

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, SEPTEMBER 19, 2022

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

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

4.0 CONSENT AGENDA

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

4.1 Approval of minutes of September 6, 2022 and Special Budget Meeting minutes of September 6, 2022

4.2 Approval of claims

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 1, 2022 and October 29, 2022

4.4 Approval of a Resolution appointing Election Judges for the General Election on November 8, 2022 and allowing the City Clerk to appoint additional judges if needed

4.5 Approval of a Resolution ordering the preparation of the assessment roll and scheduling a Public Hearing for Street Light Assessments for 2023

4.6 Approval of a Lot Line Adjustment requested by Peter Wojciechowski and Mary Bottineau between 16140 Central Avenue NE and 1360 Constance Boulevard NE

4.7 Road Committee Recommendations:

1) Approval of Municipal State Aid (MSA) designation and adoption of a Resolution

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Jeff Stalberger, HFN Properties, LLC., requesting Sketch Plan approval for Hidden Forest East 4th Addition (22 Single Family Residential lots and 3 Out Lots) in Sections 24 and 25

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

8.1 Discussion of the new cannabis law

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

11.1 Committee Reports

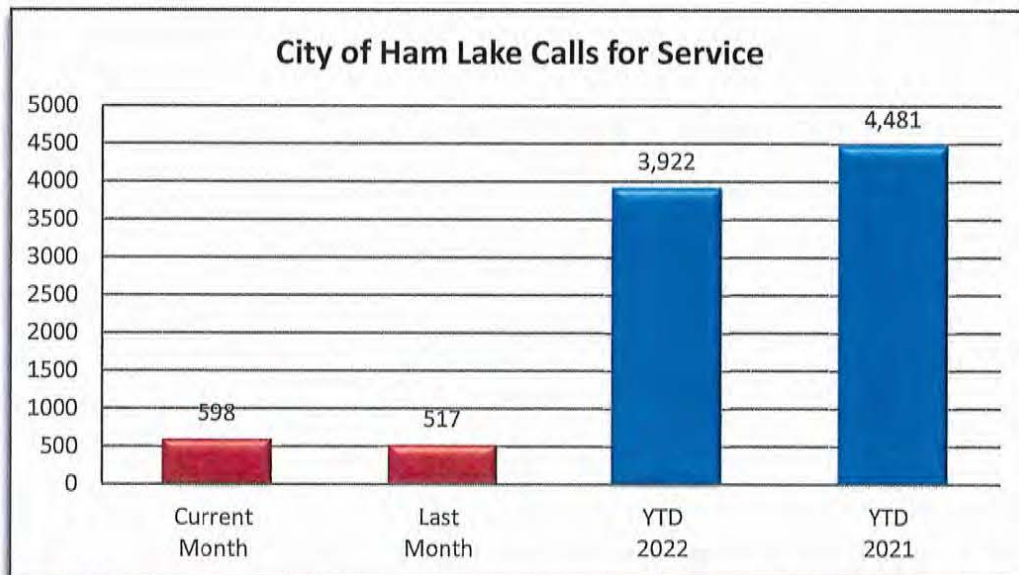
11.2 Consideration of a Resolution approving the 2023 proposed budget and the proposed 2022 levy for payable in 2023

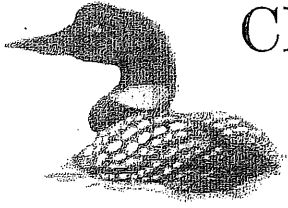
11.3 Discussion of scheduling a tour with the Road Committee

11.4 Announcements and future agenda items

CLOSED MEETING - Pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) to discuss the purchase of real property identified as PIN #08-32-23-12-0021 (during a recess of the regularly scheduled City Council meeting)

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2022	YTD 2021
Call for Service	455	362	424	459	569	538	517	598					3,922	4,481
Burglaries	2	1	2	1	2	3	4	1					16	16
Thefts	14	11	8	18	16	17	9	19					112	138
Crim Sex Conduct	0	0	3	0	1	0	1	1					6	4
Assault	1	0	1	0	2	1	1	2					8	7
Dam to Property	5	2	5	5	2	4	7	6					36	59
Harass Comm	1	0	0	0	0	0	1	0					2	1
Felony Arrests	5	3	7	4	6	7	6	2					40	50
GM Arrests	3	1	3	4	4	5	5	4					29	12
Misd Arrests	3	2	6	4	9	4	8	10					46	57
DUI Arrests	3	2	3	2	2	4	2	1					19	22
Domestic Arrests	1	1	7	1	5	1	2	4					22	8
Warrant Arrests	7	6	4	5	7	8	6	8					51	67
Traffic Arrests	49	74	42	41	45	36	31	55					373	402





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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES TUESDAY, SEPTEMBER 6, 2022

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, September 6, 2022 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Brian Kirkham and Councilmembers Jim Doyle, Gary Kirkeide and Jesse Wilken

MEMBERS ABSENT: Councilmember Al Parranto

OTHERS PRESENT: City Engineer, Dave Krugler; City Attorney Mark Berglund and Scott Baumgartner; City Administrator, Denise Webster; and Finance Director, Andrea Murff

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

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

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Introduction of new City Attorney's Scott Baumgartner and Mark Berglund and discussion of scheduling a Workshop Meeting

Attorney Baumgartner and Attorney Berglund were present before the City Council to introduce themselves to the City Council as the new Attorney's for the City of Ham Lake. Attorney Baumgartner stated that he and Attorney Berglund are thankful for the opportunity to be able to work for the City of Ham Lake. Attorney Baumgartner stated that they would like to schedule a Workshop Session with the City Council and staff to get a sense of what the City Council is wanting from them in terms of helping the City of Ham Lake. Attorney Baumgartner stated that he would work with Administrator Webster to schedule a date for the Work Session.

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 15, 2022

4.2 Approval of claims in the amount of \$179,193.84

4.3 Approval of scheduling the Truth-In-Taxation meeting allowing public input for December 5, 2022 at 6:01 p.m. to consider the 2023 Budget and Property Tax Levy

4.4 Approval of a Proclamation proclaiming October as Domestic Violence Awareness Month

4.5 Approval of a Proclamation proclaiming September 17 – September 23 as Constitution Week

4.6 Approval of accepting the 2022 Bituminous Overlay Project and commencement of the one-year warranty period

- 4.7 Approval of Resolution No. 22-29 for the American Rescue Plan Act (ARPA) Funding expenditures for the City of Ham Lake
- 4.8 Approval of appointing Steve Remarke as District Chief 4 of Fire Station #2
- 4.9 Approval of the Lot Line Adjustment requested by Jeffrey Stalberger Jr. between 18001 and 18007 University Avenue NE
- 4.10 Approval of Resolution No. 22-30 changing the name of Able Street NE to Jackson Street NE within the plat of Crosstown Rolling Acres Third Addition

Motion by Doyle, seconded by Wilken, to approve the September 6, 2022 Consent Agenda as written. All present in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Chad Bakkene requesting a Special Home Occupation Permit to operate Bakkene Machining and Service, a machine and fabrication shop, at 18046 Concord Drive NE (06-32-23-12-0017)

Mr. Bakkene was present and stated that there would be an average of one drop-off or pick-up a day by customers. There was discussion that the City Code currently does not allow for customer traffic with the Special Home Occupation Permit and in order for it to be allowed, there would need to be an amendment to the City Code. There was discussion that the Special Home Occupation Permit could be approved at this time without customer traffic, and once the City Code is amended, customer traffic would be allowed. **Motion by Doyle, seconded by Wilken, to concur with the recommendation of the Planning Commission and approve a Special Home Occupation Permit as requested by Chad Bakken to operate Bakkene Machining and Service, a machine and fabrication shop, at 18046 Concord Drive NE, subject to no outside storage, receiving and returning items via mail service, no receiving and returning items via customer drop-off or pick-up unless the City Code is amended to allow for customer traffic for all Special Home Occupation Permits, no noise generated being audible to neighboring properties, no odor or vibration generated that is detectable to nearby properties, one commercial delivery/pickup by outside delivery service per day, no additional employees, no machinery can be brought in for repairs, business hours of 7 a.m. to 9 p.m., seven days a week, approval of application contingent upon applicant obtaining a Federal Firearms License to perform the services being requested by the applicant on the premises and providing a copy of the license to the City before creating parts or working on any firearms, no discharging of firearms on-site, meeting all City, State, County and Federal requirements. All present in favor, motion carried.**

It was the consensus of the City Council to refer Article 9350.3 Special Home Occupation Permits and other updates to Article 9 to the Planning Commission for a Public Hearing.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

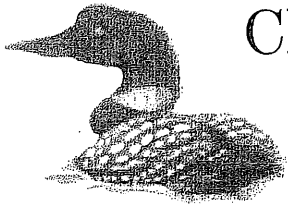
11.1 Committee Reports

Councilmember Doyle stated that the Road Committee met before the City Council meeting and there will be more discussion at the Budget Workshop meeting.

11.2 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 6:08 p.m. All present in favor, motion carried.

Andrea Murff, Finance Director



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CITY OF HAM LAKE CITY COUNCIL BUDGET WORKSHOP MINUTES TUESDAY, SEPTEMBER 6, 2022

The Ham Lake City Council met on Tuesday, September 6, 2022 immediately following the regularly scheduled Council Meeting in the Conference Room at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Brian Kirkham and Councilmembers Jim Doyle, Gary Kirkeide, and Jesse Wilken

MEMBERS ABSENT: Councilmember Al Parranto

OTHERS PRESENT: Finance Director, Andrea Murff; City Administrator, Denise Webster; Fire Chief, Mike Raczkowski; Public Works Superintendent, John Witkowski; and City Engineers, Tom Collins and Dave Krugler

1.0 Call to Order

Mayor Kirkham called the meeting to order at 6:16 p.m.

2.0 Discussion of the Proposed 2023 Budget and CIP Review

The discussion started with a recap of the Revolving Street Fund and it being in a deficit of approximately \$3.6 million by 2023 and the deficit growing year over year thereafter. Ideas of how to proceed with the projects and funding proceeded with the caveat the City did not want to go back to assessing for road reconstruction and overlay projects. The first idea was to push Tippecanoe Street NE and Polk Street NE out until absolutely needed, which would save the fund approximately \$1.9M, as well as take a tour of slated projects to see if anything else could be pushed out. The next idea was to bond for some of the project to get them out of the deficit. Council asked if they would be able to bond for roads and potentially Fire Station #3 at the same time. Finance Director Murff stated they would be separate bonds, but from her understanding there was no reason why not since they would be under the legal debit limit. Finance Director Murff continued to state she would speak to the City's Municipal Advisor and get some scenarios. Councilmember Kirkeide also reminded staff and the Council of the bond cap per the City Charter.

Finance Director Murff then suggested doing a budget using the 2022 tax capacity of 21.45%, which would increase the levy 24% or \$1,296,727; however, it would add an additional \$700,000 to the road fund, making the transfer for 2023 a total of \$1,650,000, and fully fund the Fire Equipment Fund and Public Works Equipment Fund. Finance Director Murff continued the tax rate would remain flat for the City portion of the property taxes, meaning any increases in property taxes seen by property owners on the property tax statements would be driven by the increase in the market value of the property. Mayor Kirkham asked about the Building Inspector Equipment Fund and if three trucks were still needed. Finance Director Murff replied the CIP is reviewed annually and can be changed at any time if there was too much funding in a certain fund and if it was determined the funds were not going to be used the City could transfer to another fund. **It was consensus of the City Council to have the**

24% levy increase for the 2023 Preliminary Budget since it would not affect the tax capacity rate and would still keep Ham Lake as having one of the lowest tax capacity rates in Anoka County.

Motion by Doyle, seconded by Kirkeide, to adjourn the meeting at 7:00 p.m. All present in favor, motion carried.

Andrea Murff, Finance Director

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
September 19, 2022

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	09/07/22 - 09/19/22	
EFT	# 1720 - 1727	\$ 42,972.98
REFUND CHECKS	# 64355 - 64359	\$ 25,060.00
CHECKS	# 64360 - 64401	\$ 170,177.29
BANK DRAFTS	DFT0002420 - DFT0002426	\$ 24,667.86
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 262,878.13</u>
PAYROLL CHECKS		
09/09/22		\$ 36,103.38
TOTAL PAYROLL CHECKS		<u>\$ 36,103.38</u>
TOTAL OF ALL PAYMENTS		<u>\$ 298,981.51</u>
VOID CHECKS		
CHECKS		\$ -
EFT		
BANK DRAFTS		

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 19TH DAY OF SEPTEMBER 2022

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT00544 - 09/12/22 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00117	CLASSIC CONSTRUCTION INC	9/12/2022	64355	22,110.00
Total Refund Amount:				22,110.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	22,110.00
Revenue Totals:	22,110.00

General Ledger Distribution

Posting Date: 09/12/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-22,110.00	Yes
890-11501	Misc receivables	22,110.00	
	890 Total:	<u>0.00</u>	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-22,110.00	
999-20702	Due to other funds	22,110.00	Yes
	999 Total:	<u>0.00</u>	
	Distribution Total:	<u>0.00</u>	



Packet: ARPKT00549 - 09/13/22 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00197	TWIN CITIES HOG CHAPTER BLAINE	9/13/2022	64356	150.00
00256	BARRY FRENCH	9/13/2022	64357	150.00
Total Refund Amount:				300.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	300.00
Revenue Totals:	300.00

General Ledger Distribution

Posting Date: 09/13/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-300.00	Yes
890-11501	Misc receivables	300.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-300.00	
999-20702	Due to other funds	300.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT00551 - 9/14/22 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00280	WAY OF THE SHEPHERD	9/14/2022	64358	150.00
			Total Refund Amount:	150.00

Revenue Totals

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

General Ledger Distribution

Posting Date: 09/14/2022

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



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT00552 - 9/14/22 TRUST REFUND #2

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00180	TH CONSTRUCTION	9/14/2022	64359	2,500.00
			Total Refund Amount:	2,500.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,500.00
Revenue Totals:	2,500.00

General Ledger Distribution

Posting Date: 09/14/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-2,500.00	Yes
890-11501	Misc receivables	2,500.00	
	890 Total:	<u>0.00</u>	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-2,500.00	
999-20702	Due to other funds	2,500.00	Yes
	999 Total:	<u>0.00</u>	
	Distribution Total:	<u>0.00</u>	



City of Ham Lake, MN

Council Approval List

By (None)

Payment Dates 8/11/2022 - 8/11/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002420	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	39.66
Grand Total:					39.66



Payment Dates 9/7/2022 - 9/19/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1720	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1721	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	80.94
1721	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1721	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1721	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	80.94
1721	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1721	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	25.65
1722	MEDTOX LABORATORIES	DRUG TESTING	Personnel testing & recruitme	100-42201-3150	64.92
1723	O'REILLY AUTOMOTIVE STORE	#70 OIL DRAIN PLUG	Vehicle parts & supplies	100-43101-2340	3.15
1723	O'REILLY AUTOMOTIVE STORE	#63 SEMI-MET PADS	Vehicle parts & supplies	100-43101-2340	105.10
1723	O'REILLY AUTOMOTIVE STORE	#63 SEMI-MET PAD, DISC PAD	Vehicle parts & supplies	100-43101-2340	130.35
1723	O'REILLY AUTOMOTIVE STORE	#47 PLASTIC CLEAN, PLASTIC	Equipment parts & supplies	100-44101-2320	20.48
1724	RFC ENGINEERING, INC.	165TH, FRAIZER, 167TH	Engineering	431-43301-3135	41.57
1724	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	2,346.34
1724	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	223.79
1724	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	12,535.74
1724	RFC ENGINEERING, INC.	POLK STREET	Engineering	431-43301-3135	1,881.64
1724	RFC ENGINEERING, INC.	TIPPECANOE STREET	Engineering	431-43301-3135	310.29
1724	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	617.16
1724	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	180.13
1724	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	115.36
1724	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	12.69
1724	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41101-3135	692.80
1724	RFC ENGINEERING, INC.	HIAWATHA BEACH PATH	Engineering	100-41101-3135	476.91
1724	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	96.99
1724	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	438.55
1724	RFC ENGINEERING, INC.	AVAILABLE RESIDENTIAL LOTS	Engineering	100-41601-3135	12.69
1724	RFC ENGINEERING, INC.	STORAGE WORLD	Engineering	100-42401-3135	13.86
1724	RFC ENGINEERING, INC.	CONSTANCE ESTATES OUTLOT	Engineering	100-42401-3135	13.86
1724	RFC ENGINEERING, INC.	SPIRIT OF CHRIST CHURCH PA	Engineering	100-42401-3135	83.14
1724	RFC ENGINEERING, INC.	L1 B2 HIDDEN FOREST EAST 2	Engineering	100-42401-3135	320.85
1724	RFC ENGINEERING, INC.	L2/3 B2 CROSSTOWN ROLLIN	Engineering	100-42401-3135	41.57
1724	RFC ENGINEERING, INC.	L1B5 CROSSTOWN SHOPPING	Engineering	100-42401-3135	41.57
1724	RFC ENGINEERING, INC.	ASSESSOR	Engineering	100-42401-3135	41.57
1724	RFC ENGINEERING, INC.	L15 B2 CROSSTOWN ROLLING	Engineering	100-42401-3135	152.42
1724	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	484.96
1724	RFC ENGINEERING, INC.	3852 BUNKER LAKE BLVD WE	Engineering	100-42401-3135	193.98
1724	RFC ENGINEERING, INC.	5 YEAR PLAN	Engineering	100-43101-3135	55.42
1724	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	123.53
1724	RFC ENGINEERING, INC.	1505 - 143RD AVE CULVERT E	Engineering	100-43101-3135	41.57
1724	RFC ENGINEERING, INC.	COON LAKE CHANNEL DREDG	Engineering	100-43101-3135	526.53
1724	RFC ENGINEERING, INC.	PW TRAFFIC SIGN POLICY	Engineering	100-43101-3135	79.63
1724	RFC ENGINEERING, INC.	L1 B2 ENTERPRISE PLAZA 2ND	Engineering	100-43201-3135	1,074.54
1724	RFC ENGINEERING, INC.	SRWMO 2023 BUDGET	Engineering	100-43201-3135	50.75
1724	RFC ENGINEERING, INC.	URRWMO 2023 BUDGET	Engineering	100-43201-3135	27.71
1724	RFC ENGINEERING, INC.	RUM RIVER WATERSHED PLA	Engineering	100-43201-3135	25.37
1724	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	895.28
1724	RFC ENGINEERING, INC.	L1 B5 CROSSTOWN SHOPPING	Engineering	100-43201-3135	55.42
1724	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	2,931.49
1724	RFC ENGINEERING, INC.	2022 TREE CLEARING PROJEC	Engineering	431-43301-3135	44.93
1724	RFC ENGINEERING, INC.	2024 TH 65 MILL & OVERLAY	Engineering	431-43301-3135	27.72
1724	RFC ENGINEERING, INC.	2023 REHAB	Engineering	431-43301-3135	27.71
1724	RFC ENGINEERING, INC.	2022 REHAB	Engineering	431-43301-3135	637.38
1724	RFC ENGINEERING, INC.	181ST, CONCORD - 65	Engineering	431-43301-3135	193.98

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1724	RFC ENGINEERING, INC.	MILLINGS SURFACE STREETS	Engineering	431-43301-3135	277.12
1724	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	822.60
1724	RFC ENGINEERING, INC.	HOLIDAY SKETCH	Engineering	890-90001-3135	1,041.45
1724	RFC ENGINEERING, INC.	BLUEGRASS ESTATES 3RD	Engineering	890-90001-3135	1,524.16
1724	RFC ENGINEERING, INC.	SCOOTER'S COFFEE	Engineering	890-90001-3135	789.79
1724	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	918.78
1724	RFC ENGINEERING, INC.	18001/18007 UNIVERSITY LOT	Engineering	890-90001-3135	41.57
1724	RFC ENGINEERING, INC.	TOBY'S TRAILS	Engineering	890-90001-3135	346.40
1724	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	341.81
1724	RFC ENGINEERING, INC.	17520 INTERLACHEN DRIVE L	Engineering	890-90001-3135	249.41
1724	RFC ENGINEERING, INC.	L4 B1 HAM LAKE IND'L PARK 4	Engineering	890-90001-3135	193.98
1724	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	13.86
1724	RFC ENGINEERING, INC.	HOLIDAY CBP	Engineering	890-90001-3135	13.86
1724	RFC ENGINEERING, INC.	LIVE WIRE CBP	Engineering	890-90001-3135	13.86
1724	RFC ENGINEERING, INC.	SCHWARTZ ESTATES	Engineering	890-90001-3135	374.12
1724	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	6,526.29
1724	RFC ENGINEERING, INC.	CREEK VALLEY ROW2022-147	Engineering	431-43301-3135	69.28
1724	RFC ENGINEERING, INC.	LUNDS LAKEVIEW FOREST RO	Engineering	431-43301-3135	110.85
1724	RFC ENGINEERING, INC.	TWIN BIRCH ACRES ROW2020	Engineering	431-43301-3135	27.71
1724	RFC ENGINEERING, INC.	TWIN BIRCH ACRES ROW2020	Engineering	431-43301-3135	41.57
1724	RFC ENGINEERING, INC.	TWIN BIRCH ACRES ROW2021	Engineering	431-43301-3135	110.85
1724	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	166.28
1727	STAR TRIBUNE MEDIA COMPA	ELECTION NOTICE	Legal notices/publications/bid	100-41302-3950	99.36
1727	STAR TRIBUNE MEDIA COMPA	BAKKEN MACHINING	Legal notices/publications/bid	890-90001-3950	53.28
64360	A.R. WELDING	WELDING - HOME LIFT ASSIST	Equipment repair & maintena	100-42201-3440	300.00
64360	A.R. WELDING	WELDING - #78 TAILGATE	Vehicle repair & maintenance	100-43101-3470	100.00
64360	A.R. WELDING	WELDING #81 TAILGATE TOW	Vehicle repair & maintenance	100-43101-3470	1,570.00
64360	A.R. WELDING	WELDING - CUTTING EDGE BR	Building repair & maintenanc	100-43104-3420	30.00
64361	ACCESS	AUGUST SHREDDING	Waste management & recycli	231-43601-3630	137.20
64362	ACE SOLID WASTE INC	SEPT ORGANICS	Waste management & recycli	231-43601-3630	329.88
64363	ANOKA COUNTY PROPERTY	OSENDORF DRIVEWAY LICENS	Refunds & reimbursements	100-37601	46.00
64363	ANOKA COUNTY PROPERTY	GILLUND DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
64363	ANOKA COUNTY PROPERTY	FLEET STAR TRUCK QUIT CLAI	Filing fees	100-41101-3980	46.00
64363	ANOKA COUNTY PROPERTY	CECO CONCRETE QUIT CLAIM	Filing fees	100-41101-3980	46.00
64364	ARCHITECT MECHANICAL INC	BLDG DEPT BLOWER RELAY	Building repair & maintenanc	100-41702-3420	1,700.00
64365	ASPEN EQUIPMENT CO.	#69 INSPECTION & VARIOUS R	Vehicle repair & maintenance	100-43101-3470	4,269.10
64366	BAUER BUILT INC	#52 TIRE	Vehicle repair & maintenance	100-43101-3470	991.10
64367	BERGLUND, BAUMGARTNER,	ELECTION BALLOT PROOFING	Attorney	100-41101-3110	64.00
64367	BERGLUND, BAUMGARTNER,	PROPERTY KEY DATA REQUEST	Attorney	100-41101-3110	496.00
64367	BERGLUND, BAUMGARTNER,	PENDING CITY ISSUES	Attorney	100-41101-3110	448.00
64367	BERGLUND, BAUMGARTNER,	SPECIAL MEETING NOTICE RE	Attorney	100-41101-3110	64.00
64367	BERGLUND, BAUMGARTNER,	NEW LOOK - TWIN BIRCH ACR	Attorney	100-41101-3110	48.00
64368	BUSINESS ESSENTIALS	SOAP	Operating supplies	100-44101-2290	75.77
64369	CARSON, CLELLAND, & SCHRE	159TH AVE DEEDS FOR STREE	Attorney	100-41101-3110	105.00
64369	CARSON, CLELLAND, & SCHRE	NEW LOOK - TURF EST./MNPC	Attorney	100-41101-3110	542.50
64369	CARSON, CLELLAND, & SCHRE	13820 GHIA STREET EASEMEN	Attorney	100-41101-3110	52.50
64369	CARSON, CLELLAND, & SCHRE	CHICKEN ORDINANCE - VIOLA	Attorney	100-41102-3110	52.50
64369	CARSON, CLELLAND, & SCHRE	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
64369	CARSON, CLELLAND, & SCHRE	FIRE DEPT - FIRE CODE ENFOR	Attorney	100-42401-3110	87.50
64369	CARSON, CLELLAND, & SCHRE	SODERVILLE CAFE - FIRE CODE	Attorney	100-42401-3110	52.50
64369	CARSON, CLELLAND, & SCHRE	17255 HWY 65 EMINENT DO	Attorney	262-46101-3110	52.50
64369	CARSON, CLELLAND, & SCHRE	4305 - 167TH AVE EASEMENT	Attorney	431-43301-3110	35.00
64369	CARSON, CLELLAND, & SCHRE	CREEKSIDE FARMS DEVELOP	Attorney	890-90001-3110	1,200.00
64370	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	84.16
64370	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	34.78
64370	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	71.28
64370	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	68.87
64370	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	24.80
64370	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	31.62
64370	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	45.31

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64371	CENTRAL WOOD PRODUCTS I	TREE WASTE	Operating supplies	100-43101-2290	45.00
64372	CITY OF ROSEVILLE	2022 DW LASERFICHE & ADO	Software licenses & upgrades	100-41201-2510	26.64
64372	CITY OF ROSEVILLE	2022 DS, LASERFICHE & ADOB	Software licenses & upgrades	100-41301-2510	26.64
64372	CITY OF ROSEVILLE	2022 AM, SK LASERFICHE & A	Software licenses & upgrades	100-41401-2510	53.27
64372	CITY OF ROSEVILLE	2022 JB LASERFICHE & ADOBE	Software licenses & upgrades	100-41601-2510	26.64
64372	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-41701-3210	187.17
64372	CITY OF ROSEVILLE	IT SERVICE	Computer & software support	100-41707-3120	4,398.75
64372	CITY OF ROSEVILLE	2022 TM, MR LASERFICHE & A	Software licenses & upgrades	100-42201-2510	32.47
64372	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42201-3210	78.00
64372	CITY OF ROSEVILLE	2022 NW, TD, LASERFICHE &	Software licenses & upgrades	100-42401-2510	59.11
64372	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42401-3210	93.59
64372	CITY OF ROSEVILLE	2022 JW ADOBE LICENSE	Software licenses & upgrades	100-43101-2510	5.84
64372	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-43101-3210	46.75
64372	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44101-3210	15.58
64372	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44201-3210	62.42
64373	DANIEL PETERSON	CANCEL PERMIT #2022-00746	Surcharge	100-22801	10.08
64373	DANIEL PETERSON	CANCEL PERMIT #2022-00746	Building permits	100-32201	353.75
64374	DEHN OIL CO	375 GAL GASOLINE	Fuel	100-43101-2230	1,250.63
64374	DEHN OIL CO	200 GAL DIESEL	Fuel	100-43101-2230	910.00
64375	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - EH	Personnel testing & recruitme	100-43101-3150	35.30
64375	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - DH	Personnel testing & recruitme	100-44101-3150	35.30
64376	GRATITUDE FARMS	AUGUST ANIMAL CONTROL	Other professional services	100-42501-3190	250.00
64377	GUY BLECHINGER	DOT INSPECTIONS #90, 93, 75	Inspections	100-43101-3460	540.00
64378	HAM LAKE CHAMBER OF CO	REIMBURSEMENT FOR CITY E	Reimbursable expense	100-48101-4150	697.39
64379	HAM LAKE HARDWARE INC	PAINT	Operating supplies	100-43101-2290	25.98
64380	LEAGUE OF MINNESOTA CITIE	MEMBERSHIP DUES	Dues & subscriptions	100-41101-3920	15,688.00
64381	LEAGUE OF MN CITIES	MN MAYORS ASSOCIATION	Dues & subscriptions	100-41101-3920	30.00
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Prepaid expense	100-15501	19,628.50
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-41101-1510	18.25
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-41201-1510	210.38
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-41301-1510	147.76
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-41302-1510	53.10
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-41401-1510	264.81
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-41601-1510	109.08
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-42201-1510	9,402.32
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-42401-1510	636.30
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-43101-1510	7,273.00
64382	LEAGUE OF MN CITIES INS. TR	WORK COMP	Worker's comp insurance	100-44101-1510	1,513.50
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Prepaid expense	100-15501	22,884.25
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41101-3940	105.68
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41201-3940	86.81
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41301-3940	81.60
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41302-3940	5.14
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41401-3940	163.45
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41601-3940	82.45
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41701-3940	7,790.60
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41703-3940	154.02
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42101-3940	228.65
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42201-3940	4,502.65
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42302-3940	46.79
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42401-3940	464.50
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-43101-3940	4,664.48
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-44101-3940	4,431.78
64383	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-44201-3940	73.09
64385	LEPAGE & SONS INC	9/8 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64385	LEPAGE & SONS INC	9/1 YARDWASTE	Waste management & recycli	231-43601-3630	426.60
64386	LINCOLN NATIONAL LIFE INSU	OCT ST DISABILITY	Other payroll deductions	100-21706	781.16
64386	LINCOLN NATIONAL LIFE INSU	OCT TK ST DISABILITY	Other payroll deductions	100-21706	40.25
64386	LINCOLN NATIONAL LIFE INSU	OCT TK LT DISABILITY	Other payroll deductions	100-21706	20.34
64386	LINCOLN NATIONAL LIFE INSU	OCT LT DISABILITY	Other payroll deductions	100-21706	398.26

Council Approval List

Payment Dates: 9/7/2022 - 9/19/2022

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64386	LINCOLN NATIONAL LIFE INSU	SEPT ST DISABILITY ADJUSTM	Other payroll deductions	100-21706	47.94
64387	MACQUEEN EQUIPMENT/MA	RADIO BATTERIES	Covid 19	100-41701-4153	11,119.03
64388	MINNESOTA EQUIPMENT	#53 MOWER BLADES	Equipment parts & supplies	100-44101-2320	85.35
64389	MN FIRE SERVICE CERT BOAR	FAO RETEST FEE - AS	Training/conferences/schools	100-42201-3510	25.00
64390	MN METRO NORTH TOURISM	JULY LODGING TAX	Convention bureau	263-46101-4120	3,682.80
64391	MN PEIP	AUG & SEPT JC HEALTH INSUR	Flexible spending	100-21705	1,427.20
64391	MN PEIP	OCT TK HEALTH INSURANCE	Flexible spending	100-21705	1,308.86
64391	MN PEIP	OCT HEALTH INSURANCE	Flexible spending	100-21705	11,937.38
64392	MN/WI PLAYGROUND INC	LION'S AND HAM LAKE PARK	Controllable assets	100-44101-5120	6,588.00
64393	NORTHERN TOOL & EQUIPME	DELUXE SPOT SPRAYGUN	Operating supplies	100-44101-2290	34.99
64394	NORTHWEST FAMILY PHYSICI	MRO READINGS	Personnel testing & recruitme	100-42201-3150	50.00
64395	PAVEMENT RESOURCES	100 GAL EMULSION	Street repair & maintenance s	100-43101-2330	550.00
64396	PREMIUM WATERS INC	SEPT WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
64396	PREMIUM WATERS INC	AUGUST WATER	Equipment rentals	100-41701-3320	20.10
64397	PRINT CENTRAL	SURGE PROTECTOR MAILER	Fire prevention-supplies	100-42201-2810	176.99
64398	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.69
64398	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.69
64399	THE MPX GROUP	OCT HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
64400	UNLIMITED SUPPLIES INC	MISC SUPPLIES	Operating supplies	100-43101-2290	614.31
64400	UNLIMITED SUPPLIES INC	GRINDING WHEELS, VALVE ST	Operating supplies	100-43101-2290	219.64
64401	WENDY DAHLEN	CANCELLED EVENT 9/10/22	Beer & liquor license	100-32102	25.00
DFT0002421	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,520.00
DFT0002421	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002422	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,130.09
DFT0002422	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,538.38
DFT0002422	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,095.68
DFT0002423	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,399.23
DFT0002424	PERA	Retirement-Coordinated	PERA	100-21703	6,583.65
DFT0002424	PERA	Retirement-Police & Fire	PERA	100-21703	1,146.78
DFT0002425	MN STATE DEPT OF REVENUE-	AUGUST '22 FUEL TAX	Fuel	100-43101-2230	74.96
DFT0002426	US POSTMASTER	SURGE PROTECTOR MAILER P	Postage	100-42201-2120	89.43
Grand Total:					237,778.47



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 8/21/2022-9/3/2022

Packet: PYPKT01373 - PPE 09/03/22 PAID 09/09/22

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	36	36,103.38
Total	36	36,103.38

Meeting Date: September 19, 2022



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

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

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

Introduction/Discussion: Attached is an application from the Dylan Witschen Foundation requesting a Temporary One-Day Liquor License at the Willow Tree Winery, 828 Constance Boulevard NE for October 1, 2022 and October 29, 2022.

Recommendation: I recommend approval of the Temporary One-Day Liquor License for the Dylan Witschen Foundation for October 1, 2022 and October 29, 2022.

Receipt # 94002 \$25.00 Fee

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

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

Debbie Witschen, whose name and address is subscribed hereto, hereby make application for an On sale/Off sale license to sell 3.2 percent malt liquor on those certain premises in the City of Ham Lake, County of Anoka, State of Minnesota known and described as follows: The Willow Tree Winery, 828 Constance Blvd. NE, Ham Lake MN, in connection with the Dylan Witschen Foundation (non-profit) business there now and therefore conducted by said applicants since March 4, 2011.

Applicant states and represents:

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

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

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

Date of event: Saturday, October 1, 2022 and October 29, 2022

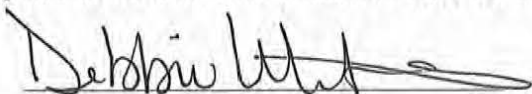
The applicant represents that no manufacturer or wholesaler of 3.2 percent malt liquor has any ownership, in whole or in part, in the business of applicant.

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

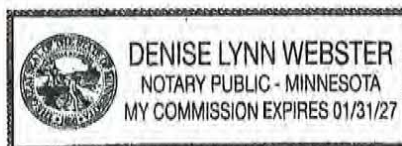
Debbie Witschen (Name)
17065 Waco Street NE (Address)
Andover, MN 55304

STATE OF MINNESOTA
COUNTY OF ANOKA

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



Subscribed and sworn to before me this
14th day of Sept, 2022
Denise Lynn Webster
(Notary Public)



RESOLUTION NO. 22-XX

WHEREAS, the City Council of the City of Ham Lake is required by MS 204B.21, Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, the Ham Lake City Council hereby adopts the judges on the attached list, as the official judges for the November 8, 2022 General Election, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party requirements.

NOW THEREFOR, BE IT RESOLVED, that the names listed on the attached list are the official election judges for the November 8, 2022 General Election.

Adopted by the City Council of the City of Ham Lake this 19th day of September, 2022.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Poll Worker Report, 2022 Statewide Election

General Election, Tuesday, November 8, 2022

Ham Lake P-1

Glen Cary Lutheran Church, 15531 Central Avenue NE, Ham Lake, MN 55304

Teresa Berglin, Head Judge
Jeanne Ullevig-Martin, Assistant Head Judge
Andrew Audette, Election Judge
Jill Bjornson, Election Judge
Philip Engelmeyer, Election Judge
James Gutz, Election Judge
Sandra Hanson, Election Judge
Brenda Hovet, Election Judge
Chelsea Markwald, Election Judge
John Rafalski, Election Judge
Duane Steele, Election Judge
David Urban, Election Judge
Jan Wymore, Election Judge

Ham Lake P-2

Ham Lake Senior Center, 15544 Central Avenue NE, Ham Lake, MN 55304

James Hunter, Head Judge
Tiffany Weeks, Assistant Head Judge
Rita Culshaw, Election Judge
Roxann Henderson, Election Judge
Rosemary Huray, Election Judge
Patty Kappelhoff, Election Judge
Roberta McCullough, Election Judge
David Prokash, Election Judge
Jacqueline Roub, Election Judge
Carolyn Soule, Election Judge
Fred Trosvik, Election Judge
Rebecca Urban, Election Judge
Daniel Van House, Election Judge

Ham Lake P-3

Oak Haven Church, 1555 Constance Boulevard NE, Ham Lake, MN 55304

Thomas Martin, Head Judge
Shannon Southerland, Assistant Head Judge
Brian Berglin, Election Judge
Patricia Callahan, Election Judge
Ronda Dick, Election Judge
Mary Ann Egan, Election Judge
Shannon Fletcher, Election Judge
Roger Langerud, Election Judge
JoAnn Lindgren, Election Judge
Michael Marchand, Election Judge
Doreen Pelkey, Election Judge
Kristi Phetdara, Election Judge
Laura Regino, Election Judge
Paul Schultz, Election Judge
Carol Wawers, Election Judge

Ham Lake P-4

Eagle Brook Church - Ham Lake Campus, 1503 157th Avenue NE, Ham Lake, MN 55304

Timothy Hanschen, Head Judge
Marissa Norman, Assistant Head Judge

Poll Worker Report, 2022 Statewide Election

Lori Anshus, Election Judge
Jean Doolittle, Election Judge
Gary Glauner, Election Judge
Edward Hagenbuch, Election Judge
Kim Hogdal, Election Judge
Jeffrey Holec, Election Judge
Susan Klecker, Election Judge
John Lund, Election Judge
Bradley Nelson, Election Judge
Troy Neurauter, Election Judge
Wendy O'Neil, Election Judge
Lorilee Peterson, Election Judge

Ham Lake P-5

Radisson Road Baptist Church, 13627 Radisson Road NE, Ham Lake, MN 55304

Janis Antinozzi, Head Judge
Carl Schwanbeck, Assistant Head Judge
William Arzdorf, Election Judge
Rebecca Hagenbuch, Election Judge
Annette Jarosz, Election Judge
Mary Jirak, Election Judge
Gaelen Kesler, Election Judge
Gail Loverud, Election Judge
Patrick Maher, Election Judge
Stephen Petersen, Election Judge
Frances Prokash, Election Judge
Cynthia Schultz, Election Judge
Corinne Seltz, Election Judge
Allen Stauffacher, Election Judge
Judy Wilken, Election Judge

Ham Lake P-6

Church of Saint Paul, 1740 Bunker Lake Blvd NE, Ham Lake, MN 55304

Rebecca Cook, Head Judge
Dixie Steele, Assistant Head Judge
Marcia Akhter, Election Judge
Cheryl Alberts, Election Judge
Darleen Baillargeon, Election Judge
Carrie Brandel, Election Judge
Ruth Castle, Election Judge
Thomas Culshaw, Election Judge
James Kappelhoff, Election Judge
Stephen Kesler, Election Judge
Laura Klimisch, Election Judge
Paula Lang, Election Judge
Shari Lero, Election Judge
Janet Liebsch, Election Judge
Timothy Schultz, Election Judge
Sharon Wolfram, Election Judge

Meeting Date: September 19, 2022



CITY OF HAM LAKE

MEMO

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Worcester, Finance/HR Director

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

Introduction:

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

Then starting in 2021, all Street Lights fees were going to be assessed on a yearly basis to properties in developments with street light clauses in the Development Agreement. The 2023 assessment for street lights will be \$45.00 at a rate of \$3.75 per month.

In order to assess to properties, a public hearing will need to be scheduled as well as ordering of an assessment roll. City staff is proposing to schedule a public hearing on October 3, 2022 at 6:01 in order to give residences time to prepay the assessment by November 15, 2022, if they choose.

Recommendation:

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

RESOLUTION NO. 22-XX

CITY OF HAM LAKE

RESOLUTION ORDERING THE FINANCE DIRECTOR TO PREPARE AN ASSESSMENT ROLL AND SCHEDULE A PUBLIC HEARING TO ASSESS FOR 2023 STREET LIGHTING FEES

WHEREAS, the Finance Director will prepare and send public hearing notices for the proposed assessment of the 2023 Street Lighting Fees, and

WHEREAS, each property owner shall have an opportunity to present their account at a public hearing to be scheduled for **October 3, 2022 at 6:01 pm**.

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

1. The Finance Director is hereby directed to prepare an assessment roll and public hearing notices for Street Lighting Fees for 2023. This assessment roll will be on file with the Finance Department for public inspection. The final assessment roll will be presented to Council for approval following the public hearing.
2. The Finance Director will hereby be directed to cause a notice of hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing.
3. A hearing shall be held on October 3, 2022 in the City Hall at 6:02 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

Adopted by the City Council of the City of Ham Lake this 19th day of September, 2022.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Memorandum

Date: September 14, 2022

To: Mayor and Councilmembers

From: Tom Collins, City Engineer *TPC*

Subject: Proposed lot line adjustment – 1360 Constance Blvd. and 16140 Central Avenue

Introduction:

A lot line adjustment is proposed between the 4.05 acre 1360 Constance Boulevard parcel (<https://gis.anokacountymn.gov/propertysearch/?find=17-32-23-24-0007>) and the 10.57 acre 16140 Central Avenue parcel (<https://gis.anokacountymn.gov/propertysearch/?find=17-32-23-24-0015>). The proposed lot line adjustment will increase the 1360 Constance Boulevard parcel to 7.65 acres and decrease the 16140 Constance Boulevard parcel to 6.97 acres. A 200-scale aerial photo and a 400 scale half-section map are attached.

Discussion:

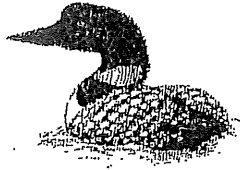
Central Avenue is planned on being realigned to the south of Constance Boulevard, on the 162nd Avenue alignment to Buchanan Street per the 2014 municipal state aid street (MSA) designations. The lot line adjustment includes the dedication of 60-foot in roadway easement on the MSA alignment, which aligns with the roadway easement dedicated on the southerly 60-foot of the Dollar General parcel. Although the resulting 1360 Constance Boulevard is split by the roadway easement, it will not be creating a separate parcel of record. A 300-scale thoroughfare map is attached of the non-existing MSA alignment. The required 10-foot drainage and utility easements are shown around the perimeter of the revised lot lines.

The 16140 Constance Boulevard house encroaches into the 10-foot side yard setback and the 10-foot drainage and utility easement and a shed encroaches onto the 16146 Central Avenue parcel to the north. The 1360 Constance Boulevard shed encroaches onto the undeveloped 17-32-23-24-0009 (<https://gis.anokacountymn.gov/propertysearch/?find=17-32-23-24-0009>) parcel to the east. Both encroachments are onto properties that are family owned. Per the Building Official, the encroachments are allowed, and are considered a civil issue. A compliance inspection is not required for either septic system, per the May 31st Road Committee meeting with the applicants.

Recommendation:

It is recommended that the lot line adjustment be approved, subject to the following:

- The dedication of the 30-foot wide and 60-foot wide roadway easement within Parcel A.
- The dedication of 30-foot wide roadway easement within Parcel B.
- The dedication of 10-foot wide drainage and utility easement inside the perimeter of both Parcel A and Parcel B.



CITY OF HAM LAKE

**REQUEST FOR
AN APPEARANCE
BEFORE THE
CITY COUNCIL**

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

Date of application 8/29/22
Date of City Council appearance _____
60-day review deadline _____

APPLICANT'S NAME Peter Wojciechowski / Mary Botwin

STREET ADDRESS 1360 Constance Blvd NE

CITY, STATE ZIP Ham Lake, MN 55304

PHONE (daytime) 612-597-0663

NATURE OF REQUEST
Lot line adjustment

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] 8/29/22
Signature of applicant Date

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

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

LOT LINE ADJUSTMENT

~for~ MARY BOTTINEAU
 ~of~ 1360 Constance Boulevard NE
 and 16140 Central Ave NE
 Ham Lake, MN

EXISTING LEGAL DESCRIPTION

That part of the Southeast Quarter of the Northwest Quarter of Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Beginning at a point on the South line of Constance Road, said point being 408.9 feet westerly of the intersection of said South line of Constance Road and the west line of Trunk Highway No. 65; thence southerly and parallel with said west line of Trunk Highway No. 65, a distance of 980 feet; thence westerly and parallel with said south line of Constance Road, a distance of 180 feet; thence northerly and parallel with said west line of Trunk Highway No. 65 to said south line of Constance Road; thence easterly and parallel along said south line of Constance Road to the point of beginning.

The North 180 feet of the East 250 feet of Lot 1, Block 1, DEER CROSSING, Anoka County, Minnesota.

AND
 The Southeast Quarter of the Northwest Quarter of Section 17, Township 32, Range 23, Anoka County, Minnesota.

EXCEPT
 That part of said Southeast Quarter of the Northwest Quarter lying northeasterly of the following described line:

Beginning at a point on the southerly right-of-way line of Constance Boulevard distant 588.9 feet west of the intersection of said South line of Constance Boulevard NE and the former West right-of-way line of Trunk Highway No. 65; thence southerly and parallel with said western right-of-way line to the intersection with the south line of said Southeast Quarter of the Northwest Quarter, and drawn from a point on said westerly right-of-way line distant 170 feet northerly of said south line; thence easterly parallel with said south line to said westerly right-of-way line and said line thence terminating.

ALSO EXCEPT
 That part of said Southeast Quarter of the Northwest Quarter platted as DEER CROSSING.

PROPOSED LEGAL DESCRIPTIONS

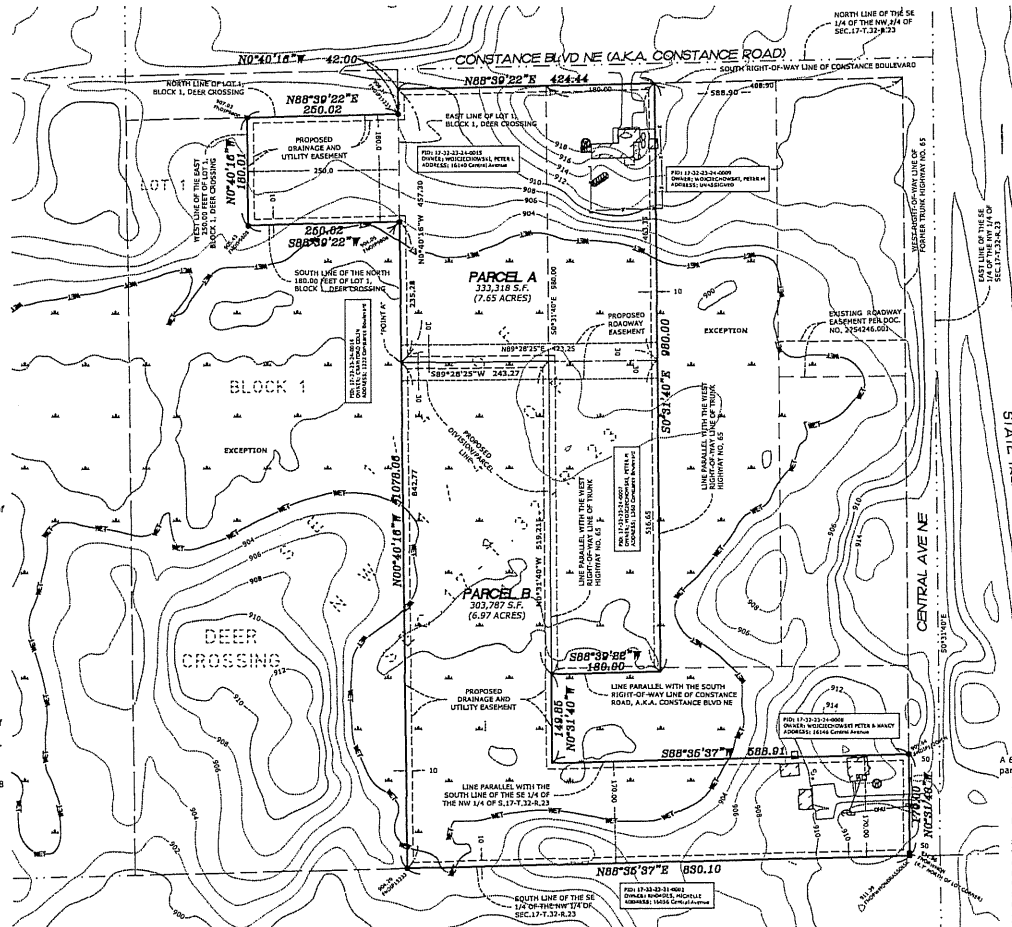
PARCEL A:
 That part of the Southeast Quarter of the Northwest Quarter of Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Beginning at a point on the South right-of-way line of Constance Boulevard NE, said point being 408.9 feet westerly of the intersection of said South line of Constance Boulevard NE and the former West right-of-way line of Trunk Highway No. 65, said right-of-way line being 50 feet westerly of and parallel with the east line of said Southeast Quarter of the Northwest Quarter; thence on an assumed bearing of South 00 degrees 31 minutes 40 seconds East, southerly and parallel with said former West right-of-way line of Trunk Highway No. 65, a distance of 980 feet, the East line of said Southeast Quarter of the Northwest Quarter having an assumed bearing of South 00 degrees 31 minutes 40 seconds East; thence South 88 degrees 29 minutes 22 seconds West parallel with said South right-of-way line of Constance Boulevard NE, a distance of 180 feet to the point of beginning of the parcel to be described; thence North 00 degrees 31 minutes 40 seconds West, a distance of 519.21 feet; thence South 89 degrees 28 minutes 22 seconds West, a distance of 243.27 feet to the East line of Lot 1, Block 1, DEER CROSSING according to the recorded plat thereof, said Anoka County; thence North 00 degrees 40 minutes 16 seconds East along said East line of Lot 1, Block 1, a distance of 842.77 feet to the South line of said Southeast Quarter of the Northwest Quarter; thence North 88 degrees 35 minutes 37 seconds East along said South line, a distance of 830.10 feet to said former West right-of-way line of Trunk Highway No. 65; thence North 00 degrees 31 minutes 40 seconds West along said former West right-of-way line of Trunk Highway No. 65, a distance of 170.00 feet; thence South 88 degrees 35 minutes 37 seconds West, parallel with the south line of said Southeast Quarter of the Northwest Quarter, a distance of 588.91 feet; thence North 00 degrees 31 minutes 40 seconds West, a distance of 149.85 feet to the point of beginning.

AND
 The North 180 feet of the East 250 feet of Lot 1, Block 1, DEER CROSSING, Anoka County, Minnesota.

PARCEL B:
 That part of the Southeast Quarter of the Northwest Quarter of Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South right-of-way line of Constance Boulevard NE, said point being 408.9 feet westerly of the intersection of said South right-of-way line of Constance Boulevard NE and the former West right-of-way line of Trunk Highway No. 65, said right-of-way line being 50 feet westerly of and parallel with the east line of said Southeast Quarter of the Northwest Quarter; thence on an assumed bearing of South 00 degrees 31 minutes 40 seconds East, southerly and parallel with said former West right-of-way line of Trunk Highway No. 65, a distance of 980 feet, the East line of said Southeast Quarter of the Northwest Quarter having an assumed bearing of South 00 degrees 31 minutes 40 seconds East; thence South 88 degrees 29 minutes 22 seconds West parallel with said South right-of-way line of Constance Boulevard NE, a distance of 180 feet to the point of beginning of the parcel to be described; thence North 00 degrees 31 minutes 40 seconds West, a distance of 519.21 feet; thence South 89 degrees 28 minutes 22 seconds West, a distance of 243.27 feet to the East line of Lot 1, Block 1, DEER CROSSING according to the recorded plat thereof, said Anoka County; thence North 00 degrees 40 minutes 16 seconds East along said East line of Lot 1, Block 1, a distance of 842.77 feet to the South line of said Southeast Quarter of the Northwest Quarter; thence North 88 degrees 35 minutes 37 seconds East along said South line, a distance of 830.10 feet to said former West right-of-way line of Trunk Highway No. 65; thence North 00 degrees 31 minutes 40 seconds West along said former West right-of-way line of Trunk Highway No. 65, a distance of 170.00 feet; thence South 88 degrees 35 minutes 37 seconds West, parallel with the south line of said Southeast Quarter of the Northwest Quarter, a distance of 588.91 feet; thence North 00 degrees 31 minutes 40 seconds West, a distance of 149.85 feet to the point of beginning.



PROPOSED D-U EASEMENT DESCRIPTIONS

PARCEL A:
 A perpetual easement for drainage and utility purposes over, under, and across the northerly 10 feet, southerly 10 feet, easterly 10 feet, and westerly 10 feet of the following described parcel:
 That part of the Southeast Quarter of the Northwest Quarter of Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Beginning at a point on the South right-of-way line of Constance Boulevard NE, said point being 408.9 feet westerly of the intersection of said South line of Constance Boulevard NE and the former West right-of-way line of Trunk Highway No. 65, said right-of-way line being 50 feet westerly of and parallel with the east line of said Southeast Quarter of the Northwest Quarter; thence on an assumed bearing of South 00 degrees 31 minutes 40 seconds East, southerly and parallel with said former West right-of-way line of Trunk Highway No. 65, a distance of 980 feet, the East line of said Southeast Quarter of the Northwest Quarter having an assumed bearing of South 00 degrees 31 minutes 40 seconds East; thence South 88 degrees 29 minutes 22 seconds West parallel with said South right-of-way line of Constance Boulevard NE, a distance of 180 feet; thence North 00 degrees 31 minutes 40 seconds West, a distance of 519.21 feet; thence South 89 degrees 28 minutes 22 seconds West, a distance of 243.27 feet to the East line of Lot 1, Block 1, DEER CROSSING according to the recorded plat thereof, said Anoka County; thence North 00 degrees 40 minutes 16 seconds East along said East line of Lot 1, Block 1, a distance of 842.77 feet to the South line of said Southeast Quarter of the Northwest Quarter; thence North 88 degrees 35 minutes 37 seconds East along said former West right-of-way line of Constance Boulevard NE; thence North 88 degrees 39 minutes 22 seconds East along said South line of Constance Boulevard NE, a distance of 424.44 feet to the point of beginning.

AND
 The North 180 feet of the East 250 feet of Lot 1, Block 1, DEER CROSSING, Anoka County, Minnesota.
 Said easement is intended to adjoin all perimeter boundary lines of said parcel.

PARCEL B:
 A perpetual easement for drainage and utility purposes over, under, and across the northerly 10 feet, southerly 10 feet, easterly 10 feet, and westerly 10 feet of the following described parcel:
 That part of the Southeast Quarter of the Northwest Quarter of Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at a point on the South right-of-way line of Constance Boulevard NE, said point being 408.9 feet westerly of the intersection of said South right-of-way line of Constance Boulevard NE and the former West right-of-way line of Trunk Highway No. 65, said right-of-way line being 50 feet westerly of and parallel with the east line of said Southeast Quarter of the Northwest Quarter; thence on an assumed bearing of South 00 degrees 31 minutes 40 seconds East, southerly and parallel with said former West right-of-way line of Trunk Highway No. 65, a distance of 980 feet, the East line of said Southeast Quarter of the Northwest Quarter having an assumed bearing of South 00 degrees 31 minutes 40 seconds East; thence South 88 degrees 29 minutes 22 seconds West parallel with said South right-of-way line of Constance Boulevard NE, a distance of 180 feet to the point of beginning of the parcel to be described; thence North 00 degrees 31 minutes 40 seconds West, a distance of 519.21 feet; thence South 89 degrees 28 minutes 22 seconds West, a distance of 243.27 feet to the East line of Lot 1, Block 1, DEER CROSSING according to the recorded plat thereof, said Anoka County; thence North 00 degrees 40 minutes 16 seconds East along said East line of Lot 1, Block 1, a distance of 842.77 feet to the South line of said Southeast Quarter of the Northwest Quarter; thence North 88 degrees 35 minutes 37 seconds East along said South line, a distance of 830.10 feet to said former West right-of-way line of Trunk Highway No. 65; thence North 00 degrees 31 minutes 40 seconds West along said former West right-of-way line of Trunk Highway No. 65, a distance of 170.00 feet; thence South 88 degrees 35 minutes 37 seconds West, parallel with the south line of said Southeast Quarter of the Northwest Quarter, a distance of 588.91 feet; thence North 00 degrees 31 minutes 40 seconds West, a distance of 149.85 feet to the point of beginning.

Said easement is intended to adjoin all perimeter boundary lines of said parcel.

PARCEL A ROADWAY EASEMENT

A 60 foot wide perpetual easement for public roadway purposes over and across the following described parcel:
 That part of the Southeast Quarter of the Northwest Quarter of Section 17, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Beginning at a point on the South right-of-way line of Constance Boulevard NE, said point being 408.9 feet westerly of the intersection of said South line of Constance Boulevard NE and the former West right-of-way line of Trunk Highway No. 65, said right-of-way line being 50 feet westerly of and parallel with the east line of said Southeast Quarter of the Northwest Quarter; thence on an assumed bearing of South 00 degrees 31 minutes 40 seconds East, southerly and parallel with said former West right-of-way line of Trunk Highway No. 65, a distance of 980 feet, the East line of said Southeast Quarter of the Northwest Quarter having an assumed bearing of South 00 degrees 31 minutes 40 seconds East; thence South 88 degrees 29 minutes 22 seconds West parallel with said South right-of-way line of Constance Boulevard NE, a distance of 180 feet; thence North 00 degrees 31 minutes 40 seconds West, a distance of 519.21 feet; thence South 89 degrees 28 minutes 22 seconds West, a distance of 243.27 feet to the East line of Lot 1, Block 1, DEER CROSSING according to the recorded plat thereof, said Anoka County, to a point being hereinafter known as "Point A"; thence North 00 degrees 40 minutes 16 seconds East along said East line of Lot 1, Block 1, a distance of 842.77 feet to the South line of said Southeast Quarter of the Northwest Quarter; thence North 88 degrees 35 minutes 37 seconds East along said South line of Constance Boulevard NE, a distance of 424.44 feet to the point of beginning.

AND
 The North 180 feet of the East 250 feet of Lot 1, Block 1, DEER CROSSING, Anoka County, Minnesota.

The center line of said easement being described as follows:
 Beginning at the previously described "Point A"; thence North 89 degrees 28 minutes 22 seconds East, on an assumed bearing along the southerly line of the previously described parcel and its easterly extension, a distance of 423.22 feet to the easterly line of the previously described parcel and said center line thence terminating.

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

JASON E. RUD
 Date: 9/7/2022 License No. 41578

SEE SHEET 2 OF 2 FOR LEGEND AND NOTES

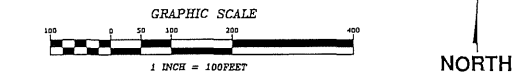
DRAWN BY	CHKD	JOB NO.	DATE
JER	JER	22084845	06/15/22
CHECK BY	JER	FIELD CRAWLER	CHKD
1	9-7-22	EASEMENT DESCRIPTIONS	CHKD
2			
3			
NO.	DATE	DESCRIPTION	BY

PER DOC. NO. 2016483.002
 1360 Constance Blvd NE

PER DOC. NO. 2016483.001
 16140 Central Ave NE

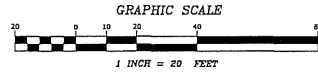
J. E. G. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701

SCALE



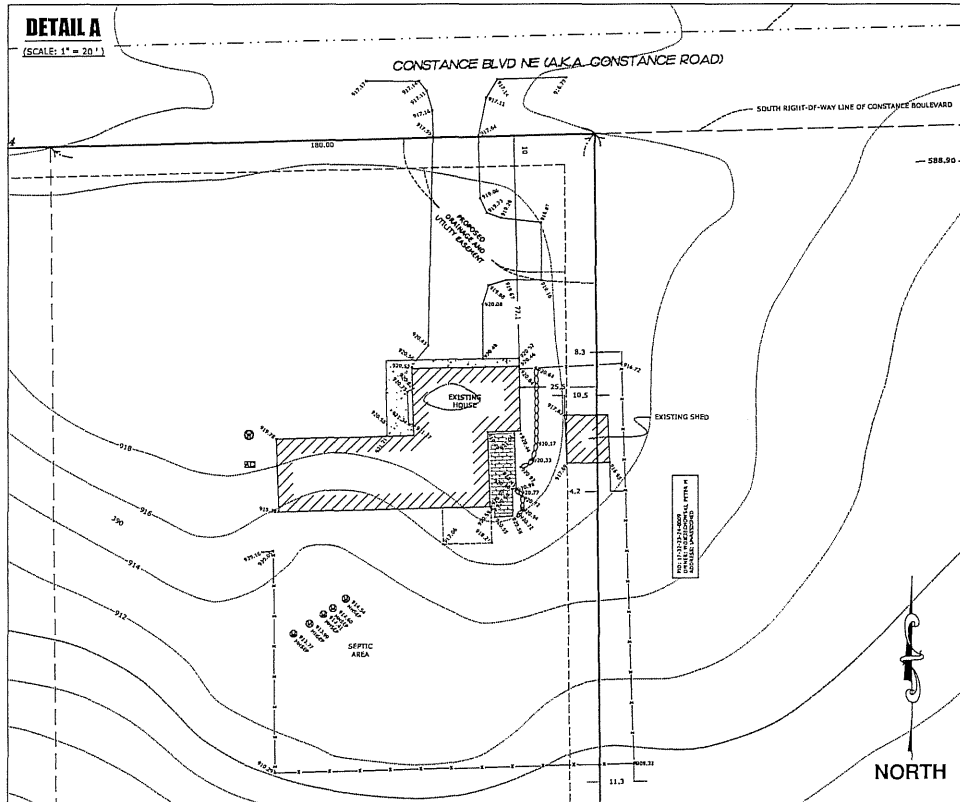
LOT LINE ADJUSTMENT

~for~ MARY BOTTINEAU
 ~of~ 1360 Constance Boulevard NE
 and 16140 Central Ave NE
 Ham Lake, MN



DETAIL A

(SCALE: 1" = 20')



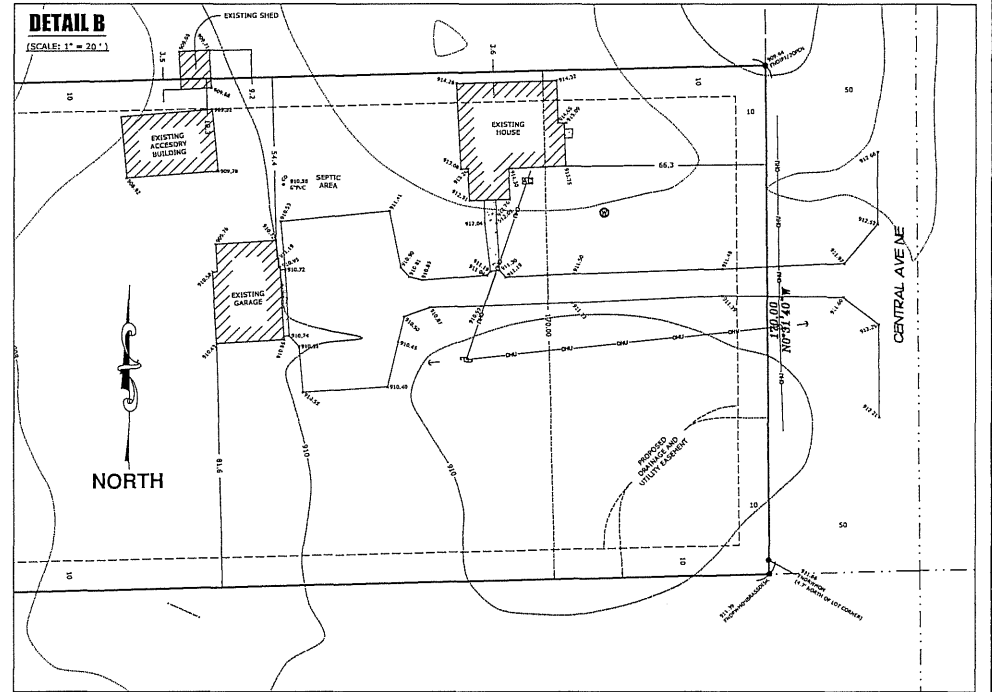
NORTH

NOTES

- Field survey work was completed by E.G. Rud and Sons, Inc. on 07-14-22.
- Bearings shown are on Anoka County datum.
- Parcel ID Numbers: 17-32-23-24-0015 (16140 Central Ave NE)
17-32-23-24-0007 (1360 Constance Blvd NE)
- Existing contours are shown per LIDAR mapping as provided by mndnr.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

DETAIL B

(SCALE: 1" = 20')



NORTH

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES AIR CONDITIONING UNIT
- DENOTES CLEAN OUT
- DENOTES ELECTRICAL BOX
- DENOTES EXISTING SPOT ELEVATION
- DENOTES GUY WIRE
- DENOTES MISCELLANEOUS MANHOLE
- DENOTES POWER POLE
- DENOTES WELL
- DENOTES WET LAND
- DENOTES FENCE
- DENOTES RETAINING WALL
- DENOTES EXISTING CONTOURS
- DENOTES OVERHEAD UTILITY
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE
- DENOTES PAVER SURFACE
- DENOTES FEMA FLOOD ZONE TYPE A
- DENOTES WET LAND PER NWI MAPPING

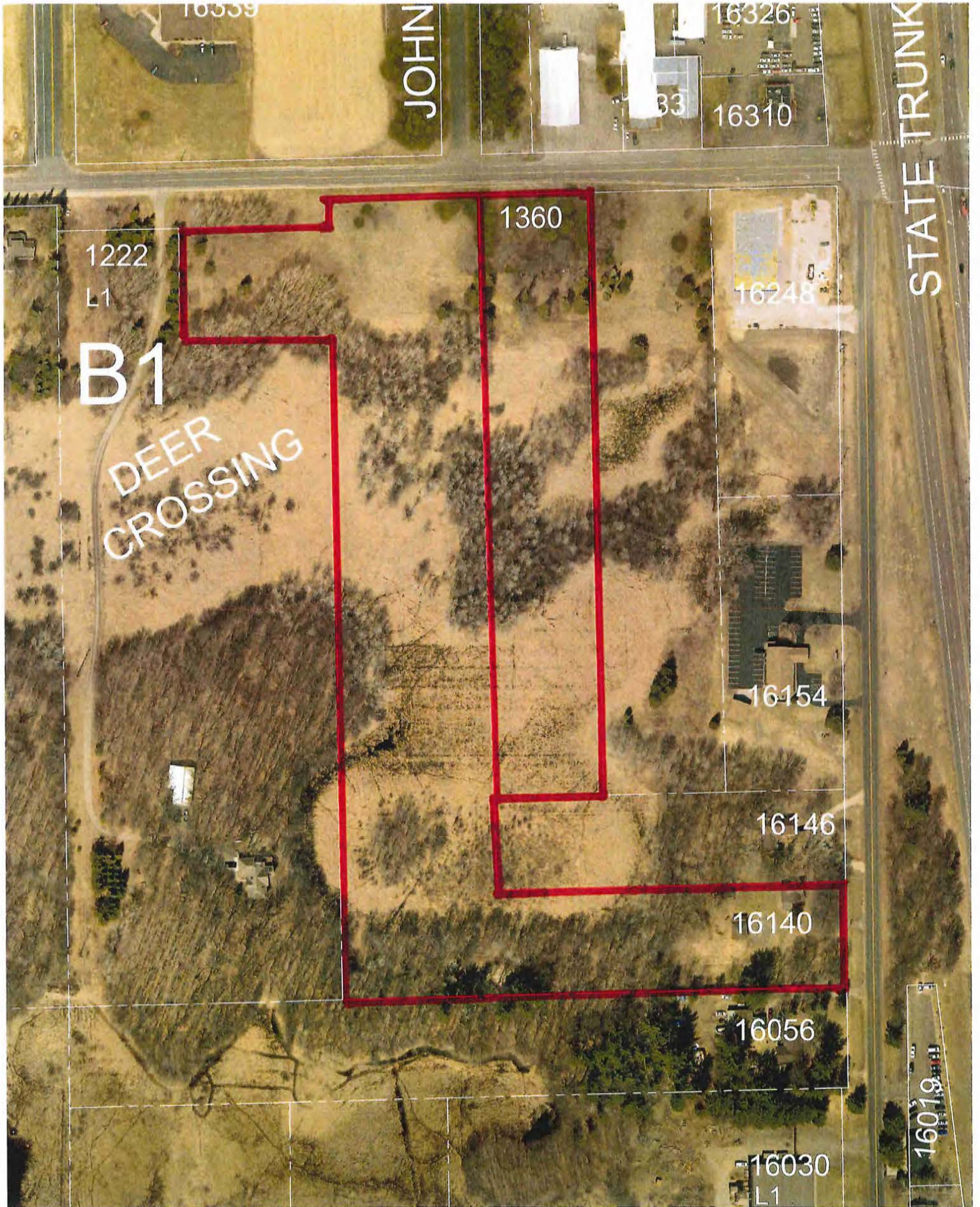
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD

Date: 9/7/2022 License No. 41578

DRAWN BY:	CHD	JOB NO.:	22068485	DATE:	06/15/22
CHECK BY:	JER	FIELD CREW:	BJP		
1	8-23-22	ROADWAY EASEMENT	CHD		
2	9-7-22	BASEMENT DESCRIPTIONS	CHD		
3					
NO.	DATE	DESCRIPTION			BY

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



1222
L1

B1

DEER
CROSSING

1360

16248

16154

16146

16140

16056

16030
L1

16326

16310

JOHN

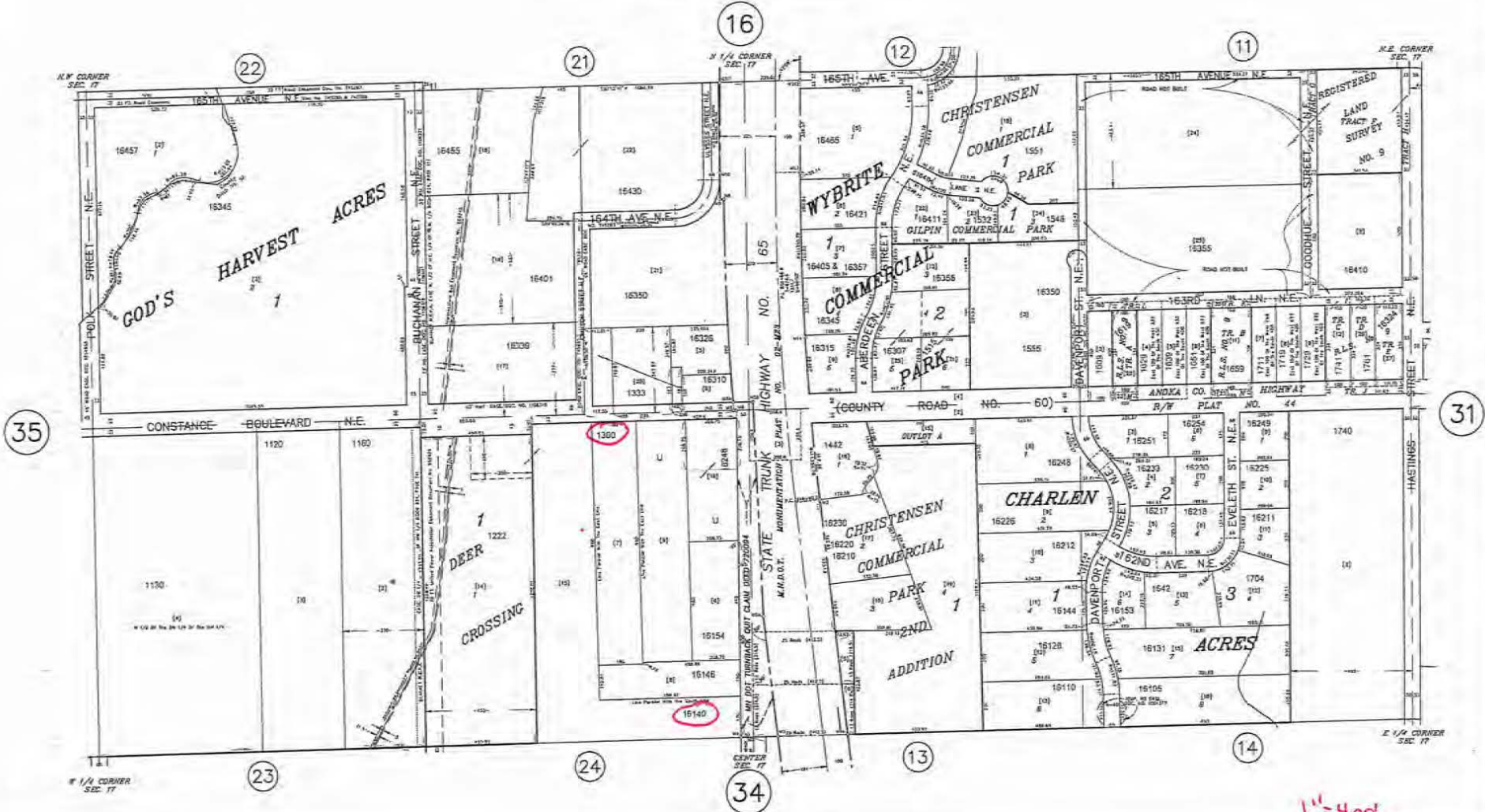
STATE TRUNK

16019

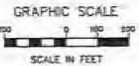
1" = 200'

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

CITY OF HAM LAKE



1" = 400'



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

QUARTER QUARTER INDEX

22	21	12	11	NORTH HALF OF SECTION
23	24	13	14	
32	31	42	41	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]

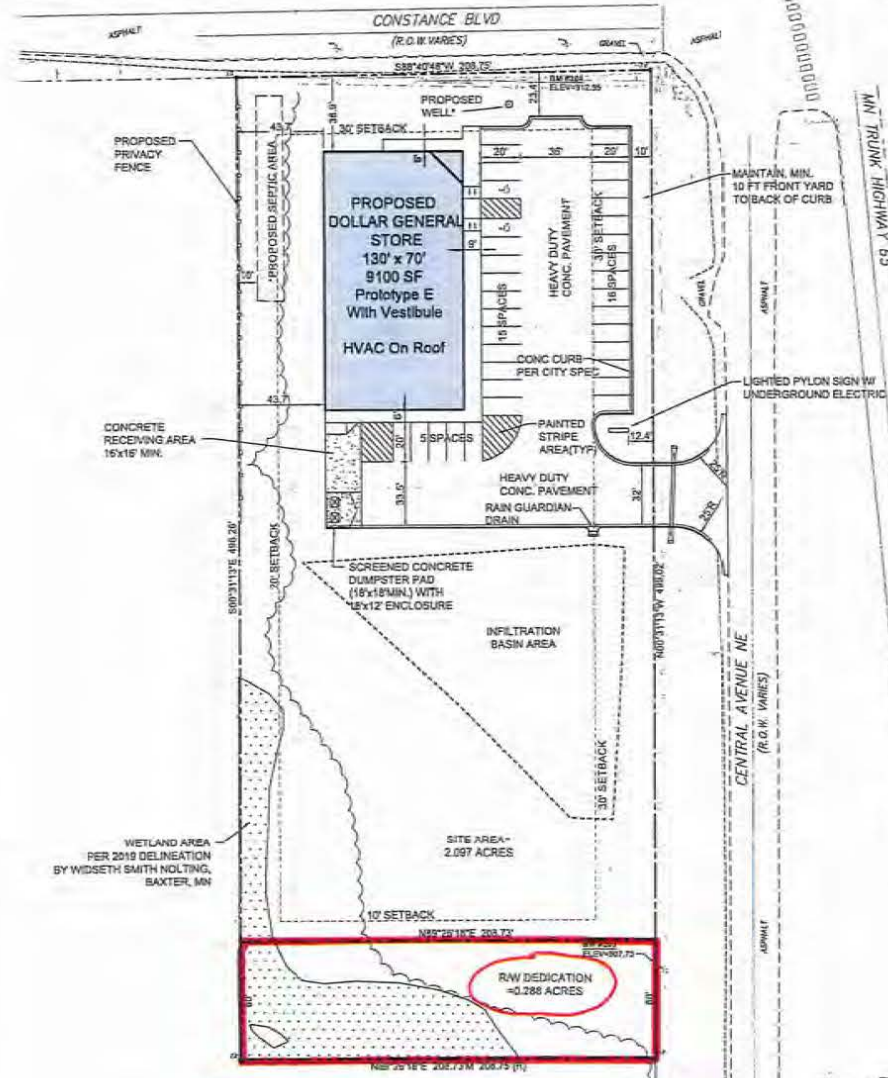
THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THE AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.



DOLLAR GENERAL STORE 16248 CENTRAL AVENUE NE HAM LAKE, MINNESOTA

PARKING SPACES/RECD: 36/36
BLDG/SALES SF: 5,032/7,365
DEVELOPER: GOGOSHAMLAKEMN07251LLC
ENGINEER: OVERLAND ENGINEERING, LLC
SITE AREA: 2.385 ACRES
ZONING: CD-1
BLDG/PARKING SF: 8,100/21,240

- GENERAL NOTES**
1. THE CONSTRUCTION COVERED BY THESE PLANS SHALL CONFORM TO ALL CURRENT APPLICABLE STANDARDS AND SPECIFICATIONS OF THE PUBLIC WORKS DEPARTMENT OF THE CITY OF HAM LAKE, MINNESOTA, UNLESS OTHERWISE NOTED.
 2. ALL WORKMANSHIP AND MATERIALS SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE PLANNING AND DEVELOPMENT DEPARTMENT.
 3. PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHALL NOTIFY ALL THOSE COMPANIES WHICH HAVE FACILITIES IN THE NEAR VICINITY OF THE CONSTRUCTION TO BE PERFORMED.
 4. THE CONTRACTOR MAY UTILIZE THE FOLLOWING TOLL FREE PHONE NUMBER: 1-800-252-1166. THIS PHONE NUMBER IS APPLICABLE ANYWHERE WITHIN THE STATE OF MINNESOTA.
 5. ALL DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED BY AND AT THE EXPENSE OF THE CONTRACTOR.
 6. THE CONTRACTOR SHALL UNDER NO CIRCUMSTANCES CLEAR OR DAMAGE ANY TREES OUTSIDE THE CLEARING LIMIT LINE SET BY THE CITY WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER OR PROPERTY OWNER.
 7. CLEARING AND GRUBBING OPERATIONS AND DISPOSAL OF ALL DEBRIS THEREFROM SHALL BE PERFORMED BY THE CONTRACTOR IN STRICT ACCORDANCE WITH ALL LOCAL CODES AND ORDINANCES.
 8. THE CONTRACTOR SHALL KEEP THE STREETS CLEAN OF MUD AND DEBRIS.
 9. THE CONTRACTOR SHALL PLACE MIN. 4" TOPSOIL AND SEED & MULCH ALL DISTURBED AREAS AT THE DIRECTION OF THE CITY ENGINEER.
 10. EMERGENCY VEHICLE ACCESS VIA PARKING AISLES.



MNDNR - NHIS SITE NOTES
PER THE MNDNR NATURAL HERITAGE REVIEW FOR THIS SITE #RDRS 20200170, THE FOLLOWING MEASURES SHALL BE IMPLEMENTED:

- 1) THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL REVIEW AND COMPLY WITH THE "BLANDING'S TURTLE FLYER" WHICH CAN BE FOUND AT: http://www.dnr.state.mn.us/natural_resources/animals/repiles_amphibians/turtles/blandings_turtleflyer.pdf
- 2) IF BLANDING'S TURTLES ARE ENCOUNTERED ON SITE, STATE LAW AND RULES PROHIBIT THE DESTRUCTION OF THREATENED OR ENDANGERED SPECIES, EXCEPT UNDER PRESCRIBED CONDITIONS. IF TURTLES ARE IN IMMINENT DANGER, THEY MUST BE MOVED BY HAND OUT OF HARM'S WAY, OTHERWISE THEY ARE TO BE LEFT UNDISTURBED.
- 3) THE PLAINS HOG NOSED SNAKE HAS BEEN DOCUMENTED IN THE VICINITY OF THE PROJECT AND MAY BE ENCOUNTERED ON SITE. THE MNDNR RECOMMENDS THE USE OF EROSION CONTROL MESH (IF ANY) BE LIMITED TO WILDLIFE FRIENDLY MATERIALS.

SEE: <http://www.dnr.state.mn.us/soil/conservation/wildlife/field-to-field-erosion-control.pdf>

- BENCHMARKS:**
- BM #222: SPIKE IN 2ND POWER POLE SOUTH OF ENTRANCE ON WEST SIDE OF CENTRAL AVENUE
ELEV=607.73
 - BM #224: SPIKE IN 2ND POWER POLE WEST OF CENTRAL AVENUE ON SOUTH SIDE OF CONSTANCE BOULEVARD.
ELEV=612.55

LEGAL DESCRIPTION

A PART OF THE NORTHWEST QUARTER OF SECTION 17, TOWNSHIP 32 NORTH, RANGE 22 WEST OF THE FOURTH PRINCIPAL MERIDIAN, LOCATED IN ANOKA COUNTY, MINNESOTA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE INTERSECTION OF THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID NORTHWEST QUARTER AND THE WEST LINE OF CENTRAL AVENUE NE (FORMERLY MINNESOTA TRUNK HIGHWAY 65 AS SHOWN ON MINNESOTA DEPARTMENT OF TRANSPORTATION PLAT 02-M23), WITH SAID POINT OF INTERSECTION BEING IDENTIFIED ON SAID PLAT AS "POINT M"; THENCE NORTH 0 DEGREES 31 MINUTES 13 SECONDS WEST, 800.89 FEET ALONG THE WEST RIGHT OF WAY LINE OF CENTRAL AVENUE NE TO THE POINT OF BEGINNING, FROM SAID POINT OF BEGINNING, THENCE CONTINUING NORTH 0 DEGREES 31 MINUTES 13 SECONDS WEST, 489.02 FEET ALONG SAID WEST RIGHT OF WAY LINE TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF CONSTANCE BOULEVARD; THENCE SOUTH 89 DEGREES 40 MINUTES 48 SECONDS WEST, 206.76 FEET ALONG SAID SOUTH RIGHT OF WAY LINE, THENCE SOUTH 0 DEGREES 31 MINUTES 13 SECONDS EAST, 486.28 FEET ALONG A LINE PARALLEL WITH SAID WEST RIGHT OF WAY LINE; THENCE NORTH 89 DEGREES 28 MINUTES 18 SECONDS EAST, 206.73 FEET TO THE POINT OF BEGINNING, EXCEPT THE SOUTH 60.00 FEET THEREOF, CONTAINING 2.097 ACRES, MORE OR LESS.

800-252-1166
www.gopherstateonecall.org

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREON ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR OBTAINED BY THE ENGINEER IN THE PREPARATION OF THIS DRAWING. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED.



DOLLAR GENERAL
MINNESOTA
HAM LAKE, MN

NO.	DATE	DESCRIPTION	BY
1	8/16/20	REV PER COND	RP
2	8/16/20	REV PER CITY REVIEW	RP
3	8/17/20	REV PER ADJUDICATED	RP
4	10/21/20	REV FOR REVISION	RP

Overland
ENGINEERING, LLC
1000 W. WASHINGTON ST., SUITE 200
HAM LAKE, MN 55129
PHONE: (612) 386-3400 FAX: (612) 386-8272
www.overlandeng.com

DOLLAR GENERAL
HAM LAKE, MN
SITE PLAN

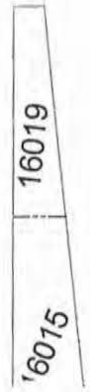
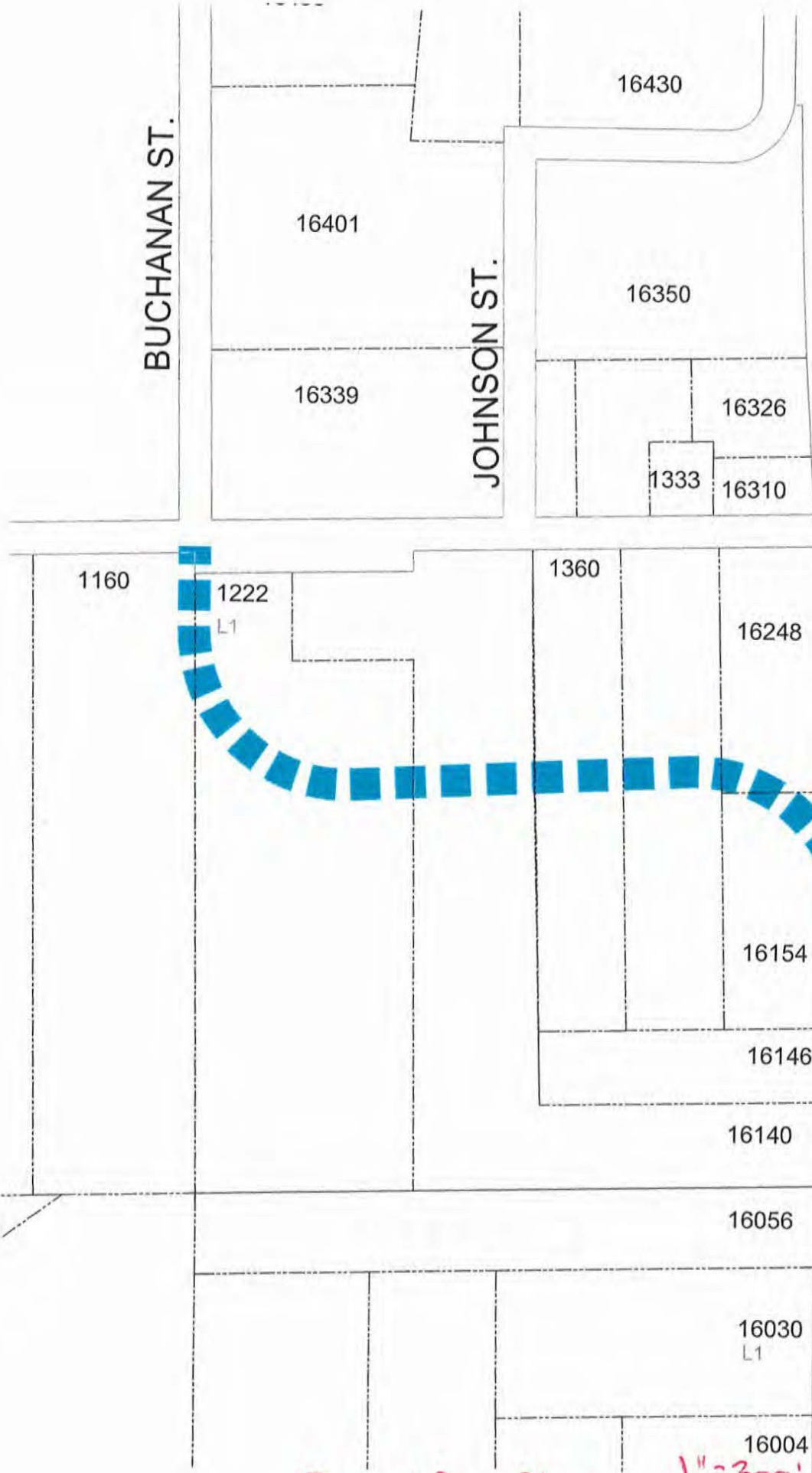
REVISED
2-10-20

I hereby certify that the plans, specifications, or report were prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
Plan Name: RDC 27-160307
Project:
Date: 2-10-20 License #: 42892

BUCHANAN ST.

JOHNSON ST.

STATE TRUNK HIGHWAY NO. 65



Thoroughfare Plan

1" = 300'

**CITY OF HAM LAKE
ROAD COMMITTEE NOTES
SEPTEMBER 6, 2022**

The Road Committee met on Tuesday, September 6, 2022 at 5:00 p.m. Present were Councilmember Gary Kirkeide; Councilmember Jim Doyle; City Engineer Tom Collins; City Engineer Dave Krugler; City Administrator Denise Webster; Finance Director Andrea Murff and Public Works Superintendent John Witkowski.

1. Discussion of the Revolving Street Fund

Engineer Collins handed out the 5-year Capital Improvement Projects (CIPs), stating that it was the same as included in the Special Council meeting for later on today. Engineer Collins stated that the costs for reconstruction projects have increased by over 30% in the last 3 years and the cost of overlay projects have increased by 30% in the last 3 years. Councilmember Doyle stated that something needed to be done to address the projected deficit in the Fund. Councilmember Kirkeide stated that there is light at the end of the tunnel when considering that few subdivisions were constructed between 2009 and 2014, which results in fewer bituminous overlay projects in the next 8 to 13 years. Finance Director Murff stated that bonding was an option for funding the Fund.

Councilmember Kirkeide stated that the upgrade of Polk Street and Tippecanoe Street will need to be delayed. Engineer Collins stated that he would prepare a letter to go out on City letterhead.

2. Discussion of scheduled 2023 capital improvement projects

Engineer Collins stated that the 2023 CIPs included the reconstruction of the Crosstown Shopping Center, including MSA Chisholm Street, the reconstruction of Idlewood 3rd Addition along with 175th Avenue and the overlay of the residential subdivisions of Braastad Farms, Larson's Heritage Oaks 3rd, 4th, 5th and 6th Additions, Prairie Creek, Radisson Meadows and White Oak Ridge. Engineer Collins stated that the proposed overlay projects were constructed in 2002. The Road Committee determined that the October Road Committee meeting would include a site visit to the proposed CIP locations along with other projects tentatively scheduled for reconstruction or overlay in the near future.

3. Discussion of the Coronavirus Response and Relief Supplemental Appropriations Act funding

Engineer Collins stated that the \$74,352 CRRSAA funding was applied to the bituminous overlay project, that was on the City Council agenda for acceptance. Engineer Collins stated that he would submit the Reporting Form to MnDOT.

4. Discussion of possible MSA designations

Engineer Collins stated there were 0.67 miles of streets that were eligible for designation as MSA streets in 2022, per the 2021 Certification of Mileage. **The Road Committee recommended that the City Council approve the designation of 154th Lane/Yancy Street from Xylite Street to 153rd Avenue (0.25 miles) and 171st Avenue from East Lake Netta Drive to CSAH 18 (0.42 miles) as MSA.**



5. Discussion of 162nd Lane and Buchanan Street south of Constance Boulevard

Engineer Collins displayed the proposed lot line adjustment between 1360 Constance Boulevard and 16140 Central Avenue that was received August 29th, stating that the survey for the proposed adjustment did not include the dedication of a roadway easement as per the discussion with the family on May 31st. Engineer Collins directed the surveyor to update the survey with the roadway easement, which is to match the alignment of the roadway easement dedicated by the Dollar General. Engineer Collins displayed an exhibit showing the roadway easements that would be needed to extend Central Avenue to Buchanan Street from 1222 Constance Boulevard and the undeveloped 17-32-23-24-0009 parcel. Councilmembers Kirkeide stated that the intersection alignment is a result of decisions by the State and County. Councilmembers Kirkeide and Doyle stated that the City should not consider the use of eminent domain to obtain the roadway easements. The Road Committee directed Engineer Collins to discuss the overall City roadway easement needs and the possible dedication of a roadway easement through the vacant 17-32-23-24-0009 parcel.

6. Discussion of 136th Lane/Lincoln Street south of Bunker Lake Boulevard

Engineer Collins stated that he had contacted the owner of the four properties, per the direction at the May 31st Road Committee meeting, and that they were interested in discussing the possible sale of the properties. Councilmember Kirkeide stated that the planned extension of 136th Lane to Lincoln Street may be a good project for the use of Housing and Redevelopment Authority Funds (HRA). The Road Committee directed Engineer Collins to coordinate a meeting for this winter.

7. Discussion of signage

Superintendent Witkowski stated that a resident within the Majestic Oaks Townhomes 7th Addition, which are private streets, requested that no parking signage be placed on one side of the public 133rd Lane within the Larson Addition to the west of the Highway 65 Service Road. The Road Committee determined that warrants were not in place to justify the placement of no parking signage. Superintendent Witkowski stated that he would report back to the Majestic Oaks Townhomes 7th Addition resident.

Superintendent Witkowski stated that 14350 Tippecanoe Street property owner is opposed to the placement of a No Outlet sign on the southerly portion of their property. The Road Committee determined that the City has the right to post signage within right-of-way, and directed Superintendent Witkowski to place the No Outlet sign.

8. Discussion of driveway match location for street reconstruction projects

Engineer Krugler handed out exhibits for current driveway tie-in conditions that were being reviewed for reconstruction projects. Engineer Krugler stated that the minimum distance to tie into the existing grade of the driveway is determined by using proposed road profiles and road sections. Engineer Krugler stated we do not automatically tie into the driveway at the right-of-way, but at a minimum distance of 5-feet to accommodate an approach apron. Engineer Krugler requested guidance on how much leeway should be allowed for driveways to “absorb” an existing crack to have only one seam. Engineer Krugler presented a case where the tie-in location was projected to be at 8 feet from the curb, but an existing crack located on the driveway was 5 feet further back and asked “how far is too far”. Councilmember Kirkeide and Doyle stated it was a case-by-case basis and there would be no set distance and be left to engineering judgement and well documented.

RESOLUTION NO. 22-XX

RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS

WHEREAS, it appears to the City Council of the City of Ham Lake that the streets hereinafter described would be designated Municipal State Aid Streets under the provisions of Minnesota Laws of 1967 Chapter 162:

WHEREAS, the City of Ham Lake has 0.67 miles available to designate as Municipal State Aid Streets,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake that the roads described as follows, to wit:

171st Avenue from East Lake Netta Drive (197-121) to County State Aid Highway 18 (0.42 miles)

154th Lane from Xylite Street (County Road 61) to Yancy Street and Yancy Street from 154th Lane to 153rd Avenue (197-108) (0.25 miles)

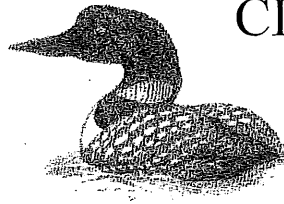
be and hereby are established, located and designated Municipal State Aid Streets of Ham Lake, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized and directed to forward two certified copies of this Resolution to the Commissioner of Transportation for consideration, that upon approval of the designation of said roads or portions thereof, that the designated roads be constructed, improved and maintained as Municipal State Aid Streets of the City of Ham Lake, to be numbered and known as Municipal State Aid Streets.

Adopted by unanimous vote of the Ham Lake City Council this 19th day of September, 2022.

Brian Kirkham, Mayor

Denise Webster, 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 PLANNING COMMISSION MINUTES MONDAY, SEPTEMBER 12, 2022

The Ham Lake Planning Commission met for its regular meeting on Monday, September 12, 2022 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Scott Heaton, Jonathan Fisher, Dave Ringler and Erin Dixon

MEMBERS ABSENT: Commissioner Jeff Entsminger

OTHERS PRESENT: City Engineer Dave Krugler and Building and Zoning Clerk Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Lejonvarn, seconded by Fisher, to approve the minutes of the August 22, 2022 Planning Commission meeting as written. All present in favor, motion carried.

NEW BUSINESS:

Jeff Stalberger, HFN Properties, LLC., requesting Sketch Plan approval for Hidden Forest East 4th Addition (22 Single Family Residential lots and 3 outlots) in sections 24 and 25
Mr. Jeff Stalberger, Mr. Jeff Stalberger, Jr. and Mr. Ryan Stalberger were present. Mr. Jeff Stalberger stated Hidden Forest East 4th Addition will have 22 lots, three which were originally part of Hidden Forest East 3rd Addition. Mr. Jeff Stalberger stated the three northernmost lots were converted to an outlot after the Hidden Forest East 3rd Addition preliminary plat review because additional evaluation of the land needed to be done to determine if it would be feasible to develop that area. Mr. Jeff Stalberger stated he has been working with the City Engineer to ascertain where access to Lexington Avenue NE could be in the future; conceptually 150th Avenue NE will extend to the west through a "future phase" as shown on the Hidden Forest East 4th Addition concept plan. Mr. Jeff Stalberger stated there are three outlots (A, B, C) shown on the concept plan. Mr. Jeff Stalberger stated his intention is to deed outlot A back to the Bexell family and outlots B and C back to the Knoll family. Chair Pogalz asked Mr. Jeff Stalberger if another ingress/egress connection is one, future phase away as there have been several serious

accidents at the intersection of 143rd Avenue NE and Lexington Avenue NE, the only ingress/egress to the three current Hidden Forest East developments. Mr. Jeff Stalberger stated it will depend on land acquisition negotiations with the land owners. Mr. Jeff Stalberger stated Engineer Collins informed him that Anoka County Highway Department has applied for a grant to upgrade Lexington Avenue NE in 2026. Chair Pogalz asked Engineer Krugler to comment on the development. Engineer Krugler stated FEMA Letters of Map Amendment will be needed for Lots 1, 2, 3, 5, 6 and 7, Block 1, Lot 2, Block 2 and Lot 3, Block 3 and that money in lieu of parkland should be recommended for this development; the Coon Creek Watershed District will require that post development 100-year discharge rates do not exceed pre-development 25-year rates and a National Heritage Information System data review by the DNR will be required to determine if any state-protected species may be located within the plat boundary. Mr. Jeff Stalberger stated he knows there are some huckleberry plants within the development that are considered state-protected species. **Motion by Pogalz, seconded by Fisher, to recommend approval of the Sketch Plan presented by Jeff Stalberger, HFN Properties, LLC, for Hidden Forest East 4th Addition, a 22-lot single family residential development, 3 outlots located in Sections 24 and 25 subject to obtaining FEMA Letters of Map Amendment for Lots 1, 2, 3, 5, 6 and 7, Block 1, Lot 2, Block 2 and Lot 3, Block 3, accepting money in lieu of parkland, meeting the recommendations of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried. This application will be placed on the City Council's Monday, September 19, 2022 agenda.**

Chair Pogalz asked Mr. Jeff Stalberger if he plans to finish the platting process this year. Mr. Jeff Stalberger stated he intends to complete the plat process next year.

COMMISSION BUSINESS:

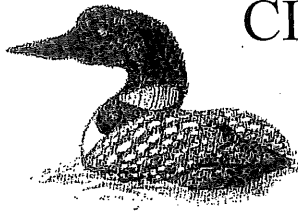
City Council Update

Chair Pogalz stated the City Council approved the Special Home Occupation Permit for Bakkene Machining and Service less the suggested recommendation allowing customer traffic; Article 9 of the City Code must be amended to allow customer traffic. The Planning Commission will review some provisions in Article 9 in the future. Chair Pogalz informed the Commissioners the City has contracted with a new law firm, Berglund, Baumgartner, Kimball and Glaser, LLC. There will not be a Planning Commissioner present at the September 19, 2022 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 6:17 p.m. All present in favor, motion carried.

Jennifer Bohr
Zoning and Building Clerk



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, SEPTEMBER 12, 2022

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: August 22, 2022

PUBLIC HEARING: None

NEW BUSINESS:

1. Jeff Stalberger, HFN Properties, LLC., requesting Sketch Plan approval for Hidden Forest East 4th Addition (22 Single Family Residential lots and 3 out lots) in sections 24 and 25.

COMMISSION BUSINESS:

1. City Council Update



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 8-22-2022

Date of Receipt 8-25-2022
Receipt # 43864

Meeting Appearance Dates:
Planning Commission 9-12-22

City Council 9-19-22

Please check request(s):

- | | |
|---|---|
| <input type="checkbox"/> Metes & Bounds Conveyance | <input type="checkbox"/> Commercial Building Permit |
| <input checked="" type="checkbox"/> Sketch Plan | <input type="checkbox"/> Certificate of Occupancy |
| <input type="checkbox"/> Preliminary Plat Approval* | <input type="checkbox"/> Home Occupation Permit |
| <input type="checkbox"/> Final Plat Approval | <input type="checkbox"/> Conditional Use Permit (New)* |
| <input type="checkbox"/> Rezoning* | <input type="checkbox"/> Conditional Use Permit (Renewal) |
| <input type="checkbox"/> Multiple Dog License* | <input type="checkbox"/> 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: HFN Properties, LLC

Address/Location of property: EAST OF Lexington Ave approx. 148th

Legal Description of property: Hidden Forest East 4th Addition

PIN # 24-32-23-44-0001 Current Zoning R-A Proposed Zoning R-1
25-32-23-12-0002

Notes: 25-32-23-11-0002+0008 22 Single Family Lots / 3 Out lots

Applicant's Name: JEFF A. STALBERGER

Business Name: HFN Properties, LLC

Address 17404-Ward St. Dr. NW

City Andover State MN. Zip Code 55304

Phone 612-799-1471 Cell Phone _____ Fax _____

Email address Stally68@msn.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 Jeff A. Stalberger DATE 8-22-2022

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 9-12-22
City Council _____

PROPERTY TAXES CURRENT YES NO

Memorandum

Date: September 8, 2022
To: Planning Commissioners
From: Tom Collins, City Engineer *TPC*
Subject: Hidden Forest East 4th Addition Sketch Plan

Introduction:

The proposed 22 lot residential development is located on 112.96 acres, which includes parcels 24-32-23-44-0001, 25-32-23-11-0002, 25-32-23-11-0008 (Outlot A - Hidden Forest East 3rd Addition) and 25-32-23-12-0002. The parcels are currently a mixed zoning of Rural Single Family Residential (R-A) and the proposed zoning is all Single Family Residential (R-1). The mixed zoning is a result of that portion of RLS 290 (attached) outside of the plat of Hidden Forest East Third Addition being rezoned to R-1 because it was included in the legal description provided by the surveyor on the Certificate of Title when the Third Addition was platted. A 500-scale aerial photo, 400 scale half-section maps and a 1,000 scale zoning map are attached.

Discussion:

Packard Street and Stutz Street are being extended from the Hidden Forest East Third Addition (attached). Stutz Street was constructed with a temporary cul-de-sac with the Third Addition, and the temporary cul-de-sac right-of-way is shown as to be vacated. An exhibit showing the location of utilities will be required to verify that there are no utilities in what is to be considered for vacation.

A temporary cul-de-sac is proposed for the future extension of 150th Avenue to the west and for Packard Street to the northwest. The street layout is consistent with the future street thoroughfare, per the attached Future Roadway Classification map. The attached Future Concept Plan shows a conceptual connection to the west to Lexington Avenue from the Hidden Forest East 4th Addition "Future Phase".

The Sketch Plan includes three outlots, all of which are for the Future Phase to the north and west. The Development Agreement will acknowledge that the outlots are for a future phase. It is anticipated that security will need to be posted, per Resolution 13-50, to protect the City from any loss associated with an unattached and undeveloped outlot. FEMA Letter of Map Amendments will be needed for Lots 1, 2, 3, 5, 6 and 7 of Block 1, Lot 2 of Block 2 and Lot 3 of Block 3.

Per correspondence with Public Works Superintendent John Witkowski, it is recommended that parkland dedication fees be collected rather than the dedication of parkland or trail easement. This development will have access to the 27.12-acre park within the Hidden Forest East Park Addition thru the streets of Hidden Forest East 2nd and 3rd Additions.

Approval from the Coon Creek Watershed District is required, including wetland impacts and the capacity and elevations of the proposed County Ditch 44-5 crossing. Per the CCWD, portions of the Sketch Plan and land to the north and west are classified as drainage sensitive land uses, meaning that downstream lands are dependent upon removal of water from the soil profile for their continued use. The CCWD will require that post development 100-year discharge rates do not exceed pre development 25-year rates.

The Natural Resources Inventory and Assessment (NRIA) that was completed in 2008 by the Anoka Conservation District (Appendix S of the Storm Water Pollution Prevention Plan) identifies a portion of the proposed development area as Natural Resource Cluster #1. The area includes patches of aspen forest, lowland hardwood swamp, mixed hardwood swamp and oak forest per the attached. A Natural Heritage Information System data review by the DNR will also be required to determine whether any state-protected species may be located within the plat boundary.

Recommendations:

It is recommended that the Sketch Plan of Hidden Forest East 4th Addition be recommended for approval.

REGISTERED LAND SURVEY NO. 290


CITY OF HAM LAKE
COUNTY OF ANOKA
SEC. 25, T. 32, R. 23

I, Jason E. Rud, hereby certify that, in accordance with the provisions of Minnesota Statutes, Section 508.47, I have surveyed the following described property situated in the County of Anoka, State of Minnesota:

The Northeast Quarter except the South Half, Section 25, Township 32, Range 23.


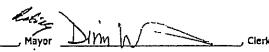
I hereby certify that this Registered Land Survey was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota and that this Registered Land Survey is a correct representation of said parcel of land.

Dated this 9th day of July, 2021.


Jason E. Rud, Licensed Land Surveyor
Minnesota License No. 41578

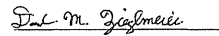
CITY COUNCIL, CITY OF HAM LAKE, MINNESOTA

We do hereby certify that on the 12th day of July, 2021, the City Council of the City of Ham Lake, Minnesota, has approved this Registered Land Survey.

 Mayor  Clerk

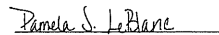
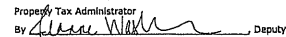
ANOKA COUNTY SURVEYOR

Pursuant to Minnesota Statutes, Section 389.05, Subd. 1, this Registered Land Survey has been reviewed and approved this 22nd day of July, 2021.


David M. Ziegler, Anoka County Surveyor

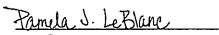
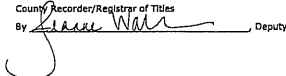
COUNTY AUDITOR/TREASURER

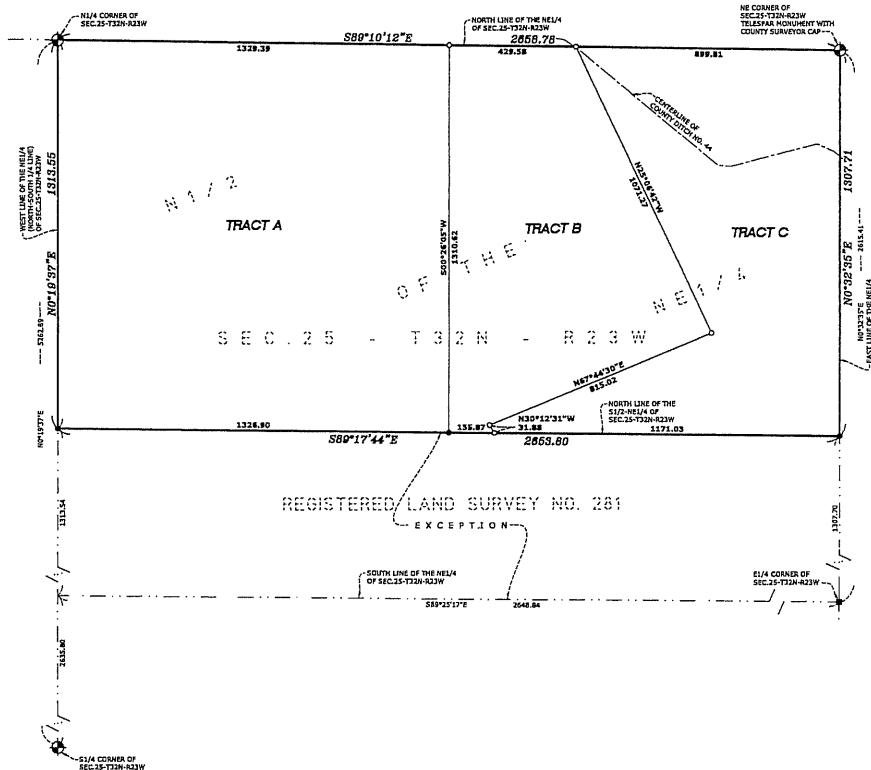
Pursuant to Minnesota Statutes, Section 508.47, Subd. 4, taxes payable in the year 2021 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this 22nd day of July, 2021.


Pamela S. LeBlanc
Property Tax Administrator
By  Deputy

COUNTY RECORDER/REGISTRAR OF TITLES
COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this REGISTERED LAND SURVEY NO. 290 was filed in the office of the County Recorder/Registrar of Titles for public record on this 22nd day of July, 2021, at 12:19 o'clock P.M. and was duly recorded as Document Number 590855.001.

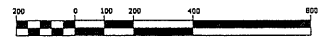

Pamela S. LeBlanc
County Recorder/Registrar of Titles
By  Deputy



LEGEND

- DENOTES 1/2 INCH BY 14 INCH IRON PIPE SET MARKED BY RLS NO. 41578
- DENOTES FOUND 1/2 INCH IRON PIPE MARKED RLS 41578
- ⊕ DENOTES ANOKA COUNTY CAST IRON MONUMENT, UNLESS OTHERWISE SHOWN
- DENOTES FOUND CONCRETE MONUMENT

FOR THE PURPOSES OF THIS REGISTERED LAND SURVEY THE WEST LINE OF THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 32 NORTH, RANGE 23 WEST, IS ASSUMED TO HAVE A BEARING OF NORTH 00 DEGREES 19 MINUTES 37 SECONDS EAST.



NORTH

(SCALE IN FEET)
1 inch = 200 feet

56

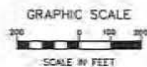
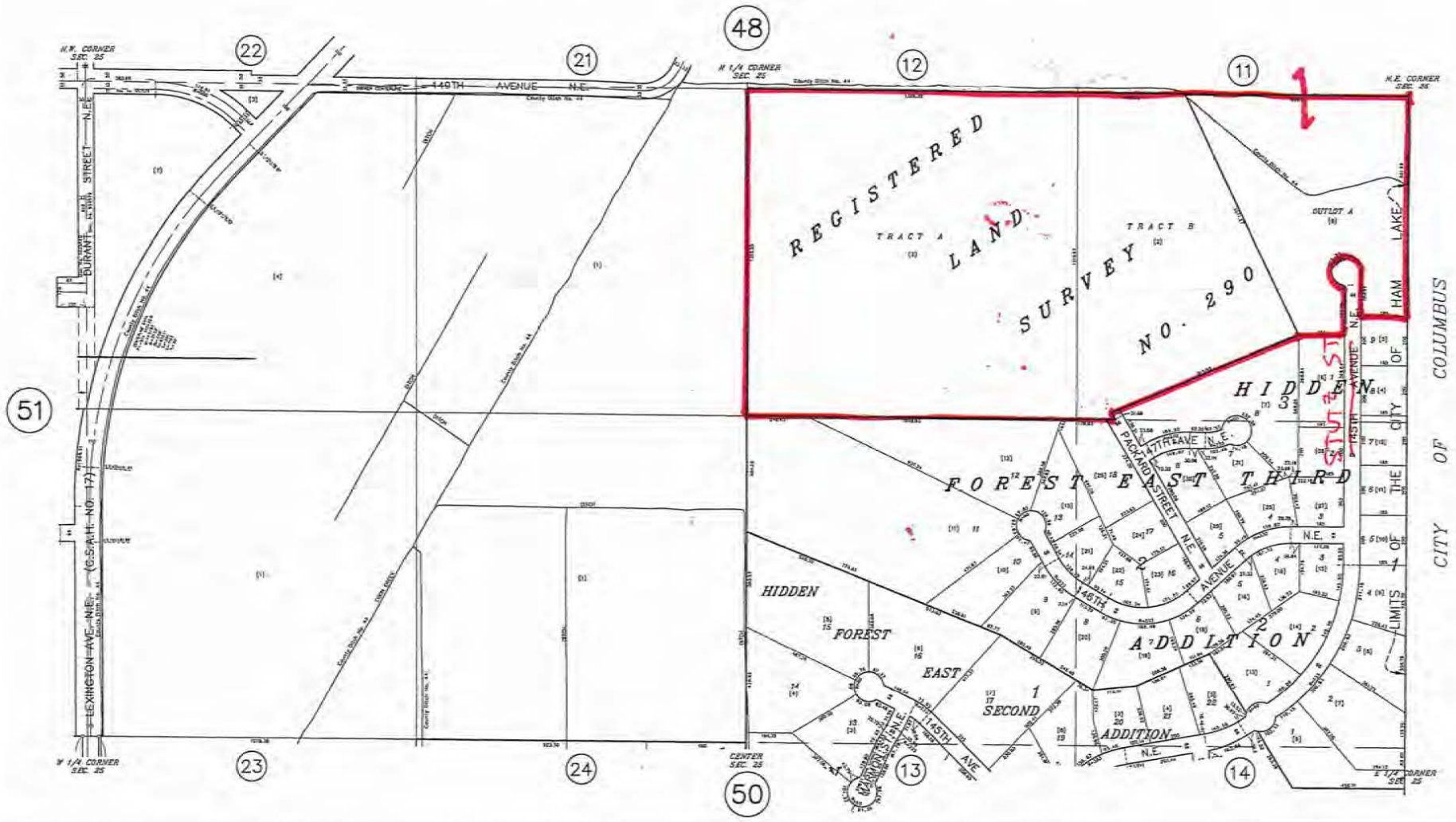


Aerial Photo

1" = 500'

N 1/2 SECTION 25, T. 32, R. 23

CITY OF HAM LAKE



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

QUARTER QUARTER INDEX

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

NORTH HALF
OF SECTION

SOUTH HALF
OF SECTION

PROPERTY IDENTIFICATION NUMBER

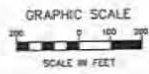
Section Number	Township	Range	Quarter	Specific Parcel
XX	XX	XX	XX	XXXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS; (1)
EXAMPLE OF PIN NUMBER: 25-22-23-15-001

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.

S 1/2 SECTION 24, T. 32, R. 23

CITY OF HAM LAKE



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

QUARTER QUARTER INDEX

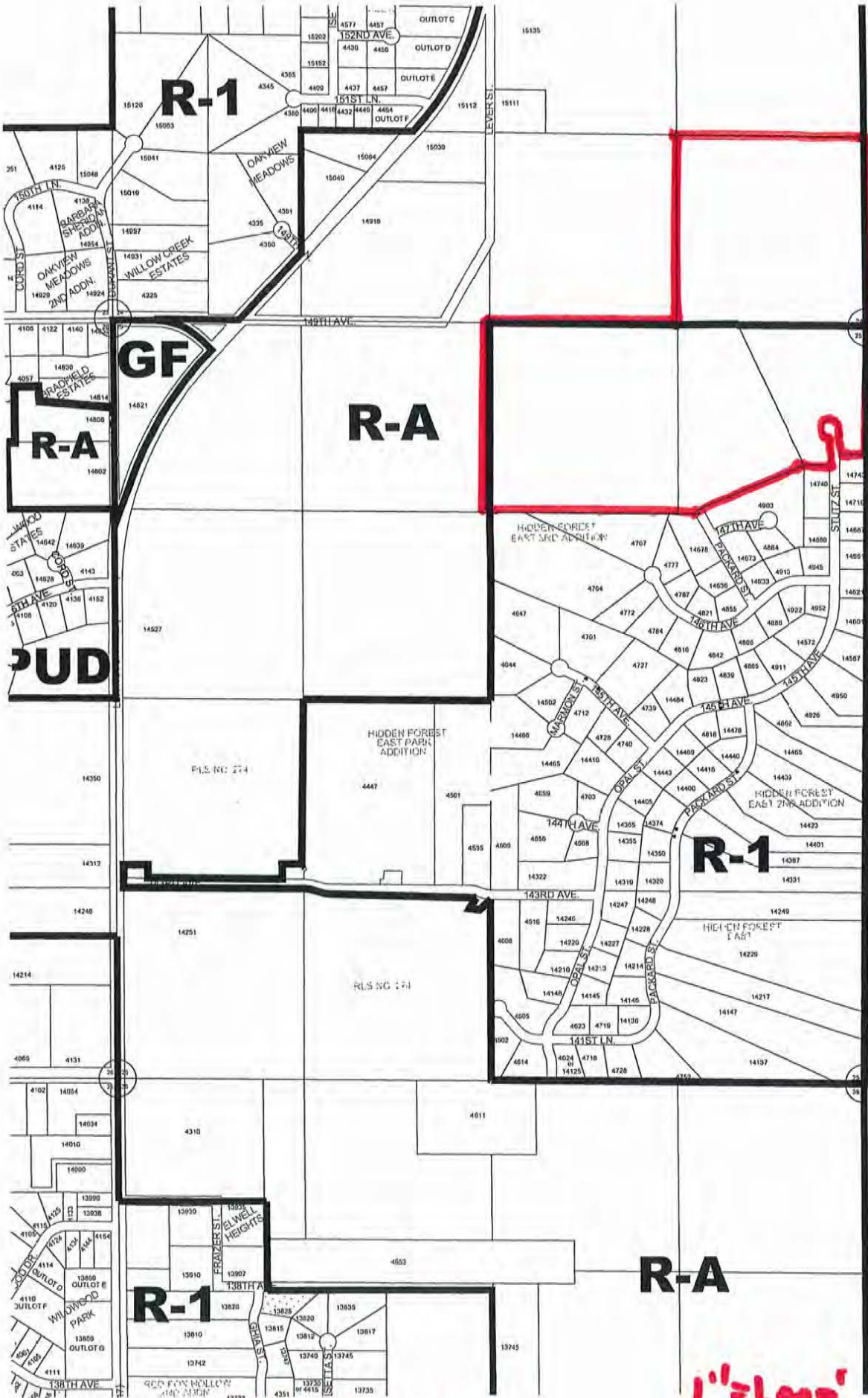
22	21	12	11
23	24	13	14
NORTH HALF OF SECTION			
32	31	42	41
33	34	43	44
SOUTH HALF OF SECTION			

PROPERTY IDENTIFICATION NUMBER

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

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS (1)
EXAMPLE OF PIN NUMBER: 24-12-23-12-011

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



Zoning map

1" = 1,000'

576088.001

576088.001

HIDDEN FOREST EAST THIRD ADDITION

CITY OF HAM LAKE
COUNTY OF ANOKA
SEC. 25, T32N, R23W

KNOW ALL PERSONS BY THESE PRESENTS: That HFN Properties, LLC, a Minnesota limited liability company, owner of the following described property:

Tract B, Registered Land Survey No. 281, Anoka County, Minnesota.
(Torrens Property/Certificate of Title No. 148138)

AND

Tract C, Registered Land Survey No. 281, Anoka County, Minnesota, and
(Torrens Property/Certificate of Title No. 148138)

AND

Tract C, Registered Land Survey No. 290, Anoka County, Minnesota.
(Torrens Property/Certificate of Title No. 148138)

Has caused the same to be surveyed and platted as HIDDEN FOREST EAST THIRD ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said HFN Properties, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this 02 day of December, 2021.

HFN PROPERTIES, LLC

Jeffrey A. Stalberger
Jeffrey A. Stalberger, Administrator

STATE OF Minnesota
COUNTY OF Anoka

This instrument was acknowledged before me this 14th day of December, 2021 by Jeffrey A. Stalberger, Administrator of HFN Properties, LLC, a Minnesota limited liability company.

Larvae Mock (Signature)
Larvae Mock (Print Name)

Notary Public, Anoka County, Minnesota
My Commission Expires January 31, 2027

I, Jason E. Rud do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this 02 day of December, 2021.

Jason E. Rud
Jason E. Rud, Licensed Land Surveyor
Minnesota License No. 41578

STATE OF MINNESOTA
COUNTY OF Anoka

This instrument was acknowledged before me this 10th day of December, 2021 by Jason E. Rud.

Larvae Mock (Signature)
Larvae Mock (Print Name)

Notary Public, Anoka County, Minnesota
My Commission Expires January 31, 2027

CITY COUNCIL, CITY OF HAM LAKE, MINNESOTA

This plat of HIDDEN FOREST EAST THIRD ADDITION was approved and agreed by the City Council of the City of Ham Lake, Minnesota at a regular meeting thereof held this 22 day of December, 2021, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Ham Lake, Minnesota

By *[Signature]* Mayor

By *[Signature]* Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this 24th day of December, 2021.

David M. Ziegler
David M. Ziegler
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 2021 on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this 9th day of December, 2021.

Pamela J. LeBlanc
Pamela J. LeBlanc
Property Tax Administrator

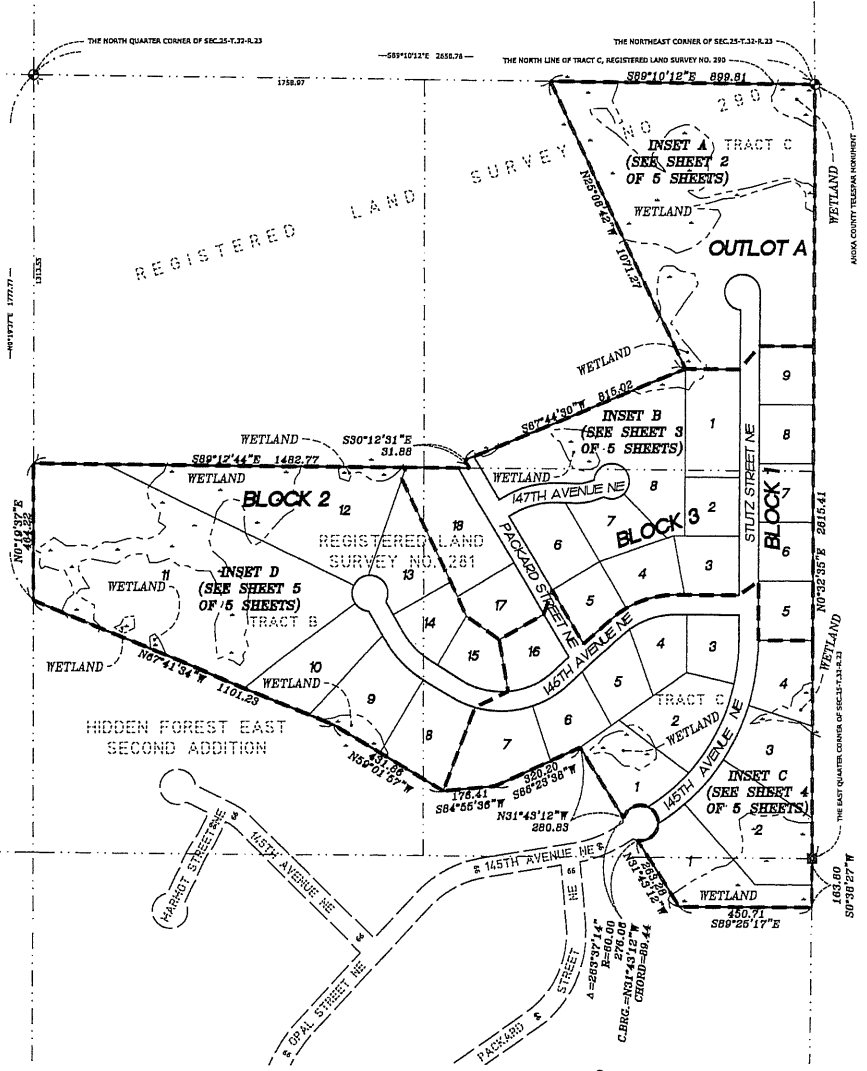
By *[Signature]* Deputy

COUNTY RECORDER/REGISTRAR OF TITLES
COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of HIDDEN FOREST EAST THIRD ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this 24th day of December, 2021, at 3:47 o'clock A.M. and was duly recorded as Document Number 576088.001.

Pamela J. LeBlanc
Pamela J. LeBlanc
County Recorder/Registrar of Titles

By *[Signature]* Deputy



FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF TRACT C, REGISTERED LAND SURVEY NO. 290, IS ASSUMED TO HAVE A BEARING OF SOUTH 89 DEGREES 10 MINUTES 12 SECONDS EAST.

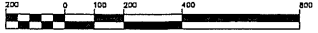
☛ DENOTES FOUND ANOKA COUNTY CAST IRON MONUMENT UNLESS OTHERWISE SHOWN

■ DENOTES FOUND CONCRETE MONUMENT

☒ DENOTES WETLAND AS DELINEATED BY KNOXHAUG ENVIRONMENTAL IN JULY, 2020

NORTH

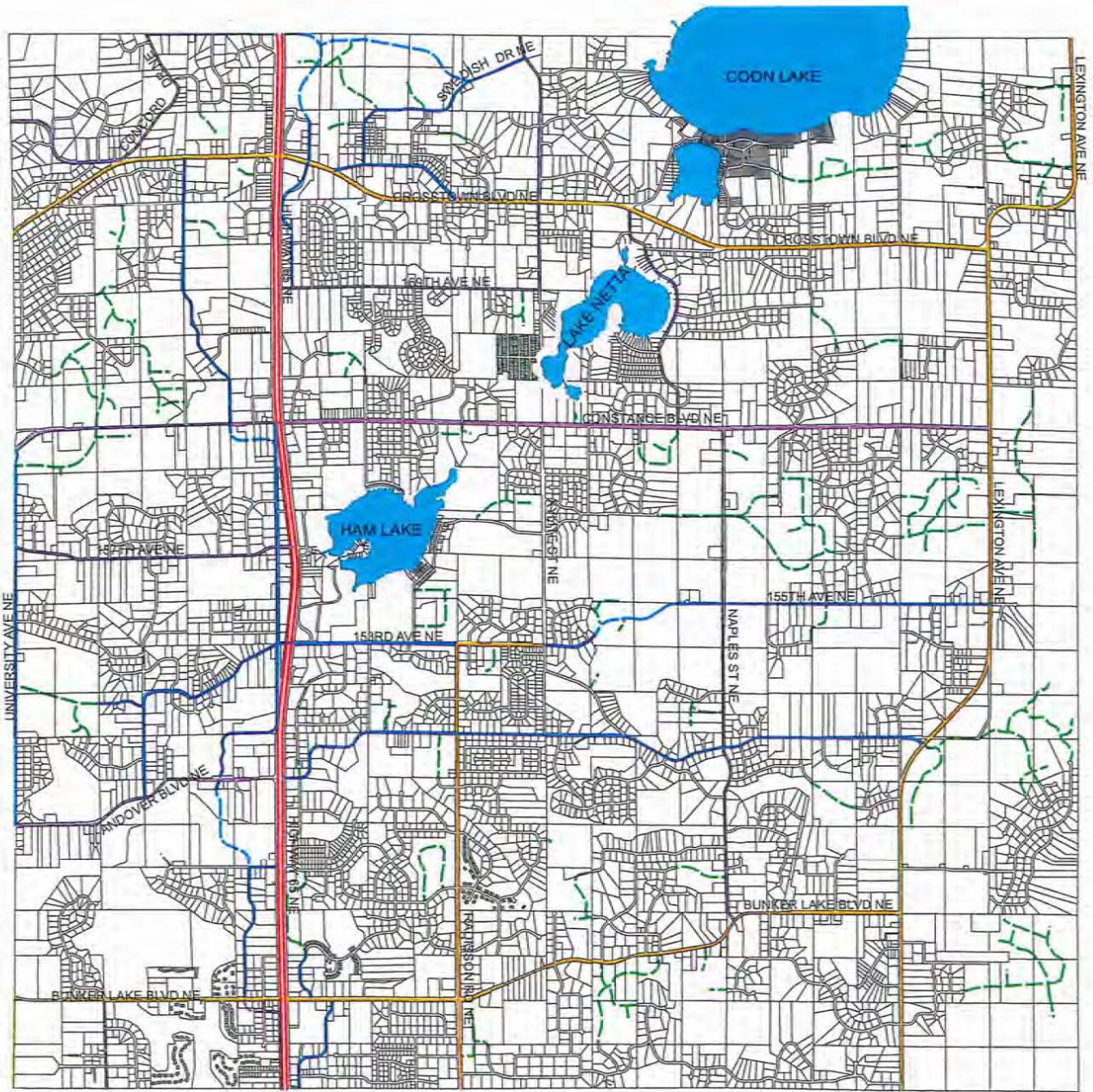
GRAPHIC SCALE



(SCALE IN FEET)
1 INCH = 200 FEET

E. G. RUD & SONS, INC.
Professional Land Surveyors

576.00



**HAM LAKE,
MINNESOTA**

**FUTURE ROADWAY
CLASSIFICATION**

LEGEND

- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Proposed Arterial
- Proposed Major Collector
- Proposed Minor Collector
- Proposed Local



MAP DATE:

9/7/2022



FUTURE CONCEPT PLAN

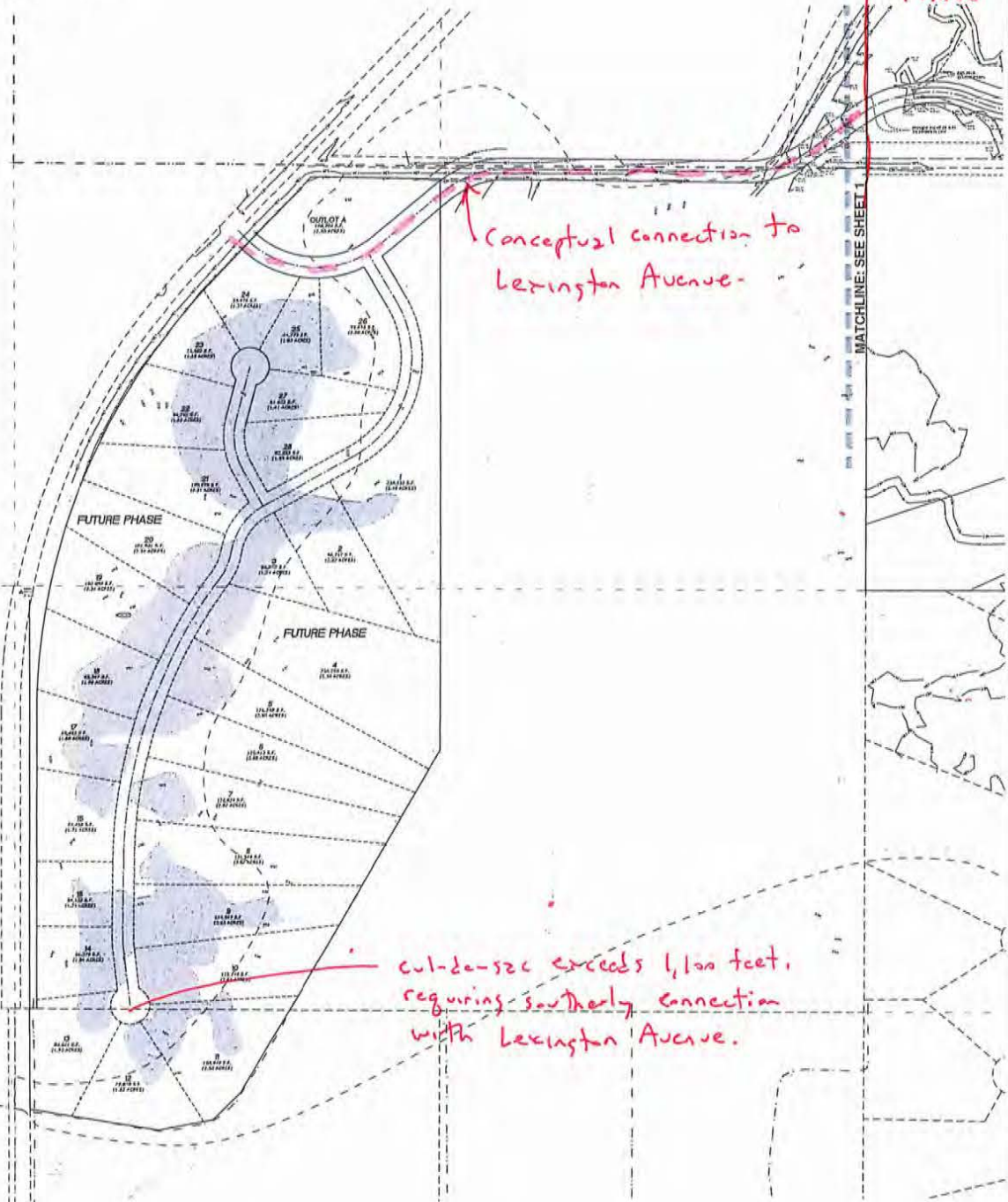
-of- HIDDEN FOREST EAST 4TH ADDITION
 -for- HFN PROPERTIES, LLC
 17404 WARD LAKE DRIVE NW
 ANDOVER, MN 55304
 (612) 799-1471

Westerly extent of
 FUTURE
 PHASE

Conceptual connection to
 Lexington Avenue

cul-de-sac exceeds 1,100 feet,
 requiring southerly connection
 with Lexington Avenue.

MATCHLINE: SEE SHEET 1



K&S G. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel: (651) 351-8252 Fax: (651) 351-8242



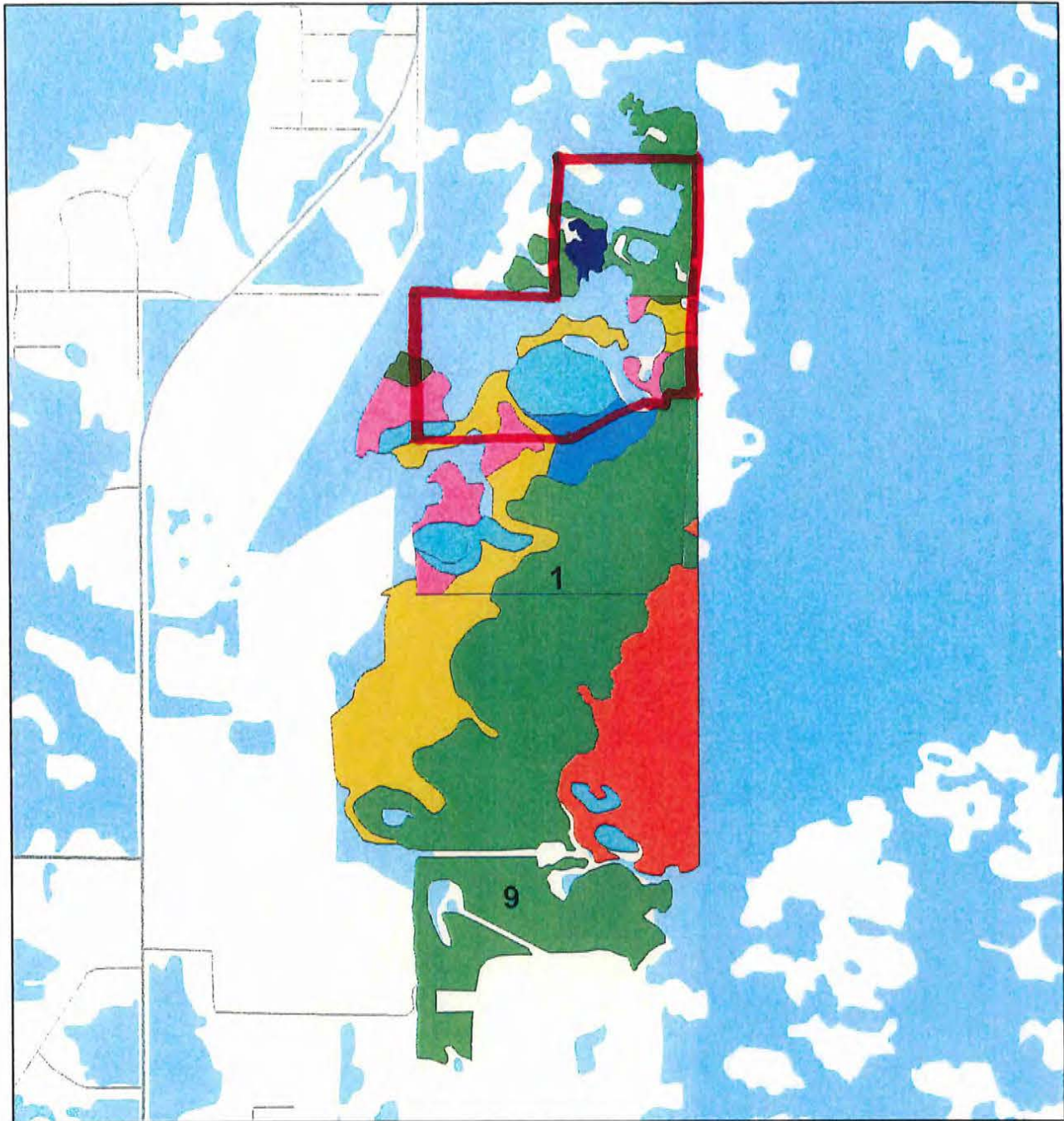
DEVELOPMENT DATA
 STURGEON COUNTY RECORDS - 2017087
 SUBMITTER: HFN PROPERTIES, LLC
 SUBMITTER ADDRESS: 17404 WARD LAKE DRIVE NW, ANDOVER, MN 55304
 PROJECT NAME: HIDDEN FOREST EAST 4TH ADDITION
 SHEET NO: 1

NO.	DATE	DESCRIPTION

SHEET 1

Natural Resource Clusters #1 and #9

City of Ham Lake



1:18,000

NR Patches

- Aspen forest
- Aspen forest - saturated soils
- Cattail marsh - semipermanently fl
- Lowland hardwood forest
- Mixed hardwood swamp
- Mixed hardwood swamp - seasonally
- Oak forest
- Oak forest dry subtype

Lakes



Wetlands



Roads

- Interstate Highways
- U.S. Highways
- State Highways
- County Roads/CSAHs
- Municipal Streets
- Misc. Other

Discussion of
new cannabis
law.

OPTIONS

1. Do Nothing

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

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

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

3. Adopt an Ordinance Without Adopting a Moratorium

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

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

Example Ordinance

ARTICLE XII. – CANNABINOID PRODUCTS

Sec. 22-733. - Purpose.

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

Sec. 22-734. - Findings of City Council.

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

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

Sec. 22-735. - Definitions.

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

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

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

City means the City of Anoka, Minnesota.

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

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

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

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

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

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

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

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

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

Minor means any person under the age of 21 years.

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

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

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

Retail Establishment means any fixed place of business where cannabinoid products may be available for sale to the general public after obtaining a license from the City. **Retail Establishments shall include, but not be limited to, CBD specialty shops, smoke shops, bars and restaurants, grocery stores, and convenience stores.** Retail Establishment for purposes of this ordinance does not include exclusive liquor stores or residences.

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

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

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

Sec. 22-736. - Retail license.

- (a) No person shall directly or indirectly keep for retail sale or sell at retail any cannabinoid product in the City unless a license therefore shall first have been obtained.
- (b) **Only Retail Establishments, as identified in this Article, shall be eligible to receive a license.**
- (b) An application for a license to sell cannabinoid products shall be made on a form provided by the City. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, the location of the building and the part intended to be used by the applicant under such license, the kind or nature of business, and any additional information the City deems necessary. Upon the filing of such application with the City clerk, and investigation as the City deems necessary, it shall be presented to the City Council for consideration, and if granted by the City Council, a license shall be issued by the City clerk upon payment of the required fee.
- (c) The fees for licenses under this Article shall be determined by the City Council. Each such license shall expire on December 31 of each year. Licenses shall not be transferable from one person or entity to another, nor shall they be transferable from one premises to another premises.
- (d) Every license issued under this Article shall be kept conspicuously posted about the place for which the license is issued and shall be exhibited to any person upon request.

- (e) The renewal of a license issued under this Article shall be made in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.
- (f) No license will be approved unless the premises proposed to be licensed complies with all applicable zoning requirements.
- (g) If a license is mistakenly issued or renewed to a person, the City will revoke the license upon the discovery that the person was ineligible for the license under this ordinance. The City will provide the license holder with notice of the revocation, along with information on the right to appeal.
- (h) The following shall be grounds for denying the issuance or renewal of a license under this Article:
 - (1) The applicant is under the age of 21 years;
 - (2) The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to cannabinoid products;
 - (3) The applicant has had a license to sell cannabinoid products suspended or revoked within the preceding 24 months of the date of application;
 - (4) The applicant fails to provide any information required on the application, or provides false or misleading information;
 - (5) The applicant is prohibited by federal, state, or other local law, ordinance, or regulation from holding such a license;
 - (6) The business for which the license is requested is a moveable place of business. Only fixed-location Retail Establishments that are not excluded under the definition for Retail Establishments in this ordinance are eligible to be licensed.
 - (7) The applicant has failed to pay any required application or licensing fees to the City.
- (i) **There shall be no more than three (3) licenses issued in any one (1) year. Retail Establishments renewing a current license shall have priority over new Retail Establishments requesting a new license provided:**
 - (1) **the renewing Retail Establishment complies with the requirements for renewal under this Article; and**

- (2) there have been no violations under this Article by the renewing Retail Establishment
- (j) *Location and Proximity restrictions.* No license shall be issued to any Retail Establishment located within a residential zoning district. Additionally, no license shall be issued if the proposed location is within one thousand (1,000) feet of one or more of the following locations:
- (1) Any school, park, church, or childcare establishment with the distance computed by direct measurement in a straight line from the nearest legal parcel line of the land used for the school, park, church or childcare establishment to the nearest external portion of the building in which the licensed Retail Establishment is proposed to be located.
 - (2) Any other Retail Establishment licensed pursuant to this Article XII, with the distance computed by direct measurement in a straight line from the nearest external portion of the building in which one (1) Retail Establishment is located to the nearest external portion of the building in which the other Retail Establishment is proposed to be located. In the event that the City receives two (2) or more applications for a license with proposed locations within one thousand (1,000) feet of each other, the City shall act upon only the first complete application received and shall not issue a license to subsequent applications proposing to be located within one thousand (1,000) feet.
 - (3) Any alcohol or drug treatment facility, with the distance computed by direct measurement in a straight line from the nearest external portion of the building in which the alcohol or drug treatment facility is located to the nearest external portion of the building where the Retail Establishment is proposed to be located.

Sec. 22-737. - Responsibility of licensee.

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

Sec. 22-738. - Sales of Cannabinoids Derived from Hemp.

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

- (a) A product containing nonintoxicating cannabinoids, including an edible cannabinoid product, may be sold for human or animal consumption only if all of the requirements of this section are met, provided that a product sold for human or

animal consumption does not contain more than 0.3 percent of any tetrahydrocannabinol and an edible cannabinoid product does not contain more than five milligrams of any tetrahydrocannabinol in a single serving, or more than a total of 50 milligrams of any tetrahydrocannabinol per package.

- (b) No other substance extracted or otherwise derived from hemp may be sold for human consumption if the substance is intended:
 - (1) For external or internal use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; or
 - (2) To affect the structure or any function of the bodies of humans or other animals.
- (c) No product containing any cannabinoid or tetrahydrocannabinol extracted or otherwise derived from hemp may be sold to any individual who is under the age of 21.
- (d) Products that meet the requirements of this section are not controlled substances under Minn. Stat. § 152.02.

Sec. 22-739. - Testing Requirements.

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

Sec. 22-740. - Labeling Requirements.

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

Sec. 22-741. - Additional Requirements for Edible Cannabinoid Products.

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

- (a) An edible cannabinoid product must not:
 - (1) Bear the likeness or contain cartoon-like characteristics of a real or fictional person, animal, or fruit that appeals to children;
 - (2) Be modeled after a brand of products primarily consumed by or marketed to children;
 - (3) Be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item;
 - (4) Contain an ingredient, other than a hemp-derived cannabinoid, that is not approved by the United States Food and Drug Administration for use in food;

- (5) Be packaged in a way that resembles the trademarked, characteristic, or product-specialized packaging of any commercially available food product; or
 - (6) Be packaged in a container that includes a statement, artwork, or design that could reasonably mislead any person to believe that the package contains anything other than an edible cannabinoid product.
- (b) An edible cannabinoid product must be prepackaged in packaging or a container that is child-resistant, tamper-evident, and opaque or placed in packaging or a container that is child-resistant, tamper-evident, and opaque at the final point of sale to a customer. The requirement that packaging be child-resistant does not apply to an edible cannabinoid product that is intended to be consumed as a beverage and which contains no more than a trace amount of any tetrahydrocannabinol.
 - (c) If an edible cannabinoid product is intended for more than a single use or contains multiple servings, each serving must be indicated by scoring, wrapping, or other indicators designating the individual serving size.
 - (d) A label containing at least the following information must be affixed to the packaging or container of all edible cannabinoid products sold to consumers:
 - (1) The serving size;
 - (2) The cannabinoid profile per serving and in total;
 - (3) A list of ingredients, including identification of any major food allergens declared by name; and
 - (4) The following statement: "Keep this product out of reach of children."
 - (e) An edible cannabinoid product must not contain more than five milligrams of any tetrahydrocannabinol in a single serving, or more than a total of 50 milligrams of any tetrahydrocannabinol per package.

Sec. 22-742. - Prohibited Sales.

- (a) *Samples Prohibited.* Sampling of cannabinoid products within any Retail Establishment licensed under this ordinance is prohibited. No person shall distribute samples of any cannabinoid products free of charge or at a nominal cost. The distribution of cannabinoid products as a free donation is prohibited.
- (b) *Coupon and Price Promotion.* No person shall accept or redeem any coupon, price promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any cannabinoid products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.

- (c) *Self-service Displays.* All cannabinoid products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely accessible to the general public. No person shall allow the sale of cannabinoid products in open displays that are accessible to the public without the intervention of a store employee. This section does not apply to a Retail Establishment, as defined in this ordinance, that is continuously staffed by an employee from which persons under 21 years of age are prohibited from entering the store.
- (d) *Prohibition Against Retail Sales of Cannabinoid Products by Vending Machines.* No person shall sell or dispense any cannabinoid or cannabinoid product by means of a vending machine. A violation of this section shall be cause for immediate license revocation.
- (e) *Delivery Sales.* All sales of cannabinoid products must be conducted in person, in a licensed Retail Establishment under this ordinance, in over-the-counter sales transactions.

Sec. 22-743. - Adulterated or Misbranded Products.

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

Sec. 22-744. - Signage.

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

Sec. 22-745. - Age Verification.

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

Sec. 22-746. - Hours of Sales.

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

Sec. 22-747. - Compliance checks and inspections.

All licensed premises shall be open to inspection by the City police or other authorized City official during regular business hours. From time to time, but at least once per year, the City shall conduct compliance checks by engaging, with the written consent of their parents or guardians, compliance check minors to enter the licensed premise to attempt to purchase cannabinoid products. Compliance check minors used for the purpose of compliance checks shall be supervised by City law enforcement officers. Compliance check minors used for compliance checks shall not be guilty of unlawful possession of cannabinoid products when such items are obtained as a part of the compliance check. No compliance check minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all compliance check minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his/her employee and shall produce any identification, if any exists, for which he/she is asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law or regulation.

Sec. 22-748. - Penalties; revocation or suspension of license.

A violation of any provision of this Article shall constitute a misdemeanor, unless otherwise specified by other federal or state laws or regulations. A violation of any provision of this Article shall be cause for consideration of immediate revocation or suspension of the license by the City Council. Any fee paid to the City for a license shall be forfeited upon revocation or suspension of the license.

Sec. 22-749. - Underage persons.

(a) *Illegal sales.* It shall be a violation of this Article for any person to sell or otherwise provide any cannabinoid products to any minor.

(b) *Illegal possession.* It shall be a violation of this Article for any minor to have in his/her possession any cannabinoid product. This subdivision shall not apply to compliance check minors lawfully involved in a compliance check.

(c) *Illegal procurement.* It shall be a violation of this Article for any minor to purchase or attempt to purchase or otherwise obtain any cannabinoid product, and it shall be a violation of this ordinance for any person to purchase or otherwise obtain such items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any cannabinoid product. This subdivision shall not apply to compliance check minors lawfully involved in a compliance check.

(d) *Use of false identification.* It shall be a violation of this Article for any minor to attempt to disguise his/her true age by the use of a false form of identification, whether

the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

Sec. 22-750. – 22-760 - Reserved.

Cities and Regulation of Edible Cannabinoid Products

Published: July 15, 2022

A new law was enacted at the end of the 2022 legislative session that allows certain edible and beverage products infused with tetrahydrocannabinol (THC) to be sold. Since the enactment of the law, the League of Minnesota Cities has been researching and collecting information from state agencies and stakeholders to answer questions pertaining to local regulatory authority, law enforcement, taxing, and employment. The following frequently asked questions (FAQ) aim to provide information to cities on the new law to assist local governments in making decisions related to the law. The League will continually update the information below as necessary.

(Updated July 20, 2022)

Get answers to FAQs regarding the new law allowing certain edible and beverage products containing THC extracted from hemp to be sold.

General information

Q1. What does the new law do?

Q2. Under the new law, where are edible cannabinoids allowed to be sold? *(Updated July 20, 2022)*

Q3. Could my city's municipal liquor store sell the edible cannabinoid products? *(Updated July 20, 2022)*

Q4. What regulations are in place for packaging for edible cannabinoids?

Q5. Are these products legal under federal regulations?

Q6. Where do the edible cannabinoid products come from?

Q7. How are the new products taxed?

Enforcement and public safety

Q8. How is the new law enforced?

Q9. What are penalties for someone who violates?

Q10. How do our officers determine if a driver is under the influence of these new products?

Q11. Could cities prohibit the sale of edible cannabinoids entirely? *(Updated July 19, 2022)*

Q12. Is our city required to adopt regulations under the new law?

City Licensing

Q13. What authority do cities have regarding licensing the sale of edible cannabinoids?

Q14. What types of restrictions should we consider in regulating cannabinoids? (Updated July 19, 2022)

Q15. Can a city add edible cannabinoid products to its existing tobacco licensing program?

Q16. If our city licenses edible cannabinoid products, how much can we charge as a license fee?

Zoning

Q17. What authority do cities have regarding zoning for where the products could be sold? (Updated July 19, 2022)

Q18. Could cities adopt a moratorium prohibiting the sale, manufacturing or, distribution of cannabinoids so it can study the issue?

City employment and personnel issues

Q19. Does the new Minnesota legal cannabinoid law change anything about how we do drug testing for CDL holders?

Q20. Does the new law change anything related to employees who carry a firearm?

Q21. Are there now “acceptable” limits of cannabinoids for non-CDL employees for purposes of drug testing at work (i.e., those we test under state drug and alcohol testing law)?

Q22. Can we still prohibit employees from being under the influence of cannabinoids while at work? Does the League have a model policy with updated language?

Q23. Can employees be in possession of edibles or other cannabinoid products while at work?

Q24. Do we need to change anything in our collective bargaining agreement with regard to discipline of employees who use cannabinoid products?

Q25. Can employees use cannabinoid products off-duty?

Q26. How does this impact the requirements of the Drug-Free Workplace Act?

Q27. Should my city still continue to include marijuana as a pre-employment panel screen for my Non-DOT employees? (Updated July 19, 2022)

General information

Q1. What does the new law do?

A1. It is now legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), the cannabis ingredient extracted from hemp.

The new law was passed by the Legislature as part of [Chapter 98](#). Article 13 makes several changes to [Minnesota Statutes, section 151.72](#) regarding the sale of certain cannabinoid (CBD) products. The changes took effect on July 1.

The new law amends the scope of sale of any product that contains cannabinoids extracted from hemp and that is an edible cannabinoid product or is intended for human or animal consumption.

Previous law authorized a product containing nonintoxicating cannabinoids to be sold, but the authority to sell edible CBD products was unclear. The new law expands the authority to include nonintoxicating cannabinoids, including edible cannabinoid products, provided they do not contain more than 0.3% of any THC. An edible cannabinoid product also cannot exceed more than five milligrams of any THC in a single serving, or more than a total of 50 milligrams of any THC per package.

Q2. Under the law, where are edible cannabinoids allowed to be sold?

A2. The new law does not limit where edible cannabinoids products may be sold. However, certain businesses by their nature maybe be limited on their ability to sell the products. Liquor stores, for example, are limited to selling specific items set by Minnesota Statute, section 340A.412, subd. 14. The Alcohol and Gambling Enforcement Division (AGE) of the Minnesota Department of Public Safety has advised the League of Minnesota Cities that products containing CBD, hemp, or THC are not allowed for sale at an exclusive liquor store. In addition, AGE has informed LMC that a liquor store's ability to sell food pursuant to Minnesota Statute, section 340A.412, subd. 14 (b), does not include edible cannabinoid products.

Q3. Could my city's municipal liquor store sell the edible cannabinoid products?

A3. Liquor stores are limited to selling specific items set by Minnesota Statute, section 340A.412, subd. 14. The Alcohol and Gambling Enforcement Division (AGE) of the Minnesota Department of Public Safety has advised the League of Minnesota Cities that products containing CBD, hemp, or THC are not allowed for sale at an exclusive liquor store. AGE has advised LMC that CBD, hemp, or THC infused beverages are not intended to be mixed with alcoholic beverages and are not considered soft drinks. In addition, AGE has informed LMC that a liquor store's ability to sell food pursuant to Minnesota Statute, section 340A.412, subd. 14 (b), does not include edible cannabinoid products. Due to this guidance, LMC recommends cities refrain from selling such products at their municipal liquor stores.

Q4. What regulations are in place for packaging for edible cannabinoids?

A4. Along with testing and labeling requirements, an edible cannabinoid must meet several requirements, including that it:

- Not bear the likeness or contain cartoon-like characteristics.
- Not be modeled after a brand of products primarily consumed or marketed to children.
- Not be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item.
- May not contain an ingredient, other than a hemp-derived cannabinoid, that is not approved by the federal Food and Drug Administration.
- May not be packaged in a way that resembles any commercially available food product.
- Must not be packaged in a container that could reasonably mislead any person to believe that it contains anything other than an edible cannabinoid product.

Q5. Are these products legal under federal regulations?

A5. The 2018 Farm Bill made several changes to federal law related to hemp. Under the law, hemp was removed from the controlled substance act, including derivatives, extracts, and cannabinoids, provided those substances contained less than 0.3% THC concentration. Pursuant to the Farm Bill, Minnesota has legalized the production of hemp through its [industrial hemp program](#).

Although hemp extracts that meet the mandated THC level are no longer controlled substances, the Farm Bill did not alter the authority of other federal agencies, including the Food and Drug Administration (FDA) from regulating hemp and hemp byproducts. Under current [FDA regulations](#), CBD or THC products cannot be sold as a dietary supplement and cannot be added to food for humans or animals.

Q6. Where do the edible cannabinoid products come from?

A6. Under current law, these products can be manufactured in Minnesota but also imported from other states. Growing hemp in Minnesota is governed by the Department of Agriculture, though the MDA Hemp Program does not regulate cannabis extracts, development and manufacturing of cannabis extracts, or the retail and marketing of cannabinoid products. Cities may want to consider zoning implications for manufacturing and production of cannabinoid products.

Q7. How are the new products taxed?

A7. It is the understanding of LMC that edible cannabinoid products legalized under the new law are subject to Minnesota sales tax. LMC is waiting for more guidance from the Minnesota Department of Revenue to determine if any exemptions apply. The new law does not authorize cities to tax the products in their communities, however LMC is waiting on more information as to whether the products would be subject to a local food and beverage tax.

[Return to top of page](#)

Enforcement and public safety

Q8. How is the new law enforced?

A8. The Minnesota Board of Pharmacy has regulatory authority over drug products that are implicitly or explicitly intended for human or animal consumption. This includes products regulated in the new law. If a product does not meet all the requirements of the new law, the product may be considered [misbranded](#) or [adulterated](#). The sale of a misbranded or adulterated product is a [misdemeanor-level crime](#) which is to be prosecuted by the [county attorney](#) where the offense took place. Questions regarding whether a specific product deviates from the requirements of the new law should be forwarded to the [Minnesota Board of Pharmacy](#).

In addition, the new law limits the sale of CBD and THC products to persons over the age of 21. The sale of CBD and THC products to a person under the age of 21 is a [misdemeanor-level crime](#) which is to be prosecuted by the [county attorney](#) where the offense took place. Cities will

need to work with local law enforcement and the county attorney to determine how to enforce this requirement.

If cities desire to further regulate CBD and THC products within their jurisdiction, they will need to work with their city attorney to adopt local regulations.

The League is working with the Minnesota Chiefs of Police Association and Minnesota Sheriff's Association to understand potential implications for law enforcement and identify additional questions pertaining to the enforcement of these new products along with employment related questions for law enforcement.

Q9. What are penalties for someone who violates?

A9. A violation of the new law is a misdemeanor. In most cases, the county attorney is charged with prosecuting these violations.

Q10. How do our officers determine if a driver is under the influence of these new products?

A10. The new law does not change the current rules relating to driving under the influence of a cannabinoid. Officers should use the same process to determine sobriety as they have used if they suspected a driver was under the influence of marijuana.

Q11. Could cities prohibit the sale of edible cannabinoids entirely?

A11. In most states that have adopted adult use cannabis legislation, local governments are given the option to either opt-in or opt-out of cannabis in their communities. This framework helps to maintain local control of the cannabis issue. The new Minnesota law does not provide such an option. Therefore, the new law makes the new cannabinoid products legal in every city throughout the state.

Without a clear opt-out option, the question as to whether a city could completely prohibit the sale of edible cannabinoids is an open question. One potential approach would be to follow the Minnesota House Research's suggestion to LMC that it may be possible for a city to classify cannabis edibles containing THC as an intoxicating cannabinoid and therefore would not be allowed under the new law.

Arguments have also been made that a city may be able to prohibit the sale of edible cannabinoids products under its authority to provide for the health safety and welfare of its community. If a city were to attempt to prohibit edible cannabinoids under this authority, it would need to work with its city attorney to develop findings that clearly show the dangers of edible cannabinoids products and the need to prohibit the products. Cities may want to look at communities that have banned the sale of flavored tobacco products as a model for such prohibitions.

Q12. Is our city required to adopt regulations under the new law?

A12. The new law does not require cities to take action in regulating the new products. If a city chooses not to adopt additional regulations, the sale and production of these new products will be governed by the city's existing zoning and other regulations. In addition, the new law gives local law enforcement power to enforce violations as a misdemeanor.

[Return to top of page](#)

City licensing

Q13. What authority do cities have regarding licensing the sale of edible cannabinoids?

A13. A city's authority to license comes from either a specific grant of authority from the Legislature or from its authority to provide for its general health, safety, and welfare. When a city official proposes local licensing of any activity or occupation, a city first must determine whether the state already licenses that activity and, if so, whether the law forbids or allows a local license.

Q14. What types of restrictions should we consider in regulating cannabinoids?

A14. If a city decides to regulate edible cannabinoids or other cannabinoid products, the types of regulations can vary from city to city. Some items a city may consider when drafting these regulations include:

- What areas of the city edible cannabinoids may be sold or manufactured or distributed.
- What business should be allowed to sell edible cannabinoids.
- Age of person selling the product.
- Location of products within retail establishment.
- Pop-up sales.
- Transient merchants.
- Vending machines.
- Distance from other uses (schools, parks, residential, etc.).
- Distance between retailers.
- Delivery services.
- Online sales.
- Limit number of establishments within the city.
- Age verification.
- Hours.
- Background checks.

Q15. Can a city add edible cannabinoid products to its existing tobacco licensing program?

A15. The requirements and legal authority for tobacco products are unique to those products. While some aspects of tobacco regulations may be used when regulating edible cannabinoid products, the products and the authority to regulate them are quite different. If a city chooses to license edible cannabinoid sellers, it would be best to do so separately from tobacco

regulations or be sure to carefully draft new language in an existing ordinance that follows the unique requirements of the new law.

Q16. If our city licenses edible cannabinoid products, how much can we charge as a license fee?

A16. When setting fees, cities should consider a number of things. First, cities should not view municipal licensing as a significant source of revenue. License fees must approximate the direct and indirect costs associated with issuing the license and policing the licensed activities. License fees that significantly exceed these costs are considered unauthorized taxes.

This means a license fee may not be so high as to be prohibitive or produce any substantial revenue beyond the actual cost to issue the license and to supervise, inspect, and regulate the licensed business.

[Return to top of page](#)

Zoning

Q17. What authority do cities have regarding zoning for where the products could be sold?

A17. Nothing in the new law limits a city's zoning authority related to CBD and THC products. No Minnesota court has interpreted the limits on zoning authority in this context, but at least one court in another state has ruled that a state law related to cannabis did "not nullify a municipality's inherent authority to regulate land use under [state] law so long as the municipality does not prohibit or penalize all medical marijuana cultivation ... and so long as the municipality does not impose regulations that are unreasonable and inconsistent with regulations established by state law." *DeRuiter v. Township of Byron*, 505 Mich. 130, 949 N.W.2d 91 (2020). It is unknown if a Minnesota court would come to the same conclusion.

Cities should be thoughtful and intentional about how zoning regulations related to cannabinoid products affect their communities and work with their city attorney to determine what, if any, zoning restrictions should be adopted. Cities will need to consider not only zoning regulations related to retail sales of CBD and THC products but also the manufacturing and production of the products within the city. Unless specifically differentiated in a zoning ordinance, a city's general manufacturing and production zoning provisions will likely apply to CBD and THC production as well.

Q18. Could cities adopt a moratorium prohibiting the sale, manufacturing or, distribution of cannabinoids so it can study the issue?

A18. A moratorium is a tool cities use to pause specific uses in order that the city may study the issue in anticipation of future regulations. A moratorium is limited to a period of one year. To adopt a moratorium, a city must follow the procedures in [Minnesota Statute, section 462.355, subd. 4](#). The statute specifies the specific instances where a city may adopt a moratorium. If a city were to adopt a moratorium prohibiting the sale or manufacturing of edible cannabinoid products, it should work with its city attorney to clearly state the legal justification for the moratorium.

If a city does adopt a moratorium, it must actually review and study the issue or meet one of the other requirements of the statute. More information on moratoriums can be found in the [LMC Zoning Guide for Cities](#).

[Return to top of page](#)

City employment and personnel issues

Q19. Does the new Minnesota legal cannabinoid law change anything about how we do drug testing for CDL holders?

A19. No, cities with positions requiring an employee to hold a commercial driver's license (CDL) will recall these positions are regulated by federal law, and those regulations are supervised by the Federal Department of Transportation (DOT). Federal law preempts state law related to cannabinoid use; in fact the DOT states in its [DOT Recreational Marijuana Notice](#) it does not authorize the use of Schedule I drugs, including marijuana, for any reason. As a result, cities should continue to follow their drug-testing procedures related to CDL holders and may enforce prohibitions against any use of cannabinoids for CDL holders, regardless of state law protections.

Cities can find more information on the effects of the new law on drug testing in the [LMC Drug and Alcohol Testing Toolkit](#), starting on page 22.

Q20. Does the new law change anything related to employees who carry a firearm?

A20. No. Public safety employees who carry a firearm cannot lawfully use cannabis under federal law. Federal law prohibits cities from providing firearms or ammunition to an employee it knows or has reason to think is using cannabis.

Q21. Are there now “acceptable” limits of cannabinoids for non-CDL employees for purposes of drug testing at work (i.e., those we test under state drug and alcohol testing law)?

A21. There isn't a clear answer, since THC can remain in the body for several weeks after usage (and long after any intoxicating or impairing effects have since disappeared), so positive test results may not indicate any wrongdoing on the employee's part and may just be evidence of an employee's lawful actions done outside of work. The League of Minnesota Cities recommends that employers thoroughly document any suspicions of an employee being under the influence and to work closely with their city attorney(s) before taking any action against the employee. With this new area of law, a city may want to avoid relying on the results of traditional tests that detect metabolites remaining in a person's body (for many days or weeks after using marijuana) and instead focus on implementing reasonable-suspicion drug-testing protocols to detect marijuana intoxication based on behavioral observations. Keep in mind, employers may prohibit all employees from being under the influence while the employee is working. That would include employees who operate vehicles. Employers may want to revise their policies to clarify that employees still may not be under the influence of cannabis, legal or otherwise, while at work.

The [National Drug-Free Workplace Alliance](#) offers a toolkit to help employers work through the complex and confusing issue of marijuana and the workplace.

Q22. Can we still prohibit employees from being under the influence of cannabinoids while at work? Does the League have a model policy with updated language?

A22. Yes, employers can continue to prohibit employees from being under the influence of cannabinoid products, including edibles, while at work. Although employers' obligations and restrictions related to marijuana use vary widely across the states, there is no law we are aware of that requires employers to allow cannabinoid use during work hours or to allow an employee to report to work impaired. Thus, employers may continue to maintain drug-free policies at the workplace and discipline employees who use cannabinoids during working hours or who report to work impaired. In fact, one could argue that under the [Occupational Safety and Health Administration's \(OSHA\) General Duty Clause](#) of the Occupational Safety and Health Act, employers are required to furnish a workplace free from recognized hazards that are likely to cause serious physical harm. This provision of the Act is typically used in accident cases where toxicology screens are positive.

OSHA's new electronic recordkeeping rule, [clarified on 10/11/2018](#), states "If the employer chooses to use drug testing to investigate the incident, the employer should test all employees whose conduct could have contributed to the incident, not just employees who reported injuries," with respect to using drug testing to evaluate the root cause of a workplace incident that harmed or could have harmed employees. Thus, if a city has a non-DOT drug-testing policy in place, a protocol following this guidance is important.

The League has a [Non-DOT Drug and Alcohol Testing and Drug-Free Workplace Act model policy](#) that has been updated initially, and will be continually updated as the League learns more.

Q23. Can employees be in possession of edibles or other cannabinoid products while at work?

A23. Cities may enact policies prohibiting employees from bringing cannabinoid products, including edibles, to work.

Q24. Do we need to change anything in our collective bargaining agreement with regard to discipline of employees who use cannabinoid products?

A24. No, but ensure your city's drug-testing policy has been updated and your supervisors are trained on the behavioral signs and symptoms associated with impairment. Of course, if the collective bargaining agreement includes language that policy changes need to be negotiated, then there would need to be a meeting with the union if the city's policy changes.

Q25. Can employees use cannabinoid products off-duty?

A25. It depends. Certain types of employees, such as law enforcement officers and other employees issued firearms and ammunition as part of their jobs, are subject to regulations

from the federal Bureau of Alcohol, Tobacco and Firearms, which prohibits firearms and ammunitions to be given to individuals who do or are believed to use illegal drugs. As noted above, city positions required to hold a commercial driver's license are subject to Department of Transportation regulations and are not authorized for the use of Schedule I drugs, including marijuana, for any reason. Thus, these types of employees could be prevented from using cannabinoid products both on and off duty. Other employees who are not subject to that or other federal regulations would likely be able to use cannabinoid products while they are off duty, as there is nothing under Minnesota law which prohibits certain classes of employees from using cannabinoid products off duty, as long as they are not impaired at work.

If there are any questions regarding whether an employee could be prevented from using cannabinoid products while off-duty due to federal regulations, please consult your city attorney before any action is taken.

Q26. How does this impact the requirements of the Drug-Free Workplace Act?

A26. It does not. The Drug-Free Workplace Act of 1988 (DFWA) requires federal grantees and contractors to implement a drug-free workplace policy and establish a drug-free awareness program as a precondition for receiving a federal grant or a contract. However, the DFWA does not require covered employers to test employees for drugs or terminate them for drug-related violations, so the new Minnesota state law does not impact the DFWA directly. Minnesota law allows employers to prohibit employees from bringing legal cannabinoid products to work and permits employers to prohibit employees from being under the influence while at work. It would be best practice for cities with drug-free work policies to keep those in effect. If a city wishes to do so, it can update its policy to include lawful cannabinoid products within its scope.

Q27. Should my city still continue to include marijuana as a pre-employment panel screen for my Non-DOT employees?

A27. That is for each city to decide for itself. Because currently there are no devices or blood tests available that measure marijuana impairment, and because a best practice approach for Non-DOT marijuana drug testing is to base testing on behavioral observations, some employers are excluding marijuana from their pre-employment Non-DOT drug screens. Some states even prohibit an employer from refusing to hire an applicant simply because of a positive drug test, but Minnesota is currently not one of these states at this time. Any city that chooses to continue to test for THC for Non-DOT positions must be aware of the fact that these substances may remain in an individual's system for weeks after the impairing effect of the drug has worn off. Thus, it will be difficult, if not impossible, to determine whether the positive test indicates usage in violation of the city's drug-free workplace policy or indicates lawful usage during an employee's time-off from work. Cities should consult with their city attorneys prior to taking any action based upon a positive drug test for THC.

[Return to top of page](#)

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[Access online form to submit a question](#), or call us: (651) 281-1200 or (800) 925-1122

Sec. 3.

Minnesota Statutes 2020, section 151.72, subdivision 1, is amended to read:
Subdivision 1.

Definitions.

(a) For the purposes of this section, the following terms have the meanings given.

(b) "Certified hemp" means hemp plants that have been tested and found to meet the requirements of chapter 18K and the rules adopted thereunder.

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

~~(b)~~ (d) "Hemp" has the meaning given to "industrial hemp" in section 18K.02, subdivision 3.

(e) "Label" has the meaning given in section 151.01, subdivision 18.

~~(e)~~ (f) "Labeling" means all labels and other written, printed, or graphic matter that
are:

(1) affixed to the immediate container in which a product regulated under this section is sold; or

(2) provided, in any manner, with the immediate container, including but not limited to outer containers, wrappers, package inserts, brochures, or pamphlets; or

(3) provided on that portion of a manufacturer's website that is linked by a scannable barcode or matrix barcode.

(g) "Matrix barcode" means a code that stores data in a two-dimensional array of geometrically shaped dark and light cells capable of being read by the camera on a smartphone or other mobile device.

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

Sec. 4.

Minnesota Statutes 2020, section 151.72, subdivision 2, is amended to read:
Subd. 2.

Scope.

(a) This section applies to the sale of any product that contains ~~nonintoxicating~~ cannabinoids extracted from hemp ~~other than food~~ and that is an

edible cannabinoid product or is intended for human or animal consumption by any route of administration.

(b) This section does not apply to any product dispensed by a registered medical cannabis manufacturer pursuant to sections 152.22 to 152.37.

(c) The board must have no authority over food products, as defined in section 34A.01, subdivision 4, that do not contain cannabinoids extracted or derived from hemp.

Sec. 5.

Minnesota Statutes 2020, section 151.72, subdivision 3, is amended to read:

Subd. 3.

Sale of cannabinoids derived from hemp.

(a) Notwithstanding any other section of this chapter, a product containing nonintoxicating cannabinoids, including an edible cannabinoid product, may be sold for human or animal consumption only if all of the requirements of this section are met, provided that a product sold for human or animal consumption does not contain more than 0.3 percent of any tetrahydrocannabinol and an edible cannabinoid product does not contain an amount of any tetrahydrocannabinol that exceeds the limits established in subdivision 5a, paragraph (f).

(b) No other substance extracted or otherwise derived from hemp may be sold for human consumption if the substance is intended:

(1) for external or internal use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or other animals; or

(2) to affect the structure or any function of the bodies of humans or other animals.

(c) No product containing any cannabinoid or tetrahydrocannabinol extracted or otherwise derived from hemp may be sold to any individual who is under the age of 21.

(d) Products that meet the requirements of this section are not controlled substances under section 152.02.

Sec. 6.

Minnesota Statutes 2020, section 151.72, subdivision 4, is amended to read:

Subd. 4.

Testing requirements.

(a) A manufacturer of a product regulated under this section must submit representative samples of the product to an independent, accredited laboratory in order to certify that the product complies with the standards adopted by the board. Testing must be consistent with generally accepted industry standards for herbal and botanical substances, and, at a minimum, the testing must confirm that the product:

(1) contains the amount or percentage of cannabinoids that is stated on the label of the product;

(2) does not contain more than trace amounts of any mold, residual solvents, pesticides, fertilizers, or heavy metals; and

(3) does not contain a ~~delta-9 tetrahydrocannabinol concentration that exceeds the concentration permitted for industrial hemp as defined in section 18K.02, subdivision 3~~ more than 0.3 percent of any tetrahydrocannabinol.

(b) Upon the request of the board, the manufacturer of the product must provide the board with the results of the testing required in this section.

(c) Testing of the hemp from which the nonintoxicating cannabinoid was derived, or possession of a certificate of analysis for such hemp, does not meet the testing requirements of this section.

Sec. 7.

Minnesota Statutes 2021 Supplement, section 151.72, subdivision 5, is amended to read:
Subd. 5.

Labeling requirements.

(a) A product regulated under this section must bear a label that contains, at a minimum:

(1) the name, location, contact phone number, and website of the manufacturer of the product;

(2) the name and address of the independent, accredited laboratory used by the manufacturer to test the product; and

(3) an accurate statement of the amount or percentage of cannabinoids found in each unit of the product meant to be consumed; ~~or~~

~~(4) instead of the information required in clauses (1) to (3), a scannable bar code or QR code that links to the manufacturer's website.~~

(b) The information in paragraph (a) may be provided on an outer package if the immediate container that holds the product is too small to contain all of the information.

(c) The information required in paragraph (a) may be provided through the use of a scannable barcode or matrix barcode that links to a page on the manufacturer's website if that page contains all of the information required by this subdivision.

(d) The label must also include a statement stating that ~~this~~ the product does not claim to diagnose, treat, cure, or prevent any disease and has not been evaluated or approved by the United States Food and Drug Administration (FDA) unless the product has been so approved.

(b) ~~(e)~~ The information required to be on the label by this subdivision must be prominently and conspicuously placed and on the label or displayed on the website in terms that can be easily read and understood by the consumer.

~~(e)~~ (f) The label labeling must not contain any claim that the product may be used or is effective for the prevention, treatment, or cure of a disease or that it may be used to alter the structure or function of human or animal bodies, unless the claim has been approved by the FDA.

Sec. 8.

Minnesota Statutes 2020, section 151.72, is amended by adding a subdivision to read:
Subd. 5a.

Additional requirements for edible cannabinoid products.

(a) In addition to the testing and labeling requirements under subdivisions 4 and 5, an edible cannabinoid must meet the requirements of this subdivision.

(b) An edible cannabinoid product must not:

(1) bear the likeness or contain cartoon-like characteristics of a real or fictional person, animal, or fruit that appeals to children;

(2) be modeled after a brand of products primarily consumed by or marketed to children;

(3) be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item;

(4) contain an ingredient, other than a hemp-derived cannabinoid, that is not approved by the United States Food and Drug Administration for use in food;

(5) be packaged in a way that resembles the trademarked, characteristic, or product-specialized packaging of any commercially available food product; or

(6) be packaged in a container that includes a statement, artwork, or design that could reasonably mislead any person to believe that the package contains anything other than an edible cannabinoid product.

(c) An edible cannabinoid product must be prepackaged in packaging or a container that is child-resistant, tamper-evident, and opaque or placed in packaging or a container that is child-resistant, tamper-evident, and opaque at the final point of sale to a customer. The requirement that packaging be child-resistant does not apply to an edible cannabinoid product that is intended to be consumed as a beverage and which contains no more than a trace amount of any tetrahydrocannabinol.

(d) If an edible cannabinoid product is intended for more than a single use or contains multiple servings, each serving must be indicated by scoring, wrapping, or other indicators designating the individual serving size.

(e) A label containing at least the following information must be affixed to the packaging or container of all edible cannabinoid products sold to consumers:

- (1) the serving size;
- (2) the cannabinoid profile per serving and in total;
- (3) a list of ingredients, including identification of any major food allergens declared by name; and
- (4) the following statement: "Keep this product out of reach of children."
- (f) An edible cannabinoid product must not contain more than five milligrams of any tetrahydrocannabinol in a single serving, or more than a total of 50 milligrams of any tetrahydrocannabinol per package.

Sec. 9.

Minnesota Statutes 2020, section 151.72, subdivision 6, is amended to read:
Subd. 6.

Enforcement.

- (a) A product sold regulated under this section, including an edible cannabinoid product, shall be considered an adulterated drug if:
 - (1) it consists, in whole or in part, of any filthy, putrid, or decomposed substance;
 - (2) it has been produced, prepared, packed, or held under unsanitary conditions where it may have been rendered injurious to health, or where it may have been contaminated with filth;
 - (3) its container is composed, in whole or in part, of any poisonous or deleterious substance that may render the contents injurious to health;
 - (4) it contains any food additives, color additives, or excipients that have been found by the FDA to be unsafe for human or animal consumption; or
 - (5) it contains an amount or percentage of nonintoxicating cannabinoids that is different than the amount or percentage stated on the label;
 - (6) it contains more than 0.3 percent of any tetrahydrocannabinol or, if the product is an edible cannabinoid product, an amount of tetrahydrocannabinol that exceeds the limits established in subdivision 5a, paragraph (f); or
 - (7) it contains more than trace amounts of mold, residual solvents, pesticides, fertilizers, or heavy metals.
- (b) A product sold regulated under this section shall be considered a misbranded drug if the product's labeling is false or misleading in any manner or in violation of the requirements of this section.
- (c) The board's authority to issue cease and desist orders under section 151.06; to embargo adulterated and misbranded drugs under section 151.38; and to seek injunctive relief under section 214.11, extends to any violation of this section.

RESOLUTION NO. 22-

RESOLUTION APPROVING THE PRELIMINARY 2023 PROPOSED BUDGET AND
2022 TAX LEVY, COLLECTIBLE IN 2023

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	\$6,612,863.00
Bonded Indebtedness:	
G. O. Capital Improvement Plan Bond, series 2010A	\$ 208,924.00
Total Levy	\$6,821,787.00

The 2022 tax levy, collectible in 2023, for G.O. Capital Notes, Series 2016A (NMTC) is cancelled, as alternative revenues are available to pay the principal and interest on the bonds.

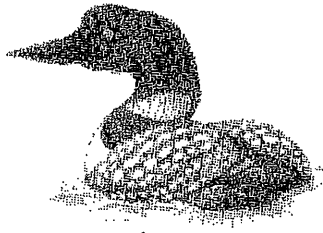
BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, that the attached copy of the 2022 budget is hereby adopted.

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 19th day of September, 2022.

Brian Kirkham, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Murff, Finance /Human Resource Director

Subject: Preliminary 2023 budget and 2022 levy for payable 2023

GENERAL FUND BUDGET

City Council and staff started having discussions about the 2023 budget in June. The City Council was presented with several option when setting the preliminary tax levy as well as the different effects these options had on tax capacity rate, reserves, and funding for equipment and street funds. During the September 6, 2022 budget meeting, it was a consensus for the 2023 preliminary budget to be a balanced budget with a 22.65% tax levy increase with the understanding the tax levy could be lowered, but not increased with the final budget approval in December. This memo will discuss the driving factors behind the increase and the effects on future expenditures and budgets. Details to the General Fund Budget can be seen in attachment A.

General Fund Revenue

Preliminary General Fund budget is funded primarily by a property tax levy. An increase of 22.65% or \$1,221,420 brings the General Fund tax levy to \$6,612,863. The 2022 tax rate was 21.486% and it is projected to be the same for 2023. Most other General Fund revenues for the City remained consistent from 2022. Building permit revenue was decreased in order to take into account the unstable housing markets due to increasing interest rates. Intergovernmental revenues saw an increase of 17.0% increase due to aligning the Fire Relief Pension grant to actual and offsetting training expenditures with grants received from the State.

General Fund Expenditures

The 2023 Preliminary Budget is a balanced budget, meaning there would be no adding to or use of the reserves to cover operating expenditures. The largest increase in expenditures for the 2023 budget are transfers from the General Fund. These increased \$945,000 to \$2,291,500. The largest transfer increase is to the Revolving Street Fund, which increased \$720,000 to \$1,620,000. Transfers to other equipment funds also increased. Public Works Equipment increased \$150,000

to \$300,000. Fire Equipment Fund increased \$70,000 to \$300,000. Transfers to all Capital Funds would be as follows:

- General Government Equipment - \$5,500
- Election Equipment - \$4,000
- Building Fund - \$10,000
- Fire Equipment Fund - \$300,000
- EOC - \$2,000
- Building Inspection Equipment - \$10,000
- Public Works Equipment - \$300,000
- Pavement Management - \$1,620,000
- Park Equipment - \$40,000

In operating expenditures, most departments saw none to slight increases to their budgets for 2023. Other notable increases/decreases are as follows:

- The Election budget decreased to \$0.00 due to no elections in 2023.
- Finance increased due to budgeting for a Compensation Rate Study and an increase to Incode-10 support.
- General Government increased due to adjusting supply expenditures to actual, an increase in Metro-Inet services, increased bank fees for fraud protection product, and the need for computer replacements.
- IT saw an increase in its budget due to a 19.0% increase in the Metro-Inet contract. This increase is caused by Metro-Inet breaking away from the City of Roseville and is becoming its own entity through a JPA. The increase is needed to help retain qualified technicians and to cover a 5 year capital improvement plan.
- Fire saw an increase due to adding a 15 hour per week Fire Inspector position, increased training, and software support.
- Snow and Ice saw a decrease in budget due to less salt needing to be ordered.
- Engineering line items were adjusted for Stormwater drainage, Watershed Management Organizations, and Right of Way departments.
- All fuel line items were increased by 40% to help offset the cost of fuel.

The preliminary budget includes a 3% cost of living increase for staff.

General Fund Levy Increase Impact on Property Taxes

The impact to property tax increases would be attributed to the increase in the market value of property and not the tax capacity rate since the City tax capacity rate stayed the same from 2022. As seen in the chart below, if housing values were to remain the same, there would be no change in the City's portion of the annual property taxes. However, when the increase in market values of the property is factored in, there is an increase in property taxes.

<u>Value of Home</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
\$ 300,000	\$ 659	\$ 645	\$ 645	(0)	0.00%
375,000	823	\$ 806	\$ 806	(0)	0.00%
439,500 *	965	\$ 944	\$ 944	(0)	0.00%
550,000	1,207	\$ 1,182	\$ 1,182	(0)	0.00%
650,000	1,427	\$ 1,397	\$ 1,397	(0)	0.00%

WITH HOME VALUE INCREASES

<u>2022 Value of Home</u>	<u>2023 Value of Home</u>	<u>2022 Actual</u>	<u>2023 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
300,000	369,000	644	793	149	23%
375,000	461,250	805	991	186	23%
357,317	439,500 *	767	944	177	23%
550,000	676,500	1,180	1,454	274	23%
650,000	799,500	1,394	1,718	324	23%

* Average Home Taxable Market Value - 2021

CAPITAL PROJECT FUNDS

The City has a total of 10 Capital Funds. These funds are used to purchase capital items such as equipment, vehicles, building updates, infrastructure updates, and street improvements.

Equipment Funds

A new Capital Improvement Plan is being developed to project out ten years of funding needed for equipment opposed to five years, to add items that have been omitted due to staffing changes, and to capture the effects of price increases and shortages by the volatile market. The 2023 Capital Improvement Plan will be reflected in the older five-year format for all funds. However, during the 2023 budget process, Fire Equipment, Building Inspector Equipment, Public Works Equipment, and Parks Equipment had their plans re-evaluated and extended out ten years. The initial draft of replacement included all fixed assets that were active in our inventory with replacement dates consistent with the City's Fixed Asset Policy and replacement costs based on acquired price compounded 3% year over year to the replacement year. This was then presented to department heads to re-evaluate needs, replacement dates, and replacement costs. The results were some items falling off, replacement dates being pushed further out and an alignment in replacement costs to reflect actual cost. After this went around, the Finance Director met with each department head to go over the plan. After the process of getting an agreed upon replacement schedule, the Finance Director went through and adjusted revenue sources for the replacement schedule and found the funds of Fire Equipment, Building Inspector Equipment, and Public Works Equipment were being underfunded.

The 2023 Capital Improvement Plan can be found in Attachment B. The ten year plan detail for Fire Equipment, Building Inspector Equipment, and Public Works Equipment funds can be found in Attachment C.

Revolving Street Fund

In the 2022 budget process, the Pavement Management Fund was addressed due to the shortage in funding for streets. At that time a transfer schedule as follows was approved:

- 2022 - \$900,000
- 2023 - \$950,000
- 2024 - \$1,000,000
- 2025 - \$1,050,000
- 2026 - \$1,100,000

It was also discussed \$1.1M of the American Rescue Plan Act (ARPA) funding would go towards a street project. These activities were taken into consideration when developing the current street plan. However, the street fund is still grossly underfunded and details of this can be found in Attachment D. This attachment does not consider transfers-in from the 2023 Preliminary Budget, but the effects can be seen in the next section.

Changes of Transfers in 2023 and Effects on Underfunded Capital Funds

The negative balances in the Capital Funds is also a driving reason for the increase in transfers and the General Fund tax levy. Below is an analysis of the effects on all capital transfers on the budget as well as a big picture of what would happen to the Revolving Street Fund, Fire Equipment, and Public Works Equipment.

Total transfers increase \$945,000. Revolving Street Fund would have a \$720,000 increase to \$1,620,000. Public works equipment fund would increase \$150,000 to \$300,000. Fire equipment would increase of \$70,000 to \$300,000. In 2022 the Emergency Operation Center did not have a transfer. The standard \$2,000 was continued in 2023. Lastly, Building Inspections equipment increased \$3,000 to \$10,000.

	2022	2023	Difference
Government Equipment	5,500	5,500	-
Election Equipment	4,000	4,000	-
Building Equipment	10,000	10,000	-
Fire Equipment	230,000	300,000	70,000
EOC	-	2,000	2,000
Building Inspector Equipment	7,000	10,000	3,000
Public Works Equipment	150,000	300,000	150,000
Revolving Street Fund	900,000	1,620,000	720,000
Park Equipment	40,000	40,000	-
Total	1,346,500	2,291,500	945,000

- **Revolving Street Fund:** This fund is projected to be depleted in 2023.

	2023	2024	2025	2026	2027
Begin Balance	900,000	(985,647)	(2,042,117)	(3,941,276)	(3,790,123)
Revenues	2,756,692	1,054,599	1,144,904	1,151,460	1,200,406
Expenditures	(4,642,339)	(2,111,069)	(3,044,063)	(1,000,307)	(2,837,591)
End Balance	(985,647)	(2,042,117)	(3,941,276)	(3,790,123)	(5,427,308)

**Tipecanoe St Ne and Polk St Ne are not removed from 2023.

- **Fire Equipment Fund:** If the City was to pay cash for Fire Station #3, this fund is set to be depleted. If we were to get a \$2 million bond, there is funding for equipment and potentially less debt needed.

No Bond	2023	2024	2025	2026	2027
Begin Balance	1,654,713	(1,219,331)	(918,331)	(1,234,831)	(1,037,292)
Revenues	303,318	301,000	333,500	306,445	301,000
Expenditures	(3,177,362)	-	(650,000)	(108,906)	
End Balance	(1,219,331)	(918,331)	(1,234,831)	(1,037,292)	(736,292)

Bond	2023	2024	2025	2026	2027
Begin Balance	1,654,713	780,669	1,081,669	765,169	962,708
Revenues	2,303,318	301,000	333,500	306,445	301,000
Expenditures	(3,177,362)	-	(650,000)	(108,906)	-
End Balance	780,669	1,081,669	765,169	962,708	1,263,708

- **Public Works Equipment Fund:** This fund is set to be depleted by 2025.

	2023	2024	2025	2026	2027
Begin Balance	179,737	153,982	319,732	(143,768)	84,267
Revenues	317,145	360,750	446,500	462,735	416,600
Expenditures	(342,900)	(195,000)	(910,000)	(234,700)	(624,670)
End Balance	153,982	319,732	(143,768)	84,267	(123,803)

OTHER FUNDS

Ham Laker Fund: In 2021, the Ham Laker Fund ended with a negative \$58,246 fund balance. In 2022 it is slated to go down another \$15,450. A transfer is needed in order to keep this fund going. A proposed annual budgeted transfer from the Cable Funds each year to offset the negative balance.

2010 CIP Bond Debt Service Fund: The G.O. levy for this bond is \$208,923.

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 2023 budget includes franchise fees of \$ 32,027 and bond principal, interest, and miscellaneous expense of \$32,038.

Details can be found in Attachment E.

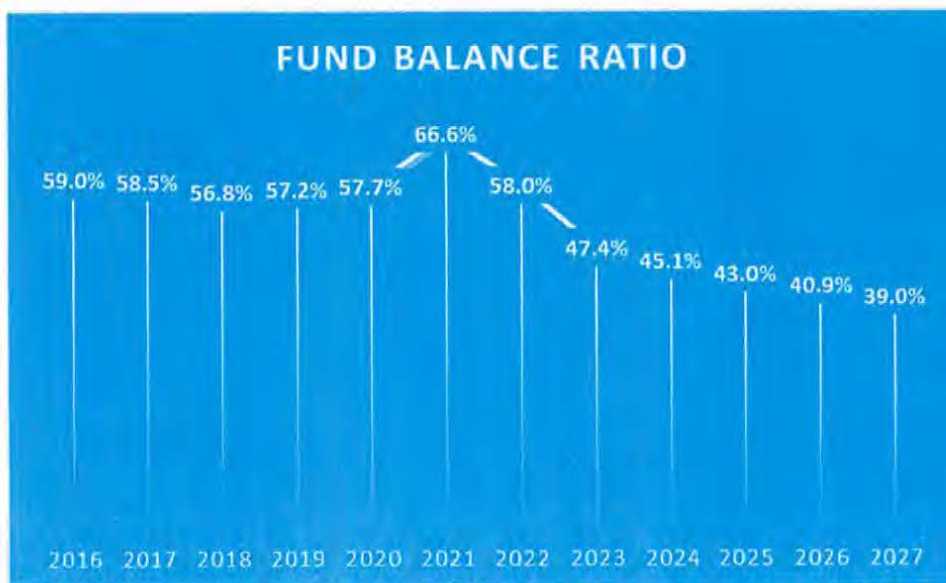
FUND BALANCE RATIO AND USE OF RESERVES

Another consideration at budget time, is looking to make sure the City is maintaining the appropriate General Fund Balance ratio. This ratio is an indicator of cash flow for the year and is safety net if there are unexpected critical events from which the City may incur expenditures. The ratio also has an inverted relationship between fund balance or reserves and budget. (Reserves only happen if there is unexpectedly more revenue than expenditures when doing a balanced budget or budgeting to add to the reserves.) If the fund balance is to stay consistent and the budget increase, the ratio would drop. If the fund balance was drop and the budget increase, the ratio would drop. If the fund balance grew and a higher rate than the budget rate, the ratio would grow.

The City has a Fund Balance Policy requiring the City to keep the fund balance ratio between 35 – 50%, which follow State Auditor guidelines. For the seven years, the fund balance ratio has averaged out to 59.11 % with 2020 having a highest ratio of 66.6%. In fiscal year 2021, there was a transfer of and addition \$550,470 to the Revolving Road Fund that dropped the fund balance back down to 58%.

Fiscal 2021 ended with a General Fund balance of \$3,572,304. The 2022 budget is a balanced budget, which we are projecting will not add to or use reserves, making the projected 2022 General Fund Balance to be \$3,572,304. The revenues for 2023 are \$7,541,198, creating a 2023 Fund Balance ratio of 47.37%, which would fall within the policy and statue requirements, but would be lower than prior years.

Below is historical fund balance ratios and a projection using the fund balance using the 2023 Preliminary Budget as the starting point and adding 5% year over year:



PROJECTED 2024 BUDGET AND TAX CAPACITY

A projection was completed showing how the effects of the 2023 Preliminary Budget would affect the 2024 budget year. There would be two options presented to Council for consideration for the 2024 Budget, one with a 3% tax levy increase and the other keeping the tax capacity rate the same from 2023. For the two options in this projection, 2024 operating revenue stayed the same and operating expenditures increased 5%. Transfers to equipment funds followed the same schedule. Tax capacity for each option was increased a conservative 6%. The 2021 year end General Fund balance budget was used to find the Fund Balance Ratio.

- ❖ **3% Tax Levy Increase:** The tax levy would increase 3% or \$198,386 to \$6,811,249. Transfers would increase 24.90% to \$1,721,000 with the Revolving Street Fund having the largest decrease of \$620,000. The tax capacity rate would decrease 0.58 % to 20.91%. The fund balance ratio would decrease 1% to 46%.

Revenues:				
Tax Levy	\$ 6,612,863	\$ 6,811,249	198,386	3.00%
Operating Revenues	930,335	930,335	-	0.00%
Total Revenues	7,543,198	7,741,583.89	198,386	2.63%
Expenditures:				
Operating Expenditures	5,251,698	5,514,283	262,585	5.00%
Transfers:				
Gov't Equipment	5,500	5,000	(500)	-9.09%
Election Equipment	4,000	4,000	-	0.00%
Bldg Equipment	10,000	10,000	-	0.00%
Fire Equipment	300,000	300,000	-	0.00%
EOC	2,000	2,000	-	0.00%
Bldg Inspector Equipment	10,000	10,000	-	0.00%
Public Works Equipment	300,000	350,000	50,000	16.67%
Revolving Street Fund	1,620,000	1,000,000	(620,000)	-38.27%
Park Equipment	40,000	40,000	-	0.00%
Total	2,291,500	1,721,000	(570,500)	-24.90%
Total Expenditure	7,543,198	7,235,283	(307,915)	-4.08%
Excess Revenue (Expenditures)	(0)	506,300.89		
Net Tax Capacity	29,357,774	31,119,240.44	1,761,466	6.00%
Tax Rate	21.49%	20.91%		
Fund Balance Ratio	47%	46%		

❖ **Same Tax Capacity Rate:** The tax levy would increase 5.72% or \$378,469 to \$6,991,332. Transfers would decrease 24.90% to \$1,721,000 with the Revolving Street Fund having the largest decrease of \$620,000. The tax capacity rate would remain the same from 2023. The fund balance ratio would decrease 2% to 45%

Revenues:				
Tax Levy	\$ 6,612,863	\$ 6,991,332	378,469	5.72%
Operating Revenues	930,335	930,335	-	0.00%
Total Revenues	7,543,198	7,921,666.95	378,469	5.02%
Expenditures:				
Operating Expenditures	5,251,698	5,514,283	262,585	5.00%
Transfers:				
Gov't Equipment	5,500	5,000	(500)	-9.09%
Election Equipment	4,000	4,000	-	0.00%
Bldg Equipment	10,000	10,000	-	0.00%
Fire Equipment	300,000	300,000	-	0.00%
EOC	2,000	2,000	-	0.00%
Bldg Inspector Equipment	10,000	10,000	-	0.00%
Public Works Equipment	300,000	350,000	50,000	16.67%
Revolving Street Fund	1,620,000	1,000,000	(620,000)	-38.27%
Park Equipment	40,000	40,000	-	0.00%
Total	2,291,500	1,721,000	(570,500)	-24.90%
Total Expenditure	7,543,198	7,235,283	(307,915)	-4.08%
Excess Revenue (Expenditures)	(0)	686,383.94		
Net Tax Capacity	29,357,774	31,119,240.44	1,761,466	6.00%
Tax Rate	21.49%	21.49%		
Fund Balance Ratio	47%	45%		

ATTACHMENT A

CITY OF HAM LAKE, MINNESOTA
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES - SUMMARY
GENERAL FUND
ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2020-2021, PERIOD TO DATE AUGUST 31, 2021 AND
BUDGET FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2023

	Actual 2020	Actual 2021	YTD 8/31/2022	Budget 2022	Budget 2023	Percent Change
REVENUES						
Taxes	\$ 4,844,172	\$ 5,067,295	\$ 2,836,765	\$ 5,418,693	\$ 6,640,113	23%
Licenses and permits	570,475	592,028	424,651	548,600	528,600	-4% (1)
Intergovernmental	201,127	177,827	986,762	151,000	176,000	17% (2)
Charges for services	12,050	11,929	6,114	8,885	9,385	6%
Fines and forfeitures	22,131	26,530	16,246	30,000	30,000	0%
Investment earnings	30,842	(3,227)	(17,115)	1,000	1,000	0%
Miscellaneous	337,603	353,602	131,365	144,140	156,100	8%
Other financing sources	209,309	-	-	-	-	0%
TOTAL REVENUES	6,227,709	6,225,985	4,384,788	6,302,318	7,541,198	20%
EXPENDITURES						
Council	92,066	72,338	44,585	76,979	73,460	-5%
Ordinances	1,689	2,909	990	5,100	4,600	-10%
Administration	146,389	150,972	103,325	161,440	165,983	3%
Clerk	128,812	120,174	81,885	118,328	122,074	3%
Elections	28,763	-	9,509	28,719	-	-100% (3)
Finance	241,892	216,401	160,311	238,044	274,410	15% (4)
Auditing	22,570	28,580	23,550	28,900	29,000	0%
Assessing	78,236	79,878	39,939	78,500	82,100	5%
Prosecutions	78,000	78,000	45,500	78,000	78,000	0%
Planning & zoning	60,507	83,670	50,697	94,145	99,269	5%
General government	59,180	69,200	201,544	76,762	92,831	21% (5)
General govt buildings	144,756	31,099	34,106	38,075	39,075	3%
City sign	2,591	2,670	1,502	2,913	3,005	3%
Information Technology	41,077	41,995	35,190	52,527	62,413	19% (6)
Police protection	947,412	1,081,465	944,752	1,276,917	1,353,929	6%
Fire department	415,911	546,996	368,967	578,205	665,286	15% (7)
Fire stations	28,283	29,105	20,718	34,630	36,870	6%
Sirens	8,965	8,331	7,899	9,187	9,214	0%
Building inspection	352,874	369,120	276,966	428,898	451,920	5%
Animal control	4,650	3,060	1,750	3,150	3,150	0%
Public works	686,160	791,911	531,926	910,582	951,674	5%
Public works building	32,346	29,502	28,890	36,730	38,830	6%
Snow & ice removal	92,337	94,889	57,309	86,190	66,590	-23% (8)
Stormwater drainage	6,214	2,505	1,687	4,000	3,500	-13% (9)
Stormwater-WMOs	17,555	18,506	11,046	12,750	18,939	49% (9)
Signs & signals	16,559	21,972	10,656	21,000	21,095	0%
Utility/ROW	48,798	47,268	17,169	40,000	50,000	25% (9)
Parks	195,170	201,316	122,288	286,879	302,947	6%
Park Buildings	9,916	14,715	10,195	16,850	18,350	9%
Senior Center	4,314	3,456	1,994	7,428	7,793	5%
Senior Center Building	13,540	11,326	8,617	13,990	14,190	1%
Misc/unallocated	110,997	111,057	5,896	111,200	111,200	0%
TOTAL EXPENDITURES	4,118,528	4,366,384	3,261,358	4,957,018	5,251,698	6%
EXCESS REVENUES (EXPENDITURES)	2,109,182	1,859,601	1,123,430	1,345,300	2,289,500	70%
OTHER FINANCING SOURCES (USES)						
Transfers in	1,350	1,350	-	1,200	2,000	67% (10)
Transfers out	(1,270,000)	(1,851,470)	(897,564)	(1,346,500)	(2,291,500)	70% (11)
TOTAL OTHER FINANCING SOURCES (USES)	(1,268,650)	(1,850,120)	(897,564)	(1,345,300)	(2,289,500)	70%
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES						
	\$ 840,532	\$ 9,481	\$ 225,866	\$ (0)	\$ (0)	

Explanation of Budget Changes in revenue and expenditures over 10%

- (1) Licenses and Permits revenue was decreased to be conservative due to instability in the markets.
- (2) Aligned the Fire Relief Pension grant to actual and increased the Fire Training grant to match expenditures.
- (3) No elections in 2023.
- (4) Finance increased due to budgeting for a Comp Study and an increase to Incode-10 support.
- (5) General government increased due to increasing the budgeted amount for supplies (500), increase in Metro-Inet services (410), increased bank fees for a new product to deter fraud (1,000), and increased controllable assets (9,000) for new computers.
- (6) Metro-Inet Contract increased 19% due to administration costs and increase in services.
- (7) Budgeted for Fire Inspector position at 15 hours per week, increased training, transfers to the equipment fund, and software support budgets.
- (8) Decreased due to reducing the amount of salt needed.
- (9) Aligned engineering fees to actual
- (10) Increased the transfer the the lodging tax fund since it was decreased due to COVID.
- (11) Increased transfers a total of \$945,000 as follows:
 - * Fire Equipment - \$70,000 to a total transfer of \$300,000
 - * EOC - \$2,000 - This was not budgeted in 2022
 - * Building Inspection - \$3,000 to a total transfer of \$10,000
 - * Street Fund - \$720,000 to a total transfer of \$1,620,000
 - * Public Works - \$150,000 to a total transfer of \$300,000

ATTACHMENT B

CITY OF HAM LAKE

CAPITAL IMPROVEMENT

AND

EQUIPMENT REPLACEMENT PLAN

2023 - 2027

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

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2027
General Fund Capital Outlay by Department

	2023	2024	2024	2026	2027	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	300,000	300,000	300,000	300,000	300,000	1,500,000
42301 EOC	2,000	2,000	2,000	2,000	2,000	10,000
42401 Building Department Equipment	10,000	10,000	10,000	10,000	10,000	50,000
43101 Public Works Equipment	300,000	350,000	400,000	450,000	500,000	2,000,000
43101 Revolving Street Fund	1,620,000	1,000,000	1,050,000	1,100,000	1,150,000	5,920,000
44101 Parks Equipment	40,000	42,000	42,000	42,000	42,000	208,000
TOTAL	2,291,500	1,723,500	1,823,000	1,923,000	1,340,000	9,101,000

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

2022 thru 2026

	2023	2024	2025	2026	2027	Total
Overlay-non MSA streets and roads	809,089	2,004,897	701,343	546,266	-	4,061,595
Overlay-MSA streets and roads	-	106,172	63,453	50,071	177,921	397,617
Reconstruction-Crosstown Shopping Center ('98 rehab, '79 construct)	1,039,125		-			1,039,125
Reconstruction-Idlewood 3rd Addition and 175th Lane W of Swedish Drive ('99 rehab, '82 construct)	1,237,875					1,237,875
Reconstruction-Meadow Park (N. Constance) ('99 Rehab, '77 Construct)	1,556,250					1,556,250
Reconstruction- MSA Chisholm St: Crosstown to Non-MSA Chisholm St ('98 rehab)	455,250					455,250
Construction- MSA Chisholm St/Baltimore from Holiday to 171st Ave	1,803,164					1,803,164
Construction-MSA Jackson St., .16 miles north of McKay Dr. to .06 miles south of 154th Avenue		504,997				504,997
Reconstruction-Pinger's Plaza, & 7th St from 168th Ave to 170th Ave ('98 rehab, '80 construct)			2,279,267			2,279,267
Reconstruction-Ravenwood Estates ('98 rehab, '80 construct)				403,970		403,970
Participate in county project-MSA Bunker Lake Blvd (CSAH 116) from Jefferson Street to Hwy 65				412,839		412,839
Reconstruction- MSA Central Ave, 303 feet N of 149th Ave 2023 - 2027				732,086		732,086
Reconstruction-Wildwood Park ('02 rehab, '87 construct)					2,039,926	2,039,926
Reconstruction-Wisen's 11th Addition ('02 rehab, before '77 construct)					619,744	619,744
Participate in county project-MSA Lexington Ave: Bunker Lake Blvd to 155th Ave					655,398	655,398
Total Non-MSA Projects	4,642,339	2,004,897	2,980,610	950,236	2,659,670	13,237,752
Total MSA Projects	2,258,414	611,169	63,453	1,194,996	833,319	4,961,351

Revolving Street Fund Projection

	2023	2024	2025	2026	2027
Revolving Street Fund Beginning Balance	900,000	(985,647)	(2,042,117)	(3,941,276)	(3,790,123)
Cash Inflows:					
ARPA Grant	1,100,000	-	-	-	-
Assessment	36,692	54,599	94,904	51,460	50,406
Transfer from General Fund	1,620,000	1,000,000	1,050,000	1,100,000	1,150,000
Total Inflows	2,756,692	1,054,599	1,144,904	1,151,460	1,200,406
Cash Outflow:					
Total Non-MSA Projects	4,642,339	2,004,897	2,980,610	950,236	2,659,670
Total MSA Overlay Projects	-	106,172	63,453	50,071	177,921
Total Outflows	4,642,339	2,111,069	3,044,063	1,000,307	2,837,591
Revolving Street Fund End Balance	(985,647)	(2,042,117)	(3,941,276)	(3,790,123)	(5,427,308)

**City of Ham Lake
Street Overlays
2023 thru 2027**

2023	Braastad Farms ('02 construction)	286,218	Total
	Larson's Heritage Oaks 3rd Addition ('02 construction)	64,052	
	Larson's Heritage Oaks 4th Addition ('02 construction)	72,384	
	Larson's Heritage Oaks 5th Addition ('02 construction)	40,542	
	Larson's Heritage Oaks 6th Addition ('02 construction)	112,497	
	Prairie Creek ('02 construction)	56,550	
	Radisson Meadows ('02 construction)	96,612	
	White Oak Ridge ('02 construction)	80,234	809,089
2024	Clayton Park Estates ('03 construction)	103,873	
	Cottages of Heritage Oaks ('03 construction)	101,332	
	Deer Haven Hills 2nd Addition ('03 construction)	51,795	
	Deer Haven Hills 3rd Addition ('03 construction)	68,496	
	Eagle Ridge Estates South ('03 construction)	107,181	
	Highland Bluffs ('03 construction)	281,768	
	Highland Bluffs 2nd Addition ('03 construction)	154,579	
	Landborg Industrial Park ('03 construction)	137,725	
	Larson's Heritage Oaks West ('03 construction)	123,074	
	Lever Street from 173rd Avenue to 177th Avenue ('03 construction)	107,705	
	Nottingham Forest ('03 construction)	148,286	
	Royal Woods ('03 construction)	97,661	
	Woodland Bluffs ('03 construction)	45,583	
	Woodland Bluffs 2nd Addition ('03 construction)	52,158	
	Woodland Bluffs 3rd Addition ('03 construction)	423,681	2,004,897
	MSA - Hastings St.: 149th Ave. to 153rd Ave. ('03 Construction)	106,172	106,172
2025	Hidden Forest West ('04 Construction)	154,091	
	Hidden Forest West 2nd Addn. ('04 Construction)	146,883	
	Naples Estates ('04 Construction)	169,586	
	North Shore Addn. ('04 Construction)	40,211	
	Polk St.: Constance Blvd. to 833' N ('04 Construction)	35,955	
	Rosewood Addition ('04 Construction)	42,688	
	W. Frontage Rd S. of Crosstown Blvd. (174th Ave/Central Ave/Johnson St) ('04 Construction)	111,929	701,343
	MSA - Buchannan St from Constance Blvd to 165th Ave ('04 Construction)	63,453	63,453
2026	Deer Haven Hills 4th Addn. ('05 Construction)	103,129	
	Deer Haven Hills 5th Addn. ('05 Construction)	10,022	
	Deer Haven Hills 6th Addn. ('05 Construction)	31,313	
	Hamlet Estates 2nd Addn. ('05 Construction)	21,845	
	Naples Estates 2nd Addn. ('05 Construction)	55,698	
	Serenity Meadows ('05 Construction)	74,634	
	Stokes Addn. ('05 Construction)	9,976	
	Westlund's Creekside ('05 Construction)	101,420	
	Westlund's Creekside 2nd Addn. ('05 Construction)	138,229	546,266
	MSA - Ulysses St.: 179th Ln. to 181st Ave. ('04 Construction)	50,071	50,071
2027	MSA - 133rd Ave.: Hwy. 65 to Aberdeen St. (1/2 Blaine)	8,485	
	MSA - 3rd St.: 167th Ln. to Crosstown Blvd.	169,436	177,921

City of Ham Lake
 Capital Improvement & Equipment Replacement Plan
 2023 thru 2026
 Sources and Uses of Funds - Equipment Funds

	2023	2024	2025	2026	2027
410 General Government Equipment					
Beginning Balance	67,048	71,948	76,848	80,848	85,248
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	-	-	-	-	-
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	71,948	76,848	80,848	85,248	89,648
411 Election Equipment					
Beginning Balance	3,208	3,708	4,208	4,208	4,708
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	3,600	3,600	3,600	3,600	3,600
Total expenditures and uses	3,600	3,600	4,100	3,600	3,600
Ending Balance	3,708	4,208	4,208	4,708	5,208
412 Building Fund					
Beginning Balance	251,444	217,444	218,444	219,444	220,444
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	217,444	218,444	219,444	220,444	221,444

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2026
Sources and Uses of Funds - Equipment Funds

	2023	2024	2025	2026	2027
420 Fire Equipment					
Beginning Balance	1,654,713	(1,219,331)	(918,331)	(1,234,831)	(1,037,292)
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of assets-Utility Two (2006 Ford F250 crew cab)	2,318	-	-	-	-
Sale of assets-Engine Two (1999 Peterbilt/Custom)	-	-	32,500	-	-
Sale of C-1 '21 Dodge Durango	-	-	-	2,192	-
Sale of G-1 '20 Ford F350	-	-	-	3,253	-
Transfer from general fund	300,000	300,000	300,000	300,000	300,000
Total revenue and other fund sources	303,318	301,000	333,500	306,445	301,000
Expenditures and uses					
U-2 2006 Ford F250 #21	46,362				
Fire Station 3	2,000,000				
Cascade System for #3	10,000				
Wash and Dryer for Station #3	20,000				
Engine #3	720,000				
Bathrooms #1	70,000				
Rescue #3	260,000				
Transfer Switch for Generator at Fire #2	20,000				
AIR COMPRESSOR Fire #2	15,000				
Closed Circuit Security Fire #2	8,000				
Network Switch Fire #2	8,000				
Replace Engine Two (1999 Peterbilt/Custom)	-	-	650,000	-	-
C-1 '21 DODGE DURANGO	-	-	-	43,837	-
G-1 '20 FORD F350	-	-	-	65,070	-
Total expenditures and uses	3,177,362	-	650,000	108,906	-
Ending Balance	(1,219,331)	(918,331)	(1,234,831)	(1,037,292)	(736,292)
421 Emergency Operations Center					
Beginning Balance	29,599	30,799	32,049	33,299	34,549
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	30,799	32,049	33,299	34,549	35,799
422 Siren Replacement					
Beginning Balance	35,012	(338,007)	(342,957)	(347,907)	(352,857)
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
Siren Replacement	368,119				
Total expenditures and uses	373,119	5,000	5,000	5,000	5,000
Ending Balance	(338,007)	(342,957)	(347,907)	(352,857)	(357,807)

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2026
Sources and Uses of Funds - Equipment Funds

	2023	2024	2025	2026	2027
428 Building Inspection Equipment					
Beginning Balance	5,791	16,791	27,791	38,791	49,791
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Future sale of assets	-	-	-	-	-
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					
Future purchase of Trucks	-	-	-	-	-
Total expenditures and uses	-	-	-	-	-
Ending Balance	16,791	27,791	38,791	49,791	60,791
430 Public Works Equipment					
Beginning Balance	179,737	153,982	319,732	(143,768)	84,267
Revenues and other fund sources					
Interest	-	1,000	1,000	1,000	1,000
Sale of #67 GOOSEN VAN N LOAD	1,000	-	-	-	-
Sale of #71 '08 JOHN DEERE 544J LOADER	16,145	-	-	-	-
Sale of POWER WASHER	-	750	-	-	-
Sale of #68 2001 ELGIN STREET SWEEPER	-	7,500	-	-	-
Sale of SIGN MAKING EQUIPMENT	-	750	-	-	-
Sale of DIGITAL SIGN PRINTER	-	750	-	-	-
Sale of #57 - 140G MOTOR GRADER-CAT	-	-	10,000	-	-
Sale of #81 1998 FORD TANDEM	-	-	17,500	-	-
Sale of #83 1998 CHEV 1/2-TON PICKUP	-	-	2,000	-	-
Sale of #97 1989 FORD L8000 W/PLOW	-	-	12,500	-	-
Sale of WAYNE IX FUEL DISPENSERS & CONTROL SYSTEM	-	-	3,500	-	-
Sale of #60 '05 ROLLER	-	-	-	750	-
Sale of #74 2009 FORD F450	-	-	-	4,735	-
Sale of #70 2011 FORD F350	-	-	-	2,500	-
Sale of #90 2000 FREIGHLINER FL70 PATCH TRUCK	-	-	-	3,750	-
Sale of #59 2007 INTERNATIONAL 7400	-	-	-	-	19,250
Sale of #94 2005 ELGIN PELICAN P STREET SWEEPER	-	-	-	-	7,984
Sale of #78 2012 F450 W/TRUCK BOX & HOIST	-	-	-	-	4,000
Transfer from general fund	300,000	350,000	400,000	450,000	500,000
Total revenue and other fund sources	317,145	360,750	446,500	462,735	532,234
Expenditures and uses					
#67 GOOSEN VAN N LOAD	20,000	-	-	-	-
#71 '08 JOHN DEERE 544J LOADER	322,900	-	-	-	-
POWER WASHER	-	15,000	-	-	-
#68 2001 ELGIN STREET SWEEPER	-	150,000	-	-	-
SIGN MAKING EQUIPMENT	-	15,000	-	-	-
DIGITAL SIGN PRINTER	-	15,000	-	-	-
#57 - 140G MOTOR GRADER-CAT	-	-	200,000	-	-
#81 1998 FORD TANDEM	-	-	350,000	-	-
#83 1998 CHEV 1/2-TON PICKUP	-	-	40,000	-	-
#97 1989 FORD L8000 W/PLOW	-	-	250,000	-	-
WAYNE IX FUEL DISPENSERS & CONTROL SYSTEM	-	-	70,000	-	-
#60 '05 ROLLER	-	-	-	15,000	-
#74 2009 FORD F450	-	-	-	94,700	-
#70 2011 FORD F350	-	-	-	50,000	-
#90 2000 FREIGHLINER FL70 PATCH TRUCK	-	-	-	75,000	-
#59 2007 INTERNATIONAL 7400	-	-	-	-	385,000
#94 2005 ELGIN PELICAN P STREET SWEEPER	-	-	-	-	159,670
#78 2012 F450 W/TRUCK BOX & HOIST	-	-	-	-	80,000
Total expenditures and uses	342,900	195,000	910,000	234,700	624,670
Ending Balance	153,982	319,732	(143,768)	84,267	(8,170)

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2026
Sources and Uses of Funds - Equipment Funds

	2023	2024	2025	2026	2027
440 Park and Beach Land Fund					
Beginning Balance	1,045,586	1,002,086	958,086	914,086	870,086
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	1,002,086	958,086	914,086	870,086	826,086
441 Park Equipment					
Beginning Balance	121,455	123,455	127,655	117,855	141,055
Revenues and other fund sources					
Interest	1,000	1,200	1,200	1,200	1,200
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	123,455	127,655	117,855	141,055	176,755

ATTACHMENT C

FIRE CAPITAL IMPROVEMENT PLAN

			2023	2024	2025	2026	2027	2028	2029	2030	2031
Beginning Balance			1,654,713	(1,219,331)	(918,331)	(1,234,831)	(1,037,293)	(736,293)	(505,705)	(204,705)	(158,800)
Revenue and other funding sources											
Interest			1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Sale of Assest			2,318	-	32,500	5,445	-	3,706	-	12,761	-
Transfer			300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Total revenue and other funding sources			303,318	301,000	333,500	306,445	301,000	304,706	301,000	313,761	301,000
Expenditures and uses											
<i>Asset #</i>	<i>Acquisition Date</i>	<i>Asset</i>									
100216	2005	U-2 2006 FORD F250 - #21	46,362	-	-	-	-	-	-	-	-
20231	2023	Fire Station 3	2,000,000	-	-	-	-	-	-	-	-
20232	2023	Cascade System for #3	10,000	-	-	-	-	-	-	-	-
20233	2023	Wash and Dryer for Station #3	20,000	-	-	-	-	-	-	-	-
20234	2023	Engine #3	720,000	-	-	-	-	-	-	-	-
20235	2023	Bathrooms #1	70,000	-	-	-	-	-	-	-	-
20236	2023	Rescue #3	260,000	-	-	-	-	-	-	-	-
20237	2023	Transfer Switch for Generator at Fire #2	20,000	-	-	-	-	-	-	-	-
20238	2023	AIR COMPRESSOR Fire #2	15,000	-	-	-	-	-	-	-	-
20239	2023	Closed Circuit Security Fire #2	8,000	-	-	-	-	-	-	-	-
20240	2023	Network Switch Fire #2	8,000	-	-	-	-	-	-	-	-
100037	1999	E-2 1999 CUSTOM ENGINE	-	-	650,000	-	-	-	-	-	-
100648	2021	C-1 '21 DODGE DURANGO	-	-	-	43,837	-	-	-	-	-
100649	2020	G-1 '20 FORD F350	-	-	-	65,070	-	-	-	-	-
100038	2000	G-2 2000 FORD F350	-	-	-	-	-	74,118	-	-	-
100215	2005	R-2 2005 FORD F550	-	-	-	-	-	-	-	255,223	-
100616	2020	FIRE #2 RTU	-	-	-	-	-	-	-	12,633	-
100406	2011	FIRE #1 - GENERATOR	-	-	-	-	-	-	-	-	59,259
		Total expenditures and uses	3,177,362	-	650,000	108,907	-	74,118	-	267,856	59,259
Ending Balances			(1,219,331)	(918,331)	(1,234,831)	(1,037,293)	(736,293)	(505,705)	(204,705)	(158,800)	82,942

PUBLIC WORKS CAPITAL IMPROVEMENT PLAN

			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Beginning Balance			395,237	179,737	153,982	319,732	(143,768)	84,267	(8,169)	542,831	1,067,831	(67,172)
Revenue and other funding sources												
Interest			-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Sale of Assest			5,500	17,145	9,750	45,500	11,735	31,234	-	4,000	94,000	8,500
Transfer			-	300,000	350,000	400,000	450,000	500,000	550,000	600,000	650,000	700,000
Total revenue and other funding sources			5,500	317,145	360,750	446,500	462,735	532,234	551,000	605,000	745,000	709,500
Expenditures and uses												
<i>Asset #</i>	<i>Acquisition Date</i>	<i>Asset</i>										
100219	2005	#54 2006 STERLING L8500	146,000	-	-	-	-	-	-	-	-	-
100491	2015	#102 '99 GILCREST PAVER	75,000	-	-	-	-	-	-	-	-	-
100104	1998	#67 GOOSEN VAN N LOAD	-	20,000	-	-	-	-	-	-	-	-
100334	2008	#71 '08 JOHN DEERE 544J LOADER	-	322,900	-	-	-	-	-	-	-	-
100245	2006	POWER WASHER	-	-	15,000	-	-	-	-	-	-	-
100290	2006	#68 2001 ELGIN STREET SWEEPER	-	-	150,000	-	-	-	-	-	-	-
100493	2015	SIGN MAKING EQUIPMENT	-	-	15,000	-	-	-	-	-	-	-
100571	2018	DIGITAL SIGN PRINTER	-	-	15,000	-	-	-	-	-	-	-
100093	1987	#57 - 140G MOTOR GRADER-CAT	-	-	-	200,000	-	-	-	-	-	-
100047	1998	#81 1998 FORD TANDEM	-	-	-	350,000	-	-	-	-	-	-
100051	1998	#83 1998 CHEV 1/2-TON PICKUP	-	-	-	40,000	-	-	-	-	-	-
100055	2002	#97 1989 FORD L8000 W/PLOW	-	-	-	250,000	-	-	-	-	-	-
100543	2017	WAYNE IX FUEL DISPENSERS & CONTROL SYSTEM	-	-	-	70,000	-	-	-	-	-	-
100281	2006	#60 '05 ROLLER	-	-	-	-	15,000	-	-	-	-	-
100362	2009	#74 2009 FORD F450	-	-	-	-	94,700	-	-	-	-	-
100398	2011	#70 2011 FORD F350	-	-	-	-	50,000	-	-	-	-	-
100539	2017	#90 2000 FREIGHTLINER FL70 PATCH TRUCK	-	-	-	-	75,000	-	-	-	-	-
100310	2006	#59 2007 INTERNATIONAL 7400	-	-	-	-	-	385,000	-	-	-	-
100537	2017	#94 2005 ELGIN PELICAN P STREET SWEEPER	-	-	-	-	-	159,670	-	-	-	-
100417	2012	#78 2012 F450 W/TRUCK BOX & HOIST	-	-	-	-	-	80,000	-	-	-	-
100608	2019	#64 Bobcat T595 T4	-	-	-	-	-	-	80,000	-	-	-
100415	2012	#69 1999 STERLING BUCKET TRUCK	-	-	-	-	-	-	-	350,000	-	-
100378	2010	#93 2011 INT'L 7400 DUMP TRUCK	-	-	-	-	-	-	-	450,000	-	-
100449	2013	#75 2014 MACK DUMP TRUCK	-	-	-	-	-	-	-	400,000	-	-
100468	2014	#63 2015 FORD F-350	-	-	-	-	-	-	-	50,000	-	-
100628	2020	T12 FLOOR SCRUBBER	-	-	-	-	-	-	-	30,000	-	-
100662	2021	#48 '21 F-350	-	-	-	-	-	-	-	50,000	-	-
100664	2021	#49 '21 F-350	-	-	-	-	-	-	-	50,001	-	-
100666	2021	#58 '21 F-350	-	-	-	-	-	-	-	50,002	-	-
100604	2019	#52 1999 Sterling with 1998 Vactor 2112	-	-	-	-	-	-	-	300,000	-	-
100613	2020	#96 CAT 305E2H2 MINI EXCAVATOR	-	-	-	-	-	-	-	150,000	-	-
100509	2016	#61 JD5115MFT4 TRACTOR W/SIDE & REAR FLAIL MOWER	-	-	-	-	-	-	-	-	-	170,000
		Total expenditures and uses	221,000	342,900	195,000	910,000	234,700	624,670	-	80,000	1,880,003	170,000
Ending Balances			179,737	153,982	319,732	(143,768)	84,267	(8,169)	542,831	1,067,831	(67,172)	472,328

BUILDING INSPECTOR EQUIPMENT

			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Beginning Balance			35,634	3,306	13,306	24,306	35,306	46,306	57,306	68,306	79,306	90,306
Revenue and other funding sources												
Interest			-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Sale of Assest			800	-	-	-	-	-	-	-	-	2,300
Transfer			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total revenue and other funding sources			10,800	10,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	13,300
Expenditures and uses												
<i>Asset #</i>	<i>Acquisition Date</i>	<i>Asset</i>										
100313	2007	#85 2007 FORD F150	33,128	-	-	-	-	-	-	-	-	-
100647	2021	#84 '21 FORD F150	-	-	-	-	-	-	-	-	-	46,000
100656	2021	#82 '21 FORD F150	-	-	-	-	-	-	-	-	-	46,000
Total expenditures and uses			33,128	-	-	-	-	-	-	-	-	92,000
Ending Balances			3,306	13,306	24,306	35,306	46,306	57,306	68,306	79,306	90,306	11,606

ATTACHMENT D

Ham Lake 5 Year Street Rehabilitation Program
 Estimated Cost and Revenue - Interest on Unpaid Balance
 Residential and Commercial Streets and non-MSA Municipal Agreement Projects
 8/30/22

Residential/Commercial/Industrial Streets and Bridges	Year Built	Length	Width	Previous Rehab	Previous Rehab Year	Proposed Rehab	Estimated 2023 Cost Per Foot	2023 Cost Estimate	Cost plus Inflation (%)	2023	2024	2025	2026	2027
Crosstown Shopping Center	1979	2,771	30&29	2" overlay	1998	Reconstruct	\$375.00	\$1,039,125	\$1,039,125	(\$1,039,125)				
Pinger's Plaza Metes & Bounds, & 7th Street from 168th Ave to 170th Ave	1980	8,295	22&24	2" overlay	1998	Reconstruct	\$240.00	\$1,990,800	\$2,279,267			(\$2,279,267)		
Ravenwood Estates	1980	1,374	22	2" overlay	1998	Reconstruct	\$240.00	\$329,760	\$403,970				(\$403,970)	
Idlewood 3rd Addn. and 175th Ln. W of Swedish Dr.	1982	3,301	30	Recon/Overlay	1999	Reconstruct	\$375.00	\$1,237,875	\$1,237,875	(\$1,237,875)				
Meadow Park (N. of Constance)	1977	4,150	24	Recon/Overlay	1999	Reconstruct	\$375.00	\$1,556,250	\$1,556,250	(\$1,556,250)				
Braastad Farms	2002	7,592	26			Overlay	\$37.70	\$286,218	\$286,218	(\$286,218)				
Larson's Heritage Oaks 3rd Addn.	2002	1,699	26			Overlay	\$37.70	\$64,052	\$64,052	(\$64,052)				
Larson's Heritage Oaks 4th Addn.	2002	1,920	26			Overlay	\$37.70	\$72,384	\$72,384	(\$72,384)				
Larson's Heritage Oaks 5th Addn.	2002	1,165	24			Overlay	\$34.80	\$40,542	\$40,542	(\$40,542)				
Larson's Heritage Oaks 6th Addn.	2002	2,984	26			Overlay	\$37.70	\$112,497	\$112,497	(\$112,497)				
Prairie Creek	2002	1,500	26			Overlay	\$37.70	\$56,550	\$56,550	(\$56,550)				
Radisson Meadows	2002	2,395	26			Overlay	\$37.70	\$90,292	\$96,612	(\$96,612)				
White Oak Ridge	2002	1,989	26			Overlay	\$37.70	\$74,985	\$80,234	(\$80,234)				
173rd Ave.: Lexington Blvd. to E. Creek Valley	1987	4,148	23	2.5" overlay	2002	Reconstruct	\$220.00	\$912,560						
Idlewood 1st Addn.	1981	4,231	22	2" overlay	2002	Reconstruct	\$210.00	\$888,510						
Oakview Meadows 1st Addn.	1988	360	22	2" overlay	2002	Reconstruct	\$210.00	\$75,600						
Oakview Meadows 2nd Addn.	1991	2,787	26	2" overlay	2002	Reconstruct	\$270.00	\$752,490						
Tomlyn Addn.	1985	3,464	25	2" overlay	2002	Reconstruct	\$260.00	\$900,640						
Wildwood Park	1987	2,952	24	2" overlay	2002	Reconstruct	\$375.00	\$1,107,000	\$2,039,926					(\$2,039,926)
Wisen's 11th Addn.	b/f 77	1,970	22	2" overlay	2002	Reconstruct	\$240.00	\$472,800	\$619,744					(\$619,744)
Clayton Park Estates	2003	2,575	26			Overlay	\$37.70	\$97,078	\$103,873		(\$103,873)			
Cottages of Heritage Oaks	2003	2,512	26			Overlay	\$37.70	\$94,702	\$101,332		(\$101,332)			
Deer Haven Hills 2nd Addn.	2003	1,284	26			Overlay	\$37.70	\$48,407	\$51,795		(\$51,795)			
Deer Haven Hills 3rd Addn.	2003	1,698	26			Overlay	\$37.70	\$64,015	\$68,496		(\$68,496)			
Eagle Ridge Estates South	2003	2,657	26			Overlay	\$37.70	\$100,169	\$107,181		(\$107,181)			
Highland Bluffs	2003	6,985	26			Overlay	\$37.70	\$263,335	\$281,768		(\$281,768)			
Highland Bluffs 2nd Addn.	2003	3,832	26			Overlay	\$37.70	\$144,466	\$154,579		(\$154,579)			
Landborg Industrial Park	2003	3,061	29			Overlay	\$42.05	\$128,715	\$137,725		(\$137,725)			
Larson's Heritage Oaks West	2003	3,051	26			Overlay	\$37.70	\$115,023	\$123,074		(\$123,074)			
Lever St.: 173rd Ave. to 177th Avenue	2003	2,670	26			Overlay	\$37.70	\$100,659	\$107,705		(\$107,705)			
Nottingham Forest	2003	3,676	26			Overlay	\$37.70	\$138,585	\$148,286		(\$148,286)			
Royal Woods	2003	2,421	26			Overlay	\$37.70	\$91,272	\$97,661		(\$97,661)			
Woodland Bluffs	2003	1,130	26			Overlay	\$37.70	\$42,601	\$45,583		(\$45,583)			
Woodland Bluffs 2nd Addn.	2003	1,293	26			Overlay	\$37.70	\$48,746	\$52,158		(\$52,158)			
Woodland Bluffs 3rd Addn.	2003	10,503	26			Overlay	\$37.70	\$395,963	\$423,681		(\$423,681)			
Hidden Forest West	2004	3,570	26			Overlay	\$37.70	\$134,589	\$154,091			(\$154,091)		
Hidden Forest West 2nd Addn.	2004	3,403	26			Overlay	\$37.70	\$128,293	\$146,883			(\$146,883)		
Naples Estates	2004	3,929	26			Overlay	\$37.70	\$148,123	\$169,586			(\$169,586)		
North Shore Addn.	2004	1,101	22			Overlay	\$31.90	\$35,122	\$40,211			(\$40,211)		
Polk St.: Constance Blvd. to 833' N	2004	833	26			Overlay	\$37.70	\$31,404	\$35,955			(\$35,955)		
Rosewood Addn.	2004	989	26			Overlay	\$37.70	\$37,285	\$42,688			(\$42,688)		
W. Frontage Rd. S. of Crosstown Blvd. (174th Ave./Central Ave./Johnson St.)	2004	2,309	30			Overlay	\$42.34	\$97,763	\$111,929			(\$111,929)		
Ambershire	1980	5,382	22	2" overlay	2004	Reconstruct								
Amberwood	1980	1,058	22	2" overlay	2004	Reconstruct								
Birch View Acres	1989	11,064	24	2" overlay	2004	Reconstruct								
Majestic Oaks West	1989	7,119	28	2" overlay	2004	Reconstruct								
Meadow Park (S. of Constance)	1990	4,711	22	2" overlay	2004	Reconstruct								
Meadow Park 2nd Addn.	1988	1,940	28	2" overlay	2004	Reconstruct								
West Coon Lake Shores Estates/179th Ave.	1992	4,267	26	2" overlay	2004	Reconstruct								
Deer Haven Hills 4th Addn.	2005	2,233	26			Overlay	\$37.70	\$84,184	\$103,129			(\$103,129)		
Deer Haven Hills 5th Addn.	2005	217	26			Overlay	\$37.70	\$8,181	\$10,022			(\$10,022)		
Deer Haven Hills 6th Addn.	2005	678	26			Overlay	\$37.70	\$25,561	\$31,313			(\$31,313)		
Hamlet Estates 2nd Addn.	2005	473	26			Overlay	\$37.70	\$17,832	\$21,845			(\$21,845)		

Ham Lake 5 Year Street Rehabilitation Program
 Estimated Cost and Revenue - Interest on Unpaid Balance
 Residential and Commercial Streets and non-MSA Municipal Agreement Projects
 8/30/22

Residential/Commercial/Industrial Streets and Bridges	Year Built	Length	Width	Previous Rehab	Previous Rehab Year	Proposed Rehab	Estimated 2023 Cost Per Foot	2023 Cost Estimate	Cost plus Inflation (7%)	2023	2024	2025	2026	2027
Marshall Manor	1978	4,542	22	2" overlay	2020	Reconstruct								
Marshall Manor 2nd Addn.	1978	1,852	22	2" overlay	2020	Reconstruct								
Marshall Manor 3rd Addn.	1976	3,280	22	2" overlay	2020	Reconstruct								
Crosstown Rolling Acres 3rd	2021	5,679	26			Overlay	\$37.70							
Evergreen Estates	2021	5,467	26			Overlay	\$37.70							
Hidden Forest East 3rd Addn.	2021	4,773	26			Overlay	\$37.70							
Radisson Sunset Estates	2021	748	26			Overlay	\$37.70							
Lund's Lakeview Forest	1976	4,232	24	Reconstruct	2021	Overlay	\$34.80							
Twin Birch Acres	1979	7,856	24	Reconstruct	2021	Overlay	\$34.80							
173rd Ave.: Polk St. to 1,337' W	2001	1,337	28	2" overlay	2022	Reconstruct								
Aberdeen St.: Baltimore St. to Fox Tail Ridge (North Pines 3rd Addn.)	2003	1,116	29	2" overlay	2022	Reconstruct								
Concord Woods	2002	1,113	26	2" overlay	2022	Reconstruct								
Constance Boulevard Terrace	2022	1,667	26			Overlay	\$37.70							
Creek Valley	1987	4,232	24	Reconstruct	2022	Overlay	\$34.80							
Creekside Farms	2022	3,300	34	2" overlay		Overlay	\$49.30							
Fox Tail Ridge	1999	3,204	27	2" overlay	2022	Reconstruct								
Livgard Addn.	2000	1,841	26	2" overlay	2022	Reconstruct								
Trails End Shores	2000	865	26	2" overlay	2022	Reconstruct								
Residential 5 Year Street Rehabilitation Total Cost	114.68 miles								\$13,237,752					
RESIDENTIAL/COMMERCIAL OVERLAY COST										(\$809,090)	(\$2,004,896)	(\$701,343)	(\$546,266)	\$0
RESIDENTIAL/COMMERCIAL RECONSTRUCTION COST										(\$3,833,250)	\$0	(\$2,279,267)	(\$403,970)	(\$2,659,671)
MSA OVERLAY COST										\$0	(\$106,172)	(\$63,453)	(\$50,071)	\$0
SAND AND GRAVEL UPGRADE COST										(\$1,921,600.00)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVOLVING STREET FUND COSTS										(\$6,563,940)	(\$2,111,069)	(\$3,044,062)	(\$1,000,307)	(\$2,659,671)
ANNUAL REVOLVING STREET FUND TRANSFER										\$910,000	\$960,000	\$1,010,000	\$1,060,000	\$1,110,000
AMERICAN RESCUE PLAN ACT										\$1,100,000	\$0	\$0	\$0	\$0
ASSESSMENT REVENUE - ROSECREST										\$9,460	\$9,288	\$9,116	\$8,944	\$8,772
ASSESSMENT REVENUE - 167TH AVENUE, FRAZIER STREET AND 165TH										\$27,232	\$26,680	\$26,128	\$25,576	\$25,024
ASSESSMENT REVENUE - POLK STREET										\$0	\$5,081	\$4,710	\$4,620	\$4,530
ASSESSMENT REVENUE - TIPPECANOE STREET										\$0	\$13,550	\$12,560	\$12,320	\$12,080
DRAINAGE FUNDS CONTRIBUTION										\$0	\$0	\$0	\$0	\$0
YEAR END COST BALANCE										(\$4,517,248)	(\$1,096,470)	(\$1,981,548)	\$111,153	(\$1,499,265)
REVOLVING STREET FUND (2023 STARTING BALANCE \$900,000) *										(\$3,617,248)	(\$4,713,717)	(\$6,695,265)	(\$6,584,112)	(\$8,083,376)

Proposed Ham Lake 5 Year Street Rehabilitation Program
 Estimated Cost and Revenue - Interest on Unpaid Balance
 Residential Streets
 8/30/22

Sand, Gravel Streets and non-existent streets *	Length	Individual Assessment	Rehab	2022 Cost Estimate	Cost plus Inflation (7%)	Active Assessment Amount	2023	2024	2025	2026	2027
149th Ave.: Lexington Ave. to Lever St., Lever St.: 149th Ave. to Lexington Ave.	3,970		Upgrade								
150th Ave.: Aberdeen St. to E	720		Upgrade								
157th Ave.: Aberdeen St. to Ham Lake Public Boat Access	400		Upgrade								
172nd Ln.: Vickers St. to E cds	980		Upgrade								
173rd Ave.: Crosstown Blvd. to 1,337' W of Polk St.	2,622		Upgrade								
Baltimore St.: 165th Ave. to 166th Ave., 166th Ave.: Baltimore St. to E.	950		Upgrade								
Berg Addn. - 134th Ln. W of Jefferson St. (includes Roy Johnson cds extension)	855		Upgrade								
Cardinal's 1st and 2nd Additions (millings placed in 2006)	334		Upgrade								
Davenport St.: Constance Blvd. to N	420		Upgrade								
Doug Osborn Lot Split - 165th Ave. from Polk St. to Buchanan St.	1,320		Upgrade								
Elwell Heights - 138th Ave./Frazier St./139th Ave.	1,510		Upgrade								
Guadalcanal St.: Constance Blvd. to S	585		Upgrade								
Island Dr.: T.H. 65 to E	2,350		Upgrade								
Kloster's Addn. - 161st Ln. E of Lexington Ave.	540		Upgrade								
Meadowlark Acres - 170th Ln./Packard St. (millings placed in 2006)	2,524		Upgrade								
Petersburg St.: Constance Blvd. to N	910		Upgrade								
Polk St.: 510' N of Constance Blvd. to 165th Ave.	485		Upgrade	\$ 670,301	\$ 717,222		(\$717,222)				
Stopher Addn. - 171st Ln./Rockney St. (millings placed in 2006)	1,500		Upgrade								
Swedish Dr.: 176th Ave. to Xylite St.	5,800		Upgrade								
Tippecanoe St.: Constance Blvd. to S	2,640		Upgrade	\$ 1,125,587	\$ 1,204,378		(\$1,204,378)				
Van Hoever Addn. - Yalta St. N of 155th Ave. (millings placed in 2006)	1,160		Upgrade								
University Ave.: 177th Ave. to N, 178th Ave.: University Ave. to E	2,480		Upgrade								
Estimated 5 Year Sand & Gravel Upgrades Total Cost	6.64 miles				\$1,921,599	\$0					
ESTIMATED TOTAL YEAR CONSTRUCTION COST							(\$1,921,600)	\$0	\$0		
ASSESSMENT REVENUE							\$0	\$0	\$0	\$0	\$0
SAND AND GRAVEL UPGRADE YEAR END COST BALANCE							(\$1,921,600)	\$0	\$0		

Proposed Ham Lake 5 Year Street Rehabilitation Program
 Estimated Cost and Revenue - Interest on Unpaid Balance
 MSA New Construction/Grants
 8/30/22

MSA/Grants	Length	Rehab	2023 Cost Estimate	Cost plus Inflation (7%)	Active Assessment Amount	2023	2024	2025	2026	2027
154th Ave./155th Ave.: E plat border of Harmony Estates 2nd Addn. to Naples St.	4,141	Construct								
162nd Ln./Buchanan St.: Constance Blvd. to Central Ave.	1,873	Construct								
181st Ave.: Baltimore St. to Chisholm St.	845	Construct								
Aberdeen St.: 0.28 miles N of Bunker Lake Blvd. to 143rd Ave.	3,014	Construct								
Buchanan St./Polk St.: Creekside Farms to 0.25 miles S of 173rd Ave.	3,727	Construct								
Chisholm St.: 176th Ln. to 181st Ave.	2,693	Construct								
Chisholm St./Baltimore St. from Holiday to 171st Avenue	2,409	Construct	\$1,803,164	\$1,803,164	\$0	(\$1,803,164)				
Eveleth St./138th Ave.: Bunker Lake Blvd. to Aberdeen St.	1,256	Construct								
Jackson St.: 0.16 miles N of McKay Dr. to 0.06 miles S of 154th Ave.	561	Construct	\$471,960	\$504,997	\$0		(\$504,997)			
136th Ln./Lincoln St.: Johnson St. to Lincoln St & 136th Ln. to Bunker Lake Blvd.	797	Construct								
Lincoln St./144th Ave./Pierce St.: 143rd Ave. to Andover Blvd.	3,127	Construct								
	4.63 miles		\$0	\$0	\$0					
ESTIMATED NEW CONSTRUCTION COST						(\$1,803,164)	(\$504,997)	\$0	\$0	\$0
ESTIMATED RECONSTRUCTION COST						(\$455,250)	\$0	\$0	(\$732,086)	\$0
TOTAL CONSTRUCTION/RECONSTRUCTION COST						(\$2,258,414)	(\$504,997)	\$0	(\$732,086)	\$0
MSA STREET CONSTRUCTION ALLOTMENT (NOT INCLUDING MAINTENANCE)						\$141,444	\$870,000	\$880,000	\$890,000	\$900,000
COOPERATIVE AGREEMENT GRANT FUNDS						\$710,000	\$0	\$0	\$0	\$0
DRAINAGE FUNDS CONTRIBUTION						\$0	\$0	\$0	\$0	\$0
ASSESSMENT REVENUE - 155TH AVENUE						\$35,032	\$34,336	\$33,640	\$32,944	\$32,248
HOUSING AND REDEVELOPMENT AUTHORITY FUNDING						\$1,093,164	\$0	\$0	\$0	\$0
PARK AND BEACH ACCOUNT FUNDS						\$0	\$0	\$0	\$0	\$0
ESTIMATED YEAR END COST BALANCE						(\$278,774)	\$399,339	\$913,640	\$190,858	\$932,248
MNDOT MSA FUNDS BALANCE (2022 starting balance of \$0.00)						(\$278,774)	\$120,565	\$1,034,205	\$1,225,063	\$900,000

ATTACHMENT E

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2019-2021, YTD AUGUST 2022, BUDGET FINAL 2022, PROPOSED 2023

		2019	2020	2021	YTD Aug-22	BUDGET	
						2022	2023
CABLE TV FUND							
Revenues							
210-31402	Franchise Fees	(54,335.60)	(54,647.52)	(31,072.41)	-	(55,000.00)	(55,000.00)
210-37101	Interest on investments	(6,417.52)	(4,197.10)	358.09	2,593.26	(2,500.00)	(2,500.00)
	Total	(60,753.12)	(58,844.62)	(30,714.32)	2,593.26	(57,500.00)	(57,500.00)
Expenditures							
210-41705-1120	Wages & salaries-PT	2,396.41	694.64	-	-	-	-
210-41705-1210	PERA/FICA/MC	-	-	-	-	-	-
210-41705-1211	PERA	117.41	52.11	-	-	-	-
210-41705-1212	FICA/MC	183.36	51.51	-	-	-	-
210-41705-1510	Worker's comp insurance	14.08	5.40	-	-	-	-
210-41705-2320	Equipment parts & supplies	-	-	-	-	-	-
210-41705-3190	Recording Services	-	189.46	-	-	-	-
210-41705-3440	Equipment repair & maintenance services	-	-	-	-	500.00	500.00
210-41705-5110	Capital assets	-	-	6,000.00	75,000.00	-	-
210-41705-5120	Controllable assets	-	-	-	-	-	-
210-41705-7130	Ham Laker transfer	-	-	-	-	-	-
	Total	2,711.26	993.12	6,000.00	75,000.00	500.00	500.00
HAM LAKER FUND							
Revenues							
211-34101	Advertising & subscriptions	(6,638.21)	(4,875.00)	(3,600.00)	(3,525.00)	(3,000.00)	(3,000.00)
211-37101	Interest on investments	(37.03)	(58.77)	(45.46)	(2.53)	-	-
211-37501	General donations	(8,500.00)	(1,500.00)	(10,000.00)	-	(1,000.00)	(1,000.00)
211-39309	Transfer from other funds	-	-	-	-	(14,050.00)	(14,050.00)
	Total	(15,175.24)	(6,433.77)	(13,645.46)	(3,527.53)	(18,050.00)	(18,050.00)
Expenditures							
211-41704-2120	Postage	12,265.17	12,586.64	11,935.83	8,504.11	14,000.00	14,000.00
211-41704-3125	Editing	10,800.00	10,800.00	10,113.75	6,719.40	10,800.00	10,800.00
211-41704-3970	Printing	7,246.21	7,489.42	6,711.29	4,782.72	7,400.00	7,400.00
211-41704-3990	Other services and charges	1,320.00	1,380.00	1,461.05	1,030.64	1,300.00	1,300.00
	Total	31,631.38	32,256.06	30,221.92	21,036.87	33,500.00	33,500.00
LAWFUL GAMBLING CONSTRUCTION FUND							
Revenues							
212-37101	Interest on investments	(1,143.12)	(668.14)	51.33	128.46	-	-
212-37503	Lawful gambling contributions	(36,987.48)	(50,560.33)	(68,954.09)	(16,925.69)	(25,000.00)	(25,000.00)
	Total	(38,130.60)	(51,228.47)	(68,902.76)	(16,797.23)	(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	-	-	1,200.00	-	-	-
212-41706-7191	Transfer to Ham Laker Fund	-	-	-	-	14,050.00	14,050.00
	Total	25,000.00	25,000.00	26,200.00	25,000.00	39,050.00	39,050.00
FUTURE DRAINAGE FUND							
Revenues							
230-34401	Future drainage fees	(6,212.65)	(15,579.93)	(24,060.40)	(3,600.00)	(10,000.00)	(10,000.00)
230-37101	Interest on investments	(2,569.76)	(1,160.51)	113.07	710.90	(500.00)	(500.00)
	Total	(8,782.41)	(16,740.44)	(23,947.33)	(2,889.10)	(10,500.00)	(10,500.00)
Expenditures							
230-43201-2390	Other repair & maintenance supplies	1,611.15	-	-	-	6,000.00	6,000.00
230-43201-2510	Software licenses & upgrades	3,918.00	4,224.00	-	3,195.00	4,500.00	5,355.00
230-43201-3110	Attorney	-	-	-	-	500.00	500.00
230-43201-3135	Engineering	4,614.75	4,014.69	9,738.29	845.23	30,000.00	10,000.00
230-43201-3190	Other professional services	-	-	-	-	-	-
230-43201-3320	Equipment rentals	-	-	-	-	-	-
230-43201-3490	Other repair & maintenance services	-	-	-	-	10,000.00	10,000.00
230-43201-3950	Legal notices/publications/bids	-	-	-	-	-	-
230-43201-3980	Filing fees	-	-	-	-	-	-
230-43201-5110	Capital assets	-	-	-	-	-	-
230-43201-5130	ROW acquisitions	-	-	-	-	-	-
	Total	10,143.90	8,238.69	9,738.29	4,040.23	51,000.00	31,855.00
RECYCLING FUND							
Revenues							
231-33406	SCORE grants	(83,213.00)	(83,710.00)	(85,960.00)	-	(85,000.00)	(85,000.00)
231-34302	Recycling receipts	(1,889.04)	(963.94)	(3,706.40)	(1,570.77)	(1,000.00)	(1,000.00)
231-37101	Interest on investments	(1,640.80)	(774.04)	87.53	453.93	(50.00)	(50.00)
	Total	(86,742.84)	(85,447.98)	(89,578.87)	(1,116.84)	(86,050.00)	(86,050.00)
Expenditures							
231-43601-1110	Wages & Salaries	-	-	3,935.85	2,878.29	-	-
231-43601-1211	PEAR	-	-	18.96	(18.96)	-	-
231-43601-1212	FICA	-	-	19.34	(19.34)	-	-
231-43601-2120	Postage	955.64	1,027.30	1,978.96	602.96	1,000.00	1,000.00
231-43601-2290	Operating supplies	-	-	-	-	500.00	500.00
231-43601-3630	Waste management & recycling	82,344.70	84,385.35	85,898.35	43,785.52	87,000.00	87,000.00
231-43601-3930	Grant expenditures	-	-	-	-	-	-
231-43601-3960	Mileage	34.80	13.92	-	-	50.00	50.00
231-43601-3970	Printing	1,972.00	1,756.71	3,404.14	890.24	2,000.00	2,000.00
	Total	85,307.14	87,183.28	95,255.60	48,118.71	90,550.00	90,550.00

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2019-2021, YTD AUGUST 2022, BUDGET FINAL 2022, PROPOSED 2023

		2019	2020	2021	YTD Aug-22	BUDGET	
						2022	2023
STREET LIGHT FUND							
Revenues							
232-34303	Street light fees	(63,767.05)	(65,749.45)	(53,996.68)	(45,435.45)	(66,000.00)	(66,000.00)
232-34306	Developer electrical service	(486.72)	(2,920.32)	(8,760.92)	-	-	-
232-37101	Interest on investments	(3,211.21)	(1,783.16)	169.31	875.27	(100.00)	(100.00)
232-37601	Refunds & reimbursements	(820.12)	-	-	-	-	-
Total		(68,285.10)	(70,452.93)	(62,588.29)	(44,560.18)	(66,100.00)	(66,100.00)
Expenditures							
232-43701-2120	Postage	-	-	737.12	-	-	-
232-43701-3105	Assessing/property tax administration	-	-	-	1,650.00	-	-
232-43701-3190	Other professional services	2,814.76	2,920.97	8,055.17	-	3,000.00	3,000.00
232-43701-3610	Electricity	49,293.48	51,593.74	53,274.39	36,262.20	55,000.00	57,000.00
232-43701-4145	Refunds & reimbursements	-	-	-	-	-	-
232-43701-4160	Uncollectible accounts	-	-	-	-	-	-
232-43701-5120	Controllable assets	-	-	-	-	-	-
Total		52,108.24	54,514.71	62,066.68	37,912.20	58,000.00	60,000.00
OAKWILT FUND							
Revenues							
250-37101	Interest on investments	(246.57)	(129.53)	11.38	65.14	(50.00)	(50.00)
Total		(246.57)	(129.53)	11.38	65.14	(50.00)	(50.00)
Expenditures							
250-45101-2120	Postage	63.20	31.50	55.65	-	150.00	150.00
250-45101-2290	Operating supplies	-	-	-	-	100.00	100.00
250-45101-3320	Equipment rentals	-	-	-	-	-	-
250-45101-3440	Equipment repair & maintenance services	-	-	-	-	-	-
250-45101-3810	Contractors	-	-	-	-	-	-
Total		63.20	31.50	55.65	-	250.00	250.00
ECONOMIC DEVELOPMENT FUND							
Revenues							
261-37101	Interest on investments	(794.30)	(185.75)	(17.28)	7.57	(650.00)	(650.00)
261-37102	Interest - Loans	-	-	-	-	-	-
Total		(794.30)	(185.75)	(17.28)	7.57	(650.00)	(650.00)
Expenditures							
261-46101-4105	Beautification grants	23,526.33	15,850.00	-	-	-	-
Total		23,526.33	15,850.00	-	-	-	-
HAM LAKE EDA FUND							
Revenues							
262-37101	Interest on investments	(1,625.15)	(2,078.25)	167.95	831.91	(50.00)	(50.00)
262-37302	Building lease	-	-	-	-	-	-
Total		(1,625.15)	(2,078.25)	167.95	831.91	(50.00)	(50.00)
Expenditures							
262-46101-2310	Building repair & maintenance supplies	-	-	-	-	-	-
262-46101-3110	Attorney	385.00	-	-	245.00	-	-
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	-	-	-	-	-
262-46101-3940	Insurance	-	-	-	-	-	-
262-46101-5110	Capital assets	-	-	42,414.11	23,290.27	-	-
Total		438.23	-	43,414.11	23,535.27	-	1,000.00
LODGING TAX FUND							
Revenues							
263-31401	Lodging tax	(31,162.21)	(24,048.35)	(28,733.13)	(17,508.93)	(27,000.00)	(27,000.00)
263-37101	Interest on investments	(134.56)	(38.27)	3.27	29.42	-	-
Total		(31,296.77)	(24,086.62)	(28,729.86)	(17,479.51)	(27,000.00)	(27,000.00)
Expenditures							
263-46101-4120	Convention bureau	29,604.10	22,845.94	27,296.48	12,950.68	25,500.00	25,500.00
263-46101-7135	Lodging tax transfer	1,350.00	1,350.00	-	-	1,200.00	2,000.00
Total		30,954.10	24,195.94	27,296.48	12,950.68	26,700.00	27,500.00

CITY OF HAM LAKE
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
 BUDGET DETAIL - ACTUAL 2019-2021, YTD AUGUST 2022, BUDGET FINAL 2022, PROPOSED 2023

		2019	2020	2021	YTD Aug-22	BUDGET	
						2022	2023
2010 CIP BOND DEBT SERVICE FUND							
Revenues							
370-31001	Current property taxes	(209,101.00)	(204,061.00)	(209,521.00)	(104,708.00)	(209,416.00)	(208,923.75)
370-31002	Delinquent property taxes	-	-	-	-	(1,500.00)	(1,500.00)
370-37101	Interest on investments	(2,986.76)	(1,322.46)	5.49	444.10	(500.00)	(500.00)
Total		(212,087.76)	(205,383.46)	(209,515.51)	(104,263.90)	(211,416.00)	(210,923.75)
Expenditures							
370-47101-6110	Principal	160,000.00	160,000.00	160,000.00	170,000.00	170,000.00	175,000.00
370-47101-6120	Interest	41,543.76	36,743.76	31,943.76	26,993.76	26,994.00	21,709.38
370-47101-6130	Agent fees	1,375.00	4,475.00	1,375.00	325.00	1,375.00	1,375.00
Total		202,918.76	201,218.76	193,318.76	197,318.76	198,369.00	198,084.38
2016 GO CAPITAL NOTE DEBT SERVICE FUND							
Revenues							
371-31402	Franchise fees	(32,174.31)	(32,335.55)	(31,749.23)	(31,895.81)	(31,896.00)	(32,027.73)
371-37101	Interest on investments	-	(25.89)	-	-	-	-
Total		(32,174.31)	(32,361.44)	(31,749.23)	(31,895.81)	(31,896.00)	(32,027.73)
Expenditures							
371-47101-6110	Principal	27,222.00	27,920.00	27,920.00	-	28,600.00	29,316.00
371-47101-6120	Interest	3,420.20	2,876.00	2,318.00	-	1,760.00	1,186.60
371-47101-6130	Agent fees & misc	1,532.11	1,539.55	1,511.23	-	1,536.00	1,536.00
Total		32,174.31	32,335.55	31,749.23	-	31,896.00	32,038.60

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2019-2021, YTD AUGUST 2022, BUDGET FINAL 2022, PROPOSED 2023

		2019	2020	2021	YTD Aug-22	BUDGET	
						2022	2023
GENERAL GOVERNMENT EQUIPMENT FUND							
Revenues							
410-37101	Interest on investments	(1,100.28)	(661.40)	39.86	354.33	(400.00)	(400.00)
410-39301	Transfer from general fund	(5,000.00)	(5,500.00)	(5,000.00)	(3,580.00)	(5,000.00)	(5,500.00)
Total		(6,100.28)	(6,161.40)	(4,960.14)	(3,225.67)	(5,400.00)	(5,900.00)
Expenditures							
410-41701-5110	Capital assets	-	1,785.00	5,041.00	-	66,000.00	66,000.00
410-41701-7110	Election equipment fund transfer	-	-	-	-	-	-
Total		-	1,785.00	5,041.00	-	66,000.00	66,000.00
ELECTION EQUIPMENT FUND							
Revenues							
411-37101	Interest on investments	(209.25)	(115.24)	7.13	0.84	(100.00)	(100.00)
411-39309	Transfer from other funds	(3,000.00)	(2,500.00)	(4,000.00)	(2,664.00)	(4,000.00)	(4,000.00)
Total		(3,209.25)	(2,615.24)	(3,992.87)	(2,663.16)	(4,100.00)	(4,100.00)
Expenditures							
411-41302-5110	Capital assets	3,466.12	3,538.95	3,189.09	3,404.52	4,800.00	3,600.00
Total		3,466.12	3,538.95	3,189.09	3,404.52	4,800.00	3,600.00
BUILDING FUND							
Revenues							
412-37101	Interest on investments	(8,437.00)	(3,853.47)	267.01	1,389.42	(1,000.00)	(1,000.00)
412-37302	Building lease	-	-	-	-	-	-
412-39301	Transfer from general fund	(10,000.00)	(10,000.00)	(10,000.00)	(6,664.00)	(10,000.00)	(10,000.00)
Total		(18,437.00)	(13,853.47)	(9,732.99)	(5,274.58)	(11,000.00)	(11,000.00)
Expenditures							
412-41702-3420	Building repair & maintenance services	-	-	-	-	10,000.00	10,000.00
412-41702-5110	Capital assets	3,390.00	29,418.24	27,295.61	2,367.29	35,000.00	35,000.00
Total		3,390.00	29,418.24	27,295.61	2,367.29	45,000.00	45,000.00
FIRE DEPARTMENT EQUIPMENT FUND							
Revenues							
420-33102	Fire/emergency preparedness grants	-	-	-	-	-	-
420-33407	State Fire Grants	-	-	(5,000.00)	-	-	-
420-37101	Interest on investments	(19,575.00)	(13,191.07)	1,212.15	8,968.31	(8,000.00)	(1,000.00)
420-37502	Fire department donations	-	-	-	-	-	-
420-39101	Sale of assets	-	-	(8,700.00)	-	(10,000.00)	(2,318.00)
420-39301	Transfer from general fund	(210,000.00)	(210,000.00)	(230,000.00)	(153,328.00)	(230,000.00)	(300,000.00)
Total		(229,575.00)	(223,191.07)	(242,487.85)	(144,359.69)	(248,000.00)	(303,318.00)
Expenditures							
420-42201-5110	Capital assets	-	38,387.80	80,093.57	57,651.33	2,680,000.00	3,177,362.00
420-42201-7190	Other transfers	-	-	-	-	-	-
Total		-	38,387.80	80,093.57	57,651.33	2,680,000.00	3,177,362.00
EMERGENCY OPERATIONS CENTER FUND							
Revenues							
421-37101	Interest on investments	(676.76)	(794.03)	145.49	(294.09)	(200.00)	(200.00)
421-39301	Transfer from general fund	(2,000.00)	(2,000.00)	-	-	-	(2,000.00)
Total		(2,676.76)	(2,794.03)	145.49	(294.09)	(200.00)	(2,200.00)
Expenditures							
421-42301-3420	Building repair & maintenance services	-	-	-	-	-	-
421-42301-5110	Capital assets	-	-	-	-	1,000.00	1,000.00
Total		-	-	-	-	1,000.00	1,000.00
SIREN REPLACEMENT FUND							
Revenues							
422-37101	Interest on investments	(732.44)	(406.95)	36.37	210.97	(100.00)	(100.00)
422-39301	Transfer from general fund	-	-	(2,000.00)	-	-	-
Total		(732.44)	(406.95)	(1,963.63)	210.97	(100.00)	(100.00)
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 2019-2021, YTD AUGUST 2022, BUDGET FINAL 2022, PROPOSED 2023

		2019	2020	2021	YTD Aug-22	BUDGET	
						2022	2023
BUILDING INSPECTION EQUIPMENT FUND							
Revenues							
428-37101	Interest on investments	(1,167.56)	(737.99)	76.26	(47.18)	(1,000.00)	(1,000.00)
428-39101	Sale of Assets	-	-	(2,601.00)	-	-	-
428-39301	Transfer from general fund	(12,000.00)	(12,000.00)	(10,000.00)	-	(7,000.00)	(10,000.00)
428-39309	Transfer from other funds	-	-	-	(4,664.00)	-	-
Total		(13,167.56)	(12,737.99)	(12,524.74)	(4,711.18)	(8,000.00)	(11,000.00)
Expenditures							
428-42401-5110	Capital assets	-	17,071.84	70,204.09	-	-	-
Total		-	17,071.84	70,204.09	-	-	-
PUBLIC WORKS EQUIPMENT FUND							
Revenues							
430-37101	Interest on investments	(5,954.00)	(3,816.75)	316.60	2,000.85	(1,000.00)	(1,000.00)
430-39101	Sale of assets	(57,558.55)	(20,858.75)	(71,881.00)	-	(20,000.00)	(16,145.00)
430-39301	Transfer from general fund	(140,000.00)	(140,000.00)	(150,000.00)	(100,000.00)	(150,000.00)	(300,000.00)
Total		(203,512.55)	(164,675.50)	(221,564.40)	(97,999.15)	(171,000.00)	(317,145.00)
Expenditures							
430-43101-5110	Capital assets	144,968.40	75,061.84	355,621.45	-	325,000.00	345,900.00
Total		144,968.40	75,061.84	355,621.45	-	325,000.00	345,900.00
REVOLVING STREET FUND							
Revenues							
431-31002	Delinquent property taxes	-	(1,502.49)	-	-	-	-
431-33401	MSA maintenance	1,269,158.00	(298,620.82)	(545,024.07)	(312,068.00)	(250,000.00)	(250,000.00)
431-33402	MSA construction	(2,217,579.06)	(746,734.86)	(442,947.44)	-	-	-
431-33408	State bridge & highway grants	-	(710,440.94)	-	-	-	-
431-33501	Other county grants & aids	-	-	(12,990.43)	-	-	-
431-34301	Developer contributions	-	-	(632.00)	-	-	-
431-34307	Future paving fees	-	-	-	-	-	-
431-36101	Current assessments	(17,064.42)	(36,582.77)	(49,732.42)	(29,073.21)	(74,000.00)	(36,692.00)
431-36102	Delinquent assessments	-	-	-	-	-	-
431-36103	Prepaid assessments	(73,862.00)	(7,863.44)	(48,784.14)	(1,230.30)	-	-
431-36104	Penalties & interest	-	(43.41)	(116.10)	(45.46)	-	-
431-37101	Interest on investments	(65,715.00)	(55,712.41)	262.17	6,317.35	(10,000.00)	(1,000.00)
431-37601	Refunds & reimbursements	(8,000.00)	(51,658.76)	(32,482.51)	-	-	-
431-39301	Transfer from general fund	(850,000.00)	(850,000.00)	(1,400,470.00)	(600,000.00)	(900,000.00)	(1,620,000.00)
Total		(1,963,062.48)	(2,759,159.90)	(2,532,916.94)	(936,099.62)	(1,234,000.00)	(1,907,692.00)
Expenditures							
431-43301-2120	Postage	-	-	-	-	-	-
431-43301-2330	Street supplies	-	-	600.00	-	-	-
431-43301-3105	Assessing/property tax administration	147.86	-	-	229.26	200.00	200.00
431-43301-3110	Attorney	2,059.17	875.00	1,143.33	787.50	2,000.00	2,000.00
431-43301-3135	Engineering	543,816.86	427,160.88	330,689.54	122,642.15	562,722.00	400,000.00
431-43301-3190	Other professional services	43,024.52	-	1,379.53	-	40,000.00	15,000.00
431-43301-3320	Equipment rentals	-	-	-	405.39	-	-
431-43301-3810	Contractors	2,308,815.04	3,049,833.74	2,167,177.32	589,307.92	1,936,800.00	4,200,000.00
431-43301-3950	Legal notices/publications/bids	951.11	233.18	421.81	388.80	1,000.00	1,000.00
431-43301-3980	Filing fees	92.00	276.00	144.65	184.00	300.00	300.00
431-43301-5130	ROW Acquisition	211,780.01	700.00	-	50,651.00	50,000.00	50,000.00
Total		2,936,699.00	2,936,699.00	2,501,556.18	764,596.02	2,593,022.00	4,668,500.00
PARK AND BEACH LAND FUND							
Revenues							
440-33601	Other local government grants & aids	(45,038.00)	-	-	-	-	-
440-37101	Interest on investments	(26,073.00)	(13,082.38)	1,111.28	5,837.49	(6,500.00)	(6,500.00)
440-37102	Interest - Loans	(2,087.97)	(1,872.98)	(3,846.14)	(1,118.25)	(2,000.00)	(2,000.00)
440-37501	General donations	-	-	-	-	-	-
440-37504	Parkland dedication	(63,692.06)	(102,145.02)	(125,815.65)	(42,900.41)	(70,000.00)	(70,000.00)
440-39101	Sale of assets	-	-	-	-	-	-
Total		(136,891.03)	(117,100.38)	(128,550.51)	(38,181.17)	(78,500.00)	(78,500.00)
Expenditures							
440-44103-2390	Other repair & maintenance supplies	-	-	1,777.01	-	15,000.00	15,000.00
440-44103-3135	Engineering	76.82	213.68	820.50	-	-	1,000.00
440-44103-3490	Other repair & maintenance services	-	10,440.00	4,444.01	-	15,000.00	15,000.00
440-44103-4150	Reimbursable expense	-	-	-	-	-	-
440-44103-5110	Capital assets	116,069.59	128,950.38	240,405.78	6,420.00	20,000.00	20,000.00
440-44103-5120	Controllable assets	-	5,731.17	-	-	-	-
Total		116,146.41	145,335.23	247,447.30	6,420.00	50,000.00	51,000.00

CITY OF HAM LAKE
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
 BUDGET DETAIL - ACTUAL 2019-2021, YTD AUGUST 2022, BUDGET FINAL 2022, PROPOSED 2023

		2019	2020	2021	YTD Aug-22	BUDGET	
						2022	2023
PARKS EQUIPMENT FUND							
Revenues							
441-37101	Interest on investments	(1,629.18)	(1,553.59)	82.98	474.90	(200.00)	(200.00)
441-39101	Sale of assets	-	-	-	-	(6,000.00)	(6,000.00)
441-39301	Transfer from general fund	(38,000.00)	(38,000.00)	(40,000.00)	(26,664.00)	(40,000.00)	(40,000.00)
	Total	(39,629.18)	(39,553.59)	(39,917.02)	(26,189.10)	(46,200.00)	(46,200.00)
Expenditures							
441-44101-5110	Capital assets	-	96,951.21	-	-	45,000.00	45,000.00
441-44101-7170	Building inspection equipment transfer	-	-	-	-	-	-
	Total	-	96,951.21	-	-	45,000.00	45,000.00