

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, OCTOBER 18, 2021

- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**
- 3.1 Lt. Schuldt, 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 October 4, 2021
- 4.2 Approval of claims
- 4.3 Approval of the 2022 Residential Recycling Agreement with Anoka County
- 4.4 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 30, 2021
- 4.5 Approval of a Resolution adopting the 2040 Comprehensive Plan
- 4.6 Approval of accepting the construction project of Aberdeen Street NE from 144th Avenue NE to 145th Avenue NE and commencing the one-year warranty period
- 4.7 Approval of the release of security maintenance for Gallagher Shores

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 John Anderson, JDA Design Architects Inc., on behalf of Richland Refrigerated Solutions, LLC, requesting an amendment to the Conditional Use Permit to expand the graveled truck parking area at 1305 159th Avenue NE

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

- 7.1 Finance Director Andrea Worcester, 3rd Quarter Financial Report

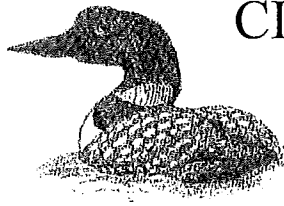
8.0 CITY ATTORNEY

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

- 11.1 Committee Reports
- 11.2 Consideration of an Ordinance amending Article 9 of the Ham Lake City Code
- 11.3 Consideration of an Ordinance for the Summary Publications relating to amendments to Article 9 of the Ham Lake City Code
- 11.4 Announcements and future agenda items



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, OCTOBER 4, 2021

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, October 4, 2021 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Mayor Mike Van Kirk

OTHERS PRESENT: City Attorney, Joe Murphy; City Engineer, Tom Collins; City Administrator, Denise Webster; Finance Director, Andrea Worcester; Building and Zoning Official Mark Jones; and Building and Zoning Clerk, Jennifer Bohr

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

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

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 PUBLIC HEARING - 6:01 p.m. – to consider the assessment roll for the improvement of 155th Avenue NE from Naples Street NE to Lexington Avenue NE and adoption of Resolution No. 21-35

Acting Mayor Kirkeide opened the public hearing for comment at 6:01 p.m.

Ernie Rud, 3958 155th Avenue NE, asked for the total cost of the project. Engineer Collins stated the total cost of the project was above the \$1.4 million estimate determined by the feasibility study due to soil corrections. Engineer Collins stated this project was initiated in 2013 per a petition submitted by residents living along 155th Avenue NE; in 2017 a public hearing was held to discuss the project, determine if the project should move forward and identify which property owners would be assessed for the new road. Engineer Collins stated it was decided that property not fronting on 155th Avenue NE would not be assessed; the cost of the project was shared between the residents and the City with the residents paying approximately forty percent of the project and the City paying approximately sixty percent. Acting Mayor Kirkeide stated millings that had been put onto 155th Avenue NE lasted for almost 20 years; when the City reclaimed the first millings and attempted to put millings on the road again, the millings failed. Acting Mayor Kirkeide stated the road then either needed to be paved or converted back to a gravel road.

Shari Menkveld, 3658 155th Avenue NE. Ms. Menkveld stated her property is Lot 7, Block 1, Rendova Ridge. Ms. Menkveld stated the developer of Rendova Ridge paid \$10,200 into a paving fund in 1995. Ms.

Menkveld stated because of this, she and her husband did not believe they should have to pay anything additional for the paving of 155th Avenue NE.

Engineer Collins stated when the City put millings on 155th Avenue NE, reclaimed them and milled it a second time, the previous City Attorney and City Administrator determined the City had invested much more toward street improvement than the \$10,200 that had been contributed by the developer of Rendova Ridge hence those funds were expended to pay for the cost of millings placed on 155th Avenue NE.

Ernie Rud, 3958 155th Avenue NE, stated he felt the engineering fee that equated to twenty-five percent of the cost of the 155th Avenue NE road construction project was too high. Mr. Rud stated he felt the amount he was being assessed for the property he owns was too much and should be about twenty-percent of what he was being assessed.

Marian Rud, 3958 155th Avenue NE, stated two other developments, Samjowilly Acres and Bear Creek, constructed within a couple of years of Rendova Ridge, required lower paving fund contributions per lot; why. Mrs. Rud also wanted to know how and when interest was calculated for their deferred assessments.

Attorney Murphy stated the procedure for calculating paving fund requirements in the 1990's was different than it is today. Finance Director Worcester stated deferred assessments, while in deferral, will not accrue interest for 20 years. Finance Director Worcester stated if the deferred assessment was paid anytime within the 20-year deferral period, no interest charges would be applied.

Paul John, 3959 155th Avenue NE, stated he felt he did not get what he was promised with this road project. Mr. John stated he didn't feel it was finished as the feasibility study showed curb and gutter on some northern sections of 155th Avenue NE but it was not put in place, the silt fence put in place on his property has not been removed, there is no culvert under his driveway and water collects in the right-of-way on the south side of his property. Mr. John stated when a property is assessed a certain amount, it should also increase the value of the property assessed by that amount; does this assessment meet that criteria.

Engineer Collins stated there is an outstanding, unfinished punch list with the contractor. Engineer Collins stated it was determined during plan development that the soil on the north side of 155th Avenue NE could facilitate drainage without curb and gutter and water can be stored in the City's right-of-way so the curb and gutter was not constructed; it was also a way to reduce the cost of the project. Engineer Collins stated the water filtration should improve over time.

David Carlson, 4234 155th Avenue NE, stated he moved to Ham Lake in 2018. Mr. Carlson stated the previous owner did not disclose that there was an upcoming street project nor did the title company reveal a pending assessment for the project. Mr. Carlson asked how residents are notified of upcoming road projects and assessments. Mr. Carlson suggested notices sent by the City for future projects be addressed to the property owner but also include the words *or current resident*. Mr. Carlson stated he feels the City did a great job on the road project and is fine with the assessment.

Attorney Murphy addressed his question about how residents are notified of upcoming road projects and assessments and stated notices are sent per the requirements of state law; for this project a notice was sent for the public hearing considering the improvement of 155th Avenue NE and a public hearing was held to consider the assessment for the project.

Acting Mayor Kirkeide asked for further public comment and with there being none, closed the public hearing at 7:05 p.m.

Motion by Kirkham, seconded by Wilken, to certify the assessment roll for the improvement of 155th Avenue NE from Naples Street NE to Lexington Avenue NE and adoption of Resolution No. 21-35. All present in favor, motion carried.

3.2 PUBLIC HEARING - 6:02 p.m. – to consider the assessment roll for 2021/2022 Street Light Fees and adoption of Resolution No. 21-36

Acting Mayor Kirkeide opened the public hearing for comment at 7:06 p.m.

Don Flower, 2227 141st Lane NE, stated he is getting billed for something he doesn't have; there is no street light near his house.

Acting Mayor Kirkeide explained Connexus determines where street lights are located, per City guidelines, within each development and all residents within each development share the cost to operate the street lights.

Paul Stone, business owner, stated he owns four buildings on Lincoln Street NE between 138th Avenue NE and 143rd Avenue NE. Mr. Stone asked how the city is billing for street light service. Mr. Stone said he did not directly receive notice of the change in the billing process; one of his tenants sent him a copy of the postcard they received. Mr. Stone provided two letters with property identification numbers of the property he owns and asked for a statement showing street light fees owed for each property.

Finance Director Worcester explained when the billing process changed, current street light assessment fees and how the fees could be paid. Finance Director Worcester stated she would provide Mr. Stone with the information requested.

Acting Mayor Kirkeide asked for further public comment and with there being none, closed the public hearing at 7:23 p.m.

Motion by Kirkham, seconded by Doyle, to certify the assessment roll for the 2021/2022 Street Light Fees and adoption of Resolution No. 21-36.

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 20, 2021
- 4.2 Approval of claims in the amount of \$125,140.57
- 4.3 Approval of Resolution No. 21-37 accepting a \$10,000 donation from the Ham Lake Chamber of Commerce
- 4.4 Approval of the Outdoor Lighting and Maintenance Energy Agreement for street lights in Hidden Forest East Third Addition

- 4.5 Approval of closing (non-emergency operations) on December 23, 2021 and December 30, 2021
- 4.6 Approval of the Agreement with Minnesota Pyrotechnics for fireworks display on Saturday, July 2, 2022 at Ham Lake Lion's Park (1220 157th Avenue NE)

Motion by Kirkham, seconded by Doyle, to approve the October 4, 2021 Consent Agenda as written. All present in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Consideration of amendments to Article 9 of the Ham Lake City Code (this is considered the First Reading of an Ordinance)

The Councilmembers reviewed and discussed the Planning Commission's recommendations for changes to Sections 9-220.1.a, 9-220.2.a.vi and 9-350. The council held the first reading of the ordinance and directed Attorney Murphy to make modifications to Sections 9-220.1.a and 9-350 per the council's discussion for review at the next City Council meeting.

6.0 ECONOMIC DEVELOPMENT AUTHORITY - None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports - None

11.2 Announcements and future agenda items

Councilmember Kirkham stated MnDOT completed a traffic study on Highway 65 NE from Spring Lake Park to Bunker Lake Boulevard NE which identified intersections that could be converted to J-turns or overpasses. Councilmember Kirkham stated the City should pass a resolution supporting the construction of an overpass on Bunker Lake Boulevard NE and then submit the resolution to our County Commissioner and State Representative. It was suggested that the Road Committee discuss the overpass.

Acting Mayor Kirkeide stated Connexus Energy has a community solar garden program. Acting Mayor Kirkeide stated the City should approach Connexus Energy and propose they construct a solar garden on the lot where Fire Station 3 will be constructed; the solar garden could be a back-up power source for the City in the event of a power outage caused by a tornado or another type of storm.

Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 7:50 p.m. All present in favor, motion carried.

Jennifer Bohr, Building and Zoning Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
October 18, 2021

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	10/07/21 - 10/20/21	
EFT	# 1535 - 1544	\$ 49,998.90
CHECKS	# 63370 - 63413	\$ 1,291,504.58
BANK DRAFTS	DFT0002268 - DFT0002272	\$ 23,074.93
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 1,364,578.41</u>
PAYROLL CHECKS		
10/08/21		\$ 34,290.61
TOTAL PAYROLL CHECKS		<u>\$ 34,290.61</u>
TRUST CHECKS	#5750 - 5751	\$ 5,000.00
TOTAL OF ALL PAYMENTS		<u>\$ 1,403,869.02</u>
VOID CHECKS		
EFT		\$ -
CHECKS		\$ -
		\$ -
TRUST CHECKS		\$ -

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 18TH DAY OF OCTOBER 2021

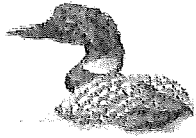
MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Payment Dates 10/7/2021 - 10/20/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1535	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1536	WELLS FARGO - 6003	Health Savings Account-6003	Flexible spending	100-21705	125.00
1537	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1537	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-44101-2210	110.64
1537	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1537	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-44101-2210	110.64
1538	O'REILLY AUTOMOTIVE STORE	C-1 OIL FILTER & OIL	Vehicle parts & supplies	100-42201-2340	76.34
1538	O'REILLY AUTOMOTIVE STORE	FLASHER	Operating supplies	100-43101-2290	12.34
1538	O'REILLY AUTOMOTIVE STORE	FUSES	Operating supplies	100-43101-2290	8.99
1538	O'REILLY AUTOMOTIVE STORE	TRAILER WIRE & CONDUIT	Operating supplies	100-43101-2290	54.95
1538	O'REILLY AUTOMOTIVE STORE	TRAILER WIRE & CONDUIT	Operating supplies	100-43101-2290	-47.96
1538	O'REILLY AUTOMOTIVE STORE	TRAILER CABLE	Operating supplies	100-43101-2290	81.50
1538	O'REILLY AUTOMOTIVE STORE	#50 AIR FILTER	Equipment parts & supplies	100-43101-2320	42.88
1538	O'REILLY AUTOMOTIVE STORE	BULB, CONNECTOR PLATE	Operating supplies	100-43101-2290	23.99
1539	RFC ENGINEERING, INC.	ABERDEEN, 144TH - 145TH	Engineering	431-43301-3135	1,826.84
1539	RFC ENGINEERING, INC.	155TH, NAPLES - LEXINGTON	Engineering	431-43301-3135	785.17
1539	RFC ENGINEERING, INC.	SODERVILLE DRIVE	Engineering	431-43301-3135	691.80
1539	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	9,752.13
1539	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	7,444.62
1539	RFC ENGINEERING, INC.	05-32-23-32-0061 BUILDABILI	Engineering	100-41101-3135	67.26
1539	RFC ENGINEERING, INC.	L6 B1 HEDGEWOOD EASEME	Engineering	100-41101-3135	199.34
1539	RFC ENGINEERING, INC.	TH65 ACCESS PLANNING & EN	Engineering	100-41101-3135	147.96
1539	RFC ENGINEERING, INC.	FIRE MAP	Engineering	100-41101-3135	43.45
1539	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	21.58
1539	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	231.91
1539	RFC ENGINEERING, INC.	COMP PLAN UPDATE	Engineering-comprehensive p	100-41101-3136	554.42
1539	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	269.02
1539	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	174.86
1539	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	94.16
1539	RFC ENGINEERING, INC.	02-32-23-32-0026 ENCROACH	Engineering	100-41601-3135	53.80
1539	RFC ENGINEERING, INC.	L1 B1 LANDBORG IND'L PARK	Engineering	100-41601-3135	12.32
1539	RFC ENGINEERING, INC.	L7 B1 EVERGREEN ESTATES DE	Engineering	100-42401-3135	26.90
1539	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	40.35
1539	RFC ENGINEERING, INC.	ASSESSOR	Engineering	100-42401-3135	67.26
1539	RFC ENGINEERING, INC.	L4 B1 TIMBER WOODS ACCES	Engineering	100-42401-3135	40.35
1539	RFC ENGINEERING, INC.	L1 B1 COON CREEK COMMER	Engineering	100-42401-3135	41.31
1539	RFC ENGINEERING, INC.	CONSTANCE ESTATES OUTLOT	Engineering	100-42401-3135	107.61
1539	RFC ENGINEERING, INC.	L3 B4 EVERGREEN ESTATES DE	Engineering	100-42401-3135	209.39
1539	RFC ENGINEERING, INC.	CSAH 58 TURN LANES	Engineering	100-43101-3135	228.67
1539	RFC ENGINEERING, INC.	PW TRAFFIC SIGN POLICY	Engineering	100-43101-3135	125.44
1539	RFC ENGINEERING, INC.	CSAH 17 EMERGENCY CULVER	Engineering	100-43101-3135	40.35
1539	RFC ENGINEERING, INC.	DRAINAGE ISSUE - SOUTH SEC	Engineering	100-43103-3135	36.95
1539	RFC ENGINEERING, INC.	SRWMO 10-YR WATERSHED	Engineering	100-43201-3135	201.76
1539	RFC ENGINEERING, INC.	HAM LAKE AS LGU-WCA	Engineering	100-43201-3135	107.60
1539	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	40.35
1539	RFC ENGINEERING, INC.	FIRE STATION #3	Capital assets	420-42201-5110	818.35
1539	RFC ENGINEERING, INC.	BUNKER, JEFFERSON - 65	Engineering	431-43301-3135	13.45
1539	RFC ENGINEERING, INC.	COPART	Engineering	431-43301-3135	174.86
1539	RFC ENGINEERING, INC.	E FRONT ROAD, 18 - 171ST	Engineering	431-43301-3135	1,070.83
1539	RFC ENGINEERING, INC.	COON CREEK COMMERCIAL P	Engineering	890-90001-3135	104.68
1539	RFC ENGINEERING, INC.	GROWING GENERATIONS DAY	Engineering	890-90001-3135	107.61
1539	RFC ENGINEERING, INC.	RYLIE'S WAY	Engineering	890-90001-3135	194.06
1539	RFC ENGINEERING, INC.	NETTAS PRESERVE	Engineering	890-90001-3135	174.43
1539	RFC ENGINEERING, INC.	BLUEGRASS ESTATES 3RD	Engineering	890-90001-3135	67.25

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1539	RFC ENGINEERING, INC.	GALLAGHER SHORES	Engineering	890-90001-3135	122.97
1539	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 2ND	Engineering	890-90001-3135	521.86
1539	RFC ENGINEERING, INC.	L3 B2 HAM LAKE IND'L PARK 4	Engineering	890-90001-3135	26.90
1539	RFC ENGINEERING, INC.	CONSTANCE BOULEVARD TER	Engineering	890-90001-3135	324.22
1539	RFC ENGINEERING, INC.	RICHLAND REFRIGERATION LA	Engineering	890-90001-3135	25.00
1539	RFC ENGINEERING, INC.	HOLIDAY	Engineering	890-90001-3135	416.98
1539	RFC ENGINEERING, INC.	NACS BUILDING	Engineering	890-90001-3135	36.95
1539	RFC ENGINEERING, INC.	JAM HOPS	Engineering	890-90001-3135	40.35
1539	RFC ENGINEERING, INC.	ENTSMINGER FARMS	Engineering	890-90001-3135	53.80
1539	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	694.79
1539	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	827.46
1539	RFC ENGINEERING, INC.	LA MACHINE SHOP	Engineering	890-90001-3135	26.90
1539	RFC ENGINEERING, INC.	ENCHANTED ESTATES 3RD	Engineering	890-90001-3135	1,213.60
1539	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 3RD	Engineering	890-90001-3135	3,427.31
1539	RFC ENGINEERING, INC.	CROSTOWN ROLLING ACRES	Engineering	890-90001-3135	4,087.17
1539	RFC ENGINEERING, INC.	WHITETAIL CROSSING 2ND	Engineering	890-90001-3135	207.17
1539	RFC ENGINEERING, INC.	CROSTOWN ROLLING ACRES	Engineering	890-90001-3135	277.12
1539	RFC ENGINEERING, INC.	RICHLAND REFRIGERATION	Engineering	890-90001-3135	279.08
1539	RFC ENGINEERING, INC.	HIDDEN FOREST EAST PARK	Engineering	890-90001-3135	847.34
1539	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	425.12
1539	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	3,260.73
1539	RFC ENGINEERING, INC.	LUND'S LAKEVIEW ROW2021-	Engineering	431-43301-3135	13.45
1539	RFC ENGINEERING, INC.	LUND'S LAKEVIEW ROW2021-	Engineering	431-43301-3135	67.26
1539	RFC ENGINEERING, INC.	ABERDEEN, 144TH - 145TH R	Engineering	431-43301-3135	107.60
1539	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	408.89
1539	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	324.93
1539	RFC ENGINEERING, INC.	POLK STREET	Engineering	431-43301-3135	390.95
1539	RFC ENGINEERING, INC.	TIPPECANOE STREET	Engineering	431-43301-3135	325.17
1539	RFC ENGINEERING, INC.	CROSTOWN BUSINESS PARK	Capital assets	262-46101-5110	1,805.97
1542	STAR TRIBUNE MEDIA COMPA	ORD 21-06 SIGNS	Legal notices/publications/bid	100-41102-3950	123.14
1542	STAR TRIBUNE MEDIA COMPA	ARTICLE 9 AMENDMENTS	Legal notices/publications/bid	100-41102-3950	95.63
1542	STAR TRIBUNE MEDIA COMPA	STREETLIGHT ASSESSMENT	Other professional services	232-43701-3190	72.05
1542	STAR TRIBUNE MEDIA COMPA	STREET ASSESSMENT 155TH,	Legal notices/publications/bid	431-43301-3950	77.29
1542	STAR TRIBUNE MEDIA COMPA	ORD 21-07 HOLIDAY REZONE	Legal notices/publications/bid	890-90001-3950	78.60
1542	STAR TRIBUNE MEDIA COMPA	ORD 21-10 HIDDEN FOREST E	Legal notices/publications/bid	890-90001-3950	55.02
1542	STAR TRIBUNE MEDIA COMPA	ORD 21-09 HIDDEN FOREST E	Legal notices/publications/bid	890-90001-3950	62.88
1542	STAR TRIBUNE MEDIA COMPA	ORD 21-11 CROSTOWN ROLL	Legal notices/publications/bid	890-90001-3950	127.07
1542	STAR TRIBUNE MEDIA COMPA	ORD 21-08 CREEKSIDE FARMS	Legal notices/publications/bid	890-90001-3950	221.39
1542	STAR TRIBUNE MEDIA COMPA	ORD 21-06 EVERGREEN ESTAT	Legal notices/publications/bid	890-90001-3950	259.38
1543	SUSAN KNOUSE	3RD QTR MILEAGE 21ST CENT	Mileage	100-41401-3960	18.48
1544	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	22.75
1544	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	22.75
1544	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	22.75
1544	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	22.75
1544	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
1544	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	45.50
1544	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
1544	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1544	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	45.50
1544	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	45.50
1544	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1544	WRUCK SEWER & PORTABLE	LUND'S PINE CREEK	Rentals-other	100-44101-3390	45.50
1544	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	54.00
1544	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	158.00
1544	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Reimbursable expense	100-48101-4150	22.75
1544	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Reimbursable expense	100-48101-4150	39.50
1544	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Reimbursable expense	100-48101-4150	22.75
1544	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Reimbursable expense	100-48101-4150	22.75
1544	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Reimbursable expense	100-48101-4150	158.00
1544	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Reimbursable expense	100-48101-4150	54.00

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1544	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Reimbursable expense	100-48101-4150	22.75
63370	ACE SOLID WASTE INC	OCTOBER ORGANICS	Waste management & recycli	231-43601-3630	295.69
63371	ACE SOLID WASTE INC	SEPT YARDWASTE	Waste management & recycli	231-43601-3630	2,305.84
63372	ALEX AIR APPARATUS, INC	FIRE #1 AIR COMPRESSOR TES	Equipment repair & maintena	100-42201-3440	720.40
63372	ALEX AIR APPARATUS, INC	FIRE #2 AIR COMPRESSOR TES	Equipment repair & maintena	100-42201-3440	885.40
63373	ALL CITY ELEVATOR INC	4TH QTR MAINTENANCE	Building repair & maintenanc	100-41702-3420	195.00
63374	ANOKA COUNTY PROPERTY	FEATHERSTONE DRIVEWAY LIC	Refunds & reimbursements	100-37601	46.00
63374	ANOKA COUNTY PROPERTY	VACATION - BALTIMORE S OF	Filing fees	890-90001-3980	46.00
63375	ANOKA COUNTY TREASURY D	4TH QTR LAW ENFORCEMENT	Police protection	100-42101-3155	238,838.50
63376	CARSON, CLELLAND, & SCHRE	CELL TOWERS	Attorney	100-41101-3110	70.00
63376	CARSON, CLELLAND, & SCHRE	CITY OWNED PROPERTY	Attorney	100-41101-3110	70.00
63376	CARSON, CLELLAND, & SCHRE	CITY COUNCIL MEETINGS	Attorney	100-41101-3110	180.00
63376	CARSON, CLELLAND, & SCHRE	SIGNS	Attorney	100-41102-3110	52.50
63376	CARSON, CLELLAND, & SCHRE	ZONING CODE	Attorney	100-41102-3110	367.50
63376	CARSON, CLELLAND, & SCHRE	149TH ROW	Attorney	100-41102-3110	140.00
63376	CARSON, CLELLAND, & SCHRE	PROSECUTIONS	Attorney	100-41501-3110	6,500.00
63376	CARSON, CLELLAND, & SCHRE	LA MACHINE SHOP	Attorney	890-90001-3110	52.50
63376	CARSON, CLELLAND, & SCHRE	HOLIDAY	Attorney	890-90001-3110	52.50
63377	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	74.03
63377	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	43.94
63377	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	28.65
63377	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	69.73
63377	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	27.41
63377	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	21.00
63377	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	39.86
63378	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Principal	371-47101-6110	27,920.00
63378	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Interest	371-47101-6120	2,318.00
63378	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Agent fees & misc	371-47101-6130	1,511.23
63379	CITY OF ROSEVILLE	2021 DW LASERFICHE & ADO	Software licenses & upgrades	100-41201-2510	19.33
63379	CITY OF ROSEVILLE	2021 DS, SHARED LASERFICHE	Software licenses & upgrades	100-41301-2510	477.58
63379	CITY OF ROSEVILLE	2021 AW, SK LASERFICHE & A	Software licenses & upgrades	100-41401-2510	24.92
63379	CITY OF ROSEVILLE	2021 JB LASERFICHE & ADOBE	Software licenses & upgrades	100-41601-2510	19.33
63379	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-41701-3210	115.83
63379	CITY OF ROSEVILLE	IT SERVICE	Computer & software support	100-41707-3120	3,499.60
63379	CITY OF ROSEVILLE	2021 TM LASERFICHE & ADOB	Software licenses & upgrades	100-42201-2510	24.92
63379	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42201-3210	64.25
63379	CITY OF ROSEVILLE	2021 NW, TD LASERFICHE & A	Software licenses & upgrades	100-42401-2510	44.25
63379	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-42401-3210	102.83
63379	CITY OF ROSEVILLE	2021 JW ADOBE LICENSE	Software licenses & upgrades	100-43101-2510	5.58
63379	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-43101-3210	64.25
63379	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44101-3210	12.83
63379	CITY OF ROSEVILLE	PHONES	Phones/radios/pagers	100-44201-3210	51.42
63380	COMMERCIAL ASPHALT CO.	40.44 TN HOT MIX	Street repair & maintenance s	100-43101-2330	2,541.65
63381	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	34.44
63381	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	1,160.52
63381	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	14.68
63381	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	111.06
63381	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	466.76
63381	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	244.34
63381	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	65.00
63381	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	935.26
63381	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	277.51
63381	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	25.15
63381	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	51.28
63381	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	68.54
63381	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	69.06
63381	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	77.48
63381	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	78.28
63381	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	118.24
63381	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	86.44

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
63381	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	81.04
63381	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	37.44
63381	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	111.89
63381	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	13.50
63381	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	30.75
63381	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	101.58
63381	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	80.12
63381	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	128.59
63381	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	148.19
63381	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	624.89
63381	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,420.79
63383	CUSTOM CAP & TIRE	#71 O-RINGS	Vehicle parts & supplies	100-43101-2340	32.00
63384	DEHN OIL CO	201 GAL GASOLINE	Fuel	100-43101-2230	571.85
63384	DEHN OIL CO	300 GAL DIESEL	Fuel	100-43101-2230	861.00
63385	ECM PUBLISHERS INC	HELP WANTED - SNOW PLOW	Advertising for employment	100-43102-3910	91.28
63385	ECM PUBLISHERS INC	HELP WANTED - SNOW PLOW	Advertising for employment	100-43102-3910	97.76
63385	ECM PUBLISHERS INC	HELP WANTED SNOW PLOW	Advertising for employment	100-43102-3910	81.28
63385	ECM PUBLISHERS INC	HELP WANTED SNOW PLOW	Advertising for employment	100-43102-3910	87.76
63385	ECM PUBLISHERS INC	HELP WANTED SNOW PLOW	Advertising for employment	100-43102-3910	91.28
63386	EMERGENCY AUTOMOTIVE TE	#48, 49, 58 SIDE LIGHTS	Capital assets	430-43101-5110	414.12
63387	FLEETPRIDE	FILTER	Operating supplies	100-43101-2290	14.10
63387	FLEETPRIDE	FILTERS	Operating supplies	100-43101-2290	25.98
63387	FLEETPRIDE	FILTERS	Operating supplies	100-43101-2290	321.80
63388	GRATITUDE FARMS	SEPT ANIMAL CONTROL	Other professional services	100-42501-3190	250.00
63389	GUY BLECHINGER	#59 DOT INSPECTION	Inspections	100-43101-3460	125.00
63390	HAM LAKE FIRE RELIEF ASSN	FIRE RELIEF STATE AID	Fire relief state aid	100-48101-4135	107,297.56
63391	HAM LAKE HARDWARE INC	SPRAY PAINT	Operating supplies	100-43101-2290	9.49
63391	HAM LAKE HARDWARE INC	HOSES FOR TENNIS COURTS	Operating supplies	100-44101-2290	164.98
63392	HAM LAKE HAULERS INC	3RD QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
63393	INTERSTATE POWERSYSTEMS	PTO COVER & GASKET, BOLTS	Operating supplies	100-44101-2290	68.87
63394	LINCOLN NATIONAL LIFE INSU	NOV ST DISABILITY	Other payroll deductions	100-21706	772.97
63394	LINCOLN NATIONAL LIFE INSU	NOV LT DISABILITY	Other payroll deductions	100-21706	408.43
63395	MACQUEEN EQUIPMENT/MA	SCBA WARRANTY REPAIR RET	Postage	100-42201-2120	11.46
63396	MENARDS-BLAINE	CONCRETE MIX	Street signs	100-43401-2250	164.64
63397	MINNESOTA EQUIPMENT	ARM, WHEEL KIT, BINS	Operating supplies	100-43101-2290	203.90
63398	MINNESOTA PYROTECHNICS L	2022 FIREWORKS DEPOSIT	Prepaid expense	100-15501	5,000.00
63399	MN DEPARTMENT OF LABOR	3RD QTR SURCHARGE	Surcharge	100-22801	3,172.41
63400	MN PEIP	NOVEMBER HEALTH INSURAN	Flexible spending	100-21705	13,309.12
63401	NEW BRIGHTON FORD	NEW TRUCK FLOOR LINERS	Capital assets	430-43101-5110	434.20
63401	NEW BRIGHTON FORD	#49 PANEL SUPPORT (FOR PL	Capital assets	430-43101-5110	78.79
63402	NORTH PINE AGGREGATE INC	ABERDEEN, 144TH - 145TH	Contractors	431-43301-3810	64,611.27
63403	PREMIUM WATERS INC	SEPT WATER	Equipment rentals	100-41701-3320	26.10
63403	PREMIUM WATERS INC	SEPT WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
63404	RECYCLE TECHNOLOGIES INC	FALL RECYCLING DAY	Waste management & recycli	231-43601-3630	737.40
63405	SIGNS PLUS BANNERS	SIGN MATERIAL	Street signs	100-43401-2250	878.50
63406	SODERVILLE INC	FIRE #1 SEPTIC PUMPING 150	Building repair & maintenanc	100-42202-3420	300.00
63407	STANDARD SPRING PARTS	#59 SPRINGS, BOLTS, PINS	Vehicle parts & supplies	100-43101-2340	1,569.16
63408	SURFACE PRO LLC	RESURFACE TENNIS & PICKLE	Capital assets	440-44103-5110	23,000.00
63409	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.41
63409	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.41
63410	TYLER TECHNOLOGIES INC	A/R CONFIGURATION	Capital assets	410-41701-5110	210.00
63411	VEIT & COMPANY INC	LUND'S LAKEVIEW FOREST	Contractors	431-43301-3810	757,372.40
63412	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.44
63412	VERIZON WIRELESS	TD, MJ, TK & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	209.34
63412	VERIZON WIRELESS	JK, JW,CH, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	295.21
63412	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	82.88
63413	ZIEGLER, INC	#57 HOSE	Equipment parts & supplies	100-43101-2320	187.46
DFT0002268	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,600.00
DFT0002268	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002269	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,665.53

Council Approval List

Payment Dates: 10/7/2021 - 10/20/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002269	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,463.98
DFT0002269	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,130.56
DFT0002270	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,115.63
DFT0002271	PERA	Retirement-Coordinated	PERA	100-21703	6,601.02
DFT0002271	PERA	Retirement-Police & Fire	PERA	100-21703	306.72
DFT0002272	MN STATE DEPT OF REVENUE-	SEPTEMBER FUEL TAX	Fuel	100-43101-2230	91.49
Grand Total:					1,364,578.41

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	429,123.76
230 - FUTURE DRAINAGE	40.35
231 - RECYCLING	11,466.43
232 - STREET LIGHT	4,492.84
262 - HAM LAKE EDA	1,805.97
371 - 2016 GO CAPITAL NOTES-NMTC	31,749.23
410 - GENERAL GOV'T EQUIPMENT	210.00
420 - FIRE EQUIPMENT	818.35
430 - PUBLIC WORKS EQUIPMENT	927.11
431 - REVOLVING STREET	845,884.03
440 - PARK & BEACH LAND	23,000.00
890 - TRUST FUND	15,060.34
Grand Total:	1,364,578.41

Account Summary

Account Number	Account Name	Payment Amount
100-15501	Prepaid expense	5,000.00
100-21701	Federal WH/FICA/MC	12,260.07
100-21702	State W/H	2,115.63
100-21703	PERA	6,907.74
100-21704	Deferred compensation	1,700.00
100-21705	Flexible spending	13,488.29
100-21706	Other payroll deductions	1,181.40
100-22801	Surcharge	3,172.41
100-37601	Refunds & reimburseme	46.00
100-41101-3110	Attorney	320.00
100-41101-3135	Engineering	711.50
100-41101-3136	Engineering-comprehen	554.42
100-41102-3110	Attorney	560.00
100-41102-3135	Engineering	269.02
100-41102-3950	Legal notices/publicatio	218.77
100-41201-2510	Software licenses & upgr	19.33
100-41301-2510	Software licenses & upgr	477.58
100-41401-2510	Software licenses & upgr	24.92
100-41401-3960	Mileage	18.48
100-41501-3110	Attorney	6,500.00
100-41601-2510	Software licenses & upgr	19.33
100-41601-3135	Engineering	335.14
100-41701-3210	Phones/radios/pagers	155.24
100-41701-3320	Equipment rentals	40.10
100-41702-3420	Building repair & mainte	195.00
100-41702-3610	Electricity	1,194.96
100-41702-3620	Natural gas	74.03
100-41703-3610	Electricity	125.74
100-41707-3120	Computer & software su	3,499.60
100-42101-3155	Police protection	238,838.50
100-42201-2120	Postage	11.46
100-42201-2340	Vehicle parts & supplies	76.34
100-42201-2510	Software licenses & upgr	24.92
100-42201-3210	Phones/radios/pagers	143.10
100-42201-3440	Equipment repair & mai	1,605.80
100-42202-3420	Building repair & mainte	300.00
100-42202-3610	Electricity	711.10
100-42202-3620	Natural gas	72.59
100-42302-3610	Electricity	65.00
100-42401-2510	Software licenses & upgr	44.25
100-42401-3135	Engineering	533.17

Account Summary

Account Number	Account Name	Payment Amount
100-42401-3210	Phones/radios/pagers	312.17
100-42501-3190	Other professional servi	250.00
100-43101-2230	Fuel	1,524.34
100-43101-2240	Safety supplies	24.00
100-43101-2290	Operating supplies	709.08
100-43101-2320	Equipment parts & suppl	230.34
100-43101-2330	Street repair & mainten	2,541.65
100-43101-2340	Vehicle parts & supplies	1,601.16
100-43101-2510	Software licenses & upgr	5.58
100-43101-3135	Engineering	394.46
100-43101-3210	Phones/radios/pagers	359.46
100-43101-3460	Inspections	125.00
100-43102-3910	Advertising for employm	449.36
100-43103-3135	Engineering	36.95
100-43104-3610	Electricity	935.26
100-43104-3620	Natural gas	69.73
100-43201-3135	Engineering	309.36
100-43401-2250	Street signs	1,043.14
100-43401-3610	Electricity	933.02
100-43501-3135	Engineering	3,260.73
100-44101-2210	Clothing & personal prot	221.28
100-44101-2290	Operating supplies	233.85
100-44101-3210	Phones/radios/pagers	95.71
100-44101-3390	Rentals-other	790.50
100-44101-3610	Electricity	162.83
100-44102-3610	Electricity	489.23
100-44102-3620	Natural gas	48.41
100-44201-3210	Phones/radios/pagers	51.42
100-44202-3610	Electricity	624.89
100-44202-3620	Natural gas	39.86
100-48101-4135	Fire relief state aid	107,297.56
100-48101-4150	Reimbursable expense	342.50
230-43201-3135	Engineering	40.35
231-43601-3630	Waste management & r	11,466.43
232-43701-3190	Other professional servi	72.05
232-43701-3610	Electricity	4,420.79
262-46101-5110	Capital assets	1,805.97
371-47101-6110	Principal	27,920.00
371-47101-6120	Interest	2,318.00
371-47101-6130	Agent fees & misc	1,511.23
410-41701-5110	Capital assets	210.00
420-42201-5110	Capital assets	818.35
430-43101-5110	Capital assets	927.11
431-43301-3135	Engineering	23,823.07
431-43301-3810	Contractors	821,983.67
431-43301-3950	Legal notices/publicatio	77.29
440-44103-5110	Capital assets	23,000.00
890-90001-3110	Attorney	105.00
890-90001-3135	Engineering	14,105.00
890-90001-3950	Legal notices/publicatio	804.34
890-90001-3980	Filing fees	46.00
	Grand Total:	1,364,578.41

Project Account Summary

Project Account Key	Payment Amount
None	489,807.22
200912-100	1,934.44
200912-140	64,611.27

Project Account Summary

Project Account Key	Payment Amount
200922-100	174.86
201102.033-100	13.45
201302.089-100	785.17
201302.089-120	77.29
201709-100	691.80
201805-100	9,752.13
201902.93-100	390.95
201907-100	7,525.33
201907-140	757,372.40
202002.083-100	1,070.83
202102.053-100	325.17
202103-100	425.12
202105-100	408.89
202111-100	1,805.97
231001001	8,127.50
231002001	737.40
231004009	2,305.84
231009001	295.69
Comp Plan-100	554.42
MISC-100	324.93
Trust-110	237.41
Trust-200	304.08
Trust-210	14,491.95
Trust-315	26.90
Grand Total:	1,364,578.41



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 9/19/2021-10/2/2021

Packet: PYPKT01204 - PPE 10/02/21 PAID 10/08/21

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	35	34,290.61
Total	35	34,290.61

2:27 PM

10/13/21

Accrual Basis

CITY OF HAM LAKE-TRUST MONTHLY CHECK REGISTER

October 1 - 13, 2021

Type	Date	Num	Name Contact	Memo	Amount
Oct 1 - 13, 21					
Check	10/04/2021	5750	BOULDER CONTRACTING	TURF ESCROW 15259 JEFFERSON	-2,500.00
Check	10/07/2021	5751	PAUL EMMERICH CONSTRUCTION	TURF ESCROW 704-152ND LANE	-2,500.00
Oct 1 - 13, 21					<u>-5,000.00</u>

Meeting Date: October 18, 2021

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Jennifer Bohr, Recycling Coordinator

Subject: Agreement for 2022 Residential Recycling Program

Introduction/Discussion: The following agreement with Anoka County provides for the distribution for SCORE (Select Committee on Recycling and the Environment) funds to the City for the recycling program in the amount of \$86,174.00. Approximately thirty eight percent (38%) of these funds, \$32,510.00, have been committed to Ham Lake Haulers, Inc. to pay the cost of curbside recycling for our residents under the current refuse and recycling contract. The balance of the funds will be used to off-set the cost of recycling events at City Hall and Green Lights Recycling, yard waste and organic drop-off programs, the cost of printing and mailing a promotional flier for all residents informing them of our recycling program, and purchasing of compostable serving items for community events.

In 2022 the abatement goal is 1763 ton of recyclable material. (The goal is the same as 2021 since current census data was not available when 2022 recycling goals were to be established.) The goal is based on 215 pounds/person/year single family home up to 4 units and 160 pounds/person/year multi-family dwellings 5 units or more. Residents of the City have recycled 842 ton of material through June 30, 2021 satisfying 47.8% of this year's goal.

Recommendation: I recommend approval of the 2022 Agreement for Residential Recycling Program with Anoka County for SCORE funds.



Anoka County
HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

October 4, 2021

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

Dear Ms. Webster:

Enclosed is your 2021 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us

or

Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required

No insurance information is needed for this contract.

CONTRACTOR INFORMATION SHEET - Required

Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

A handwritten signature in cursive script that reads "Angie Rodine".

Angie Rodine
Administrative Secretary, Planning and Operations Support Services

Anoka County Contract # C0008790

2022 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2022, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF HAM LAKE, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2022 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG) funds") during 2022 and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,618,207.50.

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year,

and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2022 through December 31, 2022 unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. For convenience, a full list of defined terms is included with the Municipal Waste Abatement Grant Funding Application. Additionally:
 - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.
 - c. "Quasi-municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$86,174.00.

The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the Anoka County Municipal Waste Abatement Grant Funding Application.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2022 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 1,763 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
 - a. The Municipal recycling program shall include the following components:
 - i. Each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of

materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic and metal.

- ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
 - iii. The Municipality shall implement a public information program that contains at least the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and organics opportunities available for residents included in the Municipality's newsletter or local newspaper; and
 - (3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.
 - vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
 - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of

- adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
 - iv. Organize and manage a Full-Service Recycling Drop-off Center.
 - v. Develop enhanced recycling promotion and assistance for Multi-family dwellings.
 - vi. Develop additional opportunities for source-separated compostable materials collection.
 - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, batteries, carpet pad, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
 - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
 - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and shall be processed at a resource recovery facility unless the waste has been certified as unprocessable. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
 - f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.
 - g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be

delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2022 and the second Friday in January 2023.
 - a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
 - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e. revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.
 - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.
 - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
 - e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.
7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2022 and the second Friday in January 2023. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE (Select Committee On

Recycling and the Environment) funds." The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
 - e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
 - f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
 - g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
 - h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF HAM LAKE

COUNTY OF ANOKA

By: _____

By: _____

Name: _____

Cindy Cesare, Division Manager
Anoka County Human Services Division

Title: _____

Date: _____

Date: _____

By: _____

By: _____

Municipality's Clerk

Rhonda Sivarajah
County Administrator

Date: _____

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____

By: _____

Date: _____

Kathryn M. Timm
Assistant County Attorney

Date: _____

ANOKA COUNTY MUNICIPAL WASTE ABATEMENT GRANT FUNDING APPLICATION

ANNUAL | 2021

Member Name: City of Ham Lake
Member Alias: City of Ham Lakes

Once you have saved this form, you can export and print it. Click on the "Export" button found on the top right corner of the form and select your preferred export option. Click [here](#) for more details on Exporting your Survey responses. See below for General Instructions and User Tips.

Applications are due August 1, 2021.

City of Ham Lake is requesting the following funding for their 2022: Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for the purpose of applying for Select Committee on Recycling and the Environment (SCORE) funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2022, 2019 Met Council has been used to determine the number of households for this application.

There are three sections in this SCORE funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. If a completed funding application isn't submitted by August 1, 2021, the municipality will not be eligible for SCORE funding.

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

To print a full list of the eligible expenses: Select the "click here for more details on Exporting your Survey responses" option.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click "Save" at the bottom of the form and if there are no errors, click the "Mark as Complete" option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation. See staffing & labor section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click [here](#) to download the full Eligible Expenses document.

2022 Total Funding Allocation



Your Community has access to the following funds for \$ 66,174.00 (An additional \$20,000 in discretionary funds may be available through the 2022: Supplemental Funding section.)

2022 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and

- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2019 Met Council estimates)

Municipality Name: City of Ham Lake

 **AMOUNT CHG**

# of households	5,882
-----------------	-------

Base Funding (minimum)	\$ 10,000.00
Base Funding Additional (based on \$5/household)	\$ 29,410.00
Base Funding Allocation (Max Amount Available)	\$ 39,410.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 32,510.00
Contamination Fees *	\$ 750.00
Containers *	\$ 0.00
Curbside Collection Expense Subtotal	\$ 33,260.00
View Eligible Expenses	
Estimated Revenue *	\$ 0.00
Curbside Collection Expenses	\$ 33,260.00

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 2,000.00
Equipment *	\$ 75.00
Facility Expenses *	\$ 0.00
View Eligible Expenses	
Please enter Labor & Staffing expenses in Labor & Staffing section below.	
General Operations of a Drop-off Expense Subtotal	\$ 2,075.00
Estimated Revenue *	\$ 0.00
General Operations of a Drop-off Expenses	\$ 2,075.00

Promotion -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing *	\$ 3,000.00
------------	-------------

Postage *	\$	1,900.00
Advertising *	\$	0.00
Volunteer Incentives *	\$	0.00
Educational Entertainment *	\$	0.00
View Eligible Expenses		
Promotion -- Base Funding Expenses	\$	4,900.00

Yard Waste/Tree Waste

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	20,000.00
Equipment *	\$	1,000.00
View Eligible Expenses		
Yard Waste/Tree Waste Expenses Subtotal	\$	21,000.00
Estimated Revenue *	\$	0.00
Yard Waste/Tree Waste Expenses	\$	21,000.00

Problem Materials

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	1,400.00
View Eligible Expenses		
Estimated Revenue *	\$	0.00
Problem Material Expenses	\$	1,400.00

Program Administration -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies *	\$	0.00
Training *	\$	0.00
Mileage *	\$	0.00
Membership Dues, Periodicals *	\$	0.00
Professional Services *	\$	0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses	\$	0.00
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Total BASE Funding requested \$ 62,635.00

2022 ENHANCED Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant maximum for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Examples of materials that can be collected for reuse, recycling or composting:

Standard Reusable or Recyclable Materials Collected at Drop-off Centers or Events:

Appliances, Electronics, Automotive Products, Fluorescent Bulbs, Bicycles**, Household Batteries, Carpet Pad, Mattresses*, Clothing**, Scrap Metal, and Confidential Papers

Additional Items:

Block n Shape Polystyrene, Film Plastics, Furniture*, Small Household Goods*, Source Separated Organics, and Yard Waste

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

MARKSHEET

Drop-off Grant Maximum Amount Available	\$ 15,000.00
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Permanent Drop-off Center Improvements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 0.00

New Equipment & Supplies * \$ 0.00

New Construction * \$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Improvements Expenses \$ 0.00

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 35,000.00

New Equipment & Supplies * \$ 0.00

User Coupon Incentives * \$ 0.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal \$ 35,000.00

Estimated Revenue * \$ 0.00

Monthly or Quarterly Drop-off Event Expenses \$ 35,000.00

Total Drop-off Grant Requested \$ 35,000.00

General Enhancement Grant

The grant maximum for this section is \$1.00/household.

General Enhancement Grant Maximum Amount Available \$ 5,882.00

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 0.00

Recycling Containers * \$ 0.00

Recycling Bags * \$ 0.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses \$ 0.00

Special Municipal Event Recycling - Please list any organics expenses in organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 1,200.00

Supplies & Containers * \$ 0.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Event Recycling Expenses \$ 1,200.00

Special Curbside Recycling Pickups

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 3,000.00

Subsidy to Resident * \$ 1,000.00

[View Eligible Expenses](#)

Special Curbside Recycling Expenses \$ 4,000.00

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers * \$ 0.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses \$ 0.00

Promotion -- Enhanced Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing * \$ 0.00

Postage * \$ 0.00

Advertising * \$ 0.00

Volunteer Incentives * \$ 0.00

Educational Entertainment * \$ 0.00

[View Eligible Expenses](#)

Promotion -- Enhanced Funding Expenses \$ 0.00

Total General Enhancement Grant Requested \$ 5,200.00

Organics Program Grant

The grant maximum for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

Yes

No

Maximum Amount Available \$ 5,882.00

Organics/Food Waste Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 4,200.00

Organics Equipment * \$ 0.00
 Organics Only - Promotion * \$ 500.00

[View Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics/Food Waste Program Expenses \$ 4,700.00

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Do you need additional funds to grow existing waste abatement programs? *

Yes No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

The additional funding requested is to continue programs that have been put in place that residents appreciate and rely on. (Our current, curbside recycling collection contract consumes 80% of base funding.) Costs for services such as the yard waste drop off have continued to increase; residents are bringing more items to Green Lights Recycling coupon events resulting in larger invoices. Any additional grant funding available is needed to continue programs in place. Effort will be taken to expand recycling options if we find funding dollars have not been applied to the programs currently in place. If costs continue to rise for Green Lights Drop off Events, I will explore curbside pick-up days for appliances, and possibly other items, subsidizing some of the cost for curb-side pickup.

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

PROJECT ELEMENT *	EXPENSE *
All Items listed above in Base, Drop-off, Gen Enhancement & Organics Funding Sections.	20,000.00
Total Supplemental Funding Requested	\$ 20,000.00

Labor & Staffing (All Programs)

Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding

allocation.

General Program Administration * \$ 5,000.00 50% of Max Available Funding (Not including Supplemental Funding)
Program Implementation * \$ 1,500.00 25% of Max Available Funding (Not including Supplemental Funding)

View [Eligible Expenses](#)

Labor & Staffing (All Programs) Expenses \$ 6,500.00

Summary of Funding Requested

Base Funding Requested \$ 62,635.00

Enhancement Funding Requested

Drop-off Grant Requested \$ 35,000.00
General Enhancement Grant Requested \$ 5,200.00
Organics Grant Requested \$ 4,700.00
Total Enhancement Funding Requested \$ 44,900.00





Supplemental Funding Requested \$ 20,000.00

Labor & Staffing Funding Requested \$ 6,500.00

Total Funding Requested \$ 134,035.00

Date: * 07/26/2021
Name: * Jennifer Bohr
Title: * City of Ham Lake Recycling Coordinator

Total Funding Granted

	
Base Funding Granted	39,410.00
	
Drop-off Funding Granted	\$ 15,000.00
	
General Enhancement Funding Granted	\$ 5,200.00
	

Organics Funding Granted	\$ 4,700.00
--------------------------	-------------

 **MANAGE ONLY**

Supplemental Funding Granted	\$ 20,000.00
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 **MANAGE ONLY**

Labor & Staffing Funding Granted	1,864.00
----------------------------------	----------

Total Funding Granted \$ 86,174.00

 **MANAGE ONLY**

*****Office Use Only*****

Received By: Sue Doll

Date: 07/26/2021

Manager Notes for Reporters:

Had to reduce labor and staffing to \$1,864.00 to not exceed total amount of funding available.

Response created on: Jul 1, 2021 at 08:18 AM CDT by Robin.Wodziak@co.anoka.mn.us

Response last updated on: Sep 10, 2021 at 02:25 PM CDT by Robin.Wodziak@co.anoka.mn.us

2022 Anoka County Municipal Waste Abatement Grant Funding Award Letter

The Municipality of Ham Lake is eligible for a total of \$66,174.00 for their Municipal program abatement efforts in 2022, plus if awarded upon request up to an additional \$20,000.00.

The total funding for the 2022 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

(08-02-2021) The grant application was received on or before August 2, 2021.

The grant application was not received on or before August 2, 2021.

Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for Ham Lake is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	\$ 39,410.00	\$ 62,635.00	\$ 39,410.00

Beginning in 2022, expenses for Labor and Staffing will only be allowed up to 75% of total program grant. See the calculation matrix in the application packet: the amount requested by the Municipality of Ham Lake for Labor and Staffing was \$6,500.00, the amount allowed is \$6,500.00.

Enhancement Funding Grant			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 15,000.00	\$ 35,000.00	\$ 15,000.00
General Enhancement Grant	\$ 5,882.00	\$ 5,200.00	\$ 5,200.00
Organics Grant	\$ 5,882.00	\$ 4,700.00	\$ 4,700.00
Additional Grant	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Labor & Staffing			\$ 1,864.00
TOTAL			\$ 46,764.00

Total Funding Award (Base + Enhancement Funding)	\$ 86,174.00
---	---------------------

To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: Jill Curran

Dated: 09/10/2021

Approved by: Alison Peterson

Dated: 9/14/2021

Contract # C0008790

Contract# _____

**ANOKA COUNTY HUMAN SERVICES
CONTRACTOR INFORMATION SHEET**

Please review the following information for accuracy and completeness, indicate any changes, sign and return to:

Angie Rodine
Anoka County Human Services
2100 3rd Ave, Suite 500
Anoka, MN 55303

LEGAL NAME FOR CONTRACTOR: _____
(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)

Doing Business As: _____

Business/Corporate Address: _____

National Provider Identification (NPI) #: _____

Federal Tax Identification #: _____

NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.

Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):

Name: _____ Phone: _____ Fax: _____ Email: _____

Signature (Required): _____ **Date:** _____

Insurance Agency: _____ **Name of Agent:** _____

Telephone Number of Insurance Agent: _____

Person Completing this Form:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Certificate of Completion

Envelope Id: B0421A6A5E4B49F3B4943C12AA21D10E

Subject: City of Ham Lake SCORE C0008790

Source Envelope:

Document Pages: 21

Signatures: 0

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:

Angie Rodine

Anoka County Government Center

2100 3rd Avenue

Anoka, MN 55303

angela.rodine@co.anoka.mn.us

IP Address: 156.98.106.233

Record Tracking

Status: Original

10/4/2021 7:59:27 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Angie Rodine

angela.rodine@co.anoka.mn.us

Pool: StateLocal

Pool: HS-Public Health & Environmental Services

Location: DocuSign

Location: DocuSign

Signer Events

Denise Webster

dwebster@ci.ham-lake.mn.us

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Joseph Murphy

joseph.murphy@carsoncs.net

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Mike Van Kirk

mvankirk@ci.ham-lake.mn.us

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Cindy Cesare

Cindy.Cesare@co.anoka.mn.us

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Accepted: 10/1/2021 2:49:25 PM

ID: 23d7da49-0551-47d2-999a-04424cbef967

Company Name: Anoka County

Rhonda Sivarajah

Rhonda.Sivarajah@co.anoka.mn.us

Security Level: Email, Account Authentication
(Optional)

Electronic Record and Signature Disclosure:

Accepted: 2/16/2021 11:11:49 AM

ID: c34328cc-2ab0-46f4-a66e-f9c54cf527c4

Company Name: Anoka County

Signature

Timestamp

Sent: 10/4/2021 8:17:58 AM

Signer Events**Signature****Timestamp**

Kathryn Timm
 Kathryn.Timm@co.anoka.mn.us
 Security Level: Email, Account Authentication
 (Optional)
Electronic Record and Signature Disclosure:
 Accepted: 3/9/2021 11:49:34 AM
 ID: 47725e1f-e530-4f72-8575-53f44c19419b
 Company Name: Anoka County

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp**

Angie Rodine
 angela.rodine@co.anoka.mn.us
 Security Level: Email, Account Authentication
 (Optional)
Electronic Record and Signature Disclosure:
 Accepted: 1/8/2021 1:44:58 PM
 ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013
 Company Name: Anoka County

Agent Delivery Events**Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Jennifer Bohr
 jbohr@ci.ham-lake.mn.us
 Security Level: Email, Account Authentication
 (Optional)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign



Sent: 10/4/2021 8:17:57 AM
 Viewed: 10/4/2021 8:53:26 AM

Jill Rykhus
 Jill.Rykhus@co.anoka.mn.us
 Security Level: Email, Account Authentication
 (Optional)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Jill Rykhus
 Jill.Rykhus@co.anoka.mn.us
 Security Level: Email, Account Authentication
 (Optional)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Glenna Anderson
 Glenna.Anderson@co.anoka.mn.us
 Security Level: Email, Account Authentication
 (Optional)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Robin Wodziak
 Robin.Wodziak@co.anoka.mn.us
 Security Level: Email, Account Authentication
 (Optional)
Electronic Record and Signature Disclosure:

Carbon Copy Events

Not Offered via DocuSign

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Envelope Sent

Status

Hashed/Encrypted

Timestamps

10/4/2021 8:17:57 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

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Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

How to contact Anoka County:

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us
Phone: (763) 324-4110
Address: Anoka County Government Center
Attn: Information Technology, #300
2100 3rd Avenue
Anoka, MN 55303

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

ACKNOWLEDGEMENT

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.

Meeting Date: October 18, 2021



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

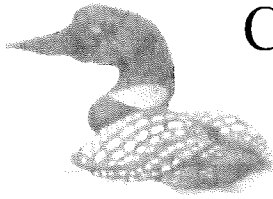
To: Mayor and Councilmembers

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, Ham Lake for October 30, 2021.

Recommendation: I recommend approval of the Temporary One-Day Liquor License for the Dylan Witschen Foundation for October 30, 2021.



CITY OF HAM LAKE

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

Receipt # 90844 \$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 30, 2021

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.

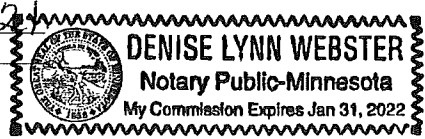
Applicant herein agrees to abide and be governed by all rules and regulations of the municipality and all laws of the state pertaining to the sale of 3.2 percent malt liquor.

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
10th day of October, 2021
Denise Webster
(Notary Public)



Memorandum

Date: October 14, 2021

To: Mayor and Councilmembers

From: David A. Krugler, Senior Engineer 

Subject: Comprehensive Plan and Surface Water Management Plan

Introduction:

A Comprehensive Plan is intended to guide local government policy and zoning decisions and provide guidance to citizens, developers and anyone concerned with the development of the community. A Comprehensive Plan defines the vision, goals and aspirations for the long-term development and redevelopment of a community. The Comprehensive Plan is a dynamic document that represents an ongoing opportunity for community members and the City to discuss issues of concern and to reassess the direction a community wishes to pursue.

Minnesota law requires all municipalities in the seven-county metropolitan area to update their Comprehensive Plans at least every 10 years. Comprehensive Plans must align with the Metropolitan Council's regional system plans related to highways, transit, airports, wastewater services, parks and open space. In addition to the Comprehensive Plan update, the Metropolitan Council requires that the Stormwater Management Plan (SWMP) be updated to include all required elements as outlined in the 2040 Water Resources Policy Plan.

Discussion:

The Comprehensive Plan was last updated in 2008, which is available from the following link: <http://www.rfcengineering.com/CompPlan/HamLakeComp2008.pdf>. The updated Comprehensive Plan which includes the SWMP (Appendix C) per comments from the Metropolitan Council is available from the following link: <http://www.rfcengineering.com/CompPlan/HamLakeComp2018.pdf>

The Comprehensive Plan has been updated per the League of Minnesota Cities Handbook (<https://www.lmc.org/media/document/1/comprehensiveplanninglanduseandcityownedland.pdf?inline=true>), the Metropolitan Council's 2015 System Statement for the City of Ham Lake (https://metro council.org/Communities/Planning/Local-Planning-Assistance/System-Statements/System-Statements/02394273_HamLake_2015SS.aspx) and the Checklist for Minimum Requirements for Ham Lake (https://metro council.org/Handbook/Files/Checklist/02394273_HamLake_Checklist.aspx). The Metropolitan Council's Local Planning Handbook can be found at <https://metro council.org/Handbook.aspx>. The Metropolitan Council's web page for the City of Ham Lake is <https://lponline.metc.state.mn.us/CommPage?ctu=2394273&applicant=Ham%20Lake>.

The Comprehensive Plan was distributed for comments on May 20th. The distribution list was

the cities of Andover, Blaine, Columbus, Coon Rapids, East Bethel, Lino Lakes and Oak Grove, the Anoka County Highway Department, the Anoka County Parks Department, the Anoka-Hennepin and Forest Lake School Districts, the Minnesota Department of Transportation, the Anoka Conservation District, the Coon Creek Watershed District and the Sunrise River and Upper Rum River Watershed Management Organizations. All comments have been addressed. The Metropolitan Council approved the plan at their September 22nd meeting with 3 stipulations:

- *Revise the Plan to include the residential density as described in supplemental materials for the Multiple Use Option category prior to final Plan adoption.*

The Metropolitan Council asked for clarifications with the Multiple Use Option that percentages of commercial vs residential be identified. The Metropolitan Council also asked that zoning ordinances apply to the zone type that is chosen by the developer. The following language was added:

The City foresees the breakout of the of these land uses as 60% commercial and 40% residential, but the City will not deny any developer from using these designated land areas based on these assumptions. Any proposed development will be required to conform to their respective code and density requirements of the proposed land use whether commercial or residential.

- *Provide to the Council the date the Coon Creek Watershed District approves the final Local Water Management Plan, and the date the City adopts the final Local Water Management Plan. We also request that the City provide the Council with a copy of the final adopted Local Water Management Plan in the final Plan document that the City adopts.*

Coon Creek approved the SWMP at their June 24th Board of Managers meeting, Sunrise River approve the SWMP at their July 1st meeting and the Upper Rum approved the SWMP at their September 14th meeting. The SWMP details are outlined below.

- *Implement the advisory comments in the Review Record for forecasts and water supply.*

Forecasts:

Actual 2020 employment was 3,509 jobs in Ham Lake (source: Minnesota DEED, Quarterly Employment and Wages). The employment forecast revision is no longer advisable; still the Council will honor the City's preference and our agreement to revise.

The Employment chart for 1980-2040 was updated with the revised number of jobs.

Water Supply:

The City should consider including information about water sources, including plans to protect private water supplies, in appropriate sections of the local comprehensive plan.

The City already follows and ensures compliance with Minnesota State Statues regarding minimum well separation from any contamination sources.

The SWMP was also distributed for comments on May 20th. The distribution list was the same as the Comprehensive Plan. Comments were received from the Coon Creek Watershed District, Metropolitan Council, Sunrise River Watershed Management Organization and Upper Rum River Watershed Management Organization. The SWMP has been updated to address all comments, and is available as Appendix C in the approved Comprehensive Plan or as a separate document thru the following link: <http://www.rfcengineering.com/CompPlan/SWMP2021.pdf>.

The City received \$10,000 of the \$20,000 Local Planning Assistance grant from the Metropolitan Council in February 2017. The remaining \$10,000 will be received after the Comprehensive Plan is authorized by the Metropolitan Council for adoption. Karen Skepper,

Anoka County Director of Community and Governmental Relations, has confirmed that the Comprehensive Plan as well as the updated Surface Water Management Plan update is eligible for Housing and Redevelopment Authority (HRA) funding. A future resolution approving the use of Housing and Redevelopment Authority funds will be submitted at a future meeting.

Recommendation:

Adopt the attached resolution approving the Comprehensive Plan, and the accompanying Surface Water Management Plan.

CITY OF HAM LAKE

RESOLUTION NO. 21-XX

A RESOLUTION ADOPTING THE 2040 CITY OF HAM LAKE COMPREHENSIVE PLAN UPDATE, A COMPILATION OF POLICY STATEMENTS, GOALS, STANDARDS, AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT OF THE LOCAL GOVERNMENTAL UNIT

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, amend its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, the City of Ham Lake authorized the review and update of its Comprehensive Plan; and

WHEREAS, the proposed City of Ham Lake’s 2040 Comprehensive Plan is a planning tool intended to guide the future growth and development of the City of Ham Lake in a manner that conforms with metropolitan system plans and complies with the Metropolitan Land Planning Act and other applicable planning statutes; and

WHEREAS, the proposed City of Ham Lake’s 2040 Comprehensive Plan reflect a community planning process conducted in the years 2016 through 2018 involving elected officials, appointed officials, city staff, community organizations, the public at large, developers, and other stakeholders; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed 2040 Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on May 20, 2021, and the statutory six-month review and comment period has elapsed; and

WHEREAS, the Planning Commission has considered the proposed 2040 Comprehensive Plan and all public comments, and thereafter submitted its recommendations to the Ham Lake City Council; and

WHEREAS, on November 12, 2019, the Planning Commission conducted a public hearing(s) on the proposed 2040 Comprehensive Plan; and

WHEREAS, the Ham Lake City Council approved Resolution No. 19-67 authorizing the proposed 2040 Comprehensive Plan to be submitted to the Metropolitan Council for review; and

WHEREAS, at its regular meeting on September 22, 2021, the Metropolitan Council completed its review of the proposed 2040 Comprehensive Plan and found that the Plan meets the requirements of the Metropolitan Land Planning Act; conforms to the metropolitan system plans for transportation (including aviation), water resources, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions and affected special districts and school districts; and

WHEREAS, the 2040 proposed Comprehensive Plan includes all revisions made during the review process and responds to additional advisory comments that are part of the Metropolitan Council's actions authorizing the City of Ham Lake to place its proposed 2040 Comprehensive Plan into effect.

NOW THERE, BE IT RESOLVED BY THE [GOVERNING BODY OF THE LOCAL GOVERNMENTAL UNIT], MINNESOTA, that the City of Ham Lake's 2040 Comprehensive Plan is adopted and is effective as of the date of this resolution.

BE IT FURTHER RESOLVED that, pursuant to sections 473.864 and 473.865 of the Metropolitan Land Planning Act, the City of Ham Lake will: (1) review its fiscal devices and official controls; (2) if necessary, amend its fiscal devices and official controls to ensure they do not conflict with the 2040 Comprehensive Plan or permit activity in conflict with metropolitan system plans; and (3) submit amendments to fiscal devices or official controls to the Metropolitan Council for "information purposes."

Adopted by a unanimous vote of the City Council of the City of Ham Lake this 18th day of October 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

September 24, 2021

David Krugler, Ham Lake City Engineer
City of Ham Lake c/o RFC
13635 Johnson Street NE
Ham Lake, MN 55304

RE: **City of Ham Lake 2040 Comprehensive Plan - Notice of Council Action**
Metropolitan Council Review File No. 21863-1
Metropolitan Council District 9

Dear David Krugler:

The Metropolitan Council reviewed the City of Ham Lake Comprehensive Plan (Plan) at its meeting on September 22, 2021. The Council based its review on the staff's report and analysis (attached).

The Council found that the City's 2040 Plan meets all Metropolitan Land Planning Act requirements; conforms to the regional system plans including transportation, aviation, water resources management, and parks; is consistent with *Thrive MSP 2040*; and is compatible with the plans of adjacent jurisdictions.

In addition to the Advisory Comments and Review Record, the Council adopted the following recommendations.

1. Authorize the City of Ham Lake to place its 2040 Comprehensive Plan into effect.
2. Revise the City's population forecasts downward and the employment forecasts upward as shown in Table 1 of the attached Review Record.
3. Advise the City to:
 - a. Revise the Plan to include the residential density as described in supplemental materials for the Multiple Use Option category prior to final Plan adoption.
 - b. Provide to the Council the date the Coon Creek Watershed District approves the final Local Water Management Plan, and the date the City adopts the final Local Water Management Plan. We also request that the City provide the Council with a copy of the final adopted Local Water Management Plan in the final Plan document that the City adopts.
 - c. Implement the advisory comments in the Review Record for forecasts and water supply.

Please consult the attached staff report for important information about the City's next steps. Of particular importance are the Council's actions, listed on page 1, general Advisory Comments listed on page 3, and the specific comments for technical review areas, which are found in the body of the report. The final copy of the Plan needs to include all supplemental information/changes made during the review.

Community Development Committee

Meeting date: September 7, 2021

For the Metropolitan Council meeting of September 22, 2021

Subject: City of Ham Lake 2040 Comprehensive Plan and Comprehensive Sewer Plan, Review File 21863-1

Proposed Action

That the Metropolitan Council adopt the attached Advisory Comments and Review Record and take the following actions:

Recommendations of the Community Development Committee

1. Authorize the City of Ham Lake to place its 2040 Comprehensive Plan into effect.
2. Revise the City's population forecasts downward and the employment forecasts upward as shown in Table 1 of the attached Review Record.
3. Advise the City to:
 - a. Revise the Plan to include the residential density as described in supplemental materials for the Multiple Use Options category prior to final Plan adoption.
 - b. Provide to the Council the date the Coon Creek Watershed District approves the final Local Water Management Plan, and the date the City adopts the final Local Water Management Plan. We also request that the City provide the Council with a copy of the final adopted Local Water Management Plan in the final Plan document that the City adopts.
 - c. Implement the advisory comments in the Review Record for forecasts and water supply.

Summary of Community Development Committee Discussion/Questions

Planning Analyst, Eric Wojchik, presented the staff's report to the Committee. No City staff or representatives were in attendance. The Community Development Committee unanimously recommended approval of the proposed action at its meeting on September 7, 2021.

Community Development Committee

Meeting date: September 7, 2021

For the Metropolitan Council meeting of September 22, 2021

Subject: City of Ham Lake 2040 Comprehensive Plan, Review File 21863-1
District(s), Member(s): District 9, Raymond Zeran
Policy/Legal Reference: Metropolitan Land Planning Act (Minn. Stat. § 473.175)
Staff Prepared/Presented: Eric Wojchik, Planning Analyst (651-602-1330)
Angela R. Torres, Local Planning Assistance Manager (651-602-1566)
Division/Department: Community Development / Regional Planning

Proposed Action

That the Metropolitan Council adopt the attached Review Record and take the following actions:

Recommendations of the Community Development Committee

1. Authorize the City of Ham Lake to place its 2040 Comprehensive Plan into effect.
2. Revise the City's population forecasts downward and the employment forecasts upward as shown in Table 1 of the attached Review Record.
3. Advise the City to:
 - a. Revise the Plan to include the residential density as described in supplemental materials for the Multiple Use Options category prior to final Plan adoption.
 - b. Provide to the Council the date the Coon Creek Watershed District approves the final Local Water Management Plan, and the date the City adopts the final Local Water Management Plan. We also request that the City provide the Council with a copy of the final adopted Local Water Management Plan in the final Plan document that the City adopts.
 - c. Implement the advisory comments in the Review Record for forecasts and water supply.

Advisory Comments

The following Advisory Comments are part of the Council action authorizing the City of Ham Lake to implement its 2040 Comprehensive Plan (Plan).

Community Development Committee

1. As stated in the *Local Planning Handbook*, the City must take the following steps:
 - a. Adopt the Plan in final form after considering the Council's review recommendations as contained in the body of this report.
 - b. Submit one hard copy and one electronic copy of the Plan to the Council. The electronic copy must be submitted as one unified file.
 - c. Submit to the Council a copy of the City resolution evidencing final adoption of the Plan.
2. The *Local Planning Handbook* also states that local governments must formally adopt their comprehensive plans within nine months after the Council's final action. If the Council has recommended changes to the Plan, local governments should incorporate those recommended changes into the Plan or respond to the Council before "final adoption" of the comprehensive plan by the governing body of the local governmental unit. (Minn. Stat. § 473.858, subd. 3)
3. Local governments must adopt official controls as identified in their 2040 comprehensive plans and must submit copies of the official controls to the Council within 30 days after the official controls are adopted. (Minn. Stat. § 473.865, subd. 1)
4. Local governmental units cannot adopt any official controls or fiscal devices that conflict with their comprehensive plans or which permit activities in conflict with the Council's metropolitan system plans (Minn. Stat. §§ 473.864, subd. 2; 473.865, subd. 2). If official controls conflict with comprehensive plans, the official controls must be amended within 9 months following amendments to comprehensive plans (Minn. Stat. § 473.865, subd. 3).

Background

The City of Ham Lake is located in central Anoka County. It is surrounded by the communities of East Bethel, Columbus, Lino Lakes, Blaine, Coon Rapids, Andover, and Oak Grove.

The City submitted its 2040 Comprehensive Plan (Plan) to the Council for review to meet the Metropolitan Land Planning Act requirements (Minn. Stat. §§ 473.851 to 473.871) and the Council's 2015 System Statement requirements.

Review Authority & Rationale

Minn. Stat. § 473.175 directs the Metropolitan Council to review a local government's comprehensive plan and provide a written statement to the local government regarding the Plan's:

- **Conformance** with metropolitan system plans
- **Consistency** with the adopted plans and policies of the Council
- **Compatibility** with the plans of adjacent governmental units and plans of affected special districts and school districts

By resolution, the Council may require a local government to modify its comprehensive plan if the Council determines that "the plan is more likely than not to have a substantial impact on or contain a substantial departure from metropolitan system plans" (Minn. Stat. § 473.175, subd. 1).

The attached Review Record details the Council's assessment of the Plan's conformance, consistency, and compatibility, and is summarized below.

Review Standard	Review Area	Plan Status
Conformance	Regional system plan for Parks	Conforms
Conformance	Regional system plan for Transportation, including Aviation	Conforms
Conformance	Water Resources (Wastewater Services and Surface Water Management)	Conforms
Consistency with Council Policy	<i>Thrive MSP 2040</i> and Land Use	Consistent
Consistency with Council Policy	Forecasts	Consistent, with the proposed changes
Consistency with Council Policy	<i>2040 Housing Policy Plan</i>	Consistent
Consistency with Council Policy	Water Supply	Consistent
Consistency with Council Policy	Community and Subsurface Sewage Treatment Systems (SSTS)	Consistent
Compatibility	Compatible with the plans of adjacent and affected governmental districts	Compatible

Thrive Lens Analysis

The proposed 2040 comprehensive plan is reviewed against the land use policies in *Thrive MSP 2040*. To achieve the outcomes identified in Thrive, the metropolitan development guide defines the Land Use Policy for the region and includes strategies for local governments and the Council to implement. These policies and strategies are interrelated and, taken together, serve to achieve the outcomes identified in Thrive.

Funding

The Metropolitan Council awarded the City a Planning Assistance Grant of \$20,000 to complete its 2040 comprehensive plan. The first half of this grant was paid to initiate the local planning process. The second half of the grant will be paid after Council authorization of the City's plan, local adoption, and the City's submittal of final reporting requirements.

Known Support / Opposition

There is no known local opposition to the 2040 comprehensive plan.

REVIEW RECORD

City of Ham Lake 2040 Comprehensive Plan

Review File No. 21863-1, Business Item No. 2021-225

The following Review Record documents how the proposed Plan meets the requirements of the Metropolitan Land Planning Act and conforms to regional system plans, is consistent with regional policies, and is compatible with the plans of adjacent and affected jurisdictions.

Conformance with Regional Systems

The Council reviews plans to determine conformance with metropolitan system plans. The Council has reviewed the City's Plan and finds that it conforms to the Council's regional system plans for Regional Parks, Transportation (including Aviation), and Water Resources.

Regional Parks and Trails

Reviewer: Colin Kelly, Community Development (CD) - Regional Parks (651-602-1361)

The Plan conforms to the *2040 Regional Parks Policy Plan* for the Regional Parks System element. Anoka County is the Park Implementing Agency for Regional Parks System components in Ham Lake, for which the Plan accurately describes the Regional Parks System components. Regional Trails located within the City include the Central Anoka Regional Trail and the East Anoka County Extension Regional Trail Search Corridor (Figure 1). There are no State or Federal recreation lands in the City.

Regional Transportation, Transit, and Aviation

Reviewer: Russ Owen, Metropolitan Transportation Services (MTS) (651-602-1724)

The Plan conforms to the *2040 Transportation Policy Plan (TPP)*. It accurately reflects transportation system components of the TPP. The Plan is also consistent with Council policies regarding community roles, the needs of non-automobile transportation, access to job concentrations, and the needs of freight.

Roadways

The Plan conforms to the Highways system element of the TPP. The Plan accurately accounts for the metropolitan highway system of principal arterials of which there are none. The City only has one principal arterial, which is Highway 65. There are no right-of-way preservation needs.

The Plan accurately reflects the regional functional classification map of A-minor arterials, and has delineated major and minor collectors.

The Plan identifies all the required characteristics of the community's roadways, including existing and future functional class, and existing and forecasted traffic volumes for principal and A-minor arterials. Forecasting was done consistent with regional methodology. The Plan also includes guidelines on how access will be managed for principal and A-minor arterials.

The Plan identifies roadway and corridor studies that include recommendations regarding alignments, changes in access, and/or changes in land use. They include the Principal Arterial Intersection Conversion Study from 2017 as well as Environmental Assessment for Highway 65. The Plan accurately describes the status of such facilities, including needs for right-of-way and the likelihood and timing of funding.

Transit

The Plan conforms to the Transit system element of the TPP. It shows the location of existing transit routes and facilities and acknowledges the City is within Transit Market Area V.

The Plan is consistent with the policies of the Transit system element of the TPP. The Plan addresses community roles related to its community designation, as well as the opportunities and challenges related to its Transit Market Areas.

Aviation

The Plan conforms to Aviation system element of the TPP. The Plan states that Lakeville Airport is the closest airport to the community. The Plan includes policies that protect regional airspace from obstructions and describes how off-site air navigation aids will be protected.

Bicycling and Walking

The Plan is consistent with the Bicycling and Pedestrian chapter of the TPP. The Plan identifies existing and future segments of, and connections to, the Regional Bicycle Transportation Network (RBTN) and regional trails. There are two Tier 2 corridors in the community.

The Plan is also consistent with Bicycle and Pedestrian policies of the TPP by planning for local pedestrian and bicycle connections to regional trails, and other regional destinations as identified on the RBTN map.

Freight

The Plan is consistent with Freight policies of the TPP. The Plan identifies the needs of freight movement in and through the community, including accessibility to freight terminals and facilities. There are no known freight issues in the community.

Transportation Analysis Zones (TAZs)

The Plan conforms to the TPP regarding TAZ allocations. The City's TAZ allocations for employment, households, and population appropriately sum to the Metropolitan Council's citywide forecast totals for all forecast years.

The City's planned land uses and areas identified for development and redevelopment can accommodate the TAZ forecasted allocations in the Plan, and at densities consistent with the community's Thrive designation and applicable TPP policies for transit station areas.

Water Resources

Wastewater Service

Reviewer: Kyle Colvin, Environmental Services (ES) – Engineering Programs (651-602-1151)

The Plan conforms to the 2040 Water Resources Policy Plan (WRPP). It represents the City's guide for future growth and development through the year 2040. It includes growth forecasts that are consistent with the Council's assigned forecasts for population, households, and employment.

The City is predominantly provided wastewater service through the use of individual private subsurface treatment systems, or SSTs. The exceptions are a private Central Sewage Treatment System serving the Flamingo Terrace Mobile Home Park; six private Large Sewage Treatment Systems serving schools, a motel, an apartment, and senior housing; and private group septic systems in several townhouse developments. The private owners will continue to maintain these systems. The Plan indicates continued wastewater services will be primarily provided through the use of SSTs through 2040.

The Plan does not propose nor anticipates requesting connection to the Regional Wastewater Disposal system within the 20-year planning period; therefore, the City is not required to submit a

Comprehensive Sewer Plan for approval. The Metropolitan Council does not have plans to provide wastewater services to the community within the 2040 planning period.

Surface Water Management

Reviewer: Judy Sventek, ES – Water Resources (651-602-1156)

Ham Lake lies within the oversight boundaries of the Coon Creek Watershed District, and Upper Rum River and Sunrise River Watershed Management Organizations. The City submitted a draft Local Water Management Plan (LWMP) update on August 8, 2019. Council Water Resources staff reviewed and commented on the draft LWMP to the City and Watersheds in a letter dated August 26, 2019.

The City submitted a revised LWMP update on September 2, 2020 to respond to the comments provided in the Council’s August 26, 2019 review letter. The updated LWMP adequately addressed the Council’s previous comments. The Sunrise River Watershed Management Organization approved an updated LWMP dated May 2021 on July 1, 2021. The Upper Rum River Watershed Management Organization conditionally approved the LWMP on October 29, 2021.

Advisory Comments

The City needs to provide to the Council the date the Coon Creek Watershed District approves the final LWMP, and the date the City adopts the final LWMP. We also request that the City provide the Council with a copy of the final adopted LWMP in the final Plan document that the City adopts.

Consistency with Council Policies

The Council reviews plans to evaluate their apparent consistency with the adopted plans of the Council. Council staff have reviewed the City’s Plan and find that it is consistent with the Council’s policies, as detailed below.

Forecasts

Reviewer: Todd Graham, CD – Research (651-602-1322)

The Plan includes a forecast revision (Tables 2.1, 2.4). The revised forecast makes minor adjustments to population and employment, as shown below in Table 1.

Table 1. City of Ham Lake Forecasts

	Census 2010	Estimated 2018	Previous Council Forecasts			Revised Forecasts		
			2020	2030	2040	2020	2030	2040
Population	15,296	16,394	16,200	17,700	18,700	<u>16,170</u>	<u>17,670</u>	<u>18,670</u>
Households	5,171	5,530	5,800	6,600	7,100	5,800	6,600	7,100
Employment	2,931	4,032	3,700	4,010	4,300	<u>4,070</u>	<u>4,300</u>	<u>4,600</u>

The Council will officially revise the communitywide forecast, simultaneous with action on the Plan.

The Land Use Chapter (Chapter 5) of the Plan inventories land supply for future development. Table 5.4 discusses the land transition and net increase of 2,048 residential acres during 2018-2040; all of that increase would be in the single family residential classification. This land supply can accommodate the forecast.

Advisory Comments

Actual 2020 employment was 3,509 jobs in Ham Lake (source: Minnesota DEED, Quarterly Employment and Wages). The employment forecast revision is no longer advisable; still the Council will honor the City’s preference and our agreement to revise.

Thrive MSP 2040 and Land Use

Reviewer: Eric Wojchik, CD – Local Planning Assistance (651-602-1330)

The Plan is consistent with *Thrive MSP 2040* and its land use policies. The Plan acknowledges the Thrive community designation of Rural Residential (Figure 2). Thrive describes Rural Residential communities as having residential patterns characterized by large lots and do not have plans to provide urban infrastructure, such as centralized wastewater treatment. This designation represents the entire area of the City. Communities like this have topographical development limitations and development patterns with lot sizes that generally range from 1-2.5 units per acre.

Rural Residential communities are expected to discourage future development of rural residential patterns and, where opportunities exist, plan for rural development at densities that are not greater than 1 unit per 10 acres. The guiding land use for this portion of the City carries forward the Single Family Residential land use guiding and policy direction from the 2030 comprehensive plan. This guiding represents approximately 63% of the City and where an average lot size of 2.5 acres is expected to provide sufficient space for onsite sewer and water facilities. This guiding land use also accommodates agricultural land uses.

The existing land uses in Ham Lake are predominately residential (55%), with the second largest use being park land (2.2%). Most of the existing commercial/office (1.2%) and industrial (1.6%) uses are located near transportation corridors, especially along Highway 65. Approximately 1.1% of the City is institutional land use (Figure 3).

The Plan is consistent with Thrive for land use and residential density policies for a Rural Residential community because it guides residential land at an average density of 2.5 acres per unit, representing no change from the 2030 Plan. Given land available for residential development, the overall residential density within the City is one unit per 2.98 acres which is consistent with the Rural Residential community designation.

The 2040 Plan does include a new land use called Multiple Use Option which allows for a district-wide mix of residential (60%) and commercial (40%) development. This land use is primarily located adjacent to Lexington Avenue and is also near the Bunker Lake Boulevard/Radisson Road intersection as well as the northerly City limits on the east side of Highway 65.

Advisory Comments

The Multiple Use Option land use description states that “any proposed development will be required to conform to their respective code and density requirements of the proposed land use whether commercial or residential.” Council staff asked for clarity on the residential density of the land use, and the City stated in supplemental information received on June 29, 2021, that the density for the Multiple Use Option would match that of Single Family Residential (maximum of 1 unit per acre). In the final Plan that the City adopts, the description of Multiple Use Option land use should include detailed language stating the residential density.

Housing

Reviewer: Ashleigh Johnson, CD – Housing (651-602-1106)

The Plan is consistent with the *2040 Housing Policy Plan (HPP)*. As of 2016, the City has more than 5,600 homes including more than 200 multifamily units, 250 manufactured homes, and over 5,000 single-family homes. Approximately 450 homes are rented. More than 2,600 housing units are currently affordable to households earning under 80% of Area Median Income (AMI); however, more than 450 households earning 80% of AMI or below are paying more than 30% of their income toward housing costs. There are about 160 units affordable to households with income at or below 30% AMI and more than 280 cost burdened households with incomes at or below 30% AMI.

The Plan identifies existing housing needs including maintenance and reinvestment in existing housing stock, and adding a variety of housing types in new residential developments. The City does not currently have any publicly subsidized housing. The City does not have an allocation of affordable housing need in the 2021-2030 decade, as it is not expected to experience any sewer-served growth.

The housing implementation plan component of the Plan describes that the City supports preservation of manufactured home communities. The Plan also indicates that the City will work to cooperate with Anoka County HRA to develop a future senior housing project adjacent to the Willows senior housing complex. The City states that they will partner to explore funding sources to rehabilitate apartments.

Water Supply

Reviewer: John Clark, ES – Water Supply Planning (651-602-1452)

The Plan is consistent with the 2040 Water Resources Policy Plan (WRPP) policies related to water supply, including the policy on sustainable water supplies, the policy on assessing and protecting regional water resources, and the policy on water conservation and reuse.

Ham Lake relies primarily on private wells and does not own/operate a municipal community public water supply system (PWS). Therefore, no Local Water Supply Plan (LWSP) is required.

Advisory Comments

The City should consider including information about water sources, including plans to protect private water supplies, in appropriate sections of the local comprehensive plan.

Community and Subsurface Sewage Treatment Systems (SSTS)

Reviewer: Kyle Colvin, ES – Engineering Programs (651-602-1151)

The Plan indicates on Figure 7.3 that there are approximately 6,255 individual SSTS in operation in the City. In addition, the Flamingo Terrace Mobile Home Park serves 295 single-family units with a private treatment system; at least six private Large Sewage Treatment Systems (LSTS) serve schools, a motel, and apartment and senior living facilities; and an unspecified number of group septic systems serve townhomes and businesses in the City. The Plan indicates the City requires compliance with Minnesota Pollution Control Agency Chapter 7080-7083 Rules for the design, installation, maintenance, upgrade, and repair of all private SSTS in the City.

Special Resource Protection

Solar Access Protection

Reviewer: Cameran Bailey, CD – Local Planning Assistance (651-602-1212)

The Plan is consistent with statutory requirements (Minn. Stat. § 473.859) and Council policy regarding planning for the protection and development of access to direct sunlight for solar energy systems as required by the Metropolitan Land Planning Act (MLPA). The Plan includes the required solar planning elements.

Aggregate Resource Protection

Reviewer: Cameran Bailey, CD – Local Planning Assistance (651-602-1212)

The Plan indicates, consistent with the Council's aggregate resources inventory information contained in *Minnesota Geological Survey Information Circular 46*, that there are no viable aggregate resource deposits located in the community. While there have been previous mining operations, there are currently no active aggregate resource mines in operation in the City.

Historic Preservation

Reviewer: Eric Wojchik, CD – Local Planning Assistance (651-602-1330)

The Plan is consistent with the statutory requirements (Minn. Stat. § 473.859) regarding planning for historic resources. The City does not have any structures listed on the Register of National Historic Places (NRHP) or that have been identified by the Minnesota Historical Society as being eligible for the National Register. A NRHP Inventory Nomination Form was submitted in 1979 for the Swedish Evangelical Lutheran Church. The Gothic Revival-style Church was constructed in 1872, a Bell Tower added in 1891 and building expansion in 1947. The property is represented in existing surveys at the Statewide Survey of Historic Resources depository at the Minnesota Historical Society, St. Paul. Furthermore, it is included in NRHP's Digital Archives Gallery. The Plan includes commitments to ensure historic building and site preservation on page 5-5 of the Plan.

Plan Implementation

Reviewer: Eric Wojchik, CD – Local Planning Assistance (651-602-1330)

The Plan describes the official controls and fiscal devices that the City will employ to implement the Plan. Specific implementation strategies are described in the Implementation Section of the Plan, Chapter 10. The Implementation section includes a description of and schedule for any necessary changes to the zoning code and the SSTS code. The City includes the Capital Improvement Plan in appendices A and B. The CIP focuses on bridges and roads, and parks and open spaces.

Compatibility with Plans of Adjacent Governmental Units and Plans of Affected Special Districts and School Districts

The proposed Plan is compatible with the plans of adjacent jurisdictions. No compatibility issues with plans of adjacent governmental units and plans of affected special districts and school districts were identified.

Documents Submitted for Review

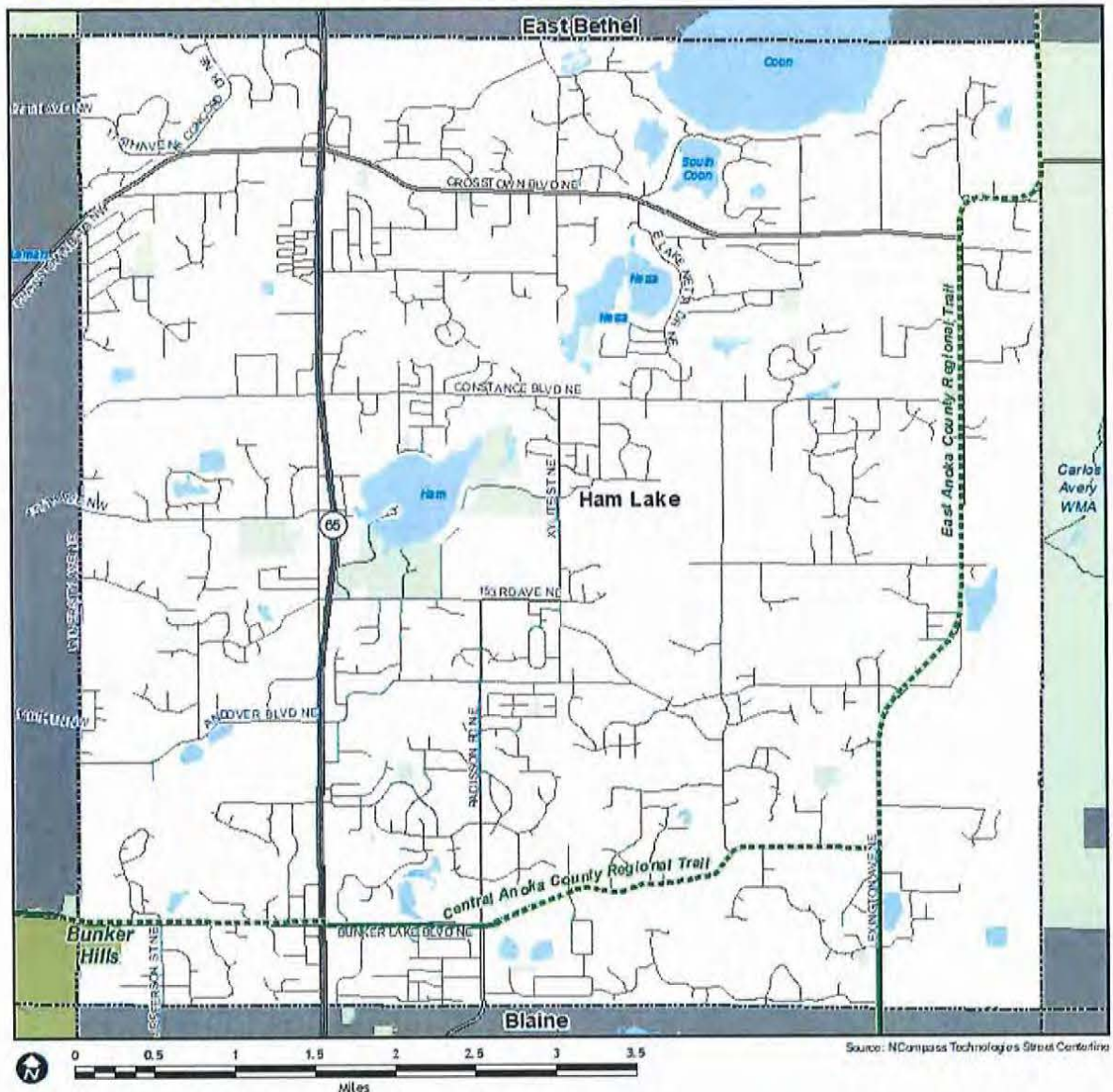
In response to the 2015 System Statement, the City submitted the following documents for review:

- February 1, 2018: Ham Lake 2040 Preliminary Plan
- January 3, 2020: Ham Lake 2040 Comprehensive Plan
- August 19, 2020: Revised Ham Lake 2040 Comprehensive Plan
- September 2, 2020: Revisions to surface water management plan
- May 28, 2021: Revised Ham Lake 2040 Comprehensive Plan
- July 6, 2021: Revised Ham Lake 2040 Comprehensive Plan

Attachments

- Figure 1: Location Map with Regional Systems
- Figure 2: *Thrive MSP 2040* Community Designations
- Figure 3: Existing Land Use
- Figure 4: 2040 Planned Land Use

Figure 1. Location Map with Regional Systems



Regional Systems

Transportation

- Transitways**
2040 Transportation System Policy - adopted January 2015
- Existing
 - - - - - Planned Current Revenue Scenario
 - · - · - Planned Current Revenue Scenario - CTIB* Phase 1 Projects
 - Potential Increased Revenue Scenario

Regional Highway System

- Existing Principal Arterials
- - - - - Planned Principal Arterials
- Existing Minor Arterials
- - - - - Planned Minor Arterials
- Existing Other Arterials
- - - - - Planned Other Arterials

Recreation Open Space

- Regional Parks**
- Existing (Open to Public)
 - In Master Plan (Not Open to Public)
 - Planned Units
- Regional Trails**
- Existing (Open to Public)
 - Existing (Not Open to Public)
 - Planned

Wastewater

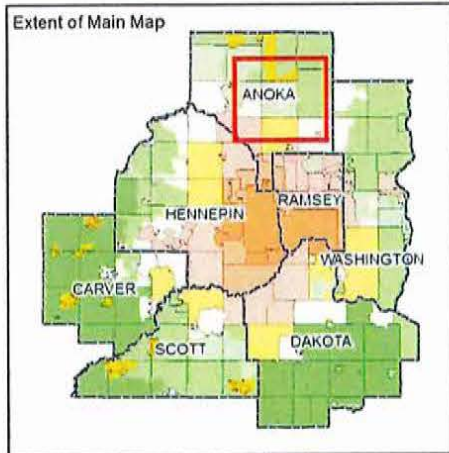
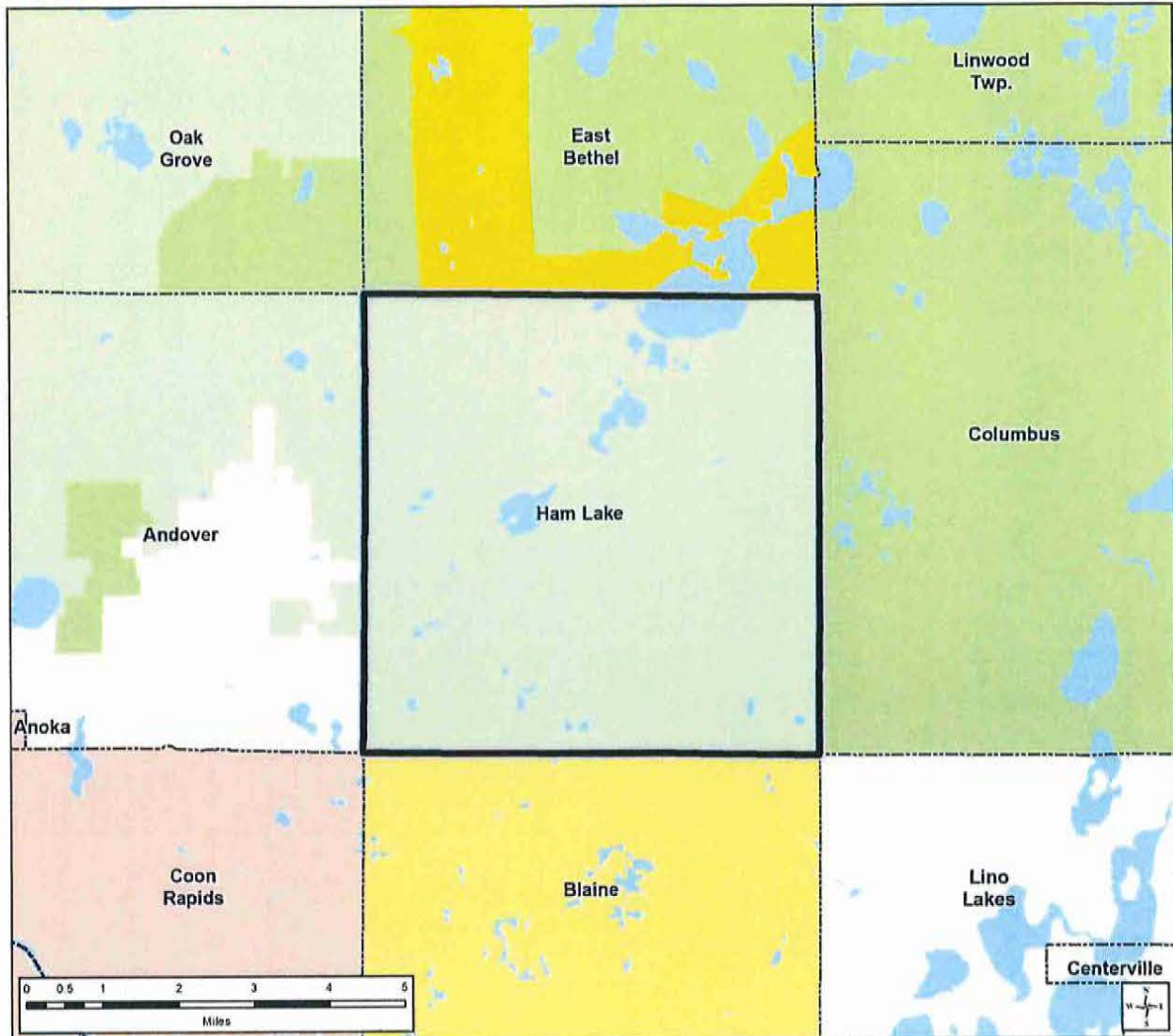
- Meters
- Lift Stations
- MCES Interceptors
- MCES Treatment Plants

Regional Park Search Areas and Regional Trail Search Corridors

- Boundary Adjustment
- Search Area
- Regional Trail Search Corridors
- Local Streets
- Existing State Trails
- Other Parks, Preserves, Refuges and Natural Areas

* Counties Transit Improvement Board (CTIB)

Figure 2. Thrive MSP 2040 Community Designations

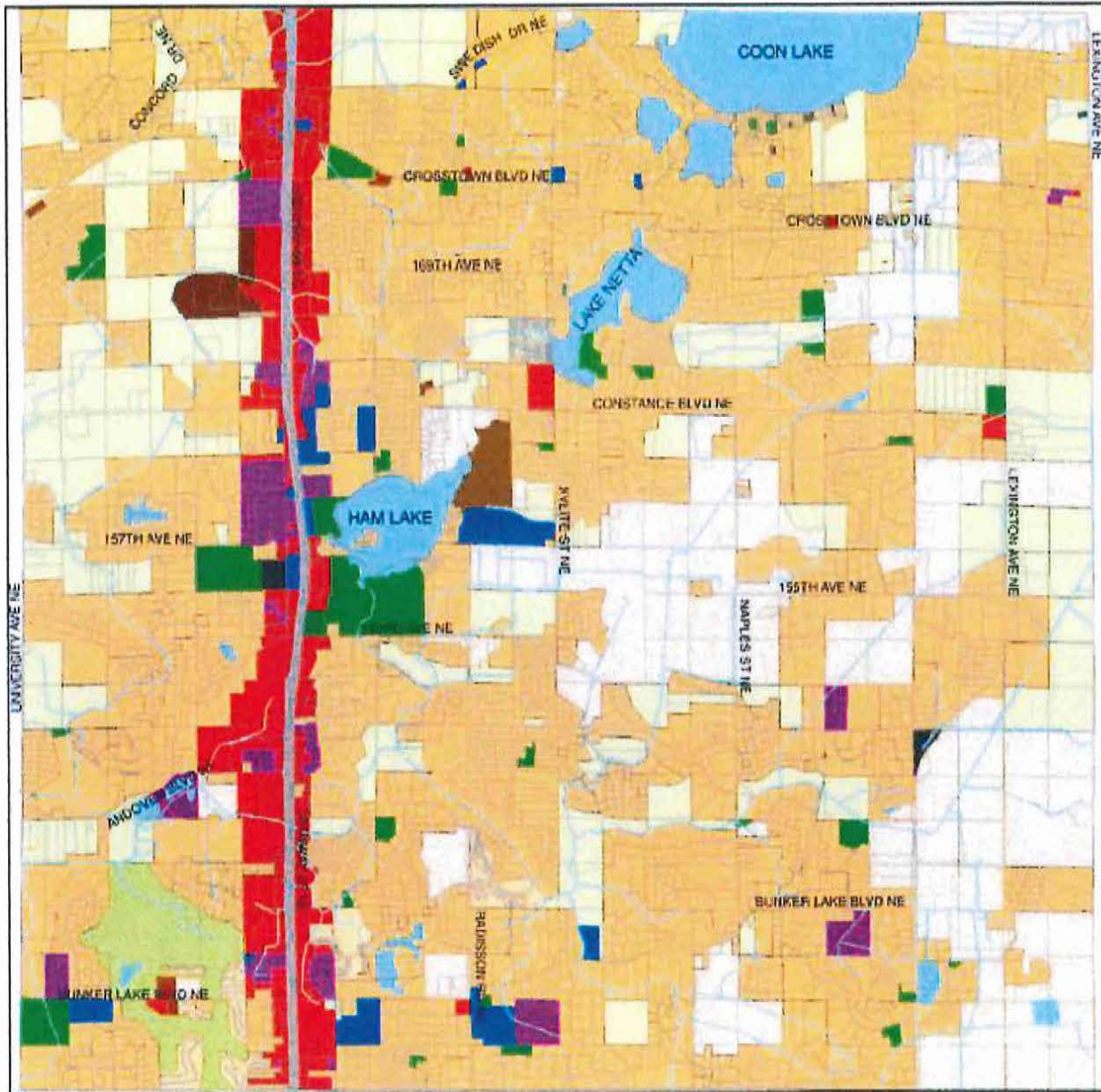


Community Designations

- | | |
|------------------------------------|------------------------|
| Outside Council planning authority | Emerging Suburban Edge |
| Agricultural | Suburban Edge |
| Rural Residential | Suburban |
| Diversified Rural | Urban |
| Rural Center | Urban Center |

- County Boundaries
- City and Township Boundaries
- Lakes and Major Rivers

Figure 3. Existing Land Use



- | | |
|-----------------------|---------------------------|
| Streams and Ditches | Industrial |
| Ham Lake Parcel | Institutional |
| Utility | Manufactured Housing Park |
| Seasonal Recreational | Park, Open Space |
| Government | Open Water |
| Agriculture | Major Highway |
| Commercial | Residential Multi-Family |
| Farmstead | Residential Single Family |
| Golf Course | Residential Townhome |
| | Undeveloped |

**Comprehensive Plan
2018 Update**

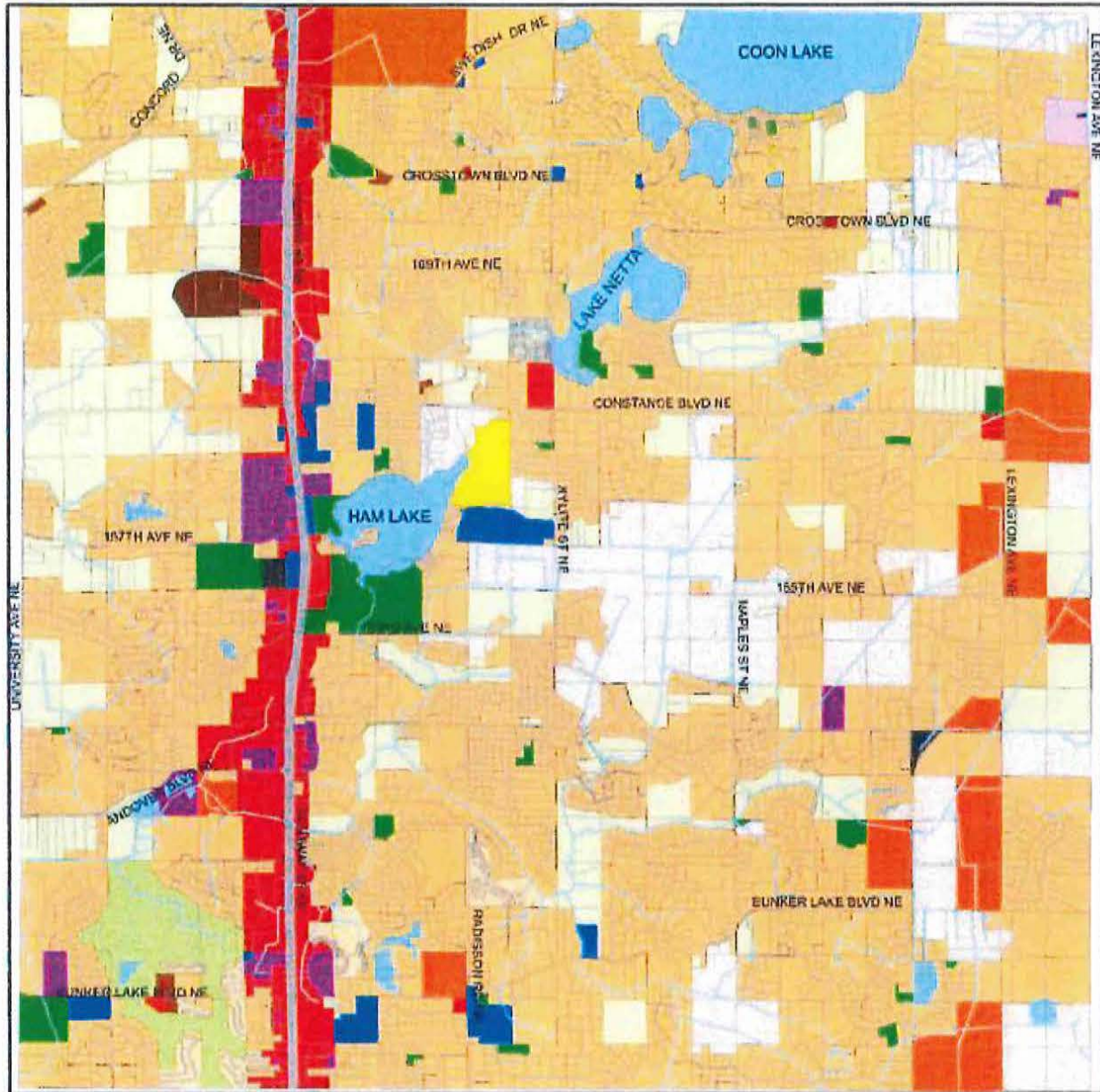
0 2,500 5,000 10,000
Feet

MAP DATE: 6/1/2019

Sources:
RFC Engineering, Inc.
Coon Creek Watershed District
Anoka County
Metropolitan Council
**HAM LAKE,
MINNESOTA**



Figure 4. 2040 Planned Land Use



- Streams and Ditches
- Ham Lake Parcel
- Utility
- Seasonal Recreational
- Multiple Use Option
- Government
- Agriculture
- Commercial
- Farmstead
- Golf Course
- Industrial
- Institutional
- Manufactured Housing Park
- Park, Open Space
- Open Water
- Major Highway
- Residential Multi-Family
- Residential Single Family
- Residential Townhome
- Undeveloped

**Comprehensive Plan
2018 Update**

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Feet

MAP DATE: 6/1/2019

Sources:
RFC Engineering, Inc.
Coon Creek Watershed District
Anoka County
Metropolitan Council
**HAM LAKE,
MINNESOTA**



Memorandum

Date: October 14, 2021

To: Mayor and Councilmembers

From: Tom Collins, City Engineer *TC FOR TOM COLLINS*

Subject: Aberdeen Street from 144th Avenue to 145th Avenue

Introduction:

The final payment for North Pine Aggregate, Inc. for the construction of Aberdeen Street from 144th Avenue to 145th Avenue is attached. All work for this project has been satisfactorily completed.

Discussion:

The total construction cost of the work completed is \$1,292,225.50. This is \$97,018.39 (8.12%) over the revised contract amount of \$1,195,207.11. The overage is primarily due to earthwork, aggregate and bituminous pavement.

The total earthwork overage of \$47,955.70 is a combination of subgrade excavation overage (\$5,477.55), common excavation overage (\$8,219.75), muck excavation overage (\$8,102.40) and granular borrow overage (\$26,156.00). The subgrade, muck excavation, common excavation and granular borrow overages are primarily due to the correction of soils in the vicinity of County Ditch #59 (Coon Creek). The majority of earthwork overage is due to the soil correction required due to soil borings that were erroneous and did not represent the underlying soils.

The driveway aggregate base overage (\$2,923.20), bituminous driveway pavement overage (\$16,146.21) and concrete driveway overage (\$1,547.21) was due to Fire Truck Auto Sales expansion of the parking lot removal. The parking lot pavement was replaced for the temporary construction easement agreement to install the storm pipe along the west side of Aberdeen Street from 144th Avenue to County Ditch #59. The aggregate base overage (\$6,720.30) is due to the decrease in aggregate produced from the 145th Avenue pavement reclamation due to lesser bituminous thickness than anticipated.

The bituminous non-wearing course mixture overage (\$6,592.95) and the bituminous wearing course mixture overage (\$5,830.88) was due to the Contractor paving additional roadway due to a field change needed to properly match existing Aberdeen Street at the north and south connection points, a field change needed to match the existing 145th Avenue and additional bituminous for the extension of the sawcut on easterly 144th Avenue. The Contractor also paved an average of 2.5 inches on the base lift and 2.1 inches on the surface lift for the bituminous non-wearing course and the bituminous wearing course which is 0.6 inches above the plan quantity. Per the contract documents, the allowable deviation for each lift from the contract thickness is 0.25 inches, so part of the overage is for a total of 2.25 inches of non-wearing and wearing courses for Aberdeen Street and the 145th Avenue cul-de-sac. Because of the contract document requirements, the City is not responsible for the overage of 0.25 inches on the base lift and is not included in the pay request.

Recommendation:

It is recommended that the project be accepted and the attached payment to North Pine Aggregate, Inc. be approved. Approval will commence the one-year warranty period that the project is free from all defects due to faulty workmanship or defective materials.

Date October 7, 2021

To: Mayor and Councilmembers
 City of Ham Lake
 15544 Central Avenue N.E.
 Ham Lake, Minnesota 55304

Ref: Aberdeen Street from 144th Avenue to 145th Avenue

Contractor: North Pine Aggregate
 14551 Lake Drive
 Forest Lake, MN 55025

Final Contractor Payment

2021.501	MOBILIZATION	LUMP SUM	1	\$53,500.00	\$53,500.00	1	0	1	\$53,500.00
2101.505	CLEARING	ACRE	0.9	\$13,250.00	\$11,925.00	1.02	0	1.02	\$13,515.00
2101.505	GRUBBING	ACRE	0.9	\$2,650.00	\$2,385.00	1.04	0	1.04	\$2,756.00
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	154	\$5.30	\$816.20	281	0	281	\$1,489.30
2102.518	PAVEMENT MARKING REMOVAL	SQ FT	64	\$10.55	\$675.20	64	0	64	\$675.20
2104.502	REMOVE VEHICULAR GATE	EACH	1	\$440.00	\$440.00	1	0	1	\$440.00
2104.502	REMOVE LIGHT STANDARD AND LUMINAIRE	EACH	1	\$3,500.00	\$3,500.00	1	0	1	\$3,500.00
2104.502	REMOVE CONCRETE SLAB	EACH	1	\$205.00	\$205.00	1	0	1	\$205.00
2104.502	REMOVE SIGN	EACH	19	\$52.80	\$1,003.20	19	0	19	\$1,003.20
2104.502	REMOVE MAIL BOX SUPPORT	EACH	3	\$52.80	\$158.40	3	0	3	\$158.40
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	10	\$14.25	\$142.50	10	0	10	\$142.50
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	556	\$3.50	\$1,946.00	583.5	0	583.5	\$2,042.25
2104.503	REMOVE PIPE CULVERTS	LIN FT	263	\$14.00	\$3,682.00	263	0	263	\$3,682.00
2104.503	REMOVE BITUMINOUS CURB	LIN FT	441	\$2.00	\$882.00	441	0	441	\$882.00
2104.503	REMOVE CONCRETE CURB	LIN FT	195	\$3.00	\$585.00	190	0	190	\$570.00
2104.503	REMOVE CHAIN LINK FENCE	LIN FT	1,480	\$6.55	\$9,694.00	1,480	0	1,480	\$9,694.00
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	14	\$24.50	\$343.00	13.33	0	13.33	\$326.59
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	545	\$5.00	\$2,725.00	566	0	566	\$2,830.00
2105.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	1,808	\$4.75	\$8,588.00	2,260	0	2,260	\$10,735.00
2105.507	SUBGRADE EXCAVATION	CU YD	2,809	\$7.80	\$21,910.20	3,511.25	0	3,511.25	\$27,387.75
2105.507	COMMON EXCAVATION	CU YD	4,697	\$7.00	\$32,879.00	5,871.25	0	5,871.25	\$41,098.75
2105.507	MUCK EXCAVATION	CU YD	3,072	\$10.55	\$32,409.60	3,840	0	3,840	\$40,512.00
2105.507	GRANULAR BORROW (CV)	CU YD	4,764	\$17.70	\$84,322.80	6,241.74	0	6,241.74	\$110,478.80
2211.507	AGGREGATE BASE (LV) CLASS 6	CU YD	201	\$25.25	\$5,075.25	251	0	251	\$6,337.75
2211.507	AGGREGATE BASE (CV) CLASS 5 - DRIVEWAY	CU YD	68	\$84.00	\$5,712.00	102.8	0	102.8	\$8,635.20
2211.509	AGGREGATE BASE CLASS 5	TON	1,071	\$23.75	\$25,436.25	1,353.96	0	1,353.96	\$32,156.55
2215.504	FULL DEPTH RECLAMATION	SQ YD	2,222	\$3.50	\$7,777.00	2,568	0	2,568	\$8,988.00
2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	18	\$11.60	\$208.80	18	0	18	\$208.80
2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 1.0" THICK	SQ YD	328	\$21.10	\$6,920.80	309.1	0	309.1	\$6,522.01
2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.0" THICK	SQ YD	65	\$50.00	\$3,250.00	299	0	299	\$14,950.00
2360.504	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.0" THICK	SQ YD	328	\$25.50	\$8,364.00	518	0	518	\$13,209.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2;C)	TON	499	\$103.50	\$51,646.50	562.7	0	562.7	\$58,239.45
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2;C)	TON	497	\$88.75	\$44,108.75	562.7	0	562.7	\$49,939.63
2411.502	CONCRETE SPILLWAY	EACH	1	\$600.00	\$600.00	1	0	1	\$600.00
2411.502	CONCRETE OUTLET STRUCTURE	EACH	1	\$11,025.00	\$11,025.00	1	0	1	\$11,025.00
2412.502	10X7 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	4	\$13,750.00	\$55,000.00	4	0	4	\$55,000.00
2412.503	10X7 PRECAST CONCRETE BOX CULVERT	LIN FT	150	\$1,375.00	\$206,250.00	150	0	150	\$206,250.00
2451.603	DRAINTILE CHOKER STONE	LIN FT	370	\$3.55	\$1,313.50	370	0	370	\$1,313.50
2451.603	#57 STONE BEDDING	LIN FT	370	\$6.75	\$2,497.50	370	0	370	\$2,497.50
2501.502	12" GS PIPE APRON	EACH	1	\$490.00	\$490.00	1	0	1	\$490.00
2501.502	15" GS PIPE APRON	EACH	5	\$515.00	\$2,575.00	5	0	5	\$2,575.00
2501.502	24" GS PIPE APRON	EACH	1	\$615.00	\$615.00	1	0	1	\$615.00
2501.502	12" RC PIPE APRON	EACH	1	\$875.00	\$875.00	1	0	1	\$875.00
2501.502	15" RC PIPE APRON	EACH	4	\$900.00	\$3,600.00	4	0	4	\$3,600.00
2501.502	36" RC PIPE APRON	EACH	2	\$1,825.00	\$3,650.00	2	0	2	\$3,650.00
2501.602	POND OUTLET BAFFLE	EACH	1	\$4,000.00	\$4,000.00	1	0	1	\$4,000.00
2501.602	TRASH GUARD FOR 12" PIPE APRON	EACH	2	\$225.00	\$450.00	2	0	2	\$450.00
2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	9	\$250.00	\$2,250.00	9	0	9	\$2,250.00
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	1	\$185.00	\$185.00	1	0	1	\$185.00
2501.602	TRASH GUARD FOR 36" PIPE APRON	EACH	2	\$1,775.00	\$3,550.00	2	0	2	\$3,550.00
2502.502	6" PVC PIPE TEE	EACH	2	\$110.00	\$220.00	2	0	2	\$220.00
2502.503	6" PVC PIPE DRAIN	LIN FT	47	\$14.50	\$681.50	47	0	47	\$681.50
2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	4	\$345.00	\$1,380.00	4	0	4	\$1,380.00
2502.603	DRAIN TILE	LIN FT	369	\$18.00	\$6,642.00	369	0	369	\$6,642.00
2503.503	12" CP PIPE SEWER	LIN FT	9	\$115.00	\$1,035.00	9	0	9	\$1,035.00
2503.503	15" CP PIPE SEWER	LIN FT	118	\$35.75	\$4,218.50	118	0	118	\$4,218.50

Date October 7, 2021

To: Mayor and Councilmembers
City of Ham Lake
15544 Central Avenue N.E.
Ham Lake, Minnesota 55304

Ref: Aberdeen Street from 144th Avenue to 145th Avenue

Contractor: North Pine Aggregate
14551 Lake Drive
Forest Lake, MN 55025

Final Contractor Payment

2503.503	24" CP PIPE SEWER	LIN FT	46	\$55.00	\$2,530.00	46	0	46	\$2,530.00
2503.503	22" SPAN RC PIPE-ARCH SEWER CLASS IIA	LIN FT	124	\$86.75	\$10,757.00	124	0	124	\$10,757.00
2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	184	\$44.00	\$8,096.00	212	0	212	\$9,328.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	433	\$46.00	\$19,918.00	443	0	443	\$20,378.00
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	169	\$51.25	\$8,661.25	169	0	169	\$8,661.25
2503.503	36" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	473	\$135.00	\$63,855.00	473	0	473	\$63,855.00
2504.602	6" GATE VALVE	EACH	2	\$865.00	\$1,730.00	2	0	2	\$1,730.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	4	\$2,675.00	\$10,700.00	4	0	4	\$10,700.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2	EACH	1	\$5,765.00	\$5,765.00	1	0	1	\$5,765.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2	EACH	1	\$10,000.00	\$10,000.00	1	0	1	\$10,000.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EACH	2	\$9,055.00	\$18,110.00	2	0	2	\$18,110.00
2506.602	CATCH BASIN	EACH	2	\$2,765.00	\$5,530.00	2	0	2	\$5,530.00
2506.602	CONNECT INTO EXISTING MANHOLE	EACH	1	\$1,775.00	\$1,775.00	1	0	1	\$1,775.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	209	\$3.50	\$731.50	119	0	119	\$416.50
2511.507	RANDOM RIPRAP CLASS III	CU YD	56	\$95.00	\$5,320.00	49.38	0	49.38	\$4,691.10
2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	145	\$20.00	\$2,900.00	174	0	174	\$3,480.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	1,918	\$20.00	\$38,360.00	1,918	0	1,918	\$38,360.00
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	14	\$71.30	\$998.20	35.7	0	35.7	\$2,545.41
2540.602	MAIL BOX SUPPORT	EACH	3	\$185.00	\$555.00	3	0	3	\$555.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$6,600.00	\$6,600.00	1	0	1	\$6,600.00
2564.518	SIGN PANELS TYPE C	SQ FT	59.25	\$68.65	\$4,067.51	59.25	0	59.25	\$4,067.51
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$4,375.00	\$4,375.00	1	0	1	\$4,375.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	12	\$155.00	\$1,860.00	12	0	12	\$1,860.00
2573.502	CULVERT END CONTROLS	EACH	7	\$185.00	\$1,295.00	7	0	7	\$1,295.00
2573.503	SILT FENCE; TYPE MS	LIN FT	5,731	\$1.80	\$10,315.80	5,379	0	5,379	\$9,682.20
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	42	\$18.00	\$756.00	42	0	42	\$756.00
2575.601	EROSION CONTROL	LUMP SUM	1	\$20,750.00	\$20,750.00	1	0	1	\$20,750.00
2575.605	TURF ESTABLISHMENT	ACRE	2.4	\$3,700.00	\$8,880.00	2.8	0.0	2.8	\$10,360.00
2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	939	\$2.10	\$1,971.90	861	0	861	\$1,808.10
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	539	\$5.55	\$2,991.45	515	0	515	\$2,858.25
TOTAL CONTRACT AMOUNT					\$1,026,474.06				\$1,123,492.45

CHANGE ORDER NO. 1

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	TOTAL	PRIOR UNITS	UNITS THIS EST.	UNITS TO DATE	AMOUNT TO DATE
2105.507	MUCK EXCAVATION	CU YD	0	\$10.55	\$0.00	3,480.81	0	3,480.81	\$36,722.55
2105.507	GRANULAR BORROW	CU YD	0	\$17.70	\$0.00	7,145	0	7,145	\$126,466.50
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	0	\$18.00	\$0.00	308	0	308	\$5,544.00
TOTAL CHANGE ORDER #1									\$168,733.05

CHANGER ORDER #1 CONTRACT ADJUSTMENT

\$168,733.05

Date: October 7, 2021

To: Mayor and Councilmembers
 City of Ham Lake
 15544 Central Avenue N.E.
 Ham Lake, Minnesota 55304

Ref: Aberdeen Street from 144th Avenue to 145th Avenue

Contractor: North Pine Aggregate
 14551 Lake Drive
 Forest Lake, MN 55025

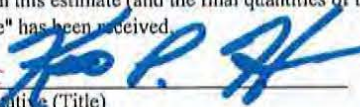
Final Contractor Payment

SUMMARY

Original Contract Amount	\$1,026,474.06
Change Order #1	\$168,733.05
Revised contract Amount	\$1,195,207.11
Value Completed To Date	\$1,292,225.50
Material on Hand	\$0.00
SUBTOTAL	\$1,292,225.50
Amount Retained - 0%	\$0.00
Less Pay Estimate #1	\$28,929.78
Less Pay Estimate #2	\$95,458.09
Less Pay Estimate #3	\$418,741.66
Less Pay Estimate #4	\$452,308.77
Less Pay Estimate #5	\$47,999.89
Less Pay Estimate #6	\$108,724.60
Less Pay Estimate #7	\$39,701.46
Less Pay Estimate #8	\$35,749.97
AMOUNT DUE THIS ESTIMATE	\$64,611.27

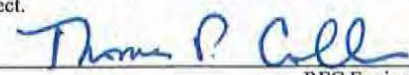
CERTIFICATION OF THE CONTRACTOR

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

By Keith Herman/Project Manager  Date 10/7/2021
 Contractor's Authorized Representative (Title)

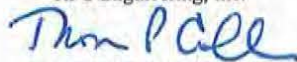
CERTIFICATION OF THE ENGINEER

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

By Thomas P. Call  Date 10/11/21
 RFC Engineering, Inc.

Respectfully submitted,

RFC Engineering, Inc.



Tom Collins, P.E.
 Ham Lake City Engineer

Memorandum

Date: October 12, 2021
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: Gallagher Shores

Introduction:

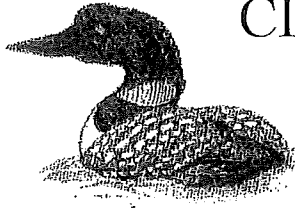
The Gallagher Shores residential development project was accepted at the October 19, 2020 City Council meeting, which commenced the one-year maintenance period.

Discussion:

An inspection of the Gallagher Shores project was completed on October 11th. All of the maintenance items have been adequately corrected and there are no known deficiencies.

Recommendations:

It is recommended that the maintenance security, in the amount of \$49,380, be released.



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, OCTOBER 11, 2021

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: September 27, 2021

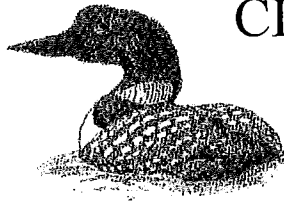
PUBLIC HEARINGS:

6:01 p.m. John Anderson, JDA Design Architects Inc., on behalf of Richland Refrigerated Solutions, LLC, requesting an amendment to the Conditional Use Permit to expand the graveled truck parking area at 1305 159th Avenue NE

NEW BUSINESS: None

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, OCTOBER 11, 2021

The Ham Lake Planning Commission met for its regular meeting on Monday, October 11, 2021 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Kyle Lejonvarn, Dave Ringler Scott Heaton, Jonathan Fisher and Jeff Entsminger

MEMBERS ABSENT: Commissioners Brian Pogalz and Erin Dixon

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

CALL TO ORDER: Commissioner Lejonvarn 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 Ringler, seconded by Entsminger, to approve the minutes of the September 27, 2021 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

John Anderson, JDA Design Architects Inc., on behalf of Richland Refrigerated Solutions, LLC, requesting an amendment to the Conditional Use Permit to expand the graveled truck parking area at 1305 159th Avenue NE

John Anderson from JDA Design Architects Inc. was present. Mr. Anderson stated the owner of Richland Refrigerated Solutions, LLC (RRS) moved to 1305 159th Avenue NE earlier this year with the intention of expanding his growing business. Mr. Anderson stated the business has obtained a permit from Coon Creek Watershed District (CCWD) with some conditions, has completed a wetland delineation, obtained a current survey and provided a site plan.

Commissioner Lejonvarn opened the public hearing at 6:02 p.m. and asked for public comment.

John and Alisa Kiffmeyer, 1121 160th Lane NE, stated they live just northwest of the RRS property and share a property line on the east side of their lot with RRS. Mr. Kiffmeyer stated he and his wife have lived at this property since 1996; they have had trees to provide screening on the eastern property line since that time. Mrs. Kiffmeyer stated that they submitted a letter, with pictures, noting their concerns related to the glare from lights at the back of RRS's building that shine into their windows at night and the increased noise level from the business and Highway 65 since RRS removed the trees near their property line. Mr. Kiffmeyer asked if the trucks will be coming and going from the business 24 hours a day, 7 days a week. Mrs. Kiffmeyer stated they would like to know what is going to happen next and asked if a wall was going to be constructed between their property and RRS's and could the lights be turned downward.

Mr. Anderson stated the Conditional Use Permit stipulates operating hours which are 7:00 a.m. to 6:00 p.m.; if trucks operate on Saturdays, it would only be in the morning. Mr. Anderson stated it is an over the road trucking operation; trucks arrive, load and depart or if they arrive later in the day, the trucks are parked and the drivers go home.

Commissioner Lejonvarn closed the public hearing at 6:08 p.m.

Commissioner Lejonvarn completed the inspection, a copy which is on file. Commissioner Lejonvarn stated he spoke with Mr. Anderson and Mr. Ibrahim about the brightness of the lights at the back of the building. Commissioner Lejonvarn stated they discussed adjusting the lights downward to limit the light's effect on neighboring properties. Commissioner Lejonvarn asked Building and Zoning Clerk Bohr to comment on the Anoka County Sheriff's Department's inspection of the lighting at the location. Building and Zoning Clerk Bohr stated the deputy's observation determined the light cast onto Mr. and Mrs. Kiffmeyer's property did not violate Section 9-220.1.g of the City Code. Commissioner Lejonvarn stated there currently is no screening between RRS's property and the Kiffmeyer's property; some type of opaque or mesh fencing should be constructed on RRS's western property line. Commissioner Lejonvarn stated CCWD does not want more than an acre covered in Class 5 material; Mr. Anderson noted the "paving (gravel) will not be disturbing more than 1 acre of land" in his email message dated September 13, 2021. Commissioner Lejonvarn asked Engineer Collins to comment on the project. Engineer Collins stated the CCWD did approve a permit to place gravel on approximately .64 acres or 28,000 square feet of the property; if the graveled area exceeds one acre, the cumulative impacts would require a National Pollution Discharge Elimination Permit (NPDES) from the Minnesota Pollution Control agency. Engineer Collins stated the narrative submitted indicates eleven of the fifteen parking spaces shown on the site plan are needed for employee parking. Engineer Collins asked if there is an adequate number of parking spaces. Commissioner Lejonvarn stated he discussed activity at the site, including parking that may be needed for customers utilizing the maintenance and repair services, with Mr. Anderson and Mr. Ibrahim. Mr. Anderson and Mr. Ibrahim stated RRS can provide maintenance and repair services to the public but the focus has been on maintaining fleet vehicles. Commissioner Entsminger asked if some spruce trees could be planted on the back side of the fence. Engineer Collins stated the proposed fence location is very close to the wetland boundary; it would be difficult to get trees to grow in that area or if trees were planted, they would grow into the fence. The Commissioners

discussed the type, height and location of screening and fencing to be constructed on RRS's western property line. The Commissioners determined the fence should be opaque, or a type of fence acceptable to the Building Official, and should be at least eight feet high. **Motion by Lejonvarn to recommend approval of an amendment to the Conditional Use Permit issued to Richland Refrigerated Solutions, LLC to expand the graveled truck parking area at 1305 159th Avenue NE with Class 5 material for parking up to 48 semi-trucks and trailers as noted on the site plan, adjusting lights facing residential property downward, constructing a fence at least eight feet high of a material acceptable to the Building Official along property lines bordering residentially zoned parcels, completing all conditions of the amended Conditional Use Permit within 90 days of City Council approval and meeting all City, State and County requirements.** Commissioner Heaton asked if all the conditions listed on the original Conditional Use Permit continued to apply. Commissioner Lejonvarn confirmed that they did. Commissioner Fisher asked Mr. Anderson if the recommended conditions for the amended Conditional Use Permit were acceptable. Mr. Anderson stated 90 days is "plenty of time"; they intend to have gravel delivered the day after City Council approval is received. **The motion was seconded by Fisher. All present in favor, motion carried.** *This item will be placed on the October 18, 2021 City Council Agenda.*

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Commissioner Heaton stated there was a public hearing for an assessment roll for the improvement of 155th Avenue NE that generated a lot of discussion. Commissioner Heaton stated the City Council discussed the recommended changes to Home Occupation Permits the most and asked the City Attorney to draft and submit modifications to the Home Occupation Permit code. Commissioner Entsminger will be attending the October 18, 2021 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 6:31 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

PLANNING REQUEST

Date of Application 7/26/21

Date of Receipt 8-3-2021
Receipt # 90400

Meeting Appearance Dates:
Planning Commission 10-11-21

City Council 10-18-21

Please check request(s):

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

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

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

Development/Business Name: RICHLAND REFRIGERATION SOLUTIONS LLC

Address/Location of property: 1305 159TH AVE NE, HAM LAKE

Legal Description of property: HAMLAKE INDUSTRIAL PARK 4TH ADDITION

PIN # 17-32-23-31-0008 Current Zoning _____ Proposed Zoning _____

Notes: CUP REVISION FOR PAVING PERMIT/CCWP

Applicant's Name: JOHN ANDERSON

Business Name: JDA DESIGN ARCHITECTS INC.

Address 901 4TH ST N

City HOPKINS State MN Zip Code 55343

Phone 62-817-0050 Cell Phone _____ Fax _____

Email address JOHN @ JDADESIGN.COM

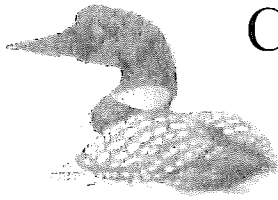
You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

SIGNATURE [Signature] DATE 7/26/21

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 10-11-21
City Council _____

PROPERTY TAXES CURRENT YES NO



CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a Public Hearing shall be held before the Ham Lake Planning Commission on Monday, October 11, 2021 at 6:01 p.m. at the Ham Lake City Hall located at 15544 Central Avenue NE for the purpose of considering the application of John Anderson of JDA Design Architects Inc., on behalf of Richland Refrigerated Solutions, LLC, requesting an amendment to the Conditional Use Permit to expand the graveled truck parking area at 1305 159th Avenue NE, a parcel of certain land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

PIN#'s 17-32-23-31-0008, 17-32-23-31-0009 and 17-32-23-31-0010

LOTS 4, 5 and 6, BLOCK 1 HAM LAKE INDUSTRIAL PARK 4TH ADD

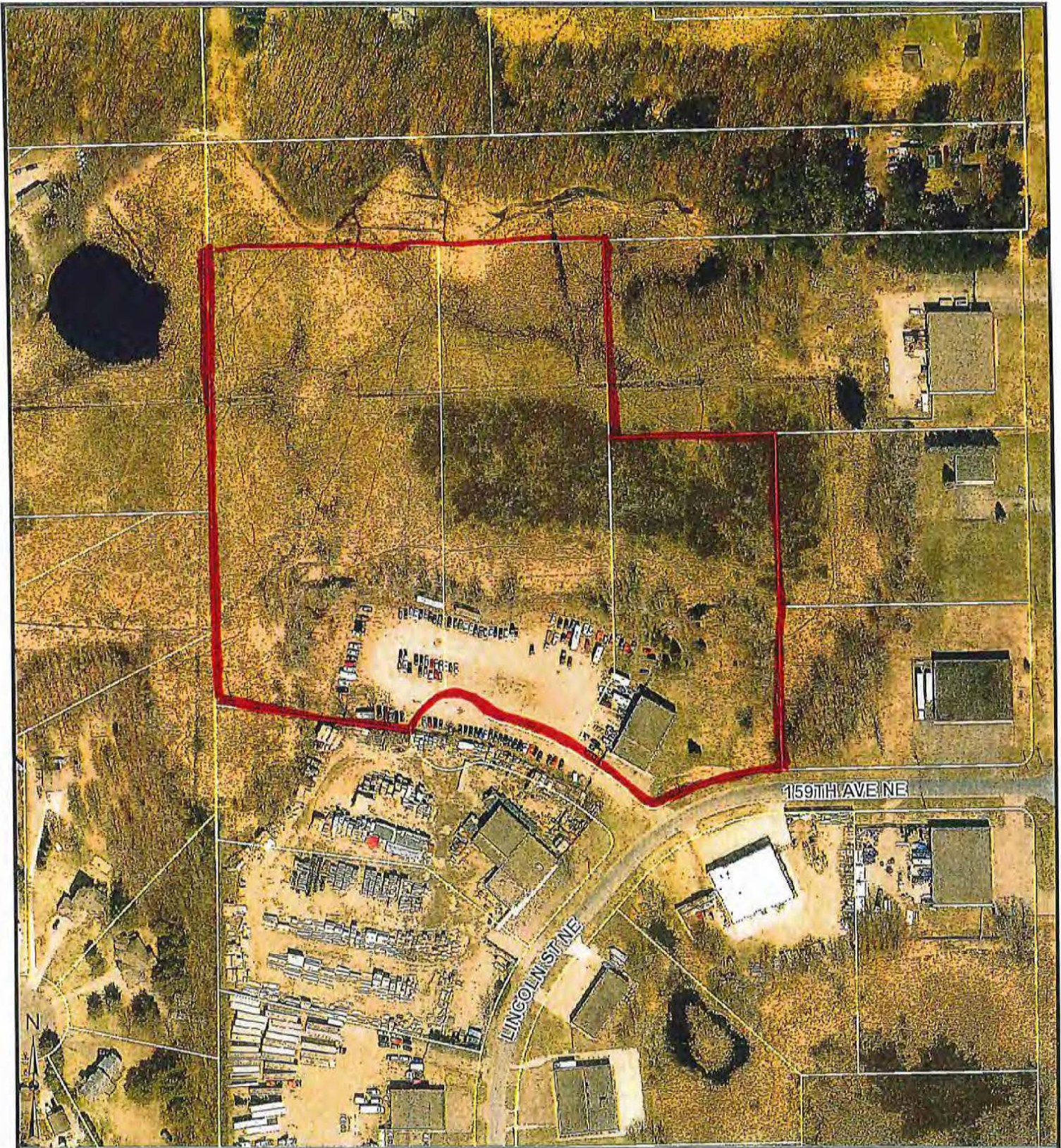
SUBJ TO EASE OF REC

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

DATED: October 1, 2021

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake

Anoka County Parcel Viewer

**Parcel Information:**

17-32-23-31-0008

1305 159TH AVE NE

HAM LAKE

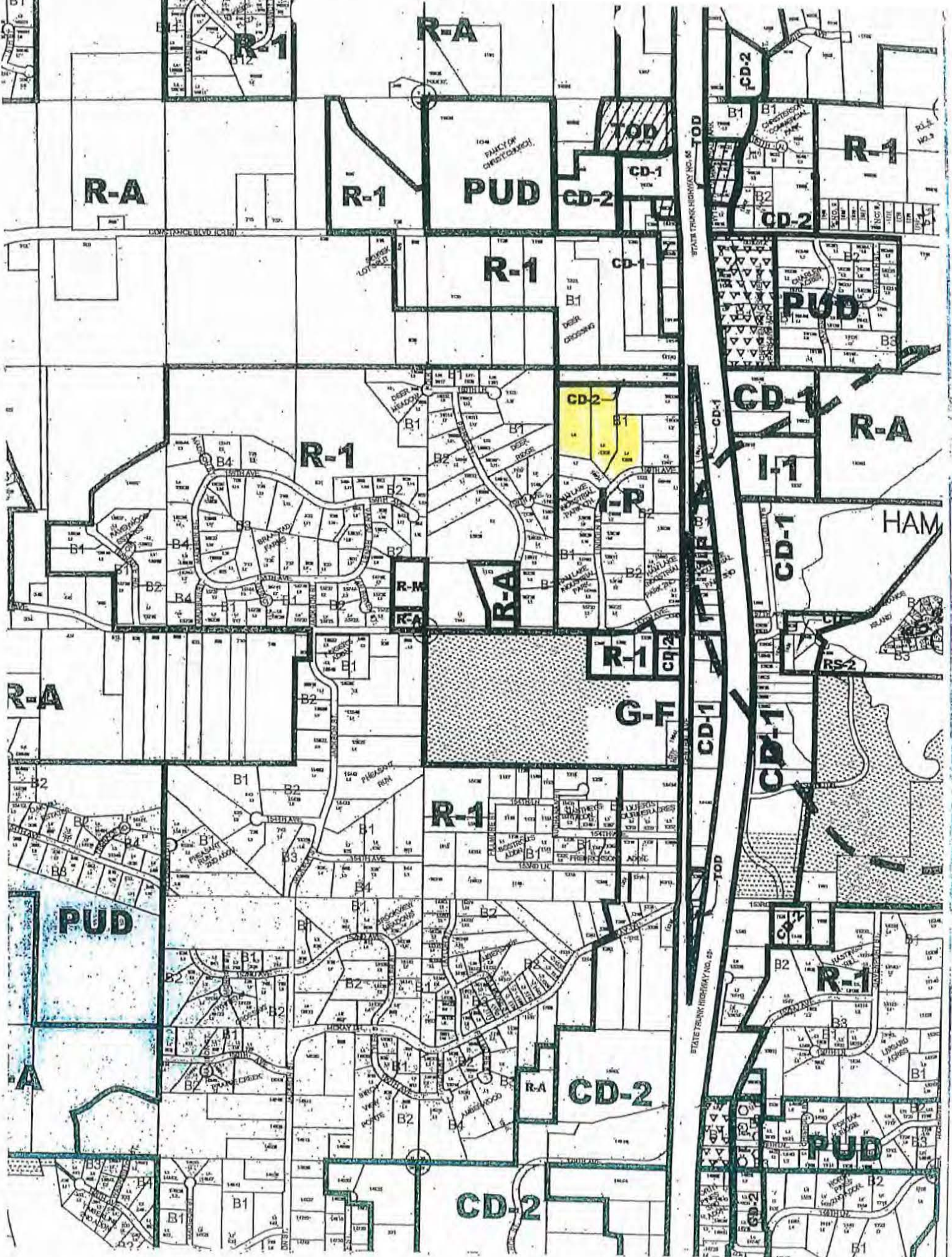
MN 55304

Plat: HAM LAKE INDUSTRIAL PARK FOURTH ADDITION

Approx. Acres: 3.32

Commissioner: JULIE BRAASTAD

Owner Information:



Memorandum

Date: October 7, 2021

To: Planning Commissioners

From: Tom Collins, City Engineer *TPC*

Subject: Richland Refrigeration – Lots 4, 5 & 6, Block 1, Ham Lake Industrial Park 4th Addition

Introduction:

The Richland Refrigeration site plan was approved at the April 5th City Council meeting. The City Council meeting minutes are attached. Approval was for up to 18 on-site semi-tractor trailers. Approval included several conditions of approval. A revised site plan has been received for the addition of gravel parking for 30 more semi-tractor trailers, which would bring the total to 48.

Discussion:

Per the Narrative, the staff parking demands 11 parking stalls. There are 15 paved stalls provided. It is unclear whether there are on-site customers or what the demand might be for customer parking. The proposed parking lot expansion was conditionally approved by the Coon Creek Watershed District (CCWD) Board of Managers at their May 25th meeting. Their May 25th Notice of Permit Application Status is attached, along with an updated October 8th Notice of Permit Application Status.

Recent tree clearing was completed, and the City received a complaint from the 1121 160th Lane parcel regarding removal of the trees, as they provided a buffer from noise and lights. Their email complaint along with accompanying photos are attached. A 300-scale aerial photo from 2020 is attached. Section 9-220.6.a.ii of City Code, which governs Industrial Park screening when adjacent to residential land use, is attached. Section 9-220.6.b.iv of City Code, which governs Industrial Park lighting when adjacent to residential land use, is attached.

Recommendation:

It is recommended that the Richland Refrigeration expansion be recommended for approval, conditioned on clarification on on-site customer parking demand, compliance with City Code related to screening and lighting.

Motion by Van Kirk, seconded by Doyle, to approve Resolution No. 21-08, congratulating Kevin Johnson for his 13 active years of service to the Ham Lake Fire Department. All in favor, motion carried.

4.0 CONSENT AGENDA


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

- 4.1 Approval of minutes of March 15, 2021
- 4.2 Approval of claims in the amount of \$139,203.19
- 4.3 Approval of Resolution No. 21-12 scheduling a public hearing to vacate a portion of the drainage and utility easement on Lot 1, Block 1, Hidden Forest West 2nd Addition (3011 137th Avenue NE)
- 4.4 Approval of Ordinance No. 21-03 amending Article 9, Section 9-350 and Article 11, Section 11-340 regarding Home Occupation Permits of the Ham Lake City Code
- 4.5 Approval to award seal coating, striping/symbols and crack sealing to the low bidders, Pearson Bros., Sir Line-A-Lot and Northwest Asphalt & Maintenance
- 4.6 Approval of an Off-Site Gambling Permit for the Ham Lake Chamber of Commerce to conduct bingo and pull-tabs on May 1, 2021 at Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite 1000

Motion by Kirkeide, seconded by Kirkham, to approve the Consent Agenda as written. All in favor, motion carried.

2.0 PUBLIC COMMENT – None

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 
- 5.1 John Anderson, JDA Design Architects Inc., on behalf of Richland Refrigerated Solutions, LLC, requesting a Conditional Use Permit to operate Richland Refrigerated Solutions, LLC at 1305 159th Avenue NE

Motion by Van Kirk, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve a Conditional Use Permit as requested by John Anderson, JDA Design Architects Inc., on behalf of Richland Refrigerated Solutions, LLC, to operate Richland Refrigerated Solutions, LLC at 1305 159th Avenue NE subject to submitting an updated site plan by end of business on March 23, 2021 showing employee parking spaces at the rear of the building on a paved surface as required by Article 9-220.6a.iii, striping the parking lot including painting hash marks for the handicap parking area for van accessibility, installing handicap parking signs, parking no more than 18 semi-tractor trailers at the site, no parking on the grass or sand areas, repairing the driveway apron, signing a license agreement with the City for parking spaces encroaching into the drainage and utility easement near 159th Avenue NE, repairing the screening on the front gate, making sure all exterior lighting is in working order and complies with Article 9-220.1g, business hours of 7:00 a.m. to 6:00 p.m. Monday through Saturday, no idling of trucks before 7:00 a.m., limiting maintenance and repair services to truck and trailer repair only for RRS's fleet and the general public, no outside storage of liquids, oil, contaminants, tires or truck parts, no storage of inoperable trucks or trailers, completing all site maintenance and repairs noted within 60 days of City Council approval of the Conditional Use Permit, and meeting all City, State and County requirements. All in favor, motion carried.

VIOLATION OF THE TERMS OR CONDITIONS OF THIS PERMIT MAY BE GROUNDS FOR REVOCATION OF THE PERMIT PURSUANT TO SECTION 9-310.34 OF THE ZONING CODE, A COPY OF WHICH IS HERETO ATTACHED.

Motion by Van Kirk, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve a Conditional Use Permit as requested by John Anderson, JDA Design Architects Inc., on behalf of Richland Refrigerated Solutions, LLC, to operate Richland Refrigerated Solutions, LLC at 1305 159th Avenue NE subject to:

- 1) Submitting an updated site plan by end of business on March 23, 2021 showing employee parking spaces at the rear of the building on a paved surface as required by Article 9-220.6a.iii. (Received 3/23/2021)
- 2) Striping the parking lot including painting hash marks for the handicap parking area for van accessibility.
- 3) Installing handicap parking signs.
- 4) Parking no more than 18 semi-tractor trailers at the site.
- 5) No parking on the grass or sand areas.
- 6) Repairing the driveway apron.
- 7) Signing a license agreement with the City for parking spaces encroaching into the drainage and utility easement near 159th Avenue NE. (Received 4/5/2021)
- 8) Repairing the screening on the front gate.
- 9) Making sure all exterior lighting is in working order and complies with Article 9-220.1g.
- 10) Business hours of 7:00 a.m. to 6:00 p.m. Monday through Saturday.
- 11) No idling of trucks before 7:00 a.m.
- 12) Limiting maintenance and repair services to truck and trailer repair only for RRS's fleet and the general public.
- 13) No outside storage of liquids, oil, contaminants, tires or truck parts.
- 14) No storage of inoperable trucks or trailers.
- 15) Completing all site maintenance and repairs noted within 60 days of City Council approval of the Conditional Use Permit. (Approved 4/5/2021)
- 16) Meeting all State, County, and City requirements.

All in favor, motion carried.

ISSUED: 4/6/2021

RENEWAL DATE: 2/28/2022

CONSULTANTS:

**Richland Refrigerated
 Solutions LLC**

1305 159th Avenue NE
 Farm Lake, MN 55024

CERTIFICATION:
 I hereby certify that this plan, specification or report was prepared
 by me or under my direct supervision and that I am a duly
 licensed Professional Engineer in the State of Minnesota.

signature: *[Signature]* date: _____
 name: registration number: _____

REVISION HISTORY:
 description: _____ date: _____

CCWD Permit Revisions	9-27-21
CCWD Permit Revisions	9-25-21
CCWD Permit Revisions	9-15-21
CCP Amendment - Paving	7-29-21
CCWD PERMIT	6-12-21
PC Plans	3-23-21

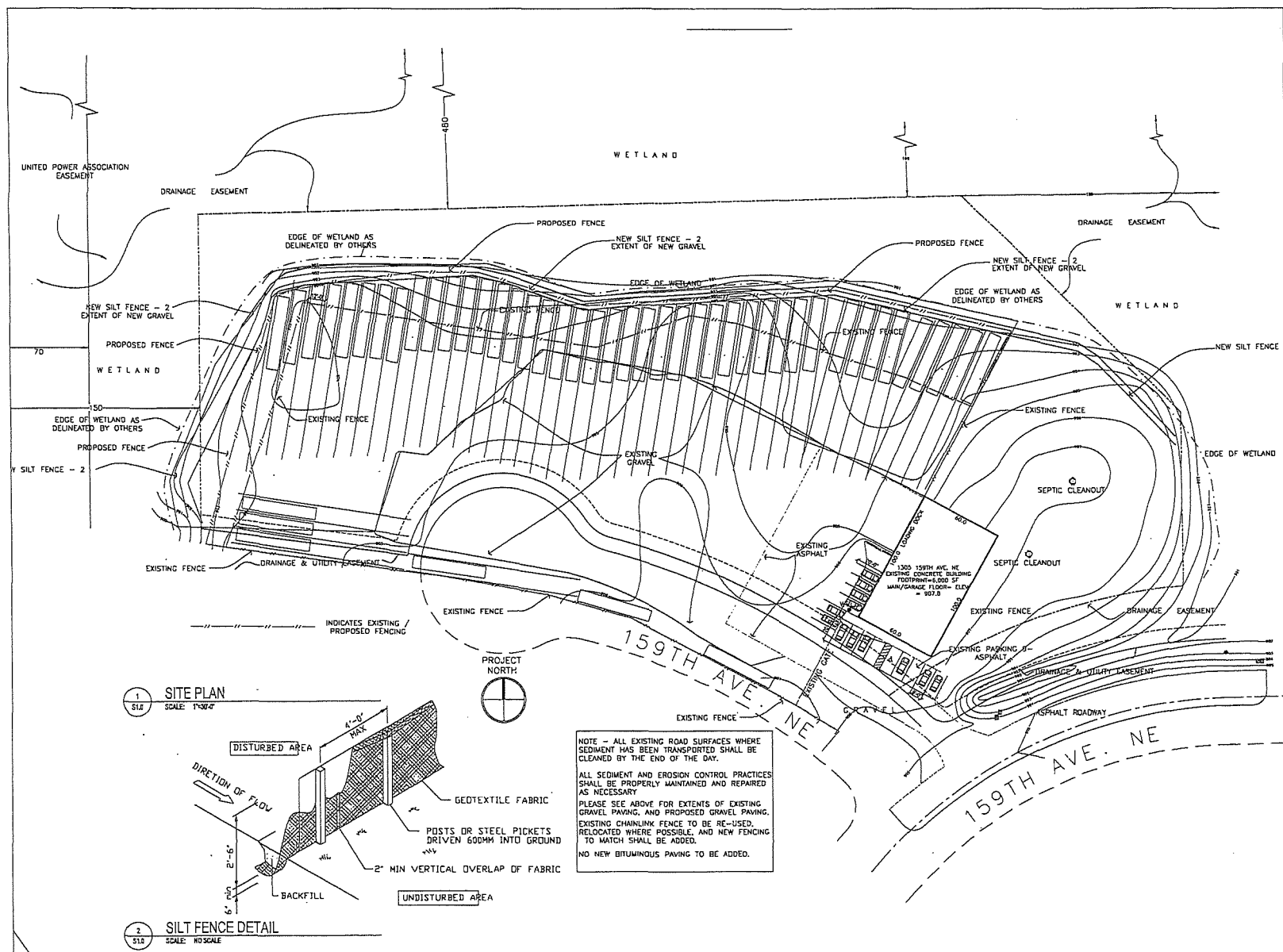
ISSUED FOR:
CCWD Paving Permit

ISSUE DATE:
 September 13, 2021

DRAWN BY: _____ CHECKED BY: _____

SHEET TITLE:
REVISED SITE PLAN

SHEET NUMBER:
S1.0



New Site Plan

USE 1524, Annex NS

 State Lic. 14, 0000000

CERTIFICATION:

 I hereby certify that this plan, specification or report

 is my original work, or that I am the author of the

 same, or that I am a duly Licensed Professional Engineer

 under the laws of the State of Colorado.

Signature: _____

 Date: _____

DESIGN METHOD: _____

 Description: _____

PROJECT NO.: _____

 SHEET NO.: _____

ISSUED FOR:

 Conditional Use Per

DATE: _____

 DRAWN BY: _____

SHEET TITLE:

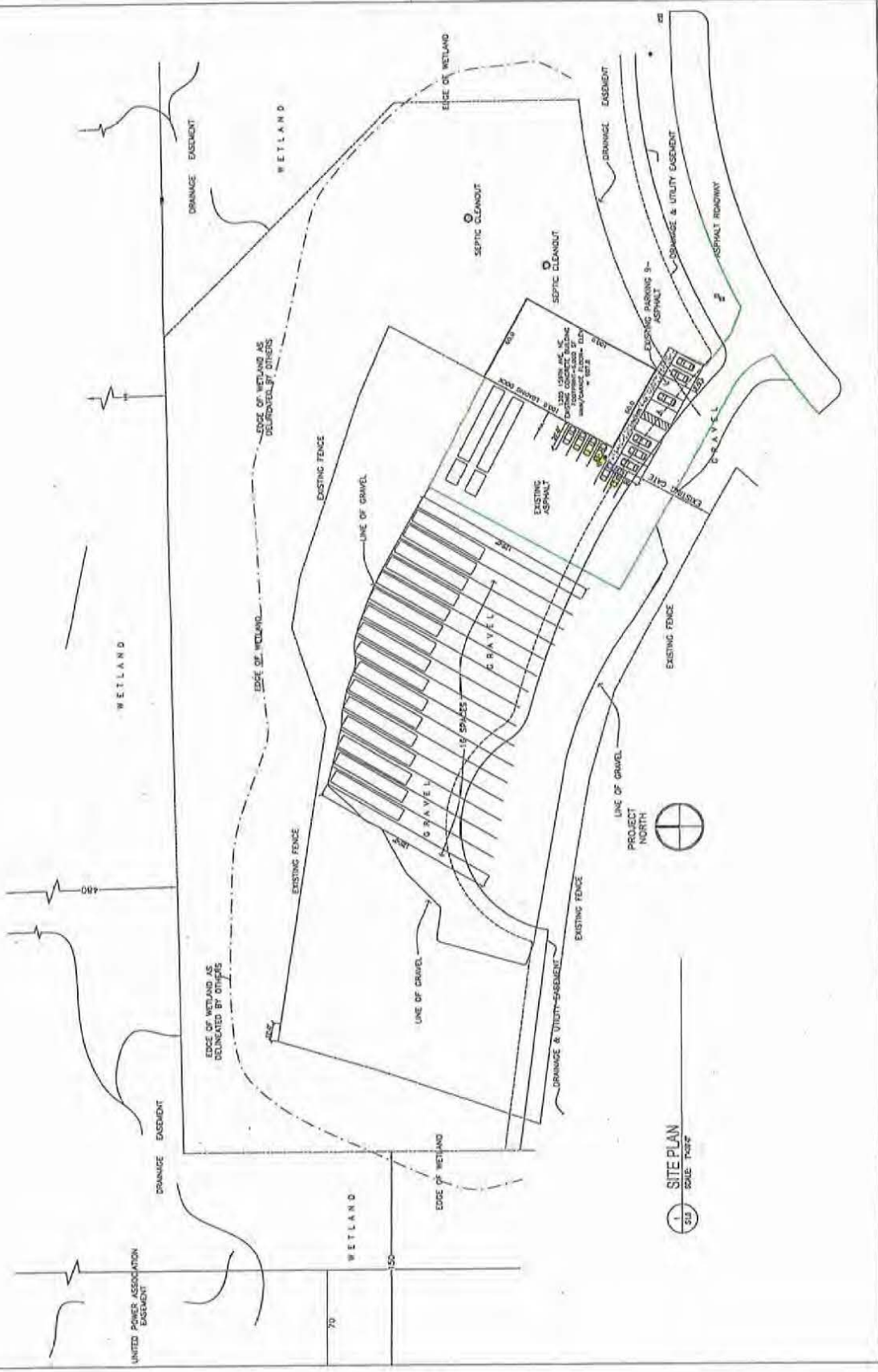
 SITE PLAN

SHEET NUMBER:

 S1.0

PROJECT NUMBER:

 #3-23-2021 Site Plan Revision



1 SITE PLAN

 S1.0



#3-23-2021 Site Plan Revision

Richland Refrigerated Solutions LLC: New site located at 1305 159th Ave NE, Ham Lake, MN 55304

Below is a current summary:

1. RRS currently operates a **full-service trucking terminal at the above address**, providing delivery of refrigerated product cross county. On a usual business day, approximately 15 to 20 trucks would arrive, load and depart typically between hours of 7 am and 6 pm Monday through Friday. RRS ships refrigerated goods (95% food items). RRS has been operating for more than 8 years.
2. **Truck Parking** services will be offered for no more than 48 truck cabs and trailers per site plan. This includes temporary outside storage of client merchandise, RRS owned truck cabs and truck cab and truck/trailer leased parking for independent owner operators.
3. **Truck and Trailer Repair and Maintenance** services will be provided by up to 4 mechanics to maintain the existing fleet and to also provide repair services to the general public.
4. **Office Staff:** The existing office includes workspace for 6 people. In addition, RRS will hire a local driver for drop off and pick of trailers to the Transit Hub. The staffing plan for 2021 includes an onsite owner-manager plus 10 people. In 2021, RRS is expecting to hire 2 to 4 new positions and is an equal opportunity employer.
5. **Community:** RRG intends to become a member of the Ham Lake Area Chamber of Commerce and be engaged in the surrounding community once settled.
6. **Existing Facility:** There are no plans to remodel the existing 6,000 sq. ft concrete building currently on the site. We have obtained a grading – development permit with conditions from the Coon Creek Water District. There are plans to expand gravel paving as indicated on the enclosed site plan.

Please feel free to send additional questions to:

John Anderson, R.A NCARB
JDA Design Architects Inc
Email: John@jdadesign.com
612 817 0050

Jennifer Bohr

From: John D Anderson <john@jdadesign.com>
Sent: Monday, September 13, 2021 11:47 AM
To: Jennifer Bohr
Cc: Mark Jones; Tom Collins
Subject: Re: FW: FW: 1305 159th Ave NE
Attachments: S1.0 CCWD Revisions.pdf

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

Good morning Jennifer,

Enclosed is the revised site plan to meet the requirements of the CCWD. (I copied you into the email that was sent to them this morning.)

The reason for the expanded paving is to allow Richland Refrigerated Solutions to park their trucks on the site. Per the narrative, as it stands trucks come and go all day. The new paving will allow them to park onsite. They do not anticipate any additional truck traffic.

The paving will not be disturbing more than 1 acre of land.

I hope that you now have the information you need, in order to get us on the PC City Council agendas.

Thank you, and let me know if you have any questions.

On Fri, Sep 3, 2021 at 8:31 AM Jennifer Bohr <JBohr@ci.ham-lake.mn.us> wrote:

Good Morning John!

I've discussed the recently submitted narrative with Mark. One thing we would like to see is an explanation as to why additional parking spaces are being added since that is the reason for the submission of the application for the amended CUP. If it will generate additional traffic, please note what the anticipated traffic will be.

We look forward to receiving new plans after they have been revised to meet the requirements of the CCWD. If the expansion disturbs more than an acre, a condition of approval for the revised CUP will be that an NPDES permit be obtained, and a copy provided to the City, prior to the commencement of grading/construction.

We have discussed the possibility of combining the three lots that make of the property. Does your client intend to combine the lots? In the near future?

NOTICE OF PERMIT APPLICATION STATUS

Project: Richland Refrigeration

Date: ✖ May 25, 2021

Applicant: Richland Refrigeration, LLC
1305 159th Ave NE
Ham Lake, MN 55304

Permit Application#: 21-030

Purpose: New class 5 material grading to expand existing parking lot

Location: 1305 159th Ave NE, Ham Lake

At their meeting on May 24, 2021, the Board of Managers of the Coon Creek Watershed District **conditionally approved** the above referenced project with 5 conditions and 0 stipulations: **This is NOT a permit.**

ISSUES/CONCERNS:

ISSUE	NEED
Escrows: \$2,000 + (0.64 ac * \$500/ac = \$2,320.00	1. Receipt of escrows.
<p>Soils & Erosion Control: Adjacent properties and stormwater ponds are not protected from sediment deposition.</p> <p>Construction schedules detailing when sediment trapping measures will occur; stabilization of earthen structures and the general timing of construction phases have not been provided.</p> <p>Provisions have not been made for cleaning road surfaces where sediment is transported by the end of the day.</p> <p>The erosion and sediment control plan does not provide for the repair and maintenance of all temporary and permanent erosion and sediment control practices.</p>	<p>2. Update construction plans to include the following:</p> <ul style="list-style-type: none"> a. Provide double row of perimeter control at wetlands with a natural buffer < 50 feet. b. Provide construction schedules detailing when sediment trapping measures will occur; stabilization of earthen structures and the general timing of construction phases. c. Provide note on erosion control plan that provisions have been made for cleaning road surfaces where sediment is transported by the end of the day. d. Provide note on the erosion and sediment control plan to provide for

<p>It is unclear what the actual existing extents of the gravel grading are and what is proposed.</p>	<p>the repair and maintenance of all temporary and permanent erosion and sediment control practices.</p> <p>3. Provide an updated plan sheet that clearly depicts what the existing and proposed gravel grading extents are.</p>
<p>Local Planning & Zoning: The applicant has not applied to the City. The City has not completed a review of the plans.</p>	<p>4. The applicant must provide confirmation that the City has reviewed the proposed project and that no changes to the plans are anticipated as a result of their review. If the City requires significant changes to the site plan, additional requirements and Board review may be required prior to permit issuance.</p>
<p>Wetlands: Wetland delineation has not been approved by the TEP.</p>	<p>5. Provide TEP approval of wetland delineation and ensure approved delineation line is on the site plan.</p>

To secure Board review and obtain your permit, the District must receive:

Conditions:

1. Receipt of escrows.
2. Update construction plans to include the following:
 - a. Provide double row of perimeter control at wetlands with a natural buffer < 50 feet.
 - b. Provide construction schedules detailing when sediment trapping measures will occur; stabilization of earthen structures and the general timing of construction phases.
 - c. Provide note on erosion control plan that provisions have been made for cleaning road surfaces where sediment is transported by the end of the day.
 - d. Provide note on the erosion and sediment control plan to provide for the repair and maintenance of all temporary and permanent erosion and sediment control practices.
3. Provide an updated plan sheet that clearly depicts what the existing and proposed gravel grading extents are.
4. The applicant must provide confirmation that the City has reviewed the proposed project and that no changes to the plans are anticipated as a result of their review. If the City requires significant changes to the site plan, additional requirements and Board review may be required prior to permit issuance.

5. Provide TEP approval of wetland delineation and ensure approved delineation line is on the site plan.

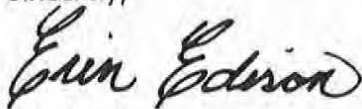
After issuance, the permit will include the following stipulations that need to be fulfilled before permit closeout:

Stipulations:

None.

Please be advised that **this is NOT a permit**, and that work without a permit is a violation of the terms of the Coon Creek Watershed District Rule 5.1. If you have any questions, please call 763-755-0975.

Sincerely,



Erin Edison
Water Resource Regulation Coordinator

cc: File 21-030
Ed Matthiesen, Stantec
Eileen Weigel, Stantec
Tom Collins, Ham Lake

Note: Please respond to each of these items in writing when resubmitting the revised plans to the District. Resubmittals must include two hard copies and an electronic version sent to permitsubmittals@cooncreekwd.org. **Please submit written responses below the original typed comments, using extra sheets as necessary, addressing comments from the District.** If you have any questions, feel free to contact Erin Edison at (763) 755-0975. Pursuant to Coon Creek rule 7.3 deficiencies must be addressed and resubmitted within 60 days. Failure to do so shall be deemed a withdrawal of the permit application.

NOTICE OF PERMIT APPLICATION STATUS

Project: Richland Refrigeration

Date: ✖ October 8, 2021

Applicant: Richland Refrigeration, LLC
1305 159th Ave NE
Ham Lake, MN 55304

Permit Application#: 21-030

Purpose: New class 5 material grading to expand existing parking lot

Location: 1305 159th Ave NE, Ham Lake

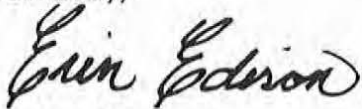
At their meeting on May 24, 2021 the Board of Managers of the Coon Creek Watershed District **conditionally approved** the above referenced project with 5 conditions and 0 stipulations. **This is NOT a permit.**

Since your last submittal on 9/24/2021, the following condition remains which must be addressed before permit issuance (please see note below on how to address conditions).

1. Receipt of escrows.

Please be advised that **this is NOT a permit**, and that work without a permit is a violation of the terms of the Coon Creek Watershed District Rule 5.1. If you have any questions, please call 763-755-0975.

Sincerely,



Erin Edison
Watershed Development Coordinator

cc: File 20-030
Ed Matthiesen, Stantec
Danielle Tourtillott, Stantec
Tom Collins, City of Ham Lake

Note: Please respond to each of these items in writing when resubmitting the revised plans to the District. Resubmittals can be sent via email to permitsubmittals@cooncreekwd.org. **Please submit written responses below the original typed comments, using extra sheets as necessary, addressing comments from the District.** If you have any questions, feel free to contact Erin Edison at (763) 755-0975. Pursuant to Coon Creek rule 7.3 deficiencies must be

addressed and resubmitted within 60 days. Failure to do so shall be deemed a withdrawal of the permit application.

Jennifer Bohr

From: Alisa Kiffmeyer
Sent: Wednesday, October 6, 2021 10:25 AM
To: Jennifer Bohr
Subject: Fleet Trucks on Lincoln
Attachments: 20211005Current.jpg; 20210629BedroomShine.jpg; 20210624_Trees.mp4; 20210624_Rivard.jpg; 20210515Before.jpg; 20210105WinterBefore.jpg

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

Hello Jennifer,

Thank you for your time and speaking with me yesterday.
I included the following as per our conversation about the Fleet Trucks on Lincoln.

I do appreciate businesses coming in our community and hope we can all work together to resolve some recent issues.
Ham Lake has been our home since 1996.

Our concerns include the following:

The removal of the back barrier and expansion which included removal many mature trees that provided a great sound, light and noise block and obstructed the direct views of the business.

Extra bright lights in the dark grey section of building that shine directly across field and casts shadows within our home the entire night.

Noise from Hwy 65 and business, which have increased immensely and possible future noise issues.

Attached are pictures and a video that show the progression of the issues.

If you need any other information, please don't hesitate to ask.
My husband John and I are looking forward to the Monday 6pm meeting.

Thank you,

Alisa Kiffmeyer

Sent from [Mail](#) for Windows



Winter Before



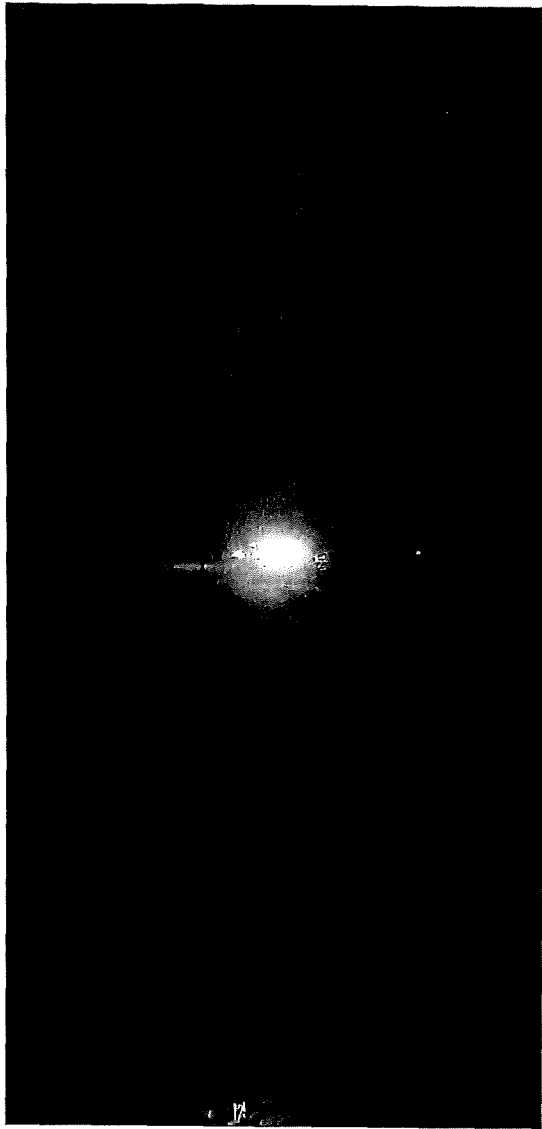
Before



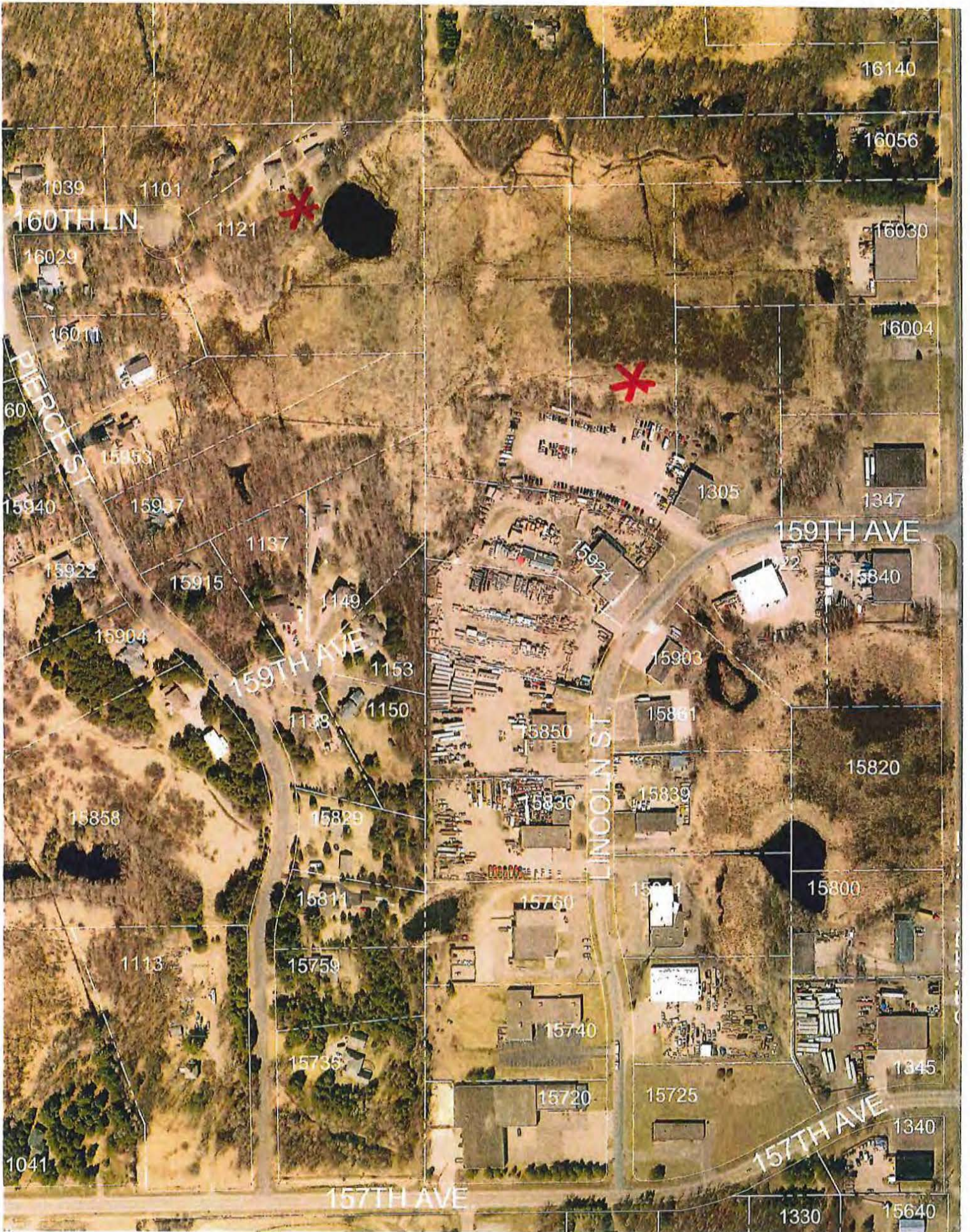
Tree Removal



Current



Bedroom Shine



1" = 300'

- Shops
- Small Retail Sales Facilities

b) Conditional Uses

- None

9-220.6 Industrial Park (I-P) This zoning category shall apply to mercantile parcels which are intended for manufacturing, warehousing, machining, tooling, fabricating, assembly, processing, equipment storage, storage of raw materials or supplies, and the like, as opposed to mercantile parcels used primarily for office or retail activities. Limited office space activity may occur in an Industrial Park, but only as incidental to the main industrial usage of a given parcel.

a) Physical Requirements

i) Building Materials All building construction shall be of masonry or of products made from concrete or materials related to concrete. Metal framed with architectural panel shall be allowed, but no other metal buildings shall be allowed in any I-P District.



ii) Screening Any I-P area developed after the effective date of this ordinance which is adjacent to land which is now or which is intended to become a residential land use shall be completely fenced by attractive, opaque fencing of sufficient height to completely screen all future activities within I-P area. Opaque fencing shall be deemed to mean only solid wood or solid metal components. Fence height shall be as determined upon site plan review by the *Planning Commission*, which may also require different screening material, including earthen berming.

iii) Paving All drives, parking lots or sidewalks which will be utilized by the general public or by employees of the business shall be paved in accord with standards established by the City's engineer. Equipment storage areas may be surfaced with Class V or other material if the area so surfaced is not to be open to the general public.

iv) Landscaping Article 11-1800 of this code shall apply to landscaping in I-P areas.

b) Usage Limitations All uses in the I-P areas shall be subject to the same review procedures as are found in Article 9-220 for Mercantile Areas. The following specific usage limitations shall apply to the I-P areas:

i) Outside Storage All outside storage shall be fenced for security purposes. Trash containers or accumulations of waste or debris of any kind shall be completely screened

from view from outside the lot. All waste and debris shall be properly and promptly disposed of, storage of such material being allowed only for the time interval reasonably necessary to arrange for regular disposal service. During hours in which the business activity within the main building is not being conducted, all storage areas shall be gated and locked. Machinery and vehicles stored on the premises shall be secured so as not to be readily operable or moveable during non-business hours. No unregistered motor vehicles or inoperable vehicle or machinery shall remain on the premises.

ii) Semi-Trailers, Large Trucks and Truck-Tractors

Semi-trailers may be stored within the fenced area of an I-P lot, provided that each semi-trailer shall be fully licensed and road-worthy. The use of dilapidated, inoperable or otherwise non-functioning semi-trailers for warehousing or other purposes shall be prohibited. Large trucks and truck-tractors may likewise be stored within the fenced area, but shall likewise be fully and currently licensed and operable. Each semi-trailer shall have a parking stall with minimum dimensions of 12 feet by 125 feet.

iii) Noise Noise generated from lots in the I-P areas that are audible in *Residential Land Uses* shall not exceed standards as established by the Minnesota Pollution Control Agency.

iv) Lighting No light or combination of lights that cast light upon a *Residential Land Use* shall exceed 4 foot candle meter reading as measured at the residential property line. All measurements shall be made after dark at the property line or edge of roadway.

v) Fumes and Odor Fumes and odors generated from lots in the I-P districts shall not exceed published standards as established by the United States Environmental Protection Agency, herein adopted by reference.

(c) Permitted Uses

- Assembly Businesses
- Cabinetry Assembly/Manufacturing Shops
- Construction Companies
- Electrical Companies
- Equipment Rental Businesses (large industrial equipment)
- Equipment Repair or Service Businesses
- Fabricating Companies
- Government Storage/Repair Centers
- Machine Shops

11-200 FENCES AND HEDGES

11-210 Definitions

For the purposes of this Code, the following terms shall have the meanings herein stated:

- A. **Fence.** Any structure which is 36 inches or more in height, and a length of 6 feet or more, which is composed on non-living materials which cover the entire area bounded by said height and length criteria;
- B. **Hedge.** Any grouping of vegetation which creates a visual barrier of a substantially opaque nature for a length of 6 feet or more and for a height of from ground level to 36 inches above ground level;
- C. **Front Yard.** The area between the public street right-of-way line and the minimum required building setback line, as measured along any side of a lot. Lakeshore properties shall be considered on both lakeside and roadside to be front yards.
- D. **Side Yard.** The area between the front yard and back yard of any lot;
- E. **Back Yard.** The area lying to the rear of the rear building line of the principal structure on any lot;
- F. **Principal Structure.** In the case of property used wholly or partially for residential purposes, the principal structure shall be the structure housing any dwelling unit. In all other cases, the principal structure shall be the structure located closest to any adjacent street, or, in the case of more than one building equidistant from such street, the building containing the greater square footage shall be deemed the principal structure.

11-220 Height

Fences and hedges shall not exceed the following heights unless a variance from this ordinance is granted by the City Council.

11-220.1 Varied Height Requirements

The above fence height requirements may be varied by resolution of the City Council, where the following conditions are met:

- a) The fence will not present any public safety problems;
- b) The height requested will not deprive adjoining properties of air, light, or ventilation, sight lines or create aesthetic problems.

Zoning Classification	Front Yard	Side yard	Back Yard
R-1, R-2, RS-1, RS-2, ML-PUD, PUD	4 feet	6 feet	6 feet
R-A, C-A	4 feet	6 feet	6 feet
CD-1-2-3 & 4, B-1, B-2	• 6-12 feet	• 6-12 feet	• 6-12 feet
I-1, I-2	• 6-12 feet	• 6-12 feet	• 6- 12 feet

- Height marked with an asterisk may be increased by two feet to accommodate a barbed wire security arm top.

11-230 Permit Required. No person, firm, or corporation shall hereafter construct or erect or cause to be constructed or erected within any Commercial or Industrial Zoning District any fence which is intended to be a permanent structure on the premises, without first securing a building permit.

11-240 Construction and Maintenance of Fences Generally. Every fence shall be constructed in a substantial, workmanlike manner and of substantial material reasonably suited for the purpose for which the fence is proposed to be used. Fences shall be constructed so that their more attractive side faces neighboring property. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance, public or private. Any such fence which is, or has become dangerous to the public safety, health or welfare, is a public nuisance and the Ham Lake Building Inspector shall commence proper proceedings for the abatement thereof. Link fences, wherever permitted, shall be constructed in such a manner that no barbed ends shall be at the top except in Industrial and Commercial Districts. Electric and barbed wire fences shall be permitted only on agriculturally zoned property (R-A), and shall be permitted only when necessary to further so bona fide agricultural purpose.

11-250 Residential District Fences. The following conditions shall apply in the R-1, RS-1 and PUD zoning districts:

- (1) No fence shall be erected in any front yard to a height in excess of four (4) feet, nor in any other location to a height in excess of six (6) feet.
- (2) On corner lots in all districts, no fence or planting in excess of thirty (30) inches above the street center line grade shall be permitted within a triangular area defined as follows: Beginning at the intersection of the projected curbing lines of two intersecting streets, thence twenty (20) feet along one property line, thence diagonally to a point twenty (20) feet from the point of beginning on the other property line, thence to the point of beginning.
- (3) In those instances where a fence exists as an enclosure which restricts access from the front to the rear yard, a gate, identifiable collapsible section, or other such means of recognizable ingress/egress shall be unobstructed and a minimum of three (3) feet in width. The location of such ingress/egress points shall be positioned at any point paralleling the front lot line, between the side lot property line and the principle structure. In those instances where a property contain ponds or Public Works needs to access the property for stormwater management purposes, the gate or ingress/egress point shall be a minimum of ten (10) feet in width.
- (4) Fences on the corner lots must receive special consideration from the Ham Lake Building Official to assure site safety before a Building Permit is issued. This review may require the applicant to pay an additional fee if extraordinary means need to be taken to ascertain impacts (i.e. consultation by a Traffic Engineer).
- (5) Lakeshore properties shall be considered on both lakeside and roadside to be frontyards. In lakeside frontyard of lakeshore properties a maximum of twenty (20) feet of privacy fence can be erected from the rear of the home. Beyond

twenty (20) feet a four (4) foot fence, not of opaque material may be erected to extend no further than the high water mark. In roadside frontyard of lakeshore properties shall meet the residential frontyard requirements.

- (6) No fence shall be constructed of plastic mesh, snow-fence lath, chicken-wire, or any other metal except for wrought iron or chain-link.

11-260 Commercial and Industrial Fences.

Fences in all Commercial and Industrial Zoning shall not be less than 6 (six) feet and not exceed twelve (12) feet in height and may be increased to accommodate a barbed wire security arm top except that:

- (1) Special Purpose Fences. Fences for special purposes and fences differing in construction, height or length may be permitted in any district in the City of Ham Lake with approval by the Planning and Zoning Commission and City Council. Findings shall be made that the fence is necessary to protect, buffer or improve the premises for which the fence is intended.
- (2) Metal panel and chain link fencing are not appropriate in Commercial Development Tier 1 (CD-1) zoning. Fencing is not appropriate in front yard area facing Highway 65.



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Andrea Worcester, Finance Director
Item/Title/Subject: 2021 3rd Quarter Financials

INTRODUCTION/DISCUSSION:

Bank accounts have been reconciled through September 30th, 2021 as well as a review of all activity in all funds has been performed. The following is a summary of my observations on the City's financial position at the end of the 3rd Quarter of 2021. All information presented is unaudited.

Cash and Investments

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

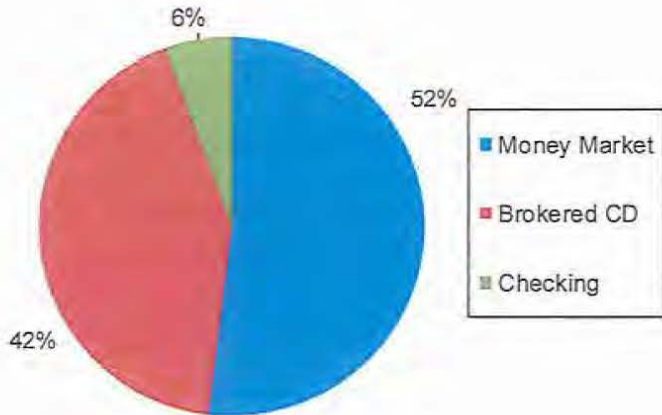
	09/30/2021	12/31/2020	Increase/ (Decrease)
Checking	\$ 557,955	\$ 1,025,369	\$ (467,476)
Investments (at Market Value)	10,111,012	10,266,600	(155,587)
Total Cash and Investments	\$ 10,668,968	\$ 11,291,969	\$ (623,063)
Investment Type	09/30/2021	12/31/2020	Increase/ (Decrease)
Checking	\$ 557,955	\$ 1,025,369	\$ (467,476)
Money Market	5,564,944	6,299,433	(734,489)
Negotiable CDs	4,546,069	3,474,283	1,071,786
Municipal Bond	-	-	-
Government Agency Securities	-	492,884	(492,884)
Total Cash and Investments	\$ 10,668,968	\$ 11,291,969	\$ (623,063)

**Investment Summary
As of 9/30/2021 (unaudited)**

Institution	Description	Type	Market Value 1/1/2021	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 9/30/2021	Market Value 9/30/2021	Unrealized gain / loss
RBC	RBC	Money Market	-	-	-	-	-	-	-	-
RBC	Enerbank USA Salt Lake City	Brokered CD	249,264.99	-	-	(249,452.39)	2,452.39	2,264.99	-	(2,264.99)
RBC	Morgan Stanley PVT BK	Brokered CD	254,041.74	-	-	(3,127.91)	3,127.91	254,041.74	249,444.00	(4,597.74)
RBC	Sallie Mae BK Murray Utah	Brokered CD	254,041.74	-	-	-	3,127.91	254,041.74	249,444.00	(4,597.74)
RBC	Wells Fargo Bank Natl Assn	Brokered CD	257,139.81	-	-	(4,766.46)	4,766.46	257,139.81	252,486.00	(4,653.81)
RBC	Ally Bank Midvale Utah	Brokered CD	254,582.94	-	-	(4,428.00)	4,428.00	254,582.94	251,222.58	(3,360.36)
RBC	Bank Hapoalim New York	Brokered CD	250,993.05	-	-	(6,699.00)	6,699.00	250,993.05	244,682.13	(6,310.92)
RBC	Goldman Sachs BK USA New York	Brokered CD	231,244.44	-	-	(1,989.53)	1,989.53	231,244.44	228,335.16	(2,909.28)
RBC	BMO Harris BK NATL ASSN	Brokered CD	249,271.41	-	-	(934.61)	934.61	249,271.41	247,289.37	(1,982.04)
RBC	Merrick BK South Jordan Utah	Brokered CD	248,718.63	-	-	(747.67)	747.67	248,718.63	245,640.99	(3,077.64)
RBC	Texas Exchange Bk Crowley	Brokered CD	249,204.18	-	-	(1,308.47)	1,308.47	249,204.18	245,872.56	(3,331.62)
RBC	Malaga BK Palos Verdes Calif	Brokered CD	246,592.17	-	-	(931.20)	931.20	246,592.17	241,980.69	(4,611.48)
RBC	Freddie Mac	Brokered CD	246,014.76	-	-	(369.00)	369.00	246,014.76	245,692.50	(322.26)
			2,991,109.86	-	-	(277,882.15)	30,882.15	2,744,109.86	2,702,089.98	(42,019.88)
Falcon National Bank	Community Pride Bank	Money Market	65,744.59	-	-	2,701.67	124.98	68,571.24	68,571.24	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	300,000.00	-	-	(1,198.38)	1,198.38	300,000.00	300,000.00	-
Falcon National Bank	CD 88834 (renewed)	Brokered CD	200,000.00	-	-	(900.78)	900.78	200,000.00	200,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	531,083.70	-	-	-	2,395.18	533,478.88	533,478.88	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	100,500.00	-	-	(602.51)	602.51	100,500.00	100,500.00	-
			1,197,328.29	-	-	-	5,221.83	1,202,550.12	1,202,550.12	-
21st CENTURY BANK	Money Market	Money Market	501,603.40	-	-	(501,698.23)	94.83	0.00	-	(0.00)
21st CENTURY BANK	ICS	Money Market	-	-	-	151,698.23	2,447.19	154,145.42	154,145.42	(0.00)
21st CENTURY BANK	CD 3507 (Renewed)	Brokered CD	90,000.00	-	-	(405.37)	405.37	90,000.00	90,000.00	-
21st CENTURY BANK	CD 2 3508 (Renewed)	Brokered CD	90,000.00	-	-	(405.37)	405.37	90,000.00	90,000.00	-
21st CENTURY BANK	CD 3509 (Renewed)	Brokered CD	90,000.00	-	-	(405.37)	405.37	90,000.00	90,000.00	-
21st CENTURY BANK	CD 3510 (Renewed)	Brokered CD	90,000.00	-	-	(405.37)	405.37	90,000.00	90,000.00	-
21st CENTURY BANK	CD 3511 (Renewed)	Brokered CD	90,000.00	-	-	(405.37)	405.37	90,000.00	90,000.00	-
21st CENTURY BANK	CD 3512 (Renewed)	Brokered CD	50,000.00	-	-	(225.21)	225.21	50,000.00	50,000.00	-
21st CENTURY BANK	CD 3735 (Renewed)	Brokered CD	210,000.00	-	-	(1,020.96)	1,020.96	210,000.00	210,000.00	-
			1,211,603.40	-	-	(353,273.02)	5,815.04	864,145.42	864,145.42	(0.00)
4 M	4M Liquid Assets-101	Money Market	9.48	57,601.00	-	-	0.42	57,610.90	57,610.90	-
4 M	4M Plus Fund-101	Money Market	5,214,632.11	4,078,920.07	(550,000.00)	(3,672,220.18)	1,109.59	5,072,441.59	5,072,441.59	-
4 M	4M Plus Fund-103 Trust Investment	Money Market	212,117.77	-	-	-	56.71	212,174.48	212,174.48	-
			5,426,759.36	4,136,521.07	(550,000.00)	(3,672,220.18)	1,166.72	5,342,226.97	5,342,226.97	-
21st CENTURY BANK	Trust	Checking	317,365.88	266,961.85	(186,955.91)	424.00	806.56	398,602.18	398,602.18	-
21st CENTURY BANK	General/Checking	Checking	177,759.87	1,497,769.05	(5,771,538.81)	4,302,849.02	448.58	207,287.71	207,287.71	0.00
			495,125.55	1,764,730.90	(5,958,494.72)	4,303,273.02	1,255.14	605,889.89	605,889.89	0.00
			\$ 11,321,926.46	\$ 5,901,251.97	\$ (6,508,494.72)	\$ (102.33)	\$ 44,340.88	\$ 10,758,922.26	\$ 10,716,902.38	\$ (42,019.88)

Investment Summary (continued)
As of 9/30/2021 (unaudited)

Maturities



Maturity	Unadjusted Market Value 9/30/2021	Market Value 9/30/2021	Variance 9/30/2021
Current	\$ 6,173,098.51	\$ 6,170,833.52	\$ (2,264.99)
< 1 year	2,029,946.61	2,013,188.04	(16,758.57)
1-2 years	254,582.94	251,222.58	(3,360.36)
2-3 years	497,007.81	490,374.63	(6,633.18)
3-4 years	497,990.04	492,930.36	(5,059.68)
5+ years	495,796.35	487,853.25	(7,943.10)
	<u>\$ 9,948,422.26</u>	<u>\$ 9,906,402.38</u>	<u>\$ (42,019.88)</u>

Weighted average Rate of return	0.60%	9/30/2021
Average Maturity (years)	0.34	9/30/2021

Investment Type	Market Value 9/30/2021
Money Market	\$ 5,564,943.63
Brokered CD	4,546,068.86
Savings	-
Government Securities	-
Municipal Securities	-
Checking	605,889.89
	<u>\$ 10,716,902.38</u>

Operating Account	
O/S Deposits	\$ 10,137.38
O/S Checks	(58,072.17)
	<u>\$ 10,668,967.59</u>

Investment Summary (continued)

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

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
09/30/2016	0.20	0.29	0.45	0.59	0.77	0.88	1.14	1.42	1.60
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
03/31/2017	0.74	0.76	0.91	1.03	1.27	1.50	1.93	2.22	2.40
06/30/2017	0.84	1.03	1.14	1.24	1.38	1.55	1.89	2.14	2.31
09/30/2017	0.96	1.06	1.20	1.31	1.47	1.62	1.92	2.16	2.33
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
03/31/2018	1.63	1.73	1.93	2.09	2.27	2.39	2.56	2.68	2.74
06/30/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
09/30/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.45	2.56	2.63	2.48	2.46	2.51	2.59
03/29/2019	2.43	2.44	2.40	2.44	2.40	2.27	2.21	2.23	2.31
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	2.12
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.74	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52

Cash Balance Summary by Fund
As of 9/30/2020, 12/31/2020, and 9/30/2021 (unaudited)

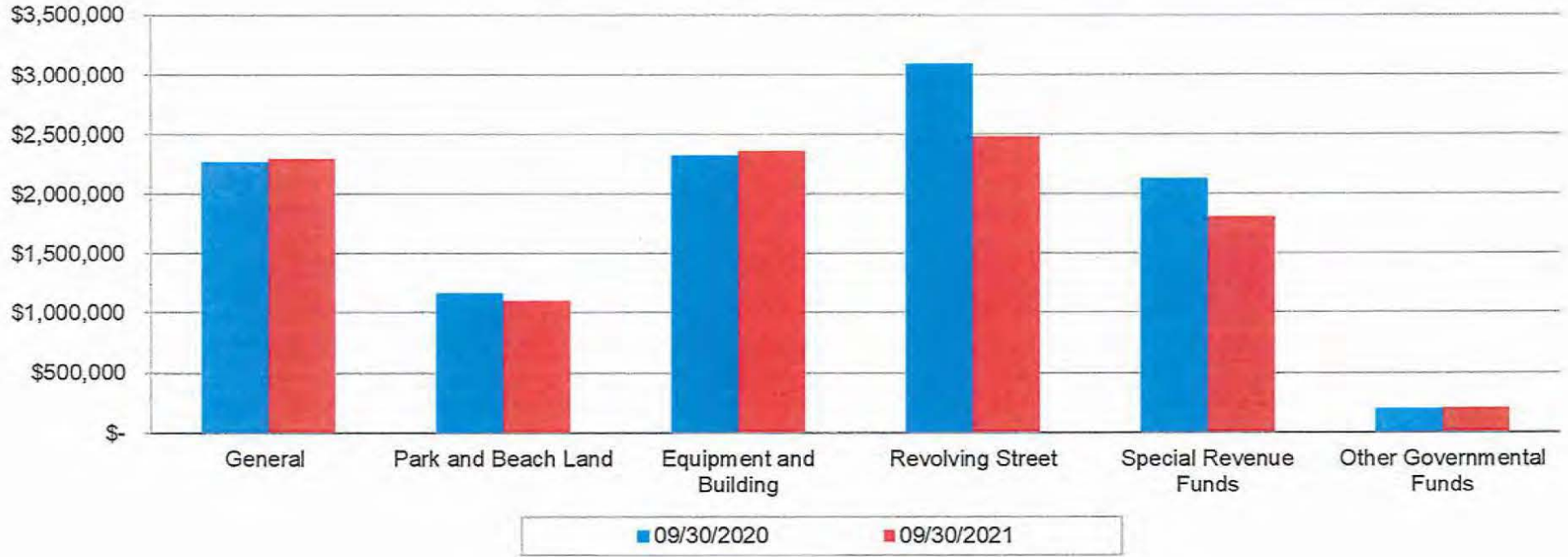
		Balance 09/30/2020	Balance 12/31/2020	Balance 09/30/2021	YTD Change From 12/31/2020
100	General Fund	\$ 2,268,856	\$ 3,699,874	\$ 2,304,241	\$ (1,395,633) ⁽¹⁾
210	Cable TV Fund	359,714	359,980	414,695	54,715 ⁽²⁾
211	Ham Laker Fund	(34,155)	(41,710)	(53,502)	(11,792)
212	Lawful Gambling Contributions Fund	64,667	73,116	79,501	6,385
217	CARES Act Grant	1,221,804	-	887,968	887,968 ⁽³⁾
230	Future Drainage Fund	106,340	108,512	100,823	(7,690)
231	Recycling Fund	67,389	53,782	19,708	(34,074)
232	Street Light Fund	146,159	164,548	172,898	8,350
250	Oakwilt Fund	11,432	11,409	11,355	(54)
261	Economic Development Fund	9,479	1,642	1,660	18
262	Ham Lake EDA Fund	167,273	167,396	166,416	(981)
263	Lodging Tax Fund	4,985	2,913	5,585	2,672
370	2010 Cip Bond Debt Service Fund	163,091	265,264	173,805	(91,459) ⁽⁴⁾
371	2016 Go Capital Note Debt Service Fund-Nmtc	32,336	26	31,775	31,749
410	General Govt Equipment Fund	64,263	62,026	65,808	3,781
411	Election Equipment Fund	(692)	1,809	1,614	(194)
412	Building Fund	265,856	269,370	242,809	(26,561)
420	Fire Department Equipment Fund	1,303,620	1,328,071	1,450,653	122,583 ⁽⁵⁾
421	Emergency Operations Center Fund	35,464	35,990	35,884	(106)
422	Siren Replacement Fund	35,368	35,394	36,897	1,504
428	Building Inspection Equipment Fund	70,404	56,474	34,779	(21,695)
430	Public Works Equipment Fund	421,042	381,197	424,250	43,053
431	Revolving Street Fund	3,086,197	2,629,088	2,483,455	(145,634) ⁽⁶⁾
440	Park And Beach Land Fund	1,171,872	1,129,983	1,107,199	(22,784)
441	Parks Equipment Fund	129,283	42,015	71,964	29,949
890	Trust	509,954	453,799	396,727.91	(57,071) ⁽⁷⁾
	Total	<u>\$ 11,682,003</u>	<u>\$ 11,291,969</u>	<u>\$ 10,668,968</u>	<u>\$ (623,001)</u>

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

- ⁽¹⁾ See rev/exp for the General Fund for further explanation.
- ⁽²⁾ Franchise Fees from North Metro Communciation.
- ⁽³⁾ First half of ARPA Grant was received.
- ⁽⁴⁾ Principal and interest payment on bond.
- ⁽⁵⁾ Cash increased due to budgeted transfers from General Fund.
- ⁽⁶⁾ Contractor payments for Twin Birch and Lund's Lakeview street projects.
- ⁽⁷⁾ Increased Trust activity.

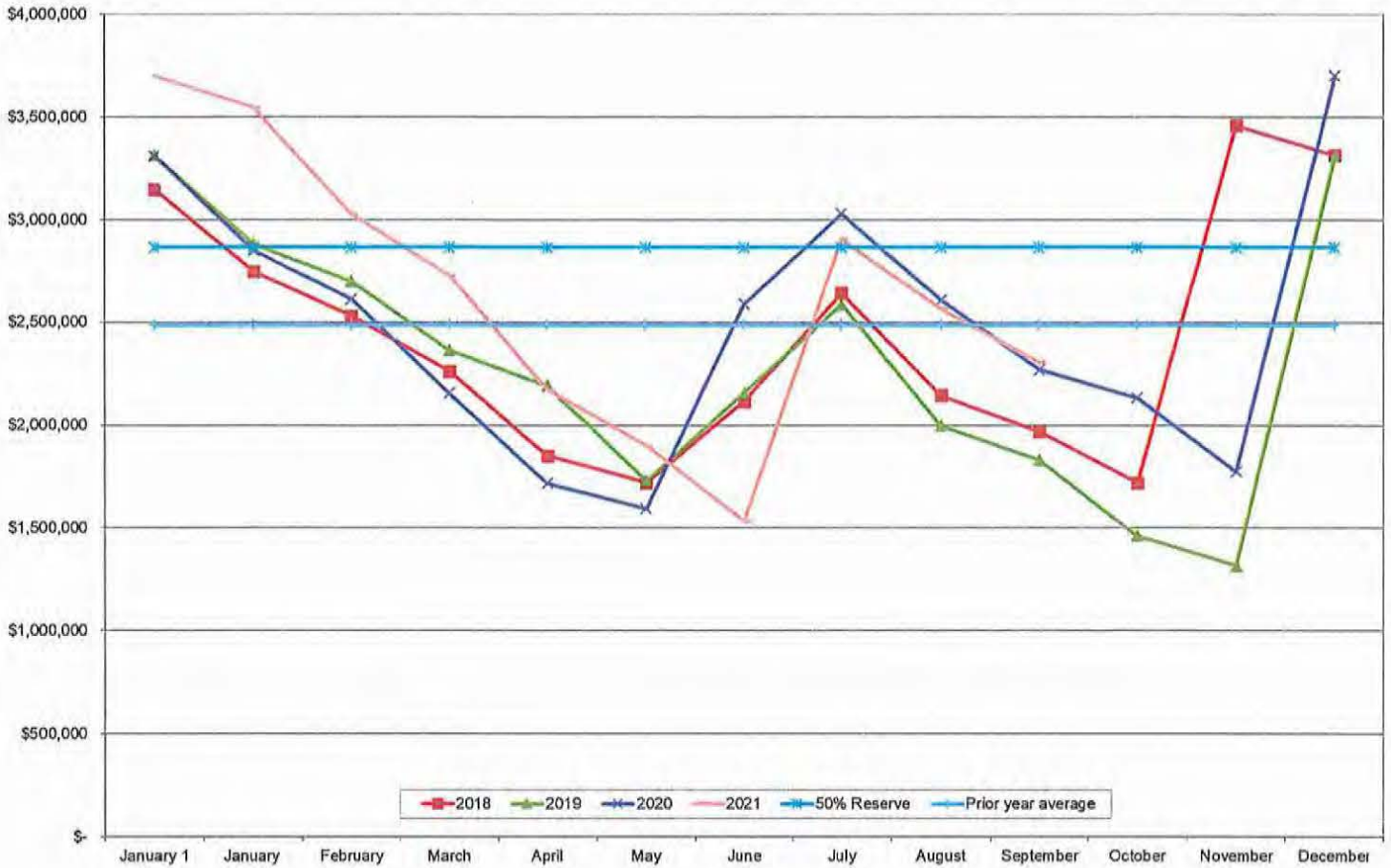
Cash Balance by Fund Compared to Prior Year (unaudited)

Cash Balance by Fund Compared to Prior Year



General Fund Budget Cash Summary (unaudited)

General Fund Cash Balances 2017 -2021



	YTD Budget	YTD Actual	Percent of YTD Budget		YTD Budget	YTD Actual	Percent of YTD Budget
Receipts				Disbursements			
Taxes	\$ 3,777,053	\$ 2,629,867	69.6 %	Council	\$ 64,464	\$ 59,034	91.6 %
Special Assessments	-	-	-	Administration/Clerk	210,538	191,439	90.9
Licenses and permits	336,188	434,319	129.2	Finance	246,387	245,475	99.6
Intergovernmental	113,250	56,496	49.9	Planning & Zoning	68,469	63,056	92.1
Charges for services	94,720	121,533	128.3	General Government	97,391	91,650	94.1
Fines and forfeitures	22,500	19,397	86.2	Information Technology	32,444	31,496	97.1
Interest on investments	7,500	(3,675)	(49.0)	Public Safety	1,387,439	1,321,279	95.2
Miscellaneous	19,654	13,910	70.8	Building Department	226,984	252,648	111.3
Transfers in	900	-	-	Public Works	759,258	740,643	97.5
	<u>\$ 4,371,764</u>	<u>\$ 3,271,847</u>	<u>74.8 %</u>	Parks and recreation	218,387	190,333	87.2
				Senior Center	10,155	8,196	80.7
				Transfers Out	975,750	1,526,220	156.4 %
					<u>\$ 4,297,665</u>	<u>\$ 4,721,471</u>	<u>109.9</u>

Key
■ Varies more than 10% than budget positively
■ Varies more than 10% than budget negatively
■ Within 10% of budget

General Fund Budget Summary
As of 9/30/2021 (unaudited)

	Annual Budget	Budget Thru 9/30/2021 75%	Actual Thru 9/30/2021	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 9/30/2021
Revenues					
Taxes	\$ 5,036,071	\$ 3,777,053	\$ 2,629,867	\$ (1,147,186) ^{¶(1)}	69.63 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	448,250	336,188	434,319	98,131 ^{¶(2)}	129.19
Intergovernmental	151,000	113,250	56,496	(56,754) ^{¶(3)}	49.89
Charges for services	126,293	94,720	121,533	26,813 ^{¶(4)}	128.31
Fines and forfeitures	30,000	22,500	19,397	(3,103)	86.21
Interest on investments	10,000	7,500	(3,675)	(11,175)	(49.00)
Miscellaneous	26,205	19,654	13,910	(5,744)	70.77
Total Revenues	5,827,819	4,370,864	3,271,847	(1,099,017)	
Expenditures					
Council	\$ 85,952	\$ 64,464	\$ 59,034	\$ 5,429	91.58 %
Administration/Clerk	280,718	210,538	191,439	19,099	90.93
Finance	328,516	246,387	245,475	912	99.63
Planning & Zoning	91,292	68,469	63,056	5,413	92.09
General Government	129,855	97,391	91,650	5,741	94.10
Information Technology	43,258	32,444	31,496	947	97.08
Public Safety	1,849,918	1,387,439	1,321,279	66,160	95.23
Building Department	302,645	226,984	252,648	(25,664) ^{¶(5)}	111.31
Public Works	1,012,344	759,258	740,643	18,615	97.55
Parks and recreation	291,182	218,387	190,333	28,054 ^{¶(6)}	87.15
Senior Center	13,540	10,155	8,196	1,959	81
Total Expenditures	4,429,220	3,321,915	3,195,251	126,665	96.19
Excess Revenues (Expenditures)	1,398,599	1,048,949	76,597	(972,352)	
Other Financing Sources (Uses)					
Transfers in	1,200	900	-	-	-
Transfers out	(1,301,000)	(975,750)	(1,526,220)	(550,470) ^{¶(7)}	156.42
TOTAL OTHER FINANCING SOURCES (USES)	(1,299,800)	(974,850)	(1,526,220)	(550,470)	
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	\$ 98,799	\$ 74,099	\$ (1,449,623)	\$ (1,522,822)	

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

- ¶(1) Tax Settlements are received in June, December, and January
- ¶(2) Building and other construction permits have summer season activity and are coming in higher than anticipated.
- ¶(3) MSA Funding comes in July and Fire Relief State as well as the Agriculture Credit come in October.
- ¶(4) Tower lease payments come in a month before they are due (\$21,400), more assessment searches due to busy housing market (\$2,200), more park rentals than expected (\$1,400) and more staff review fees due to more planning activity (\$1,400).
- ¶(5) New Building Inspector position was not budgeted for in 2021.
- ¶(6) Parks payroll accounts are coming in under budget and there has been no capital assets purchased from the General Fund.
- ¶(7) On July 6, 2021, Council approved a one time transfer of \$550,470 from the General Fund Reserves to the Revolving Street Fund.

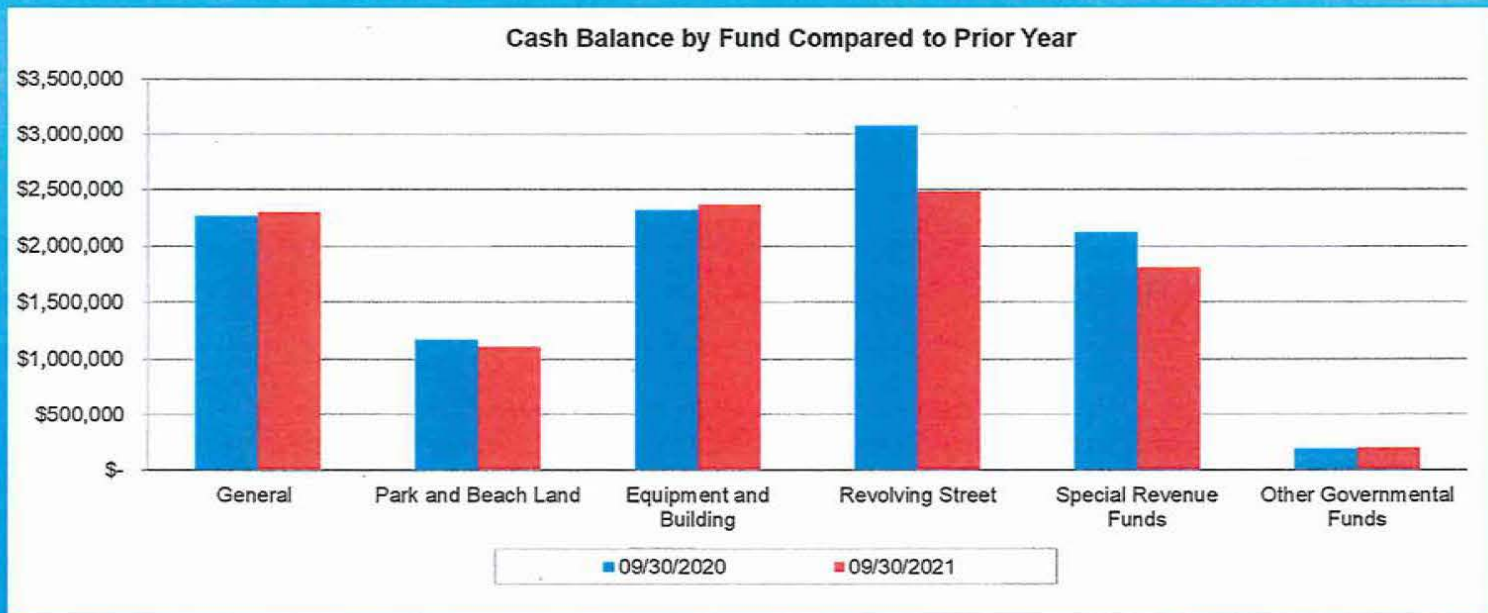
A detailed report of revenues and expenditures can be provided upon request.

CITY OF HAM LAKE 3RD QUARTER REPORT

Presented by Finance Director, Andrea Worcester

OVERALL CASH POSITION

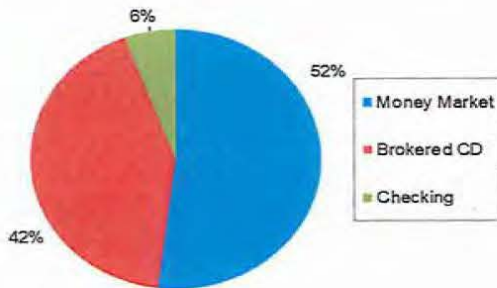
	Balance 09/30/2020	Balance 12/31/2020	Balance 09/30/2021	YTD Change From 12/31/2020
100 General Fund	\$ 2,268,856	\$ 3,699,874	\$ 2,304,241	\$ (1,395,633)
210 Cable TV Fund	359,714	359,980	414,695	54,715
211 Ham Laker Fund	(34,155)	(41,710)	(53,502)	(11,792)
212 Lawful Gambling Contributions Fund	64,667	73,116	79,501	6,385
217 CARES Act Grant	1,221,804	-	887,968	887,968
230 Future Drainage Fund	106,340	108,512	100,823	(7,690)
231 Recycling Fund	67,389	53,782	19,708	(34,074)
232 Street Light Fund	146,159	164,548	172,898	8,350
250 Oakwilt Fund	11,432	11,409	11,355	(54)
261 Economic Development Fund	9,479	1,642	1,660	18
262 Ham Lake EDA Fund	167,273	167,396	166,416	(981)
263 Lodging Tax Fund	4,985	2,913	5,585	2,672
370 2010 Cip Bond Debt Service Fund	163,091	265,264	173,805	(91,459)
371 2016 Go Capital Note Debt Service Fund-Nmtc	32,336	26	31,775	31,749
410 General Govt Equipment Fund	64,263	62,026	65,808	3,781
411 Election Equipment Fund	(692)	1,809	1,614	(194)
412 Building Fund	265,856	269,370	242,809	(26,561)
420 Fire Department Equipment Fund	1,303,620	1,328,071	1,450,653	122,583
421 Emergency Operations Center Fund	35,464	35,990	35,884	(106)
422 Siren Replacement Fund	35,368	35,394	36,897	1,504
428 Building Inspection Equipment Fund	70,404	56,474	34,779	(21,695)
430 Public Works Equipment Fund	421,042	381,197	424,250	43,053
431 Revolving Street Fund	3,086,197	2,629,088	2,483,455	(145,634)
440 Park And Beach Land Fund	1,171,872	1,129,983	1,107,199	(22,784)
441 Parks Equipment Fund	129,283	42,015	71,964	29,949
890 Trust	509,954	453,799	396,727.91	(57,071)
Total	\$ 11,682,003	\$ 11,291,969	\$ 10,668,968	\$ (623,001)



GRAPH OF OVERALL CASH POSITION BY FUND TYPE

INVESTMENT SUMMARY

Maturities



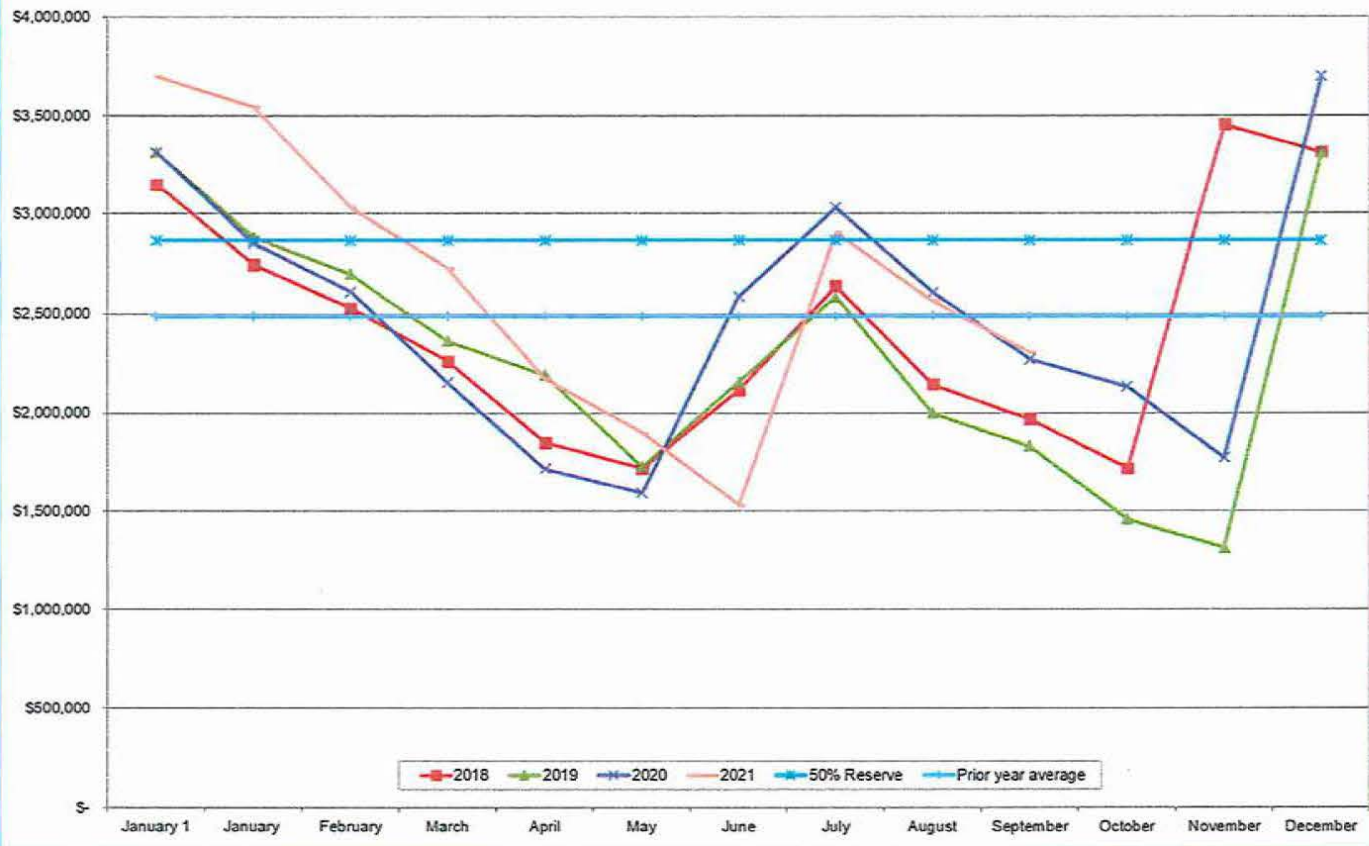
Maturity	Unadjusted Market Value 9/30/2021	Market Value 9/30/2021	Variance 9/30/2021
Current	\$ 6,173,098.51	\$ 6,170,833.52	\$ (2,264.99)
< 1 year	2,029,946.61	2,013,188.04	(16,758.57)
1-2 years	254,582.94	251,222.58	(3,360.36)
2-3 years	497,007.81	490,374.63	(6,633.18)
3-4 years	497,990.04	492,930.36	(5,059.68)
5+ years	495,796.35	487,853.25	(7,943.10)
	<u>\$ 9,948,422.26</u>	<u>\$ 9,906,402.38</u>	<u>\$ (42,019.88)</u>

Weighted average Rate of return	0.60%	9/30/2021
Average Maturity (years)	0.34	9/30/2021

Investment Type	Market Value 9/30/2021
Money Market	\$ 5,564,943.63
Brokered CD	4,546,068.86
Savings	-
Government Securities	-
Municipal Securities	-
Checking	605,889.89
	<u>\$ 10,716,902.38</u>

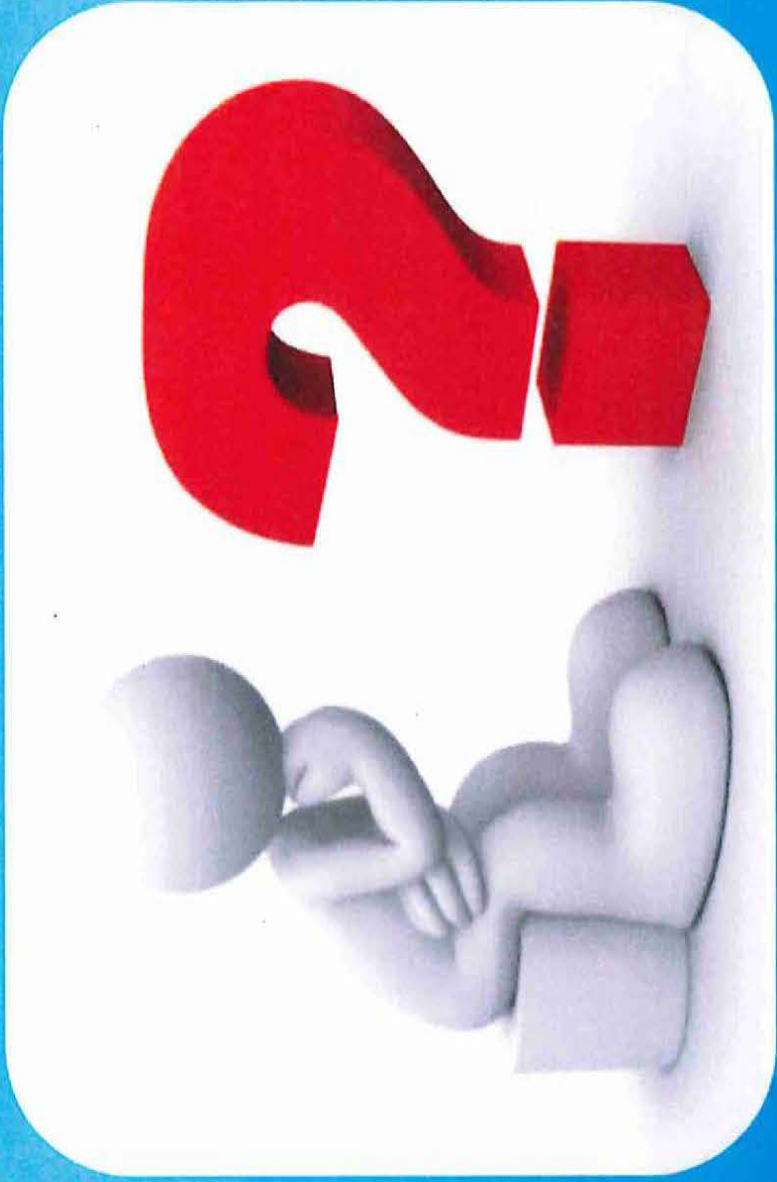
Operating Account	
O/S Deposits	\$ 10,137.38
O/S Checks	(58,072.17)
Reconciled Balance	<u>\$ 10,668,967.59</u>

General Fund Cash Balances 2017 -2021



GENERAL FUND BUDGET TO ACTUAL

	Annual Budget	Budget Thru 9/30/2021 75%	Actual Thru 9/30/2021	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 9/30/2021
Revenues					
Taxes	\$ 5,036,071	\$ 3,777,053	\$ 2,629,867	\$ (1,147,186) ^{¶(1)}	69.63 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	448,250	336,188	434,319	98,131 ^{¶(2)}	129.19
Intergovernmental	151,000	113,250	56,496	(56,754) ^{¶(3)}	49.89
Charges for services	126,293	94,720	121,533	26,813 ^{¶(4)}	126.31
Fines and forfeitures	30,000	22,500	19,397	(3,103)	86.21
Interest on investments	10,000	7,500	(3,675)	(11,175)	(49.00)
Miscellaneous	26,205	19,654	13,910	(5,744)	70.77
Total Revenues	5,827,819	4,370,864	3,271,847	(1,099,017)	
Expenditures					
Council	\$ 85,952	\$ 64,464	\$ 59,034	\$ 5,429	91.58 %
Administration/Clerk	280,718	210,538	191,439	19,099	90.93
Finance	328,516	246,387	245,475	912	99.63
Planning & Zoning	91,292	68,469	63,056	5,413	92.09
General Government	129,855	97,391	91,650	5,741	94.10
Information Technology	43,258	32,444	31,496	947	97.08
Public Safety	1,849,918	1,387,439	1,321,279	66,160	95.23
Building Department	302,645	226,984	252,648	(25,664) ^{¶(5)}	111.31
Public Works	1,012,344	759,258	740,843	18,615	97.55
Parks and recreation	291,182	218,387	190,333	28,054 ^{¶(6)}	87.15
Senior Center	13,540	10,155	8,196	1,959	81
Total Expenditures	4,429,220	3,321,915	3,195,251	126,665	96.19
Excess Revenues (Expenditures)	1,398,599	1,048,949	76,597	(972,352)	
Other Financing Sources (Uses)					
Transfers in	1,200	900	-	-	-
Transfers out	(1,301,000)	(974,850)	(1,526,220)	(550,470) ^{¶(7)}	156.42
TOTAL OTHER FINANCING SOURCES (USES)	(1,299,800)	(974,850)	(1,526,220)	(550,470)	
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	\$ 98,799	\$ 74,099	\$ (1,449,623)	\$ (1,522,822)	



QUESTIONS?

ORDINANCE NO. 21-XX

An Ordinance Amending ARTICLE 9, COMPREHENSIVE ZONING, to amend the Ham Lake City Code to move certain uses from Conditional Use to Permitted Use in CD-1 (Commercial Development Tier 1) Zoning, to amend Temporary Conditional Uses, to expand allowance of metal paneling in the standards for building construction, to clarify home occupation definitions and create an exemption for computer or internet-based enterprises, and to correct spelling errors, punctuation errors, outdated terminology, or inaccurate references.

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

ARTICLE 9, COMPREHENSIVE ZONING of the Ham Lake City Code is hereby amended as indicated in the following sections:

9-110 Division into Zoning Districts All land within the City shall be classified into specific zoning categories, which are more fully defined and described in Article 9-200. A land use within a given zoning category shall be a *permitted use* if the specific land use is listed under the table of *permitted uses* for that zoning category, or if the land use meets the narrative description of the desired *permitted uses* as found in the textual description of the zoning category, in the sole discretion of the City Council. A land use within a given zoning category shall be allowed as a *conditional use* if the specific land use is listed under the table of *conditional uses* for that zoning category, or if the land use meets the narrative description of the allowed *conditional uses* as found in the textual description of the zoning category, in the sole discretion of the City Council. A land use within a given zoning category shall be allowed as a *temporary conditional use* if the specific land use is listed under the table of *temporary conditional uses* for that zoning category, or if the land use meets the narrative description of the allowed *temporary conditional uses* as found in the textual description of the zoning category, in the sole discretion of the City Council. Shoreland Zoning Districts are not a part of this Article 9, but are found and governed in Article 12, Book II, Non-Codified Ordinances.

...

9-210.2 Residential – Manufactured Home (R-M) R-M districts are intended for privately owned residential communities consisting of manufactured mobile homes, each of which is intended for occupancy by a single housekeeping unit, which communities are commonly known as “manufactured home parks”.

a) Required Features

- o Streets Paved and curbed according to same standards as R-1 subdivisions
- o Central Water System (No individual private Wells)
- o Central Sewer System, Privately owned and maintained
- o Density of not less than 0.08 acres one-half-acre per dwelling unit with a minimum lot size of 36 feet by 100 feet
- o Minimum size of Manufactured Home to be 600 square feet
- o Structure Setbacks of 20 feet in front yard and 10 feet in side and back yard according to ~~same standards as R-1 Subdivisions~~

- o Private Park on suitable soils, of a size equal to at least 10% of total development area
- o Paved Driveways to all dwelling units
- o Concrete sidewalk along all curbs, to City specifications
- o Landscaping acceptable to City
- o Full impoundment of stormwater runoff
- o Concrete Block Storm Shelter to State Specifications
- o No on-street parking
- o Underground utilities
- o Provision of Screened and fenced Tenant outside storage area of a size equal to or greater than 200 ~~450~~ square feet per dwelling unit

...

9-220.1 Standards Common to All Mercantile Districts The following standards shall apply to all of the mercantile districts as listed in Article 9-220.

a) Paving All parking lots, drives and surfaces upon which the general public shall have access shall be paved according to specifications to be established by the city's engineer;

...

g) Parking Lots and Lighting Off-street parking shall be provided for the general public ~~all patrons~~ and employees.

...

3) Office/Warehouses Office/Warehouse is a term given to a structure that is designed to have office space in front, behind which is situated an open bay or bays, with the office and bay space to be occupied by a single business. The office space and the bay space may also include area for retail sales. The bay space may also be used for manufacturing, other industrial activity, or warehousing. Building Permits may be issued for Office/Warehouses in any Mercantile District as found in Article 9-220. However, specific uses within each Office/Warehouse are subject to the Permitted Use, Conditional Use and Temporary Conditional Use restrictions for the given zoning district in which the Office/Warehouse is constructed. The issuance of a building permit for an Office/Warehouse does not confer upon the property owner the right to use any portion of the structure in a manner inconsistent with the use restrictions for the zoning district in which the structure is located. All new tenants or occupants of any Office/Warehouse must observe the same conditions for site plan or other approval, as would any other occupant. Further, if the zoning district in which the Office/Warehouse is to be constructed contains restrictions on building materials or design, those restrictions must be followed. No outside storage unless permitted by Conditional Use Permit, Temporary Conditional Use Permit, or by the given zoning district in which the Office/Warehouse is constructed.

...

9-220.2 Commercial Development I (CD-1)

...

a) Standards for Site and Building Construction

i) Except for structures housing public utility feature, no metal or pole-type building shall be permitted;

ii) Exterior wall surfaces shall be of brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco, architectural metal panel with hidden fasteners, or wood framed with horizontal lap siding;

...

vi) All roofs have a minimum 6 9.5 inch fascia;

...

b) Permitted Uses (Including uses that are ancillary to the main use)

...

• Light Manufacturing, defined as follows: The fabrication or processing of goods for sale to retailers, wholesalers, other manufacturers or at retail that takes place entire within an enclosed building and that meets the following criteria:

- a) The business does not generate any noise, odor or vibration detectable from adjoining properties, other than that which occurs in the normal course of business during shipping and receiving activities;
- b) There is no outside storage of any item except Aesthetically Screened Outside Storage as defined in Article 9-220(k)(1)(dd) of this Code.
- c) No outside cranes or booms are located on the site;
- d) Retail sales of the business products can occur on the premises if the commodities are the commodities manufactured on site.

...

• Office Warehouses

...

• Residential Treatment Centers

• Service Businesses with no outside storage or displays

...

• Therapeutic Massage where the business meets the following criteria:

- a) Therapeutic Massage means the practice of administering physical therapy through the massaging, rubbing, kneading or other manipulations of the body, administered solely for therapeutic purposes, but not intended to result in the sexual gratification of the recipient.
- b) No person shall engage in Therapeutic Massage who is not a Massage Therapist (defined as a person who maintains certification with the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), has passed the MBLEx examination given by the Federation of State Massage Therapy Boards, is a member in good standing in the American Massage Therapy Association (AMTA), or is a member in good standing in the Associated Bodywork and Massage Professionals (ABMP));
- c) Hours of operation shall be limited to 8:00 am to 10:00 pm;
- d) The business shall at all times maintain a complete listing of all persons engaged as Massage Therapists and shall on request of City staff furnish evidence that each such person meets the qualifications to be a Massage Therapist.

...

c) Conditional Uses

...

• Indoor Agricultural Facility

• Light Manufacturing, defined as follows: The fabrication or processing of goods for sale to retailers, wholesalers, other manufacturers or at retail that takes place entire within an enclosed building and that meets the following criteria:

- a) The business does not generate any noise, odor or vibration detectable from adjoining properties, other than that which occurs in the normal course of business during shipping and receiving activities;
- b) There is no outside storage of any item except Aesthetically Screened Outside Storage

as defined in Article 9-220(k)(1)(dd) of this Code.

~~e) No outside cranes or booms are located on the site;~~

~~d) Retail sales of the business products can occur on the premises if the commodities are the commodities manufactured on site.~~

- ~~Manufactured Homes/Prefabricated Structure Sales~~ (including, without limitation, housing units, gazebos, storage sheds, playhouses, screened porches, and shelters) together with incidental furnishings such as lawn chairs and picnic tables

...

~~• Office Warehouses~~

...

~~• Residential Treatment Centers~~

• Service Businesses with outside storage or displays

o Landscaping

...

~~• Therapeutic Massage under Article 9-330.5~~

...

d) Temporary Conditional Uses Only

~~Certain modular~~ Modular or prefabricated housing sales lots may be allowed as Temporary Conditional Uses in the CD-1 areas under the following limited conditions:

...

ii) No housing units shall be permitted which are manufactured homes, which were at one time manufactured homes, or which could become manufactured homes with the addition of wheels installed in a pre-engineered or pre-planned receptacle. It is the intention of this usage that the only housing units permitted for display in such areas are single family dwellings of wood frame construction, designed for placement on a permanent foundation in a typical single family residential neighborhood, and not designed for or commonly found in manufactured mobile home parks.

...

vi) All units shall be completely finished on the exterior to give the appearance that the unit is inhabited as a part of a quality single family neighborhood. Units may be assembled from preconstructed component parts on site, but may not be constructed from scratch on the site. Assembly of any display unit shall be complete (weather permitting) within 14 days after commencement of assembly. Each display unit shall obtain a building permit from the City prior to commencement of assembly. ~~A display unit, once in place, shall not be replaced for at least 24 months.~~

...

~~viii) All display units shall have an attached garage for two cars or more.~~

~~vii ix)~~ A Site Plan shall be reviewed and approved by the City Council, after review and comment by the Planning Commission, which plan shall limit the number of units to be displayed, provide a landscaping plan, show the locations of all drives, walkways and Ham Lake City Code Article 9 33 parking areas, and provide photographic samples of the styles of units to be displayed.

~~ix x)~~ The City Council may attach such other conditions to the Temporary Conditional Use Permit as are deemed appropriate or necessary to protect public safety, health or welfare, or to protect nearby property values.

...

9-220.3 Commercial Development II (CD-2)

...

a) Standards for Site and Building Construction

i) Metal or pole-type buildings shall be permitted if surfaces meet the requirements of ii below, and, provided that no galvanized surface may appear, all roofs shall be colored and incorporate a minimum 18 inch soffit on eave edges, 12 inch overhang on gable ends, and 6 inch fascia.

~~ii) Modern metal paneling or architectural metal panel may be used for roof and exterior wall surfaces. On all exterior wall surfaces, the surface may be modern metal paneling, used in combination with brick, decorative masonry, stone, precast panel, architectural concrete, architectural panel, glass, stucco or wood framed with horizontal lap siding; Modern metal paneling may be used for roof and exterior wall surfaces, provided that on the wall sides facing T.H.65, no more than 25% of the surface area may be modern metal paneling, with the remaining portion of these surfaces being brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco or wood framed with horizontal lap siding; For other wall surfaces, there shall be a wainscot at least 42 inches in height which is composed of brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco or wood framed with horizontal lap siding;~~

ii) Metal panel with exposed fasteners or architectural metal panel with hidden fasteners may be used for roof surfaces. All wall surfaces may be composed of metal panel, brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco or wood framed with horizontal lap siding. The exterior wall surface facing or with the most exposure to a public street or right-of-way, shall have a wainscot at least 42 inches in height which is composed of a contrasting color or material.

b) Permitted Uses (Including uses that are ancillary to the main use)

...

- Enclosed Storage and Office/Warehousing

...

c) Conditional Uses

...

- Truck Terminals – defined as a location where cargo is stored and where commercial trucks load and unload cargo on a regular basis with Large Truck and Equipment Repair (Body and Driveline Repair) as a secondary use (are parked and/or stored.

9-220.6 Industrial Park (I-P)

...

(c) Permitted Uses

...

- Office/Warehouses

...

(d) Conditional Uses

- Automobile Repair Shops (Passenger Vehicles, Pickup Trucks, ATVs, Snowmobiles, Motorcycles, Jet Skis, Boats, and Marine Equipment)
- Large Truck and Equipment Repair (Body and Driveline Repair)

...
9-220.8 Commercial Development V (CD-5)
...

e) Application Procedure
...

- ii) A site plan for each parcel proposed for development that includes:
 - aa) The maximum perimeter of the footprint for every building to be constructed;
 - bb) The locations of all parking and drive areas;
 - cc) The locations of all SSTS ~~ISTS~~ and wells;

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

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

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

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

- a) ~~No person shall engage in *Therapeutic Massage* who is not a *Massage Therapist*;~~
- b) ~~In residential areas, no signage shall be permitted;~~
- e) ~~Hours of operation shall be limited to 8:00 am to 10:00 pm;~~
- d) ~~The premises shall be available for random inspection by City agents at all times, without notice;~~

e) If the holder of a *Conditional Use Permit* or *Temporary Conditional Use Permit* to engage in *Therapeutic Massage*, or if any agent, employee, subcontractor, independent contractor, joint venture, partner or other associate of the permit holder is convicted of the crime of prostitution or soliciting a prostitute, such conviction shall be grounds for the City to revoke the permit.

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

9-350 Home Occupation Permits

A *Home Occupation* is an occupant-owned enterprise a for-profit enterprise carried on in a residential dwelling, which meets the criteria specified below. A *Home Occupation* permit may be issued by the City Council after review and recommendation by the *Planning Commission*, and subject to any conditions imposed by the City Council. A *Home Occupation* permit may be revoked by the City Council, after affording due process of law to the applicant, if the conditions of issuance or any other ordinance feature are violated. This requirement for a *Home Occupation* permit shall not apply to any enterprise consisting of activities carried out entirely within the dwelling, where all employees live at the residence, where no specialized chemicals are used by the business, where there is no customer traffic, and where there are no physical deliveries requiring vehicles larger than normal small parcel delivery services (USPS, UPS, FedEx, etc).

Presented to the Ham Lake City Council on October 4, 2021 and adopted by a unanimous vote this 18th day of October, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

ORDINANCE SUMMARY: ORDINANCE NO. 21-XX

AN ORDINANCE PERTAINING TO
AMENDING HAM LAKE CITY CODE ARTICLE 9

The following summary of the foregoing ordinance is published pursuant to the authority of Minnesota Statutes Chapter 412.191, Subd. 4 and Ham Lake City Charter Three, Section 3.08 which provide that in the case of a lengthy ordinance, a summary may be published. The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

Amending CD-1 (Commercial Development Tier 1) Zoning by adding certain Conditional Uses and moving certain uses from Conditional Use to Permitted Use; and

Amending Temporary Conditional Uses in CD-1; and

Expanding the allowance of metal paneling in the standards for building construction in CD-2 (Commercial Development Tier 2); and

Adding Large Truck and Equipment Repair as a Conditional Use in CD-2; and

Amending the definitions for home occupation permits and creating an exemption for certain enterprises with no employees or customer traffic; and

Amending or deleting spelling errors, punctuation errors, outdated terminology, or inaccurate references to other city code or state statute provisions throughout Article 9.

A complete copy of the amendments to Article 9 is posted on the main bulletin board at Ham Lake City Hall, 15544 Central Avenue NE, Ham Lake, Minnesota and may be observed by any person during regular office hours (Monday – Thursday 7:00 am to 4:30 pm, and Friday 7:00 am to Noon). The complete copy of the amendments to Article 9 is also available on the City's website at www.ci.ham-lake.mn.us. These postings will continue for thirty days following the final publication date of this summary.

Presented to the Ham Lake City Council on October 4, 2021 and adopted by a unanimous vote this 18th day of October, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk