worth 275 was created after 2011 & not reflected in this pay scale	

Exempt (Salaried)

252	City Clerk
308	Public Works Superintendent, Finance Director, Fire Chief/Public Safety Officer
372	Administrator

Part-time/Seasonal/On-call

Position	Start	1 Year	2 Year
Warming house attendant		15.00	16.00
Public works/parks seasonal		15.00	16.00

Planning Commissioners, Park & Tree Commissioners

Attendance at a Planning or Park & Tree Commission meeting	\$	30.00	per meeting
Attendance at a City Council or other meeting	\$	20.00	per meeting
Inspections	\$	20.00	per inspection

2020 COMPENSATION PLAN
For Employees Hired After September 6, 2011
NON-EXEMPT - HOURLY WAGE

COMP WORTH	START	6 MONTHS 1,040 Hours	1 YEAR 2,080 Hours	2 YEARS 4,160 Hours	3 YEARS 6,240 Hours	4 YEARS 8,320 Hours
149	19.23	19.82	20.45	21.65	22.81	24.02
168	21.69	22.35	23.06	24.41	25.72	27.08
178	22.97	23.68	24.43	25.86	27.25	28.70
209	26.97	27.80	28.69	30.36	32.00	33.70
228	29.43	30.33	31.29	33.12	34.91	36.76
275	35.49	36.58	37.75	39.95	42.64	44.34

EXEMPT (SALARIED) PER MONTH

252	5,633	5,810	5,989	6,342	6,690	7,041
308	6,886	7,101	7,319	7,751	8,177	8,607
372	8,316	8,575	8,839	9,362	9,876	10,395

Non-exempt (Hourly)

149	On-call snowplow operator
168	Administrative Assistant II, Building Technician
178	Streets & Parks Maintenance Workers, Accounting Technician II
209	Building Clerk/Zoning Clerk, Mechanic/Operator
228	Streets and Parks Supervisor, Building Official/Inspector, Fire Inspector
275	Building and Zoning Official/Cod Enforcement Officer

Exempt (Salaried)

252	City Clerk
308	Public Works Superintendent, Finance Director, Fire Chief/Public Safety Officer
372	Administrator

Part-time/Seasonal/On-call

Position	Start	1 Year	2 Year
Warming house attendant	15.00	16.00	17.00
Public works/parks seasonal	15.00	16.00	17.00

Planning Commissioners, Park & Tree Commissioners

Attendance at a Planning or Park & Tree Commission meeting	\$	30.00	per meeting
Attendance at a City Council or other meeting	\$	20.00	per meeting
Inspections	\$	20.00	per inspection

**2021 COMPENSATION PLAN
Fire Department**

	<u>Amount</u>	<u>Pay Frequency</u>
Officers		
Deputy chief	212.11	per month
District chief	121.21	per month
Training officer	39.55	per month
Assistant training officer	39.55	per month
Fire prevention	39.55	per month
Fire investigators	39.55	per month
 Weekend Duty Officer	 90.91	 per duty weekend
 Instructors	 23.74	 per training session
 Call rate	 15.84	 per hour
Meeting/drill rate	15.84	per meeting/drill
Chief & captains rate	17.47	per hour

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2018-2020, YTD MAY 2021, BUDGET FINAL 2021, PROPOSED 2022							
		ACTUAL			YTD	BUDGET	
		2018	2019	2020	Jul-21	2021	2022
CABLE TV FUND							
Revenues							
210-31402	Franchise Fees	(53,873.64)	(54,335.60)	(54,647.52)	-	(55,000.00)	(55,000.00)
210-37101	Interest on investments	(4,472.62)	(6,417.52)	(4,197.10)	336.10	(2,500.00)	(2,500.00)
	Total	(58,346.26)	(60,753.12)	(58,844.62)	336.10	(57,500.00)	(57,500.00)
Expenditures							
210-41705-1120	Wages & salaries-PT	2,072.62	2,396.41	694.64	-	-	-
210-41705-1210	PERA/FICA/MC	-	-	-	-	-	-
210-41705-1211	PERA	68.94	117.41	52.11	-	-	-
210-41705-1212	FICA/MC	158.59	183.36	51.51	-	-	-
210-41705-1510	Worker's comp insurance	14.75	14.08	5.40	-	-	-
210-41705-2320	Equipment parts & supplies	29.00	-	-	-	-	-
210-41705-3190	Recording Services	-	-	189.46	-	-	-
210-41705-3440	Equipment repair & maintenance services	-	-	-	-	500.00	500.00
210-41705-5110	Capital assets	96,343.93	-	-	-	-	-
210-41705-5120	Controllable assets	-	-	-	-	-	-
210-41705-7130	Ham Laker transfer	-	-	-	-	-	-
	Total	98,887.83	2,711.26	993.12	-	500.00	500.00
HAM LAKER FUND							
Revenues							
211-34101	Advertising & subscriptions	(6,092.07)	(6,638.21)	(4,875.00)	(2,625.00)	(6,400.00)	(3,000.00)
211-37101	Interest on investments	(64.53)	(37.03)	(58.77)	(19.30)	(50.00)	-
211-37501	General donations	(14,500.00)	(8,500.00)	(1,500.00)	-	(13,000.00)	(1,000.00)
211-39309	Transfer from other funds	-	-	-	-	-	-
	Total	(20,656.60)	(15,175.24)	(6,433.77)	(2,644.30)	(19,450.00)	(4,000.00)
Expenditures							
211-41704-2120	Postage	13,340.46	12,265.17	12,586.64	9,684.62	14,000.00	14,000.00
211-41704-3125	Editing	10,800.00	10,800.00	10,800.00	7,200.00	10,800.00	10,800.00
211-41704-3970	Printing	7,728.86	7,246.21	7,489.42	4,695.00	7,400.00	7,400.00
211-41704-3990	Other services and charges	1,320.00	1,320.00	1,380.00	910.00	1,300.00	1,300.00
	Total	33,189.32	31,631.38	32,256.06	22,489.62	33,500.00	33,500.00
LAWFUL GAMBLING CONSTRUCTION FUND							
Revenues							
212-37101	Interest on investments	(167.44)	(1,143.12)	(668.14)	59.12	-	-
212-37503	Lawful gambling contributions	(35,389.28)	(36,987.48)	(50,560.33)	(20,900.06)	(25,000.00)	(25,000.00)
	Total	(35,556.72)	(38,130.60)	(51,228.47)	(20,840.94)	(25,000.00)	(25,000.00)
Expenditures							
212-41706-3155	Police protection	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
212-41706-7190	Transfer to General Fund	-	-	-	-	-	-
212-41706-7191	Transfer to Ham Laker Fund	-	-	-	-	-	14,050.00
	Total	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	39,050.00
FUTURE DRAINAGE FUND							
Revenues							
230-34401	Future drainage fees	(20,674.60)	(6,212.65)	(15,579.93)	(1,800.00)	(6,000.00)	(10,000.00)
230-37101	Interest on investments	(547.33)	(2,569.76)	(1,160.51)	103.80	(1,500.00)	(500.00)
	Total	(21,221.93)	(8,782.41)	(16,740.44)	(1,696.20)	(7,500.00)	(10,500.00)
Expenditures							
230-43201-2390	Other repair & maintenance supplies	10,476.24	1,611.15	-	-	6,000.00	6,000.00
230-43201-2510	Software licenses & upgrades	4,200.00	3,918.00	4,224.00	-	4,500.00	4,500.00
230-43201-3110	Attorney	140.00	-	-	-	500.00	500.00
230-43201-3135	Engineering	6,793.55	4,614.75	4,014.69	9,300.08	30,000.00	30,000.00
230-43201-3190	Other professional services	-	-	-	-	-	-
230-43201-3320	Equipment rentals	-	-	-	-	-	-
230-43201-3490	Other repair & maintenance services	7,080.00	-	-	-	10,000.00	10,000.00
230-43201-3950	Legal notices/publications/bids	-	-	-	-	-	-
230-43201-3980	Filing fees	92.00	-	-	-	-	-
230-43201-5110	Capital assets	-	-	-	-	-	-
230-43201-5130	ROW acquisitions	-	-	-	-	-	-
	Total	28,781.79	10,143.90	8,238.69	9,300.08	51,000.00	51,000.00

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2018-2020, YTD MAY 2021, BUDGET FINAL 2021, PROPOSED 2022							
		ACTUAL			YTD	BUDGET	
		2018	2019	2020	Jul-21	2021	2022
RECYCLING FUND							
Revenues							
231-33406	SCORE grants	(79,991.82)	(83,213.00)	(83,710.00)	-	(90,000.00)	(85,000.00)
231-34302	Recycling receipts	(1,278.68)	(1,889.04)	(963.94)	(805.20)	(1,500.00)	(1,000.00)
231-37101	Interest on investments	(531.67)	(1,640.80)	(774.04)	71.45	(200.00)	(50.00)
Total		(81,802.17)	(86,742.84)	(85,447.98)	(733.75)	(91,700.00)	(86,050.00)
Expenditures							
231-43601-2120	Postage	970.91	955.64	1,027.30	-	1,000.00	1,000.00
231-43601-2290	Operating supplies	-	-	-	-	500.00	500.00
231-43601-3630	Waste management & recycling	67,193.77	82,344.70	84,385.35	49,611.84	75,000.00	87,000.00
231-43601-3930	Grant expenditures	-	-	-	-	-	-
231-43601-3960	Mileage	72.49	34.80	13.92	-	50.00	50.00
231-43601-3970	Printing	1,946.00	1,972.00	1,756.71	-	2,000.00	2,000.00
Total		70,183.17	85,307.14	87,183.28	49,611.84	78,550.00	90,550.00
STREET LIGHT FUND							
Revenues							
232-34303	Street light fees	(61,380.97)	(63,767.05)	(65,749.45)	(36,183.62)	(60,000.00)	(66,000.00)
232-34306	Developer electrical service	(5,110.56)	(486.72)	(2,920.32)	-	-	-
232-37101	Interest on investments	(1,317.91)	(3,211.21)	(1,783.16)	163.73	(700.00)	(100.00)
232-37601	Refunds & reimbursements	(765.50)	(820.12)	-	-	(800.00)	-
Total		(68,574.94)	(68,285.10)	(70,452.93)	(36,019.89)	(61,500.00)	(66,100.00)
Expenditures							
232-43701-3190	Other professional services	2,898.16	2,814.76	2,920.97	5,011.25	3,000.00	3,000.00
232-43701-3610	Electricity	46,416.68	49,293.48	51,593.74	31,027.89	46,500.00	55,000.00
232-43701-4145	Refunds & reimbursements	-	-	-	-	-	-
232-43701-4160	Uncollectible accounts	-	-	-	-	-	-
232-43701-5120	Controllable assets	-	-	-	-	-	-
Total		49,314.84	52,108.24	54,514.71	36,039.14	49,500.00	58,000.00
OAKWILT FUND							
Revenues							
250-37101	Interest on investments	(161.98)	(246.57)	(129.53)	10.76	(100.00)	(50.00)
Total		(161.98)	(246.57)	(129.53)	10.76	(100.00)	(50.00)
Expenditures							
250-45101-2120	Postage	145.96	63.20	31.50	-	150.00	150.00
250-45101-2290	Operating supplies	6.12	-	-	-	100.00	100.00
250-45101-3320	Equipment rentals	-	-	-	-	-	-
250-45101-3440	Equipment repair & maintenance services	-	-	-	-	-	-
250-45101-3810	Contractors	1,020.00	-	-	-	-	-
Total		1,172.08	63.20	31.50	-	250.00	250.00
ECONOMIC DEVELOPMENT FUND							
Revenues							
261-37101	Interest on investments	(897.63)	(794.30)	(185.75)	(10.69)	(650.00)	(650.00)
261-37102	Interest - Loans	(133.91)	-	-	-	(300.00)	-
Total		(1,031.54)	(794.30)	(185.75)	(10.69)	(950.00)	(650.00)
Expenditures							
261-46101-4105	Beautification grants	44,000.00	23,526.33	15,850.00	-	16,000.00	-
Total		44,000.00	23,526.33	15,850.00	-	16,000.00	-
HAM LAKE EDA FUND							
Revenues							
262-37101	Interest on investments	(68.11)	(1,625.15)	(2,078.25)	157.72	(100.00)	(50.00)
262-37302	Building lease	-	-	-	-	-	-
Total		(68.11)	(1,625.15)	(2,078.25)	157.72	(100.00)	(50.00)
Expenditures							
262-46101-2310	Building repair & maintenance supplies	-	-	-	-	-	-
262-46101-3110	Attorney	140.00	385.00	-	-	-	-
262-46101-3190	Other professional services	-	-	-	1,000.00	-	1,000.00
262-46101-3420	Building repair & maintenance services	-	-	-	-	-	-
262-46101-3630	Waste management	53.23	53.23	-	-	-	-
262-46101-3940	Insurance	-	-	-	-	-	-
Total		193.23	438.23	-	1,000.00	-	1,000.00

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2018-2020, YTD MAY 2021, BUDGET FINAL 2021, PROPOSED 2022

		ACTUAL			YTD	BUDGET	
		2018	2019	2020	Jul-21	2021	2022
LODGING TAX FUND							
Revenues							
263-31401	Lodging tax	(30,987.72)	(31,162.21)	(24,048.35)	(12,784.92)	(27,000.00)	(27,000.00)
263-37101	Interest on investments	(59.78)	(134.56)	(38.27)	2.44	-	-
	Total	(31,047.50)	(31,296.77)	(24,086.62)	(12,782.48)	(27,000.00)	(27,000.00)
Expenditures							
263-46101-4120	Convention bureau	29,438.33	29,604.10	22,845.94	9,188.87	25,500.00	25,500.00
263-46101-7135	Lodging tax transfer	-	1,350.00	1,350.00	-	1,350.00	1,350.00
	Total	29,438.33	30,954.10	24,195.94	9,188.87	26,850.00	26,850.00

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2018-2020, YTD MAY 2021, BUDGET FINAL 2021, PROPOSED 2022							
		ACTUAL			YTD	BUDGET	
		2018	2019	2020	Jul-21	2021	2022
2010 CIP BOND DEBT SERVICE FUND							
Revenues							
370-31001	Current property taxes	(214,141.00)	(209,101.00)	(204,061.00)	(104,760.50)	(209,521.00)	(209,416.00)
370-31002	Delinquent property taxes	-	-	-	-	(1,500.00)	(1,500.00)
370-37101	Interest on investments	(2,014.62)	(2,986.76)	(1,322.46)	114.70	(1,000.00)	(500.00)
Total		(216,155.62)	(212,087.76)	(205,383.46)	(104,645.80)	(212,021.00)	(211,416.00)
Expenditures							
370-47101-6110	Principal	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00	170,000.00
370-47101-6120	Interest	46,344.00	41,543.76	36,743.76	31,943.76	36,744.00	26,994.00
370-47101-6130	Agent fees	1,375.00	1,375.00	4,475.00	-	825.00	1,375.00
Total		207,719.00	202,918.76	201,218.76	191,943.76	197,569.00	198,369.00
2016 GO CAPITAL NOTE DEBT SERVICE FUND							
Revenues							
371-31402	Franchise fees	(31,998.41)	(32,174.31)	(32,335.55)	(31,749.23)	(31,750.00)	(31,896.00)
371-37101	Interest on investments	-	-	(25.89)	-	-	-
Total		(31,998.41)	(32,174.31)	(32,361.44)	(31,749.23)	(31,750.00)	(31,896.00)
Expenditures							
371-47101-6110	Principal	26,524.00	27,222.00	27,920.00	-	27,920.00	28,600.00
371-47101-6120	Interest	3,950.68	3,420.20	2,876.00	-	2,318.00	1,760.00
371-47101-6130	Agent fees & misc	1,523.73	1,532.11	1,539.55	-	1,512.00	1,536.00
Total		31,998.41	32,174.31	32,335.55	-	31,750.00	31,896.00

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2018-2020, YTD MAY 2021, BUDGET FINAL 2021, PROPOSED 2022							
		ACTUAL			YTD	BUDGET	
		2018	2019	2020	Jul-21	2021	2022
GENERAL GOVERNMENT EQUIPMENT FUND							
Revenues							
410-37101	Interest on investments	(543.60)	(1,100.28)	(661.40)	35.46	(400.00)	(100.00)
410-39301	Transfer from general fund	(7,000.00)	(5,000.00)	(5,500.00)	(2,916.69)	(5,000.00)	(5,000.00)
Total		(7,543.60)	(6,100.28)	(6,161.40)	(2,881.23)	(5,400.00)	(5,100.00)
Expenditures							
410-41701-5110	Capital assets	-	-	1,785.00	-	5,000.00	5,000.00
410-41701-7110	Election equipment fund transfer	12,000.00	-	-	-	-	-
Total		12,000.00	-	1,785.00	-	5,000.00	5,000.00
ELECTION EQUIPMENT FUND							
Revenues							
411-37101	Interest on investments	(866.75)	(209.25)	(115.24)	1.85	(100.00)	(50.00)
411-39309	Transfer from other funds	(12,000.00)	(3,000.00)	(2,500.00)	(2,333.31)	(4,000.00)	(4,000.00)
Total		(12,866.75)	(3,209.25)	(2,615.24)	(2,331.46)	(4,100.00)	(4,050.00)
Expenditures							
411-41302-5110	Capital assets	16,447.52	3,466.12	3,538.95	3,189.09	4,500.00	4,500.00
Total		16,447.52	3,466.12	3,538.95	3,189.09	4,500.00	4,500.00
BUILDING FUND							
Revenues							
412-37101	Interest on investments	(3,771.83)	(8,437.00)	(3,853.47)	253.21	(1,100.00)	(500.00)
412-37302	Building lease	(3,750.00)	-	-	-	-	-
412-39301	Transfer from general fund	(10,000.00)	(10,000.00)	(10,000.00)	(5,833.31)	(10,000.00)	(10,000.00)
Total		(17,521.83)	(18,437.00)	(13,853.47)	(5,580.10)	(11,100.00)	(10,500.00)
Expenditures							
412-41702-3420	Building repair & maintenance services	-	-	-	-	-	-
412-41702-5110	Capital assets	26,506.13	3,390.00	29,418.24	15,120.61	50,000.00	50,000.00
Total		26,506.13	3,390.00	29,418.24	15,120.61	50,000.00	50,000.00
FIRE DEPARTMENT EQUIPMENT FUND							
Revenues							
420-33102	Fire/emergency preparedness grants	-	-	-	-	-	-
420-37101	Interest on investments	(11,522.82)	(19,575.00)	(13,191.07)	1,242.61	(6,000.00)	(6,000.00)
420-37502	Fire department donations	-	-	-	-	-	-
420-39101	Sale of assets	(1,169.20)	-	-	-	-	-
420-39301	Transfer from general fund	(190,000.00)	(210,000.00)	(210,000.00)	(134,166.69)	(230,000.00)	(230,000.00)
Total		(202,692.02)	(229,575.00)	(223,191.07)	(132,924.08)	(236,000.00)	(236,000.00)
Expenditures							
420-42201-5110	Capital assets	208,628.00	-	38,387.80	61,895.72	50,000.00	50,000.00
420-42201-7190	Other transfers	-	-	-	-	-	-
Total		208,628.00	-	38,387.80	61,895.72	50,000.00	50,000.00
EMERGENCY OPERATIONS CENTER FUND							
Revenues							
421-37101	Interest on investments	(369.46)	(676.76)	(794.03)	33.74	(200.00)	(50.00)
421-39301	Transfer from general fund	-	(2,000.00)	(2,000.00)	-	(2,000.00)	(2,000.00)
Total		(369.46)	(2,676.76)	(2,794.03)	33.74	(2,200.00)	(2,050.00)
Expenditures							
421-42301-3420	Building repair & maintenance services	1,177.76	-	-	-	-	-
421-42301-5110	Capital assets	-	-	-	-	1,000.00	1,000.00
Total		1,177.76	-	-	-	1,000.00	1,000.00
SIREN REPLACEMENT FUND							
Revenues							
422-37101	Interest on investments	(479.70)	(732.44)	(406.95)	33.17	(200.00)	(50.00)
Total		(479.70)	(732.44)	(406.95)	33.17	(200.00)	(50.00)
Expenditures							
422-42302-3440	Equipment repair & maintenance services	-	-	-	-	5,000.00	5,000.00
Total		-	-	-	-	5,000.00	5,000.00

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2018-2020, YTD MAY 2021, BUDGET FINAL 2021, PROPOSED 2022							
		ACTUAL			YTD	BUDGET	
		2018	2019	2020	Jul-21	2021	2022
BUILDING INSPECTION EQUIPMENT FUND							
Revenues							
428-37101	Interest on investments	(589.20)	(1,167.56)	(737.99)	60.42	(1,000.00)	(500.00)
428-39101	Sale of Assets	-	-	-	(2,601.00)	(2,000.00)	(2,000.00)
428-39301	Transfer from general fund	(12,000.00)	(12,000.00)	(12,000.00)	(5,833.31)	(10,000.00)	(10,000.00)
428-39309	Transfer from other funds	-	-	-	-	-	-
Total		(12,589.20)	(13,167.56)	(12,737.99)	(8,373.89)	(13,000.00)	(12,500.00)
Expenditures							
428-42401-5110	Capital assets	-	-	17,071.84	31,697.31	72,163.00	72,163.00
Total		-	-	17,071.84	31,697.31	72,163.00	72,163.00
PUBLIC WORKS EQUIPMENT FUND							
Revenues							
430-37101	Interest on investments	(3,177.99)	(5,954.00)	(3,816.75)	288.89	(1,000.00)	(500.00)
430-39101	Sale of assets	(9,400.00)	(57,558.55)	(20,858.75)	(4,800.00)	(10,000.00)	(10,000.00)
430-39301	Transfer from general fund	(130,000.00)	(140,000.00)	(140,000.00)	(87,500.00)	(150,000.00)	(150,000.00)
Total		(142,577.99)	(203,512.55)	(164,675.50)	(92,011.11)	(161,000.00)	(160,500.00)
Expenditures							
430-43101-5110	Capital assets	62,838.10	144,968.40	75,061.84	9,621.50	197,000.00	197,000.00
Total		62,838.10	144,968.40	75,061.84	9,621.50	197,000.00	197,000.00
REVOLVING STREET FUND							
Revenues							
431-31002	Delinquent property taxes	-	-	(1,502.49)	-	-	-
431-33401	MSA maintenance	(202,001.00)	1,269,158.00	(298,620.82)	(124,981.50)	(95,643.00)	(95,643.00)
431-33402	MSA construction	(1,212,566.06)	(2,217,579.06)	(746,734.86)	(124,981.50)	-	-
431-33408	State bridge & highway grants	-	-	(710,440.94)	-	-	-
431-33501	Other county grants & aids	-	-	-	(12,990.43)	-	-
431-34301	Developer contributions	(1,154.98)	-	-	-	-	-
431-34307	Future paving fees	-	-	-	-	-	-
431-36101	Current assessments	(1,248.62)	(17,064.42)	(36,582.77)	(18,253.46)	(36,424.00)	(36,424.00)
431-36102	Delinquent assessments	-	-	-	-	-	-
431-36103	Prepaid assessments	(33,734.63)	(73,862.00)	(7,863.44)	(17,230.30)	-	-
431-36104	Penalties & interest	-	-	(43.41)	-	-	-
431-37101	Interest on investments	(42,866.36)	(65,715.00)	(55,712.41)	463.25	(35,000.00)	(10,000.00)
431-37601	Refunds & reimbursements	-	(8,000.00)	(51,658.76)	-	-	-
431-39301	Transfer from general fund	(850,000.00)	(850,000.00)	(850,000.00)	(1,046,303.31)	(850,000.00)	(900,000.00)
Total		(2,343,571.65)	(1,963,062.48)	(2,759,159.90)	(1,344,277.25)	(1,017,067.00)	(1,042,067.00)
Expenditures							
431-43301-2120	Postage	7.99	-	-	-	-	-
431-43301-2330	Street supplies	-	-	-	600.00	-	-
431-43301-3105	Assessing/property tax administration	-	147.86	-	-	200.00	200.00
431-43301-3110	Attorney	268.33	2,059.17	875.00	542.50	2,000.00	2,000.00
431-43301-3135	Engineering	465,238.83	543,816.86	427,160.88	193,000.70	562,722.00	562,722.00
431-43301-3190	Other professional services	9,443.94	43,024.52	-	1,379.53	40,000.00	40,000.00
431-43301-3320	Equipment rentals	-	-	-	-	-	-
431-43301-3810	Contractors	1,549,950.00	2,308,815.04	3,049,833.74	875,240.48	2,280,477.00	2,280,477.00
431-43301-3950	Legal notices/publications/bids	664.42	951.11	233.18	344.52	1,000.00	1,000.00
431-43301-3980	Filing fees	46.00	92.00	276.00	92.00	300.00	300.00
431-43301-5130	ROW Acquisition	2,105.28	211,780.01	700.00	-	50,000.00	50,000.00
Total		2,027,716.80	2,936,699.00	2,936,699.00	1,071,199.73	2,936,699.00	2,936,699.00
PARK AND BEACH LAND FUND							
Revenues							
440-33601	Other local government grants & aids	-	(45,038.00)	-	-	-	-
440-37101	Interest on investments	(14,415.12)	(26,073.00)	(13,082.38)	1,048.90	(6,500.00)	(1,000.00)
440-37102	Interest - Loans	(1,790.64)	(2,087.97)	(1,872.98)	(3,505.64)	(2,000.00)	(2,000.00)
440-37501	General donations	-	-	-	-	-	-
440-37504	Parkland dedication	(96,999.93)	(63,692.06)	(102,145.02)	(54,690.31)	(70,000.00)	(70,000.00)
440-39101	Sale of assets	-	-	-	-	-	-
Total		(113,205.69)	(136,891.03)	(117,100.38)	(57,147.05)	(78,500.00)	(73,000.00)
Expenditures							
440-44103-2390	Other repair & maintenance supplies	437.88	-	-	977.00	-	977.00
440-44103-3135	Engineering	2,076.42	76.82	213.68	780.15	-	-
440-44103-3490	Other repair & maintenance services	14,051.28	-	10,440.00	-	-	-
440-44103-4150	Reimbursable expense	-	-	-	-	-	-
440-44103-5110	Capital assets	-	116,069.59	128,950.38	16,208.38	50,000.00	50,000.00
440-44103-5120	Controllable assets	1,985.00	-	5,731.17	-	-	-
Total		18,550.58	116,146.41	145,335.23	17,965.53	50,000.00	50,977.00

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2018-2020, YTD MAY 2021, BUDGET FINAL 2021, PROPOSED 2022							
		ACTUAL			YTD	BUDGET	
		2018	2019	2020	Jul-21	2021	2022
PARKS EQUIPMENT FUND							
Revenues							
441-37101	Interest on investments	(1,634.84)	(1,629.18)	(1,553.59)	80.77	(800.00)	(200.00)
441-39101	Sale of assets	(5,000.00)	-	-	-	(15,000.00)	(15,000.00)
441-39301	Transfer from general fund	(36,000.00)	(38,000.00)	(38,000.00)	(23,333.31)	(40,000.00)	(40,000.00)
Total		(42,634.84)	(39,629.18)	(39,553.59)	(23,252.54)	(55,800.00)	(55,200.00)
Expenditures							
441-44101-5110	Capital assets	29,291.24	-	96,951.21	-	28,000.00	28,000.00
441-44101-7170	Building inspection equipment transfer	-	-	-	-	-	-
Total		29,291.24	-	96,951.21	-	28,000.00	28,000.00

CITY OF HAM LAKE

CAPITAL IMPROVEMENT

AND

EQUIPMENT REPLACEMENT PLAN

2022 - 2026

15544 Central Avenue NE, Ham Lake, MN 55304
763-434-9555
www.ci.ham-lake.mn.us

**City of Ham Lake
Street Overlays
2022 thru 2026**

	Total	Total by Type
2022		
Fox Tail Ridge ('01 construction)	91,809	
Livgard Addn. ('00 construction)	52,753	
Trails End Shores ('00 construction)	24,786	
Concord Woods ('02 construction)	31,893	
Aberdeen Street: Baltimore Street to Fox Tail Ridge ('03 construction)	35,157	236,398
MSA - Polk St.: 173rd Ave. to Crosstown Blvd. ('01 Construction)	11,096	11,096
2023		
Braastad Farms ('02 construction)	232,774	
Larson's Heritage Oaks 3rd Addition ('02 construction)	52,092	
Larson's Heritage Oaks 4th Addition ('02 construction)	58,868	
Larson's Heritage Oaks 5th Addition ('02 construction)	32,972	
Larson's Heritage Oaks 6th Addition ('02 construction)	91,491	
Prairie Creek ('02 construction)	45,991	
Radisson Meadows ('02 construction)	78,572	
White Oak Ridge ('02 construction)	65,252	658,011
MSA - Hastings St.: 149th Ave. to 153rd Ave. ('03 Construction)	80,698	80,698
2024		
Clayton Park Estates ('03 construction)	84,477	
Cottages of Heritage Oaks ('03 construction)	82,410	
Deer Haven Hills 2nd Addition ('03 construction)	42,124	
Deer Haven Hills 3rd Addition ('03 construction)	55,706	
Eagle Ridge Estates South ('03 construction)	87,167	
Highland Bluffs ('03 construction)	229,154	
Highland Bluffs 2nd Addition ('03 construction)	125,715	
Landborg Industrial Park ('03 construction)	112,008	
Larson's Heritage Oaks West ('03 construction)	100,093	
Lever Street from 173rd Avenue to 177th Avenue ('03 construction)	87,594	
Nottingham Forest ('03 construction)	120,597	
Royal Woods ('03 construction)	79,425	
Woodland Bluffs ('03 construction)	37,072	
Woodland Bluffs 2nd Addition ('03 construction)	42,419	
Woodland Bluffs 3rd Addition ('03 construction)	344,568	2,369,239
MSA - Buchannan St from Constance Blvd to 165th Ave ('04 Construction)	48,228	48,228
2025		
Hidden Forest West ('04 Construction)	125,318	
Hidden Forest West 2nd Addn. ('04 Construction)	119,456	
Naples Estates ('04 Construction)	137,920	
North Shore Addn. ('04 Construction)	32,703	
Polk St.: Constance Blvd. to 833' N ('04 Construction)	29,241	
Rosewood Addition ('04 Construction)	34,717	
W. Frontage Rd S. of Crosstown Blvd. (174th Ave/Central Ave/Johnson St) ('04 Construction)	91,041	570,396
MSA - Ulysses St.: 179th Ln. to 181st Ave. ('04 Construction)	38,057	38,057
2026		
Deer Haven Hills 4th Addn. ('05 Construction)	83,872	
Deer Haven Hills 5th Addn. ('05 Construction)	8,151	
Deer Haven Hills 6th Addn. ('05 Construction)	25,466	
Hamlet Estates 2nd Addn. ('05 Construction)	17,766	
Naples Estates 2nd Addn. ('05 Construction)	45,298	
Serenity Meadows ('05 Construction)	60,698	
Stokes Addn. ('05 Construction)	8,113	
Westlund's Creekside ('05 Construction)	82,482	
Westlund's Creekside 2nd Addn. ('05 Construction)	112,418	444,264

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2022 thru 2026
Sources and Uses of Funds - Equipment Funds

	2022	2023	2024	2025	2026
410 General Government Equipment					
Beginning Balance	61,531	1,431	6,331	10,331	14,731
Revenues and other fund sources					
Interest	400	400	400	400	400
Transfer from general fund	5,500	5,500	5,000	5,000	5,000
Total revenue and other fund sources	5,900	5,900	5,000	5,400	5,400
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Replace electronic city sign	65,000	-	-	-	-
Total expenditures and uses	66,000	1,000	1,000	1,000	1,000
Ending Balance	1,431	6,331	10,331	14,731	19,131
411 Election Equipment					
Beginning Balance	2,619	1,919	2,419	2,419	2,919
Revenues and other fund sources					
Interest	100	100	100	100	100
Transfer from general fund	4,000	4,000	4,000	4,000	4,000
Total revenue and other fund sources	4,100	4,100	4,100	4,100	4,100
Expenditures and uses					
City's share of Anoka County's cost for election equipment	4,800	3,600	3,600	3,600	3,600
Total expenditures and uses	4,800	3,600	4,100	3,600	3,600
Ending Balance	1,919	2,419	2,419	2,919	3,419
412 Building Fund					
Beginning Balance	220,214	186,214	187,214	188,214	189,214
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Transfer from general fund	10,000	10,000	10,000	10,000	10,000
Total revenue and other fund sources	11,000	11,000	11,000	11,000	11,000
Expenditures and uses					
Miscellaneous as needed	10,000	10,000	10,000	10,000	10,000
Replace roof on Fire Station 2	35,000	-	-	-	-
Total expenditures and uses	45,000	10,000	10,000	10,000	10,000
Ending Balance	186,214	187,214	188,214	189,214	190,214

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2022 thru 2026
Sources and Uses of Funds - Equipment Funds

	2022	2023	2024	2025	2026
420 Fire Equipment					
Beginning Balance	1,500,800	(758,200)	(521,200)	(874,200)	(957,200)
Revenues and other fund sources					
Interest	8,000	7,000	7,000	7,000	7,000
Sale of assets-Utility Two (2006 Ford F250 crew cab)	10,000	-	-	-	-
Sale of assets-Engine Two (1999 Peterbilt/Custom)	-	40,000	-	-	-
Sale of Grass Two (2000 Ford F350)	-	-	-	10,000	-
Transfer from general fund	230,000	250,000	250,000	250,000	270,000
Total revenue and other fund sources	248,000	297,000	297,000	267,000	277,000
Expenditures and uses					
Construct Fire Station #3	1,500,000	-	-	-	-
Addition of Engine 3	1,000,000	-	-	-	-
Remodel Bathrooms Fire Station 1	7,000	-	-	-	-
Replace Utility Two (2006 Ford F250 crew cab)	-	60,000	-	-	-
Replace Engine Two (1999 Peterbilt/Custom)	-	-	650,000	-	-
Addition of Rescue 3	-	-	-	260,000	-
Replace Grass Two (2000 Ford F350)	-	-	-	90,000	-
Total expenditures and uses	2,507,000	60,000	650,000	350,000	-
Ending Balance	(758,200)	(521,200)	(874,200)	(957,200)	(680,200)
421 Emergency Operations Center					
Beginning Balance	28,417	29,617	30,867	32,117	33,367
Revenues and other fund sources					
Interest	200	250	250	250	250
Transfer from general fund	2,000	2,000	2,000	2,000	2,000
Total revenue and other fund sources	2,200	2,250	2,250	2,250	2,250
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	29,617	30,867	32,117	33,367	34,617
422 Siren Replacement					
Beginning Balance	37,384	32,484	27,534	22,584	17,634
Revenues and other fund sources					
Interest	100	50	50	50	50
Total revenue and other fund sources	100	50	50	50	50
Expenditures and uses					
Siren repairs and upgrades	5,000	5,000	5,000	5,000	5,000
Total expenditures and uses	5,000	5,000	5,000	5,000	5,000
Ending Balance	32,484	27,534	22,584	17,634	12,684

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2022 thru 2026
Sources and Uses of Funds - Equipment Funds

	2022	2023	2024	2025	2026
428 Building Inspection Equipment					
Beginning Balance	2,266	10,266	18,266	25,266	33,266
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Future sale of assets	-	-	-	-	-
Transfer from general fund	7,000	7,000	7,000	7,000	7,000
Total revenue and other fund sources	8,000	8,000	7,000	8,000	8,000
Expenditures and uses					
Future purchase of Trucks	-	-	-	-	-
Total expenditures and uses	-	-	-	-	-
Ending Balance	10,266	18,266	25,266	33,266	41,266
430 Public Works Equipment					
Beginning Balance	186,630	32,630	(31,370)	(38,370)	(311,270)
Revenues and other fund sources					
Interest	1,000	1,000	1,000	100	100
Sale of 2006 Ford L8500 (#54)	15,000	-	-	-	-
Sale of 1999 Gilcrest 813RT Paver (#102)	5,000	-	-	-	-
Sale of 2008 John Deer 544J loader (#71)	-	15,000	-	-	-
Sale of 2001 Elgin Street Sweeper (# 68)	-	-	10,000	-	-
Sale of 2001 Ford F350 Crew Cab (#77)	-	-	7,000	-	-
Sale of 1987 CAT 140G Grader (#57)	-	-	-	1,000	-
Sale of Wacker Roller (#60)	-	-	-	1,000	-
Sale of 1998 Ford Tandem Truck (#81)	-	-	-	15,000	-
Sale of 2011 Ford F350 (#70)	-	-	-	-	7,000
Sale of 2009 Ford F450 (#74)	-	-	-	-	7,000
Sale of 2012 Ford F450 with Box & Hoist (#78)	-	-	-	-	7,000
Sale of 2000 Freightliner FL70 Patch Truck (#90)	-	-	-	-	7,000
Transfer from general fund	150,000	170,000	170,000	180,000	180,000
Total revenue and other fund sources	171,000	186,000	188,000	197,100	208,100
Expenditures and uses					
Replace 2006 Ford L8500 (#54)	250,000	-	-	-	-
Replace 1999 Gilcrest 813RT Paver (#102)	75,000	-	-	-	-
Replace 2008 John Deer 544J loader (#71)	-	250,000	-	-	-
Replace 2001 Elgin Street Sweeper (# 68)	-	-	150,000	-	-
Replace 2001 Ford F350 Crew Cab (#77)	-	-	45,000	-	-
Replace 1987 CAT 140G Grader (#57)	-	-	-	200,000	-
Replace Wacker Roller (#60)	-	-	-	20,000	-
Replace 1998 Ford Tandem Truck (#81)	-	-	-	250,000	-
Replace 2011 Ford F350 (#70)	-	-	-	-	45,000
Replace 2009 Ford F450 (#74)	-	-	-	-	65,000
Replace 2012 Ford F450 with Box & Hoist (#78)	-	-	-	-	65,000
Replace 2000 Freightliner FL70 Patch Truck (#90)	-	-	-	-	75,000
Total expenditures and uses	325,000	250,000	195,000	470,000	250,000
Ending Balance	32,630	(31,370)	(38,370)	(311,270)	(353,170)

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2022 thru 2026
Sources and Uses of Funds - Equipment Funds

	2022	2023	2024	2025	2026
440 Park and Beach Land Fund					
Beginning Balance	1,084,012	1,040,512	996,512	952,512	908,512
Revenues and other fund sources					
Interest	6,500	6,000	6,000	6,000	6,000
Metropolitan Council grant-trail-Bunker Lake Blvd west of Jefferson					
Parkland dedications	unknown	unknown	unknown	unknown	unknown
Total revenue and other fund sources	6,500	6,000	6,000	6,000	6,000
Expenditures and uses					
Miscellaneous park improvements	30,000	30,000	30,000	30,000	30,000
Future park and trail development	20,000	20,000	20,000	20,000	20,000
Total expenditures and uses	50,000	50,000	50,000	50,000	50,000
Ending Balance	1,040,512	996,512	952,512	908,512	864,512
441 Park Equipment					
Beginning Balance	53,932	55,932	60,132	50,332	73,532
Revenues and other fund sources					
Sale of 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	6,000	-	-	-	-
Sale of 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	-	6,000	-	-	-
Sale of 2017 Bobcat 5600-T4 Toolcat (#47)	-	-	7,000	-	-
Sale of 2005 John Deer Pro Gator 2020 (#51)	-	-	-	1,000	-
Sale of Smith Co. Ballfield Groomer (#66)	-	-	-	1,000	-
Sale of Toro 36" Floating Deck Mower (#46)	-	-	-	-	1,000
Sale of 1994 Top - Utility Trailer (#107)	-	-	-	-	500
Transfer from general fund	40,000	42,000	42,000	42,000	44,000
Total revenue and other fund sources	47,000	49,200	50,200	45,200	46,700
Expenditures and uses					
Replace 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	45,000	-	-	-	-
Replace 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	-	45,000	-	-	-
Replace 2017 Bobcat 5600-T4 Toolcat (#47)	-	-	60,000	-	-
Replace 2005 John Deer Pro Gator 2020 (#51)	-	-	-	12,000	-
Replace Smith Co. Ballfield Groomer (#66)	-	-	-	10,000	-
Replace Toro 36" Floating Deck Mower (#46)	-	-	-	-	6,000
Replace 1994 Top - Utility Trailer (#107)	-	-	-	-	5,000
Total expenditures and uses	45,000	45,000	60,000	22,000	11,000
Ending Balance	55,932	60,132	50,332	73,532	109,232

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2022 thru 2026
General Fund Capital Outlay by Department

	2022	2023	2024	2025	2026	Total
41701 General Government & Elections	9,500	9,500	9,000	9,000	9,000	46,000
41702 General Building	10,000	10,000	10,000	10,000	10,000	50,000
42201 Fire Department	230,000	250,000	250,000	250,000	250,000	1,230,000
42301 EOC	2,000	2,000	2,000	2,000	2,000	10,000
42401 Building Department Equipment	7,000	7,000	7,000	7,000	7,000	35,000
43101 Public Works Equipment	150,000	170,000	170,000	180,000	170,000	840,000
43101 Revolving Street Fund	900,000	950,000	1,000,000	1,050,000	1,100,000	5,000,000
44101 Parks Equipment	40,000	42,000	42,000	42,000	42,000	208,000
TOTAL	1,348,500	1,440,500	1,490,000	1,550,000	1,340,000	7,169,000

General fund capital outlay in departments includes small equipment that is not budgeted in the equipment funds. The unspent amounts have historically been transferred to the equipment funds at year end.

ALL FUTURE STREET PROJECTS

Project Name	2022	2023	2024	2025	2026	Total
Overlay-non MSA streets and roads	236,398	658,011	2,369,239	570,396	444,264	4,278,308
Overlay-MSA streets and roads	11,096	80,698	48,228	38,057	-	178,079
Construction - Tippecanoe St: Constance Blvd to S	1,051,950					1,051,950
Construction - Polk St: 510' N of Constance to 165th Ave	547,165					
Reconstruction-Meadow Park, north of Constance Blvd ('99 Rehab, '77 Construct)	843,695					843,695
Reconstruction-Creek Valley ('02 Rehab, '87 Construct)	776,713					776,713
Reconstruction-MSA 181st Avenue from Concord Dr to 890' west of Hwy 65	449,400					449,400
Reconstruction-Idlewood 3rd Addition and 175th Lane W of Swedish Drive ('99 rehab, '82 construct)		718,070				718,070
Reconstruction-Crosstown Shopping Center ('98 rehab, '79 construct)			916,540			916,540
Reconstruction- MSA Chisholm St: Crosstown to Non-MSA Chisholm St ('98 rehab)			367,513			367,513
Participate in county project-MSA Bunker Lake Blvd (CSAH 116) from Jefferson Street to Hwy 65			367,513			367,513
Construction-MSA Jackson St., .16 miles north of McKay Dr. to .06 miles south of 154th Avenue			410,389			410,389
Reconstruction-Wildwood Park ('02 rehab, '87 construct)				1,033,563		1,033,563
Reconstruction- MSA Central Ave, 303 feet N of 149th Ave to 152nd Ave				609,520		609,520
Reconstruction-Ravenwood Estates ('98 rehab, '80 construct)					366,150	366,150
Total Projects	3,916,417	1,456,779	4,479,422	2,251,536	810,414	12,367,403
Total MSA Projects	460,496	80,698	1,193,643	647,577	-	2,382,414

RESOLUTION NO. 21-XX
Update to COVID Guidance

WHEREAS, Resolution No. 20-13 resolved the City Council of Ham Lake's intent to uphold and protect the Constitutional rights of the citizens of Ham Lake, and

WHEREAS, the City Council of Ham Lake believes they have a responsibility to honor and preserve the sovereign nature of individuals, and

WHEREAS, the government must protect the personal health freedom of individuals, both residents and employees, and

WHEREAS, the City Council of Ham Lake wishes to express opposition to any outside entities creating public policy or law abridging health freedom or its fundamental principles.

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

That the City Council of Ham Lake hereby declares its opposition to any Executive Order or directive that would restrict the constitutional rights of the residents and employees of the City of Ham Lake to life, liberty, or property, without due process of the law, and

That any decision regarding COVID policies, including vaccination status, will only be made by the exclusive decision of the City Council of Ham Lake, and

That the City Council of Ham Lake expresses tolerance towards the diverse health and survival options and choices, as well as a similar tolerance towards those who choose those options.

Adopted by a unanimous vote of the City Council this 7th day of September, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk