

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, NOVEMBER 1, 2021

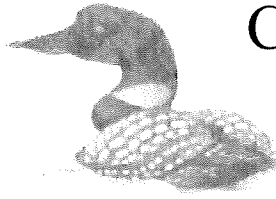
- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS – None**
- 4.0 CONSENT AGENDA**

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

- 4.1 Approval of minutes of October 18, 2021
- 4.2 Approval of claims
- 4.3 Approval of a request from Chad Johnson for a Metes and Bounds Conveyance/Courtesy Combination in Section 13
- 4.4 Approval of a Resolution amending the Internal Control Policy
- 4.5 Approval of the classification and sale of the tax forfeited parcel PIN 02-32-23-33-0032
- 4.6 Approval of the Building Destruction Agreement for 13625 Buchanan Street NE
- 4.7 Approval of the contract with Embedded Systems for the maintenance and monitoring of the radio equipment for the outdoor warning sirens

- 5.0 PLANNING COMMISSION RECOMMENDATIONS – None**
- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**
- 7.0 APPEARANCES – None**
- 8.0 CITY ATTORNEY**
- 8.1 Discussion of Tower Lease Extension – Verizon – Cell Tower #1

- 9.0 CITY ENGINEER**
- 10.0 CITY ADMINISTRATOR**
- 11.0 COUNCIL BUSINESS**
- 11.1 Committee Reports
- 11.2 Announcements and future agenda items



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, OCTOBER 18, 2021

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, October 18, 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: Mayor Van Kirk and Councilmembers and Jim Doyle, Gary Kirkeide, Brian Kirkham and Jesse Wilken

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Joe Murphy; City Engineer, Dave Krugler; City Administrator, Denise Webster; Finance Director, Andrea Worcester; and Deputy City Clerk, Dawnette Shimek

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

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

2.0 PUBLIC COMMENT – None

Mayor Van Kirk invited the cub scouts and leaders to the podium to introduce themselves. Cub Master and Den Leader Sean stated they were from Pack 508 and meet out of McKinley School and the scouts are here to work on their “To Build a Better World Badge”. The Scouts introduced themselves: Andrew a 5th grader who enjoys video games; Brett who enjoys video games and swimming; Ryley who enjoys sports; Preston who enjoys hunting and fishing; and Cole who likes games and downhill skiing. The City Council thanked the scouts.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

Lt. Schuldt was present before the City Council and gave the Sheriff’s Office report from September, 2021. Lt. Schuldt introduced Lt. John Wilson who will be taking over as Lieutenant for the City of Ham Lake and Lt. Derek Peters will be the new Lieutenant for the City of East Bethel. The City Council welcomed the Lieutenants and thanked Lt. Schuldt for his service.

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 in the amount of \$1,403,869.02

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 Resolution No. 21-38 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

Motion by Kirkham, seconded by Wilken, to approve the October 18, 2021 Consent Agenda as written. All in favor, motion carried.

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

Motion by Wilken, seconded by Kirkham, to concur with the Planning Commission and approve the 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. All in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY

Mayor Van Kirk asked how the new Holiday Stationstore is progressing. Councilmember Kirkham stated that they plan to open in March or April, 2022. Engineer Krugler stated that they are still working on some items related to the road project south of Crosstown Boulevard NE and they plan to break ground in the spring of 2022.

7.0 APPEARANCES

- 7.1 Finance Director Andrea Worcester, 3rd Quarter Report

Finance Director Worcester gave the financial report for the 3rd Quarter of 2021. Finance Director Worcester reported over all cash for the City was down \$623,000 from December 31, 2020 and highlighted some of the significant changes in cash by fund. Finance Director Worcester also reported investments are still not doing as well as hoped when the CD was purchased due to low CD rates. Finance Director Worcester then went over the positions of the General Fund. Cash in this fund is tracking like in previous years. The budget to actual for the General Fund is doing as expected overall. Revenues are coming in under budget as a whole, but will recoup once the 2nd half of tax settlement is received. Expenditures are coming in under budget and will be monitored to keep spending aligned with expectations. Transfers are coming in over budget due to a transfer of \$550,470 from the General Fund to the Revolving Street Fund, which was approved by the City Council in July.

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 Consideration of an Ordinance amending Article 9 of the Ham Lake City Code

Mayor Van Kirk stated that staff had some concerns regarding not requiring employee parking to be on paved surface. Councilmember Kirkeide stated that it has been a policy to always pave, except for where heavy equipment is stored. Councilmember Kirkham agreed that the “and employees” needs to be written into the amended Article 9-220.1 (a). Planning Commissioner Entsminger was in the audience and said the Planning Commission thought it wouldn’t matter since equipment is already allowed to be parked on unpaved surfaces.

Motion by Van Kirk, seconded by Kirkham, to amend the Ordinance presented regarding amendments to Article 9 of the Ham Lake City Code with the addition of adding “and employees” to Article 9-220.1 (a). All in favor, motion carried.

Motion by Van Kirk, seconded by Kirkham, to adopt Ordinance No. 21-12 amending Article 9 of the Ham Lake City Code. All in favor, motion carried.

11.3 Consideration of an Ordinance for the Summary Publications relating to amendments to Article 9 of the Ham Lake City Code

Attorney Murphy explained that the summary ordinance allows a shorter version of the adopted ordinance to be published. **Motion by Van Kirk, seconded by Kirkham, to adopt Ordinance No. 21-13 amending Article 9 of the Ham Lake City Code. All in favor, motion carried.**

11.4 Announcements and future agenda items

Mayor Van Kirk stated he wants to move forward and work with Councilmember Wilken on the CERT (Community Emergency Response Team) program.

Councilmember Kirkham stated that the reconstruction of the tennis and pickleball courts at Lions Park is finished and already being played on.

Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 6:33 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
November 1, 2021**

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	10/21/21 - 11/3/21	
EFT	# 1545 - 1552	\$ 4,396.96
CHECKS	# 63414 - 63442	\$ 20,252.99
BANK DRAFTS	DFT0002273 - DFT0002276	\$ 25,660.09
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 50,310.04</u>
PAYROLL CHECKS		
10/22/21		\$ 45,643.94
TOTAL PAYROLL CHECKS		<u>\$ 45,643.94</u>
TRUST CHECKS	#5752 - 5754	\$ 52,175.68
TOTAL OF ALL PAYMENTS		<u>\$ 148,129.66</u>
VOID CHECKS		
EFT		\$ -
CHECKS		\$ -
		\$ -
TRUST CHECKS	5319	\$ 80.00

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 1ST DAY OF NOVEMBER 2021

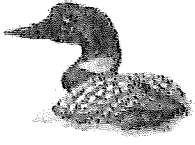
MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Payment Dates 10/21/2021 - 11/3/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1545	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1546	WELLS FARGO - 6003	Health Savings Account-6003	Flexible spending	100-21705	125.00
1547	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1547	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-44101-2210	110.64
1547	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1547	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-44101-2210	111.63
1547	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	111.63
1547	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1548	BRODIN PRESS	NOV HAM LAKER	Editing	211-41704-3125	900.00
1549	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	520.00
1549	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	130.00
1549	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	136.00
1549	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	128.00
1549	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	125.00
1549	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	254.00
1550	DELTA DENTAL PLAN OF MINN	NOV DK COBRA	COBRA receivable	100-11502	42.00
1550	DELTA DENTAL PLAN OF MINN	NOVEMBER DENTAL	Flexible spending	100-21705	957.90
1551	O'REILLY AUTOMOTIVE STORE	FWD SOCKET	Operating supplies	100-43101-2290	19.99
1552	WICK COMMUNICATIONS-LEA	NOV HAM LAKER	Printing	211-41704-3970	635.00
63414	US BANK CORPORATE PAYME	Zoom-Oct Zoom-DW	Dues & subscriptions	100-41201-3920	12.84
63414	US BANK CORPORATE PAYME	Livingdot.com-Web Hosting -	Internet & website	100-41301-3220	165.45
63414	US BANK CORPORATE PAYME	AMAZON-POCKET FOLDERS-H	Office supplies	100-41701-2110	18.72
63414	US BANK CORPORATE PAYME	AMAZON-WHITE OUT-NW	Office supplies	100-41701-2110	4.95
63414	US BANK CORPORATE PAYME	AMAZON-WALL CALENDAR-N	Office supplies	100-41701-2110	9.98
63414	US BANK CORPORATE PAYME	AMAZON-POST ITS-NW	Office supplies	100-41701-2110	11.99
63414	US BANK CORPORATE PAYME	IOS-NW & DS INK-NW	Office supplies	100-41701-2110	320.30
63414	US BANK CORPORATE PAYME	AMAZON-MOUSE PAD-NW	Office supplies	100-41701-2110	17.99
63414	US BANK CORPORATE PAYME	AMAZON-WHITE OUT-NW	Office supplies	100-41701-2110	-4.95
63414	US BANK CORPORATE PAYME	Staples-CITY STAMP-NW	Office supplies	100-41701-2110	32.12
63414	US BANK CORPORATE PAYME	IOS-LABELS & ENVELOPES-N	Office supplies	100-41701-2110	42.35
63414	US BANK CORPORATE PAYME	IOS-CALENDARS, LETTER OPE	Office supplies	100-41701-2110	51.37
63414	US BANK CORPORATE PAYME	AMAZON-KEURIG CLEANING	Operating supplies	100-41701-2290	9.95
63414	US BANK CORPORATE PAYME	AMAZON-BATTERIES-NW	Operating supplies	100-41701-2290	13.99
63414	US BANK CORPORATE PAYME	Speedway-Water-MR	Emergency food & beverage	100-42201-2220	31.92
63414	US BANK CORPORATE PAYME	AMAZON-MOBILE PRINTER B	Operating supplies	100-42201-2290	99.00
63414	US BANK CORPORATE PAYME	National Volunteer Fire-Dues-	Dues & subscriptions	100-42201-3920	18.00
63414	US BANK CORPORATE PAYME	RIGID HITCH-hitches for #48,4	Vehicle parts & supplies	100-43101-2340	67.14
63414	US BANK CORPORATE PAYME	MN FALL MAINT EXPO-TRAINI	Training/conferences/schools	100-43101-3510	90.00
63414	US BANK CORPORATE PAYME	MN FALL MAINT EXPO-TRAINI	Training/conferences/schools	100-43101-3510	120.00
63414	US BANK CORPORATE PAYME	MN FALL MAINT EXPO-TRAINI	Training/conferences/schools	100-43101-3510	30.00
63414	US BANK CORPORATE PAYME	IOS-SR CTR PAPER TOWELS-N	Operating supplies	100-44201-2290	125.50
63416	2ND WIND EXERCISE EQUIPM	WEIGHTS	Training supplies	100-42201-3530	104.88
63417	ANOKA COUNTY FIRE PROTEC	NFPA & NAZ MAT OPS - DB, L	Training/conferences/schools	100-42201-3510	9,420.00
63418	ANOKA COUNTY TREASURY D	NOVEMBER BROADBAND FIR	Internet & website	100-41301-3220	75.00
63418	ANOKA COUNTY TREASURY D	NOVEMBER BROADBAND	Internet & website	100-41301-3220	37.50
63419	ARCHITECT MECHANICAL INC	CITY HALL SERVER ROOM REP	Building repair & maintenanc	100-41702-3420	595.00
63419	ARCHITECT MECHANICAL INC	FIRE #1 WORKOUT ROOM REP	Building repair & maintenanc	100-42202-3420	350.00
63420	CALEB GREIL	CANCEL PERMIT #2021-88	Surcharge	100-22801	1.00
63420	CALEB GREIL	CANCEL PERMIT #2021-88	Other construction permits	100-32202	360.00
63421	CENTURY COLLEGE	EMERG MED RESPONDER - B	Training/conferences/schools	100-42201-3510	475.00
63422	CITY OF COLUMBUS	SIGNAL LEXINGTON & BROAD	Electricity	100-43401-3610	23.27
63423	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	191.98
63424	DEARBORN LIFE INS CO	JUL - OCT TK LIFE	Other payroll deductions	100-21706	12.80
63424	DEARBORN LIFE INS CO	NOV LIFE	Other payroll deductions	100-21706	57.60

Council Approval List

Payment Dates: 10/21/2021 - 11/3/2021

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
63424	DEARBORN LIFE INS CO	NOV VOL LIFE	Other payroll deductions	100-21706	152.70
63425	ECM PUBLISHERS INC	HELP WANTED - SNOW PLOW	Advertising for employment	100-43102-3910	97.76
63426	EMERGENCY AUTOMOTIVE TE	#48, 49, OR 58 LIGHT	Capital assets	430-43101-5110	444.75
63426	EMERGENCY AUTOMOTIVE TE	#48, 49, 58 LIGHT HARNESS'	Capital assets	430-43101-5110	667.53
63427	FORCE AMERICA, INC	ELBOWS	Operating supplies	100-43101-2290	441.50
63428	HOTSYMINNESOTA.COM	COUPLER	Building repair & maintenanc	100-43104-2310	8.95
63429	HYDRAULIC SPECIALTY CO INC	#59 REPAIR PARTS	Vehicle parts & supplies	100-43101-2340	133.72
63430	MCCLELLAN SALES INC	JACKETS, VESTS, SWEATSHIRT	Clothing & personal protectiv	100-44101-2210	548.00
63431	MN/WI PLAYGROUND INC	PICNIC TABLE	Operating supplies	100-44101-2290	772.00
63432	NEWMAN TRAFFIC SIGNS INC	SIGN BLANKS	Street signs	100-43401-2250	315.72
63433	NORTHLAND CHEMICAL CORP	JACKHAMMER DEGREASER	Operating supplies	100-43101-2290	117.35
63434	SIGNS PLUS BANNERS	APPLICAITON TAPE	Street signs	100-43401-2250	40.60
63435	SUMMIT COMPANIES	RESIDENT EXTINGUISHERS	Fire Extinguisher	100-20203	38.50
63436	TASC	DEC COBRA ADMINISTRATION	Other professional services	100-41701-3190	15.00
63437	UNLIMITED SUPPLIES INC	WASHERS, NUTS, CONNECTO	Operating supplies	100-44101-2290	350.21
63438	US POSTMASTER	POSTAGE 6629 x .168	Postage	211-41704-2120	1,113.67
63439	ZIEGLER, INC	#57 BLETS	Equipment parts & supplies	100-43101-2320	-129.22
63439	ZIEGLER, INC	KIT-SERVICE	Equipment parts & supplies	100-43101-2320	105.68
63439	ZIEGLER, INC	#57 BELT, STEP A	Equipment parts & supplies	100-43101-2320	661.35
63439	ZIEGLER, INC	#57 VEE BELT SET	Equipment parts & supplies	100-43101-2320	97.56
63440	ANOKA COUNTY PROPERTY	EVELETH DEED 32-32-23-43-0	Filing fees	431-43301-3980	6.65
63441	MN DEPARTMENT OF COMM	UNCLAIMED CK#5319 FIT REC	A/P adjustment	100-20202	80.00
63442	US POSTMASTER	POSTAGE 2021 RECYCLE NEW	Postage	231-43601-2120	1,180.37
DFT0002273	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,600.00
DFT0002273	EMPOWER	Roth IRA	Deferred compensation	100-21704	100.00
DFT0002274	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,841.58
DFT0002274	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,834.06
DFT0002274	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,347.64
DFT0002275	PERA	Retirement-Coordinated	PERA	100-21703	6,612.05
DFT0002275	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0002275	PERA	Retirement-Police & Fire	PERA	100-21703	1,055.33
DFT0002276	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,228.59

Grand Total: 50,310.04

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL	45,362.07
211 - HAM LAKER	2,648.67
231 - RECYCLING	1,180.37
430 - PUBLIC WORKS EQUIPMENT	1,112.28
431 - REVOLVING STREET	6.65
Grand Total:	50,310.04

Account Summary

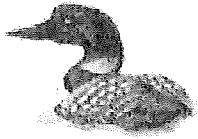
Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	42.00
100-20202	A/P adjustment	80.00
100-20203	Fire Extinguisher	38.50
100-21701	Federal WH/FICA/MC	14,023.28
100-21702	State W/H	2,228.59
100-21703	PERA	7,708.22
100-21704	Deferred compensation	1,700.00
100-21705	Flexible spending	1,137.07
100-21706	Other payroll deductions	223.10
100-22801	Surcharge	1.00
100-32202	Other construction per	360.00
100-41201-3920	Dues & subscriptions	12.84
100-41301-3220	Internet & website	277.95
100-41701-2110	Office supplies	504.82
100-41701-2290	Operating supplies	23.94
100-41701-3190	Other professional servi	15.00
100-41702-3420	Building repair & mainte	595.00
100-41702-3430	Cleaning service	650.00
100-42201-2220	Emergency food & bever	31.92
100-42201-2290	Operating supplies	99.00
100-42201-3510	Training/conferences/sc	9,895.00
100-42201-3530	Training supplies	104.88
100-42201-3920	Dues & subscriptions	18.00
100-42202-3420	Building repair & mainte	350.00
100-42202-3430	Cleaning service	264.00
100-43101-2210	Clothing & personal prot	111.63
100-43101-2240	Safety supplies	36.00
100-43101-2290	Operating supplies	578.84
100-43101-2320	Equipment parts & suppl	735.37
100-43101-2340	Vehicle parts & supplies	200.86
100-43101-3510	Training/conferences/sc	240.00
100-43102-3910	Advertising for employm	97.76
100-43104-2310	Building repair & mainte	8.95
100-43104-3430	Cleaning service	125.00
100-43401-2250	Street signs	356.32
100-43401-3610	Electricity	23.27
100-44101-2210	Clothing & personal prot	770.27
100-44101-2290	Operating supplies	1,122.21
100-44101-3610	Electricity	191.98
100-44201-2290	Operating supplies	125.50
100-44202-3430	Cleaning service	254.00
211-41704-2120	Postage	1,113.67
211-41704-3125	Editing	900.00
211-41704-3970	Printing	635.00
231-43601-2120	Postage	1,180.37
430-43101-5110	Capital assets	1,112.28

Account Summary

Account Number	Account Name	Payment Amount
431-43301-3980	Filing fees	6.65
	Grand Total:	50,310.04

Project Account Summary

Project Account Key	Payment Amount
None	46,474.35
200922-160	6.65
231003030	1,535.00
231003031	2,294.04
	Grand Total:
	50,310.04



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 10/3/2021-10/16/2021

Packet: PYPKT01208 - PPE 10/16/21 PAID 10/22/21

Payroll Set: City of Ham Lake - 01

<u>Type</u>	<u>Count</u>	<u>Amount</u>
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	73	45,643.94
Total	73	45,643.94

12:50 PM

10/27/21

Accrual Basis

CITY OF HAM LAKE-TRUST
MONTHLY CHECK REGISTER

October 13 - 27, 2021

Type	Date	Num	Name Contact	Memo	Amount
Oct 13 - 27, 21					
Check	10/19/2021	5752	JAMES CORRELL	TURF ESCROW 16228 NASSAU STREET	-2,500.00
Check	10/19/2021	5753	R & B DEVELOPMENT	GALLAGHER SHORES PERF BOND	-49,595.68
Check	10/19/2021	5754	14ER FIREARMS	14ER HOP BALANCE	-80.00
Oct 13 - 27, 21					<u>-52,175.68</u>

Memorandum

Date: October 28, 2021
To: Planning Commission
From: Tom Collins, City Engineer *TPC*
Subject: Proposed lot line adjustment – Southeast quarter of Section 13

Introduction:

The 35.61-acre 13-32-23-42-0002/16033 Lexington Avenue is proposed to be reduced by 12.88-acres, with the 12.88-acres being combined with the 13-32-23-44-0002 parcel (attached) that was approved at the October 5, 2020 City Council meeting. The proposed lot line adjustment will reduce the existing 13-32-23-42-0001/16033 Lexington Avenue to 22.73 acres.

Discussion:

The resulting 22.73-acre parcel meets the minimum frontage requirement of 200 feet on Lexington Avenue. Soil borings have confirmed that there is adequate room for a secondary septic system on the resulting 22.73-acre parcel. The required 10-foot drainage and utility easements are shown around on both sides of the northerly line of the 12.88-acre parcel being conveyed. A future public hearing will need to be scheduled for consideration of vacating a portion of the 10-foot drainage and utility easement that was dedicated in 2020, per the attached.

Recommendation:

It is recommended that the lot line adjustment be approved, subject to dedicating a 10-foot wide drainage and utility easement on both sides of the northerly line of the 12.88-acre parcel being conveyed.

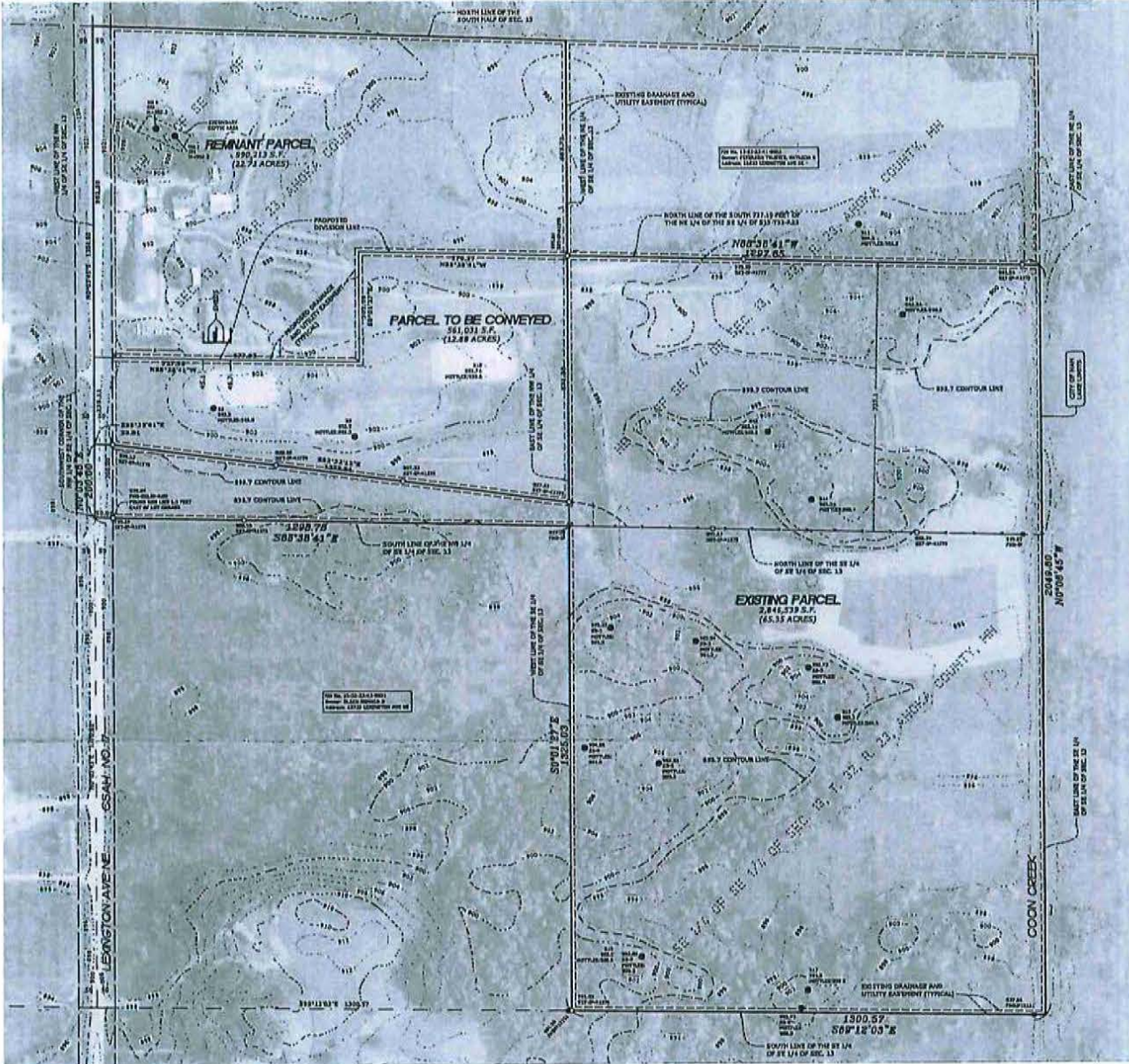
LOT LINE ADJUSTMENT

~Applicant~ CHAD JOHNSON

~Parcel Owners~ CHAD JOHNSON
DEAN AND PAT PETERSON

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 09/14/20 and 09/12/21.
- Bearings shown are on Anoka County datum.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown herein. Survey subject to review upon receipt of a current title commitment or an attorney's title opinion.

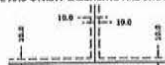


PROPOSED DRAINAGE AND UTILITY EASEMENT

A perpetual easement for drainage and utility purposes 20 feet in width over, under, and across the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota. The centerline of said easement is described as follows:

Commencing at the southwest corner of said Northwest Quarter of the Southeast Quarter of Section 13; thence northerly along the west line of said Northwest Quarter of the Southeast Quarter on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, a distance of 200.00 feet; thence South 88 degrees 38 minutes 41 seconds East, a distance of 50.01 feet to the easterly right of way line of Lexington Avenue; thence South 82 degrees 32 minutes 12 seconds East, a distance of 1258.84 feet to the east line of said Northwest Quarter of the Southeast Quarter; thence North 00 degrees 01 minutes 27 seconds West, along said east line, a distance of 671.39 feet to the point of beginning of the centerline to be described; thence North 88 degrees 38 minutes 41 seconds West, a distance of 570.17 feet; thence South 00 degrees 01 minutes 27 seconds East, a distance of 302.19 feet; thence North 88 degrees 38 minutes 41 seconds West, a distance of 677.95 feet to the easterly right of way line of Lexington Avenue and said centerline there terminating.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THIS:



BEING 10 FEET IN WIDTH AND ADDING SIDE LOT LINES AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THIS SURVEY.

EXISTING LEGAL DESCRIPTIONS:

P.L.O. NUMBER 13-32-23-44-0001; UNASSIGNED ADDRESS
CHAD JOHNSON PARCEL

The Southeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota

AND

That part of the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota, which lies southerly of the following described line:

Commencing at the southwest corner of said Northwest Quarter of the Southeast Quarter of Section 13; thence northerly along the west line of said Northwest Quarter of the Southeast Quarter on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, a distance of 200.00 feet to the point of beginning of the line to be described; thence South 88 degrees 38 minutes 41 seconds East, a distance of 50.01 feet to the easterly right of way line of Lexington Avenue; thence South 82 degrees 32 minutes 12 seconds East, a distance of 1258.84 feet to the east line of said Northwest Quarter of the Southeast Quarter and said line there terminating.

AND

The south 737.10 feet of the Northeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

P.L.O. NUMBER 13-32-23-42-0001; 16033 LEXINGTON AVENUE
PETERSON PARCEL

That part of the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota, which lies northerly of the following described line:

Commencing at the southwest corner of said Northwest Quarter of the Southeast Quarter of Section 13; thence northerly along the west line of said Northwest Quarter of the Southeast Quarter on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, a distance of 200.00 feet to the point of beginning of the line to be described; thence South 88 degrees 38 minutes 41 seconds East, a distance of 50.01 feet to the easterly right of way line of Lexington Avenue; thence South 82 degrees 32 minutes 12 seconds East, a distance of 1258.84 feet to the east line of said Northwest Quarter of the Southeast Quarter and said line there terminating.

PARCEL TO BE CONVEYED:

That part of the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Commencing at the southwest corner of said Northwest Quarter of the Southeast Quarter of Section 13; thence northerly along the west line of said Northwest Quarter of the Southeast Quarter on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, a distance of 200.00 feet to the point of beginning of the parcel to be described; thence South 88 degrees 38 minutes 41 seconds East, a distance of 50.01 feet to the easterly right of way line of Lexington Avenue; thence South 82 degrees 32 minutes 12 seconds East, a distance of 1258.84 feet to the east line of said Northwest Quarter of the Southeast Quarter; thence North 00 degrees 01 minutes 27 seconds West, along said east line, a distance of 671.39 feet; thence North 88 degrees 38 minutes 41 seconds West, a distance of 570.17 feet; thence South 00 degrees 01 minutes 27 seconds East, a distance of 302.19 feet; thence North 88 degrees 38 minutes 41 seconds West, a distance of 677.95 feet to the west line of said Northwest Quarter of the Southeast Quarter; thence South 00 degrees 03 minutes 45 seconds West, along said west line, a distance of 235.31 feet to the point of beginning.

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLSP 41578
- DENOTES SOIL BORING (TRADEWELL SOIL TESTING)
- DENOTES 899.7 CONTOUR
- DENOTES 898.7 CONTOUR
- DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ANOKA COUNTY TAX INFORMATION)

GRAPHIC SCALE



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

CASPER E. RUD
Date: 10/20/2021 License No. 41578

DATE	BY	JOB NO.	FILED DATE	DATE	BY
10/20/21	ER	201041P	10/20/21	09/03/2021	ER
10/20/21	ER				ER
10/20/21	ER				ER
10/20/21	ER				ER

E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-0200 Fax (651) 361-0701

LOT LINE ADJUSTMENT

~Applicant~ CHAD JOHNSON

~Parcel Owners~ KSSK INVESTMENTS, LLC
DEAN AND PAT PETERSON

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 09/14/20.
- Bearings shown are on Anoka County datum.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.

Approved at 10/5/20 Council meeting.



PROPOSED DRAINAGE AND UTILITY EASEMENTS

A drainage and utility easement over, under, and across the north 10 feet; the south 10 feet; and the east 10 feet of the west 60 feet of the following described parcel:

That part of the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota, which lies southerly of the following described line:

Commencing at the southwest corner of said Northwest Quarter of the Southeast Quarter of Section 13; thence northerly along the west line of said Northwest Quarter of the Southeast Quarter on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, a distance of 200.00 feet to the point of beginning of the line to be described; thence South 88 degrees 41 minutes 41 seconds East, a distance of 50.01 feet to the easterly right-of-way line of Levington Avenue; thence South 82 degrees 32 minutes 12 seconds East, a distance of 3258.84 feet to the east line of said Northwest Quarter of the Southeast Quarter and said line there terminating.

A drainage and utility easement over, under, and across the north 10 feet; the south 10 feet; and the east 10 feet of the west 60 feet of the following described parcel:

That part of the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota, which lies northerly of the following described line:

Commencing at the southwest corner of said Northwest Quarter of the Southeast Quarter of Section 13; thence northerly along the west line of said Northwest Quarter of the Southeast Quarter on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, a distance of 200.00 feet to the point of beginning of the line to be described; thence South 88 degrees 38 minutes 41 seconds East, a distance of 50.01 feet to the easterly right-of-way line of Levington Avenue; thence South 82 degrees 32 minutes 12 seconds East, a distance of 3258.84 feet to the east line of said Northwest Quarter of the Southeast Quarter and said line there terminating.

A drainage and utility easement over, under, and across the south 10 feet; the east 10 feet; and the west 10 feet of the following described parcel:

The Southeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota. Together with the South 737.18 feet of the Northeast Quarter of the Southeast Quarter of said Section 13.

A drainage and utility easement over, under, and across the south 10 feet; the east 10 feet; and the west 10 feet of the following described parcel:

That part of the Northeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota, lying north of the South 737.18 feet of said Northeast Quarter of the Southeast Quarter.

PARCELS TO BE CONVEYED:

PORTION OF P.L.D. NUMBER 13-32-23-42-0001

That part of the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota, which lies southerly of the following described line:

Commencing at the southwest corner of said Northwest Quarter of the Southeast Quarter of Section 13; thence northerly along the west line of said Northwest Quarter of the Southeast Quarter on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, a distance of 200.00 feet to the point of beginning of the line to be described; thence South 88 degrees 38 minutes 41 seconds East, a distance of 50.01 feet to the easterly right-of-way line of Levington Avenue; thence South 82 degrees 32 minutes 12 seconds East, a distance of 3258.84 feet to the east line of said Northwest Quarter of the Southeast Quarter and said line there terminating.

PORTION OF P.L.D. NUMBER 13-32-23-41-0001

The south 66 feet of the Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota,

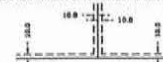
AND

The north 671.10 feet of the south 737.18 feet of the Northeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

LEGEND

- DENOTES IRON NAIL FOUND AS LABELED
- DENOTES IRON NAIL FOUND SET, HANDED BLS# 41578
- DENOTES SOIL BORING, (BY OTHERS)
- DENOTES LIDAR CONTOURS

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING SIDE LOT LINES AND 10 FEET IN WIDTH AND ADJOINING STREET LINES AND NEAR LOT LINES, UNLESS OTHERWISE SHOWN ON THIS SURVEY.

EXISTING LEGAL DESCRIPTIONS:

P.L.D. NUMBER 13-32-23-42-0001: 16033 LEXINGTON AVENUE

The Northwest Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota

P.L.D. NUMBER 13-32-23-41-0001: UNASSIGNED ADDRESS

The Northeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota

P.L.D. NUMBER 13-32-23-44-0001: UNASSIGNED ADDRESS

The Southeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota

GRAPHIC SCALE



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

ASON E. RUD
Date: 10/13/2020 License No. 43578

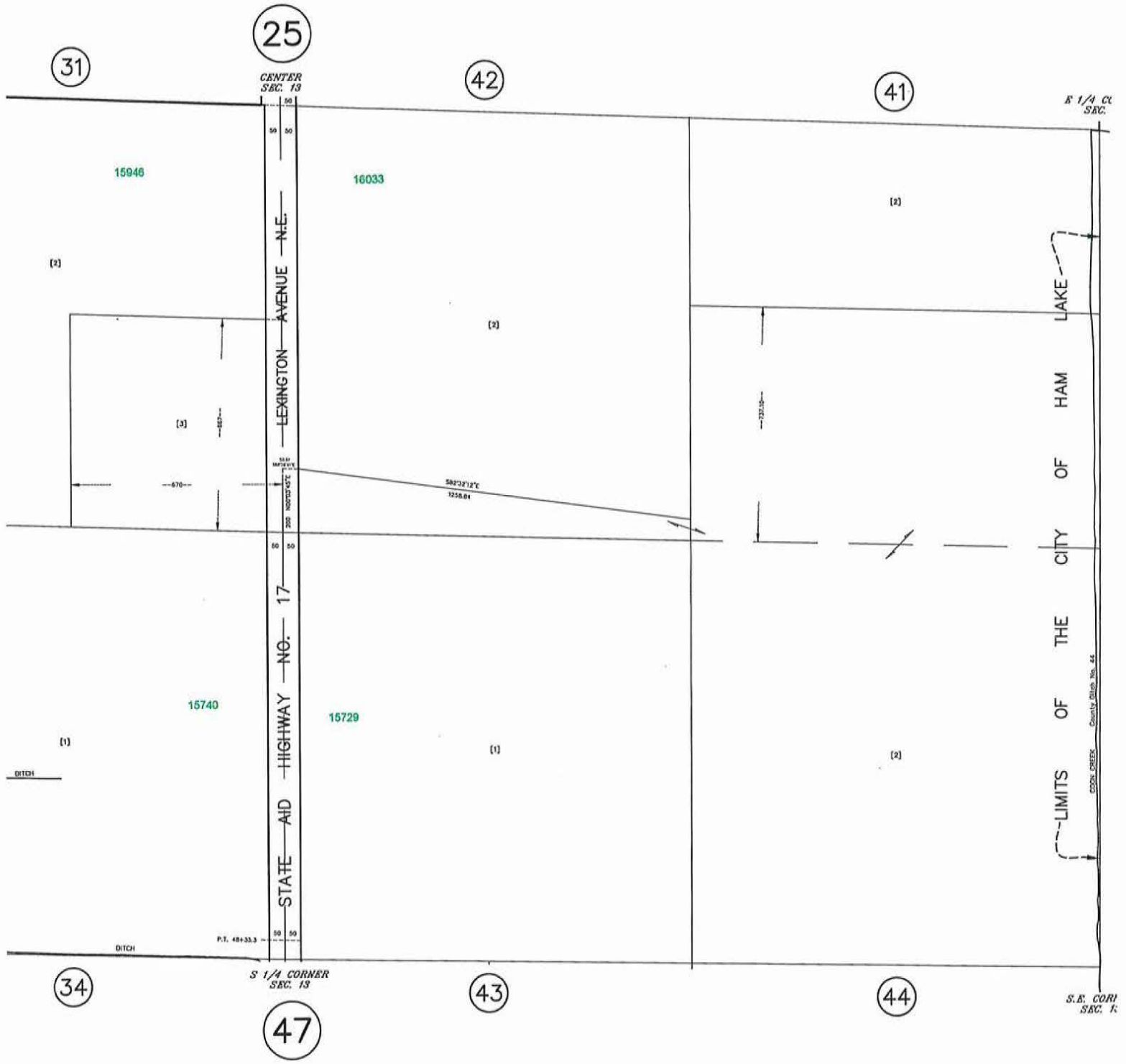
NO.	DATE	DESCRIPTION	BY
1	10/13/20	ADDC FIELD DATA	ADR
2	10/13/20	ADD PROPOSED EASEMENTS	CHR
3			

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

NORTH

SECTION 13, T. 32, R. 23

CITY OF HAM LAKE



Meeting Date: November 1, 2021



CITY OF HAM LAKE
MEMO

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Worcester, Finance/HR Director

Subject: Updated Internal Control Resolution No. 18-23

Introduction/Discussion:

The last update to the Internal Control policy happened in 2018. Since then there have been a lot of changes to the Finance Department functions in order to streamline some processes. Below is a list of changes that affected Internal Control:

- Electronic Timecard – This created an update to the Payroll Internal Controls due how timecards are now submitted and approved.
- Use of Incode 10 Accounts Receivable module -- This created an update to the accounts receivable portion of cashiering. QuickBooks will no longer be used to track accounts receivable. It also changed how the Trust Fund refunds will be handled since there is no need for a separate trust bank account.
- EFT's received by the City – Electronic payments received by the City used to be done with a journal entry creating a lag in timing. These are now done through cashiering causing the General Ledger to be closer to real time creating better reporting.
- Streamlining of Investments – This has affected how investment summary and reconciliation is done. The approach takes away the back and forth and gives a one touch approach.
- Streamlining of Journal Entries – The Account Technician now prepares all journal entries and electronic supporting documents which will then be approved and posted to General Ledger by the Finance Director.
- Streamlining of the Disbursement review and Claims/Payroll approval – This affected the way checks and EFT's are reviewed once payment has been issued. It also changed how the Bill List is generated.

Recommendation:

I recommend approving a Resolution Amending Resolution No. 18-23 establishing Internal Controls.

RESOLUTION NO. 21-XX

**RESOLUTION AMENDING RESOLUTION NO. 18-23 WHICH ESTABLISHED AN
INTERNAL CONTROL POLICY**

WHEREAS, the City of Ham Lake seeks to balance its internal accounting control in such a way as to ensure public confidence and maintain the integrity of its financial systems and assets, without unduly inhibiting the ability to efficiently carry out its mission,

NOW, THEREFORE, BE IT RESOLVED the City of Ham Lake hereby establishes the following Internal Control Policy:

Goal

The goal of this policy is to safeguard the assets of the City and to ensure an appropriate level of fiduciary responsibility.

Claims Procedures and Bank Reconciliations

The objective of the City Council is to ensure that cash is disbursed only upon proper authorization, for valid governmental purposes, and that all disbursements and receipts are properly recorded. Whenever possible, no financial transaction shall be handled by only one person from beginning to end.

Payment of claims shall be authorized by the Ham Lake City Council. Department heads and/or the Administrator must sign off on all claims. Claims for reimbursements to department heads and payment of credit card charges generated by department heads shall be reviewed and signed by the Administrator. Claims for reimbursements to the Administrator and payment of credit card charges generated by the Administrator shall be reviewed and signed by a department head.

Invoices and requests for reimbursement shall be checked for accuracy and reasonableness before approval as per the purchasing policy requirements. Any invoice that is questionable shall be investigated by the Finance Department. Payments are recorded by the Accounting Technician and the disbursements are reviewed by the Finance Director. In the absence of the Accounting Technician, payments would be recorded by the Finance Director and disbursements reviewed by the City Administrator.

A check register shall be prepared for each Council meeting. The register shall include the vendor name, payment date, invoice number, general ledger account number and name, description of the expense, the amount, and the check/EFT/bank draft number.

Checks require two signatures. Checks from the general checking account may be signed electronically by the Mayor and the Administrator. The Finance Department shall not have the access code for the signatures. The Acting Mayor shall be authorized to sign checks in the absence of either the Mayor or the Administrator. Blank checks shall not be signed in advance.

The Administrative Assistant will review all signed check and EFT notices against supporting documentations to ensure the accuracy of the payee and amount prior to checks being mailed out and the EFT file being transmitted.

EFT transmission will be reviewed by the finance director for accuracy and approval. All disbursements, except those from petty cash and electronic transfers, shall be made by pre-numbered checks.

Check stock shall be pre-numbered and contain security safeguards, and shall have printed on the reverse side, above the space for endorsement, the following statement: "The undersigned payee, in endorsing this check, declares that the same is received in payment of a just and correct claim against the city, and that no part of it has heretofore been paid."

Checks shall not be made payable to Cash. Checks for replenishing the petty cash fund shall be made payable to Ham Lake Petty Cash.

In accordance with *Minn. Stat. §471.425 subd. 2*, claims of the City shall be paid within 35 days from the date of receipt, or as otherwise stipulated by the terms of the contract. Claims not paid within this time frame will be subject to penalty and interest charges assessed by the vendor, as provided for in *Minn. Stat. §471.425 subd. 4*, except for those for which a legitimate dispute or delay exists.

Credit card purchases shall be allowed as legally provided for under *Minn. Stat. §471.382* and as authorized by the City Council in the Credit Card Policy.

Check stubs shall be attached to the corresponding invoices and claims, filed, and retained per the record retention schedule. Approved invoices will be saved in Laserfiche by the date it was approved by council.

Bank reconciliations shall be performed on a timely basis by the Finance Director. An Administrative Assistant shall conduct a review of the bank statements, comparing the payee and amount of each cleared check to the Check Register or other supporting documents.

Trust Fund

Refunds of escrows, deposits, performance bonds, and other monies held in the Trust Fund shall be issued from the General Checking Account and shall otherwise follow the same procedures as for other claims.

Refunds of turf and driveway escrows and miscellaneous deposits are authorized by the Building Clerk/Zoning Official or the Administrator. Refunds of park deposits are authorized by the Administrative Assistant after consultation with Public Works and Parks personnel. Refunds of performance bonds are authorized by the City Council at the recommendation of the City Engineer.

Payroll

The objective of the City Council is to ensure that payroll disbursements are made only upon proper authorization to bona fide employees, that payroll disbursements are properly recorded, and related legal requirements (such as payroll tax deposits) are complied with.

Direct deposit is required of all employees.

Electronic Timesheets are required to document employee hours, including overtime, paid leave, and holidays. Timesheets must be submitted by the employee and go through an approval process. Approvals must be generated in order by supervisor, Finance Director, and Administrator. Any

corrections should be initiated by the employee and go back through the approval process. In the case of an absent employee, the Finance Director can initiate the change and then follow the approval process,

Payroll shall be processed by the Accounting Technician (or Finance Director in the Accounting Technician's absence). Payroll journals shall be reviewed and approved by the Finance Director or Administrator. Payroll notices of deposit shall be reviewed by the Administrator.

The Accounting Technician (or Finance Director in the Accounting Technician's absence) shall initiate electronic payment of federal and state payroll tax deposits, PERA payments, deferred compensation, health savings account withholding, and net payroll direct deposits. The Finance Director or Administrator shall authorize the payments. (See Electronic Funds Transfers, below.)

Copies of the Payroll Registers shall be provided to Council for approval when disbursements are approved. Payroll bank drafts and EFT's will be listed with claim disbursements and will be approved as with the disbursement's approval process.

The Accounting Technician shall prepare quarterly payroll tax returns and W-2s, and the Finance Director shall review them for accuracy and sign the Form 941.

The City of Ham Lake Employee Handbook shall dictate the accounting of holidays, paid time off, and other benefits, unless superseded by Council approval.

Cash Receipts

The objective of the City Council is to ensure that all cash intended for the City is received, promptly deposited, properly recorded, reconciled, and kept under adequate security.

Payments received in the mail and in person shall be receipted in the Incode cashiering module by the Administrative Assistants and the Building Clerk/Zoning Official. Checks shall be endorsed at the time they are receipted.

Credit card payments shall be processed following the Credit Card Acceptance Policy.

Cash receipts shall be summarized daily by an Administrative Assistant following the Procedure for Daily Cash Receipts. The Accounting Technician or the Finance Director shall review the cash receipts summary for accuracy, and deposit the checks remotely. Cash shall be taken to the bank periodically. The Finance Director shall review the cash receipts summary, the remote deposit acknowledgements, the deposit slips, and credit card report against receipts for the day. And then post the batch to the general ledger.

The cash drawer and any payments that are not taken to the bank that day shall be placed in the safe overnight. Checks which are deposited remotely shall be retained in the safe for 60 days, per the agreement with 21st Century Bank.

The Accounting Technician shall prepare invoices for miscellaneous accounts receivable. When payments are received, an Administrative Assistant shall enter the payment into the Incode cashiering module, and save the back up in the document folder. A monthly aging report shall be printed at each month end and given to the Finance Director and Administrator for review.

The Finance Director shall periodically print payment notifications from the Minnesota Swift system for State disbursements and Wells Fargo for Anoka County disbursements. These notifications will be given to the Administrative Assistant to enter into cashiering.

Investments

The objective of the City Council is to ensure that appropriate procedures are in place to meet the investment objectives of the Investment Policy.

The Finance Director and Administrator shall be responsible for investing City funds in accordance with the Investment Policy. Investment transactions made by the Finance Director shall be authorized by the Administrator.

Each month, the Accounting Technician shall prepare an investment summary and allocate the monthly interest between funds and record it in a journal entry. Any discrepancies between the investment statement and investment summary shall be investigated and resolved so that the two reports are in agreement.

The Finance Director will review the investment summary and interest allocation for accuracy. They will then tie the investment summary back to the General Ledger and investigate and correct any discrepancies.

The Finance Director shall prepare an investment report for City Council on a quarterly basis, per the Investment Policy. The Investment Policy shall be reviewed periodically and updated as needed.

Journal Entries and Inter-Fund Transfers

The objective of the City Council is to provide effective policies and procedures for the journal entry review and approval process to ensure that all journal entries are complete, accurate, and properly supported

The Accounting Technician shall prepare all journal entries, attach proper supporting documentation to the journal entry register, and send the register with documentation to the Finance Director for approval and posting to the General Ledger. All journal entries shall be reviewed and approved by the Administrator.

Incorrect journal entries shall be reversed, and shall be accompanied by supporting documentation, and shall be reviewed, posted, and approved in the same manner as journal entries.

Transfers of cash and investments between funds shall be authorized by the City Council.

Financial Statement Preparation

The objective of the City Council is to ensure that internal controls over financial reporting are in place and to provide for the preparation of interim and annual financial statements.

The Finance Director shall prepare monthly financial statements and provide a copy to City Council on a timely basis. The Finance Director shall provide quarterly financial reports to the City Council and the public at council meetings.

The Finance Department shall work with the City's auditors to prepare a Comprehensive Annual Financial Report. The Comprehensive Annual Financial Report, Management Letter, and Other Required Reports shall be presented to the City Council, prior to June 30, by a representative of the auditing firm. Financial reports and summaries shall be submitted to the Office of the State Auditor as required.

Approval of Internal Controls Policy

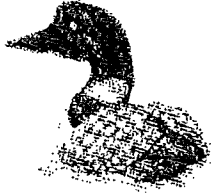
This Internal Controls Policy shall be formally approved and adopted by the City Council.

Adopted by the Ham Lake City Council this 1st day of November, 2021.

Gary Kirkeide, Acting Mayor

Denise Webster, City Clerk

Meeting Date: November 1, 2021



CITY OF HAM LAKE

STAFF REPORT

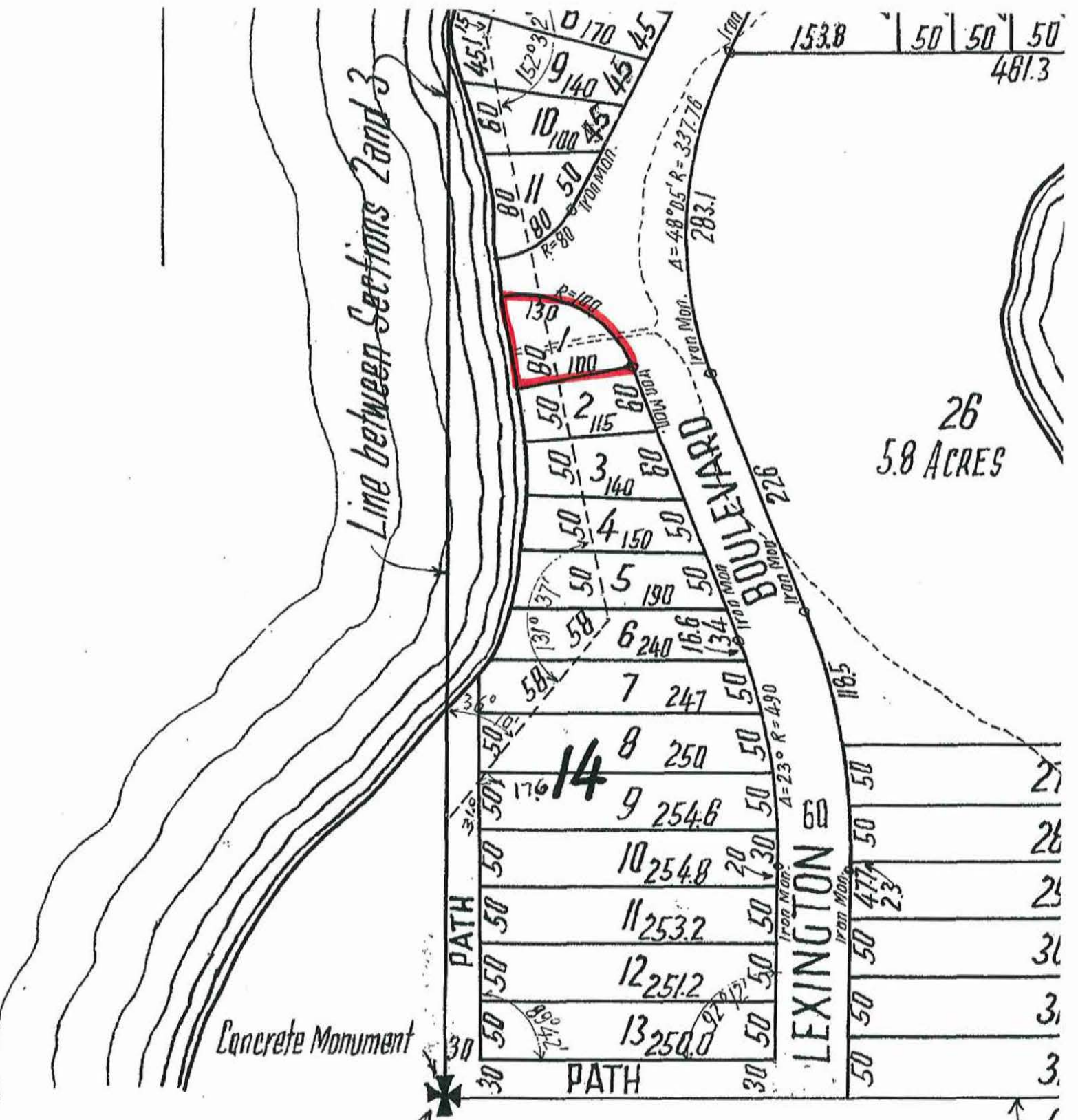
To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Subject: 2021 Classification for Tax-Forfeited Property

Introduction/Discussion: We have received notification from Anoka County stating that a parcel has gone tax forfeit. State Statutes require that the City Council must approve the classification and sale of forfeit parcels. The City does have the option to acquire tax-forfeit property if there is a public purpose. City Engineer, Tom Collins, has confirmed that this parcel has no public purpose.

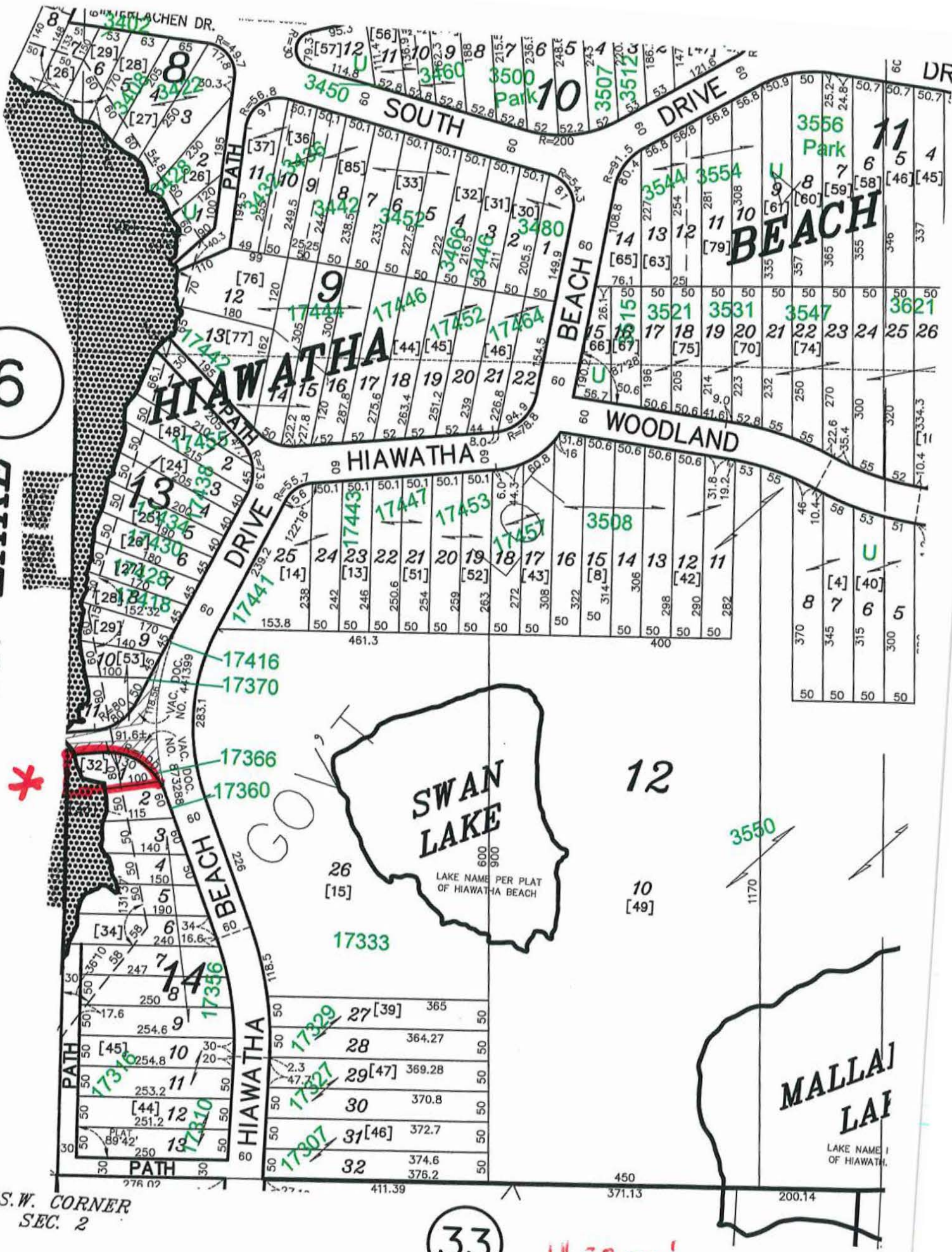
Recommendation: I recommend that the City Council approve the classification and sale of PIN 02-32-23-33-0032 per State Statute 282.01 Subd. 1A.



26
5.8 ACRES

Section Corner to Sections 2-3-10-11
Portion of Hiawatha Beach Plat

LITTLE COON LAKE 6



S.W. CORNER SEC. 2

33

1" = 200'



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible



October 11, 2021

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

RE: 2021 Classification List for Tax-Forfeited Property

Dear Denise Webster:

Enclosed you should find the following:

- A. Resolution #2021-111 dated September 28, 2021, classifying certain forfeit lands in Anoka County.
- B. A classification and sale approval form listing the lands classified in Resolution #2021-111 that lie within your jurisdiction, which is to be signed, sealed and returned to the county along with a copy of the motion or resolution of your governing body approving the classification and sale.
- C. A form for the forfeit parcels shown on the list of forfeit lands in your jurisdiction to help us analyze and appraise the parcel. We ask that you complete and return these form(s) to the county.
- D. A verification of special assessments form(s) that is to be completed, signed, sealed and returned to the county.

Chapter 282.01, Subdivision 1, of the Minnesota Statutes requires that the town board or governing body of a municipality must approve the classification and sale of forfeit parcels that lie within their jurisdiction. If disapproval of any parcel is not made within 60 days from the date of this letter, it is deemed that the town board or governing body has approved the classification and sale.

If the town board or governing body desires to acquire any parcel lying within the boundaries of the municipality, it shall, within 60 days of the request for classification and sale approval, file a written application with the county board to withhold the parcel from sale. The county board will then withhold the parcel from sale for six months.

If the town board or governing body fails to acquire the property within the withholding period, the county may offer it for sale upon expiration of the withholding period.

A municipality or township will have to pay maintenance costs incurred by the county (if any) during the six months the property is withheld from public sale, and if the parcel is not offered for public sale after the six-month period.

Sent to TC 10/19/21

BOARD OF COUNTY COMMISSIONERS

Anoka County, Minnesota

DATE: September 28, 2021

RESOLUTION #2021-111

OFFERED BY COMMISSIONER: Gamache

2021 TAX-FORFEIT CLASSIFICATION OF NON-CONSERVATION PROPERTY FOR LAND SALE PURPOSES

WHEREAS, the real property described in the attached 2021 Tax-Forfeit Classification List, has forfeited to the state of Minnesota for the failure to pay ad valorem real estate taxes pursuant to provisions Minnesota Statutes, Chapter 279, Chapter 280 and Chapter 281; and,

WHEREAS, County Board of Commissioners, Anoka County, Minnesota ("County Board"), has determined that it is advisable to sell the real property described in 2021 Tax-Forfeit Classification List; and,

WHEREAS, pursuant to the provisions of Minnesota Statute, Section 282.01, Subdivision 1, the County Board is required to classify all tax-forfeited property as conservation or non-conservation; and,

WHEREAS, the County Board has considered the present use of adjacent lands found in 2021 Tax-Forfeit Classification List, the productivity of the soil, the character of forest or other growth, the accessibility of the lands listed to establish roads, schools, and other public services, and their peculiar suitability or desirability for particular uses; and,

WHEREAS, pursuant to the provisions of Minnesota Statutes, Section 282.01, Subdivision 1 (h), if the tax-forfeit property is located within the boundaries of an organized town or incorporated municipality, a classification, reclassification, and sale must first be approved by the town board of the town or governing body of the municipality in which the lands are located; and,

WHEREAS, the town board of the town or the governing body of the municipality is considered to have approved the classification or reclassification and sale if the County Board is not notified of the disapproval of the classification or reclassification and sale within 60 days of the date the request for approval was transmitted to the town board of the town or governing body of the municipality; and,

WHEREAS, if the town board or a governing body of a municipality or a park and recreation board in a city of the first-class desires to acquire any parcel lying in the town or municipality, it may file a written request with the county auditor pursuant to the provisions of Minnesota Statutes, Section 282.01, Subdivision 1a; and,

WHEREAS, upon written request to the county auditor from a state agency or governmental subdivision of the state, a parcel of unsold tax-forfeited land must be withheld from sale or lease to others for a maximum of six months ("withholding period"); and,

WHEREAS, if the request is from a governmental subdivision of the state, the governmental subdivision must pay the maintenance cost incurred by the county during the period the parcel is withheld; and,

WHEREAS, if a town board, governing body of the municipality, or a governmental subdivision wishes to purchase a parcel of tax forfeit property it shall do so during the withholding period; and,

WHEREAS, if the town board, governing body of the municipality, or a governmental subdivision fails to submit an application and a resolution of the board or governing body to acquire the property within the withholding period, the county may offer the property for sale upon the expiration of the withholding period:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby classify each parcel shown on 2021 Tax-Forfeit Classification List as non-conservation and approved for sale, subject to review by the town boards, and governing bodies of municipalities in Anoka County under Minnesota Statutes, section 282.01.

BE IT FURTHER RESOLVED that the Anoka County land commissioner shall forward a copy of this resolution to the town board of any organized township and to the governing body of an incorporated municipality in Anoka County for their review.

EXHIBIT A

ANOKA COUNTY TAX-FORFEIT CLASSIFICATION LIST 2021

Parcel Number	Description of Property
17-32-24-32-0022 ABSTRACT	<u>CITY OF ANDOVER</u> THAT PRT OF NW1/4 OF SW1/4 OF SEC 17 TWP 32 RGE 24 DESC AS FOL: COM AT PT ON N LINE OF SD 1/4 1/4, 234.41 FT E OF NW COR OF SD 1/4 1/4, TH S 7 DEG 37 MIN 32 SEC E 129.04 FT, TH SWLY ON CUR TO RT HAV RAD OF 70 FT, 120.34 FT, TH N 89 DEG 07 MIN 32 SEC W ON LINE PRLW SD N LINE 73.95 FT, TH SWLY ON CUR TO LFT HAV RAD OF 73 FT, 115.78 FT, TH S ON LINE PRLW & 33 ELY OF W LINE OF SD 1/4 1/4, 266.13 FT, TH SELY ON CUR TO LFT HAV RAD OF 70 FT, 121.77 FT, TH N 80 DEG 20 MIN E 104.96 FT, TH ELY ON CUR TO RT HAV RAD OF 310 FT, 130.75 FT, TH S 75 DEG 30 MIN E 79.19 FT, TH ELY ON CUR TO LFT HAV RAD OF 232 FT, 60.74 FT, TH N 89 DEG 30 MIN E 267.12 FT, TH SELY ON CUR TO RT HAV RAD OF 73 FT, 114.93 FT TO PT 33 FT W OF E LINE OF SD 1/4 1/4, TH S 0 DEG 17 MIN 53 SEC E, 278.79 FT, TH SWLY ON COR TO RT HAV RAD OF 73 FT, 117.64 FT, TH N 87 DEG 57 MIN 53 SEC W, 231.41 FT, TH WLY ON CUR TO LFT HAV RAD OF 255 FT, 89.75 FT, TH S 71 DEG 52 MIN 07 SEC W 83.59 FT, TH WLY ON CUR TO RT HAV RAD 409 FT, 127.30 FT, TH S 89 DEG 42 MIN 07 SEC W 107 FT TO POB, TH CONT S 89 DEG 42 MIN 07 SEC 119.99 FT +OR- TO W LINE OF SD 1/4 1/4, TH N ON SD W LINE 276.91 FT, TH ELY PRLW N LINE OF SD 1/4 1/4, 120 FT, TH S PRLW SD W LINE TO 274.45 FT TO POB, EX RD SUBJ TO EASE OF REC
03-31-23-42-0086 ABSTRACT	<u>CITY OF BLAINE</u> OUTLOT A HARPERS STREET MEADOWS 2ND ADD
10-31-23-14-0079 ABSTRACT	OUTLOT B THE LAKES OF RADISSON 52ND ADD, EX RD SUBJ TO E
19-31-23-12-0090 ABSTRACT	LOT 8 BLOCK 4 DONNAYS OAK PARK 9TH, EX RD, SUBJ TO EASE O
21-31-23-11-0010 ABSTRACT	LOT 21B BLOCK 2 RADISSON WOODS
15-31-22-43-0016 ABSTRACT	<u>CITY OF CENTERVILLE</u> OUTLOT A THE SHORES
04-31-24-14-0091 ABSTRACT	<u>CITY OF COON RAPIDS</u> OUTLOT A GAVIN ADD
36-33-23-24-0258 TORRENS CERTIFICATE #70605	<u>CITY OF EAST BETHEL</u> LOT 1477 BLOCK 25 COON LAKE BEACH
02-32-23-33-0032 ABSTRACT	<u>CITY OF HAM LAKE</u> LOT 1 BLOCK 14 HIAWATHA BEACH
04-33-22-21-0133 ABSTRACT	<u>LINWOOD TOWNSHIP</u> LOT 1 BLOCK 6 THE MARTIN LAKE SHORES
27-34-22-13-0024 TORRENS CERTIFICATE #31754	LOT 1 BLOCK 3 PARADISE POINT UNIT 8
28-32-25-12-0010 ABSTRACT	<u>CITY OF RAMSEY</u> LOT 8 BLOCK 1 PINEVIEW ESTATES 2ND ADD

2021 Classification List
CITY OF HAM LAKE

HIAWATHA BEACH

02-32-23-33-0032

LOT 1 BLOCK 14 HIAWATHA BEACH

State of Minnesota

**County of Anoka
State of Minnesota**

**The Foregoing classification of lands above described lying within the boundaries of the
CITY OF HAM LAKE in said County and State is hereby approved.**

Dated _____,

Attest: _____

(CLERK)

**The CITY COUNCIL of the
CITY OF HAM LAKE**

BY _____

(MAYOR)

VERIFICATION OF SPECIAL ASSESSMENTS

CITY OF HAM LAKE

PIN# 02-32-23-33-0032

DATE OF FORFEITURE: 8/12/2021

Before Forfeiture Amount _____

After Forfeiture Amount _____

Special Assessments Not Previously Certified _____

Watershed District _____

We ask that you enter the amount of special assessments by category on the captioned parcel. If there are none, please enter a zero.

If you need to verify the amounts, please contact Molly Meyer 763-324-1159 in the Property Records and Taxation Division.

If your municipality or township has not previously certified special assessments on a forfeit property, you should now certify them to the PROPERTY RECORDS AND TAXATION DIVISION, and enter them on the line, 'Special Assessments Not Previously Certified'.

Improvements before forfeiture should include principal and interest up to the date of forfeiture and all deferred installments of principal.

Improvements after forfeiture should include ONLY THE TOTAL PRINCIPAL AMOUNT. MS 282.01, Subd. 3 requires improvements made after forfeiture to be considered by the County Board in setting the appraised value for sale purposes. The apportionment of proceeds after sale is done in accordance with MS 282.08.

(Seal)

**Clerk of Township, Municipality or
Watershed District**

Date

PIN# 02-32-23-33-0032

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable?
 - a) Has your city/township adopted a local ordinance governing minimum area, shape, frontage or access? (If yes, answer 1b; if no, proceed to question 5.)
 - b) Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance
2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one?
3. If your answer to #2 is yes, indicate which parcel on the list.
4. Do you recommend selling this parcel to the abutting landowner?
5. What is the current zoning of the forfeit parcel?
6. Are there any buildings on the parcel?
7. Does the city/township wish to acquire or want an easement over the parcel?

Any other information you feel would be useful:

Name of person completing this questionnaire:_____

Title of person completing this questionnaire:_____

Thank you for providing this information. Please return to:

**Kristie Olson
Land Commissioner
2100 3RD Avenue
Anoka, MN 55303**

02-32-23-33-0032 - Ham Lake



Parcel Information: Approx. Acres: 0.21
02-32-23-33-0032 Commissioner: JULIE BRAASTAD
17366 HIAWATHA BEACH DR NE
HAM LAKE
MN 55304
Plat: HIAWATHA BEACH

Owner Information:



Anoka County GIS

1:1,200

Date: 5/18/2021

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

Meeting Date: November 1, 2021

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Mike Raczkowski, Fire Chief

Item/Title/Subject: Building Destruction Agreement / Training Burn

Introduction and discussion:

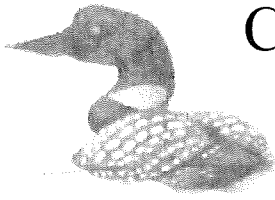
The fire department was contacted by the property owner of 13625 Buchanan St NE. The owner is interested in allowing the fire department to conduct a training burn there as part of the demolition process. Live burn training such as this allows firefighters to experience actual fire conditions in a controlled situation. The size and condition of the structure are such that it does have good training value for the department's firefighters.

FIRE Inc. will be hired as an approved trainer for this live burn. Their fee would then be covered by a grant from MBFTE. The training burn is scheduled for the evening of December 10, 2021.

The Building Destruction Agreement has been drawn up by the City Attorney.

Recommendation:

Authorization to enter into the Building Destruction Agreement and hire FIRE Inc as a trainer for this training exercise.



CITY OF HAM LAKE

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

BUILDING DESTRUCTION AGREEMENT FIRE DEPARTMENT TRAINING EXERCISE

THIS AGREEMENT, Made this _____ day of November, 2021, by and between **IRIS ENDEAVORS, LLC (OWNER)** and the City of Ham Lake, Anoka County, Minnesota, (CITY):

RECITALS

OWNER is record title holder of the following described property:

13625 BUCHANAN ST NE, Ham Lake, MN 55304
Anoka County Property ID 32-32-23-31-0025

OWNER is record title holder of all **BUILDINGS** contained on said property, including: **(1) the property's primary residence, a 25' x 25' two story single family dwelling and (2) a detached 10' x 20' shed.**

OWNER desires to have CITY destroy ALL of the existing BUILDINGS on the property as a fire exercise for the Ham Lake Volunteer Fire Department, and the purpose of this Agreement is to set forth the various responsibilities and duties of the parties pursuant to said destruction:

IT IS HEREBY AGREED:

1. **Authorization to Destroy.**

OWNER does hereby authorize the CITY to cause the destruction of all of the buildings described above as a Fire Department training exercise.

2. **Costs**

As compensation to CITY for its costs for destroying the buildings, OWNER shall pay to the CITY the sum of \$250.00, at the time of execution hereof. CITY shall destroy said buildings, weather conditions permitting, on or before Sixty (60) days from the date hereof, or as soon thereafter as weather conditions permit. CITY shall be the sole judge of when to conduct the burning operation.

3. **Manner of Destruction.**

The manner of destruction shall be as follows:

The Buildings, including all attachments, if any, are to be burned to ground level, during which CITY's Volunteer Fire Department may control the burn and conduct such training exercises as they deem appropriate. CITY may extinguish and re-ignite the fire as deemed necessary for training purposes.

4. **OWNER's Responsibility and Warranties.**

OWNER warrants and represents as follows:

A) That Owner has removed all personal property or other items of value from within and around the Buildings.

B) That Owner knows that there are no underground storage tanks, or other deposits or containers containing hazardous or flammable materials located in or around the Buildings

C) That Owner owns fee title to the real estate on which the Buildings sit, and is under no legal duty to seek the permission of any third party, including mortgagees, to destroy the Buildings.

5. **Indemnity.**

OWNER shall be solely responsible for and hold CITY harmless from any liability arising out of any explosion or release of any hazardous substance caused by the existence of any undisclosed peril, whether or not OWNER has any actual knowledge of the existence of such perils. Further, OWNER is aware that although CITY intends to exercise reasonable caution in completing the destruction, the activity will necessitate the presence of heavy equipment, trucks, and the like in and around the premises, and OWNER hereby releases CITY from any liability to OWNER as a result of the damage or destruction to any shrubbery, vegetation, landscaping, or unremoved property occasioned by the CITY's demolition or burning activities.

6. **Cleanup and Debris Removal.**

City shall extinguish all fires at the conclusion of the training exercise. Owner shall be solely responsible for the removal and proper disposal of all demolition debris, including, without limitation, all ash, partly burned objects, metal, concrete, stone, masonry or other noncombustible debris. Owner shall make best efforts to complete all cleanup and debris removal within 30 days after the completion of the burn. In the event weather conditions or snowfall interfere with debris removal, Owner shall complete all removal no later than May 1, 2022.

7. **Security and Control of Burn Site.**

During the burn operation, City shall have sole control of the Site, and shall be entitled to limit access to the site to City authorized personnel. Owner may come upon the site during the burn, but may not interfere in any way with City agents in the performance of the operation

IN WITNESS WHEREOF, the parties have executed this instrument this _____ day of November, 2021.

OWNER

CITY OF HAM LAKE

BY _____
Susan Olivia Lee-Wright, Manager
IRIS ENDEAVORS, LLC

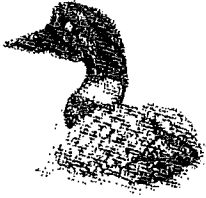
BY _____
Gary Kirkeide, Acting Mayor

BY _____
Denise Webster, City Clerk

Approved as to form:

Michael Raczkowski, Fire Chief

Meeting Date: November 1, 2021



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Subject: Embedded Systems, Inc.

Introduction/Discussion: Attached is the renewal contract with Embedded Systems for 2022 for the maintenance and monitoring of the radio equipment for our outdoor warning system. This contract also includes replacement of batteries for the system every three years, and they were scheduled to be replaced in 2021. We have contracted with them since 1996 for this service.

The contract price will remain the same for 2022 as it was in 2021. The pricing will be \$46.12 per siren, per month. This is a budgeted expenditure for 2022.

Recommendation: I recommend approval of the contract with Embedded Systems at \$46.12 per siren, per month for a total cost of \$7,195 in 2022.

Embedded Systems, Inc.

Tel. (763) 757-3696
www.embedsys.com

11931 Hwy 65 NE, Minneapolis, MN 55434

Fax: (763) 767-2817
btorkelson@embedsys.com

Contract Renewal

October 25, 2021

City of Ham Lake
Don Krueger
15544 Central Ave. NE
Ham Lake, MN 55304



We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2022 will be **\$46.12** per siren, per month.

The decoder batteries for your city were replaced in 2021 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 20, 2021** to enable us to continue to provide our best service through the end of 2022. Feel free to fax the signed contract renewal to (763) 767-2817 or email it to btorkelson@embedsys.com.

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions, feel free to contact me directly.

Thank you,

Brenda Torkelson
Embedded Systems, Inc.

Contract terms accepted:

Signature

Date

Phone

Email

For continuation of services through the end of the year 2022



Carson, Clelland
& Schreder

— ATTORNEYS AT LAW —

MEMORANDUM

TO: MAYOR AND COUNCILMEMBERS
FROM: JOSEPH MURPHY, CITY ATTORNEY
SUBJECT: TOWER LEASE EXTENSION – VERIZON – CELL TOWER #1
DATE: NOVEMBER 1, 2021

Discussion:

Attached for approval is a Second Amendment to the Tower Site Lease Agreement. This extension and amendment pertains to the Cell Tower #1 located next to city hall and operated by Crown Castle. The original lease with Crown Castle was renewed and extended two years ago for five additional five-year terms (25 years total – until May 2047). This proposed extension applies only to Verizon, one of the renters/users of space on the Crown Castle Tower. Under the current lease with Verizon, they pay rent directly to the City for their use of the Crown Castle Tower. This Verizon lease started in December 1999 and was to cover five separate five-year terms.

Under this extension and amendment, the primary terms of the current, existing lease remain the same, with the exception of these amendments:

1. An extension of the lease for four additional five-year terms (20 years total - until May 2042).
2. A continuation of the current rent with an annual rent increase of 3% per year, but an elimination of the potential of up to a 5% increase for those years where the Consumer Price Index (CPI) increases more than 3%.
3. Updating the mailing address for Verizon Wireless; and
4. A provision that all other terms of the original agreement remain unchanged.

I have reviewed the language of this proposed amendment and I recommend approval.

SECOND AMENDMENT TO SITE LEASE AGREEMENT

This Second Amendment to Site Lease Agreement (“Amendment”) is made this _____ day of _____, 2021 by and between the City of Ham Lake, a municipal corporation, with its principal offices located at _____ (“City”) and Cellco Partnership d/b/a Verizon Wireless, as successor in interest to Verizon Wireless (VAW) LLC d/b/a Verizon Wireless, whose principal place of business is One Verizon Way, Mail Stop 4AW100, Basking Ridge, NJ 07920 (“Verizon Wireless”). City and Verizon Wireless are at times collectively referred to hereinafter as the “Parties.”

WHEREAS, there is now in full force and effect between the Parties a Site Lease Agreement dated December 13, 1999, as amended by that certain Amendment to Site Lease Agreement dated June 25, 2009 (collectively the “Agreement”), as relates to the property located at 15544 Central Avenue NE, Ham Lake, Minnesota; and

WHEREAS, the Parties wish to extend the term of the Agreement and update certain provisions therein.

NOW THEREFORE, in consideration of the promises hereinafter made and other good and valuable consideration, the receipt of which is hereby acknowledged, City and Verizon Wireless agree as follows:

1. **Term.** Commencing on May 1, 2022 (“New Renewal Term Commencement Date”), the term of the Agreement shall automatically be extended for four (4) additional renewal terms of five (5) years each (each a “New Renewal Term”), unless Verizon Wireless sends written notice of non-renewal to City no later than ninety (90) days prior to the expiration of the then-current term.
2. **Rent.** Commencing upon the New Renewal Term Commencement Date, the rent due under the Agreement shall be in the annual amount of Twelve Thousand Eight Hundred Fifty-Six and 01/100 Dollars (\$12,856.01), to be paid in equal monthly installments in advance.
3. **Rent Increases.** The last paragraph of Section 4 of the Agreement is hereby deleted in its entirety. Commencing upon the first annual anniversary of the New Renewal Term Commencement Date, and on each annual anniversary thereafter, the rent due under the Agreement shall increase by 3%.
4. **Notice Address.**
Verizon Wireless’s notice address shall be updated as follows:

Cellco Partnership
d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, New Jersey 07921
Attention: Network Real Estate

5. Other than as specifically amended herein, all other terms and conditions of the Agreement shall remain in full force and effect. Where there is conflict between the terms of the Agreement and this Amendment, the terms of this Amendment shall control. Unless otherwise indicated or introduced in this Amendment, all defined terms referenced in the Amendment shall have the same meaning as those found in the Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed in duplicate this Amendment on the day and year first above written.

City:

City of Ham Lake

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Verizon Wireless:

Cellco Partnership d/b/a Verizon Wireless

By: _____

Name: _____

Title: _____

Date: _____