

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, DECEMBER 2, 2024

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

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 6:01 p.m. – Public Hearing – to consider the adoption of a Resolution for the 2025 Budget, Levy and Five-Year Capital Improvement Plan

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 November 18, 2024

4.2 Approval of claims

4.3 Approval of closing (non-emergency City operations) on Christmas Eve

4.4 Approval of Officer appointment of an additional Captain

4.5 Approval of the Animal Humane Society (AHS) Letter of Understanding for Impound Services for 2025

4.6 Approval of hiring part-time Snow Plow Drivers

4.7 Approval of hiring part-time Warming House Attendants

4.8 Approval of an Off-Site Gambling Permit for The Way of the Shepherd to conduct a raffle on February 28, 2025 at Majestic Oaks Golf Club (701 Bunker Lake Boulevard NE)

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Consideration of amendments to Article 9 of the Ham Lake City Code related to adding Wetland Banking as a Conditional Use in R-A (Rural Single Family Residential) zoning (this is considered the First Reading of an Ordinance)

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

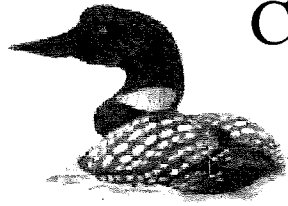
9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

11.1 Committee Reports

11.2 Announcements and future agenda items



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NOTICE OF PUBLIC HEARING CITY OF HAM LAKE

Notice is hereby given that the Ham Lake City Council will hold a public hearing on December 2, 2024 at 6:01 p.m. in the Council Chambers for the purpose of adopting the 2025 Budget, Levy and Five-Year Capital Improvement Plan. All interested citizens will have the opportunity to give written or oral comment.

Dawnette Shimek
Deputy City Clerk

Published: November 20, 2024

RESOLUTION NO. 24-xx

RESOLUTION APPROVING THE FINAL 2025 PROPOSED BUDGET AND 2024
TAX LEVY, COLLECTIBLE IN 2025

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, that the following sums of money are proposed to be levied for the current year, collectible in 2025, upon taxable property in the City of Ham Lake, for the following purposes:

General Levy	\$6,462,445.00
Bonded Indebtedness:	
G. O. Capital Improvement Plan Bond, series 2010A	\$ 206,483.00
Other Levies:	
Sunrise Watershed Management Organization	\$ 11,530.00
Upper Rum River Watershed Management Org.	\$ 3,730.00
Total Levy	\$6,684,188.00

The 2024 tax levy, collectible in 2025, for G.O. Capital Notes, Series 2016A (NMTC) is cancelled, as alternative revenues are available to pay the principal and interest on the bonds.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, that the attached copy of the 2025 budget is hereby adopted.

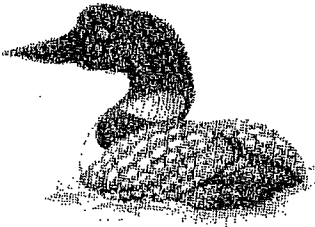
The City Clerk is hereby instructed to transmit a certified copy of this resolution to the Department of Tax Administration, Anoka County, Minnesota.

Adopted by the Ham Lake City Council this 2nd day of December 2024.

Brian Kirrham, Mayor

Denise Webster, City Clerk

Meeting Date: December 2, 2024



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Murff, Finance /Human Resource Director

Subject: Final 2025 budget and 2024 levy for payable 2025

GENERAL FUND

Introduction

City Council and staff began having discussions about the 2025 budget in June of 2024. The City Council was presented with an overview of the 2024 Budget and Capital Improvement Plan and projections of the General Fund reserves and the General Fund reserve ratio at year end of 2024. It was a consensus to provide a budget with a 3% levy increase and other options for the 2025 draft preliminary budget at the July 15th budget meeting.

During the July 15th budget meeting projects were given of a 3.00 percent increase to the levy, a 5.00 percent increase to the levy, and a balanced budget. There was consensus to meet again on August 19th after City Council had a chance to review these options further. During the August 19th meeting, it was consensus to go with a 3.00 percent increase to the General Fund Levy for the preliminary budget.

The Preliminary 2025 Budget and Levy were passed on September 3rd, 2024, with a 3.00 percent increase to the General Fund Levy.

Revenues

The General Fund budget is funded primarily by a property tax levy. The City sets a preliminary levy amount in September, and once the preliminary is set, the final levy amount set in December can either stay the same or go down but cannot be increased.

For 2025, the General Fund will be funded primarily by a mixture of property taxes and reserves. The Preliminary General Fund property tax levy is set to increase 3.00 percent or \$188,227 from 2024. This would bring the General Fund levy to \$6,462,445. The projected tax rate for 2025 would increase 0.12 percent from 2024 to 19.156%. The General Fund is also projected to use \$186,732 of reserves since the budget will work in a deficit, meaning expenditures will be more than revenues.

Revenues Other than Taxes

Overall, other General Fund Revenues without transfers increased \$77,614 or 8.25 percent. Below are notable increases/decreases being as follows:

- License and permits decreased \$57,600 or 10.71 percent. This large decrease was mainly due to the decrease in new construction permits causing a decrease of a total of \$55,000 to building permits and plan check fees. Right-of Way permit revenue decreased by \$4,000 due to low activity as well.
- Intergovernmental revenue increased \$40,500 or 23.01 percent after aligning Fire Aid, MSA Maintenance Funding and Other grants to actual.
- Charges for Services revenue increased \$63,214 or 40.81 percent. This was due to increasing ballfield fees to \$3,500 for SBAA contributions and projecting an additional \$60,263 in tower lease revenue.
- Investment earnings were aligned to actual increasing the revenue by \$20,000.
- Miscellaneous Revenue saw an overall increase of \$11,500 or 109.52 percent due to aligning Refunds and Reimbursements and General Donations to actual.

Expenditures

Overall, General Fund Expenditures without transfers increased \$274,685 or 4.91 percent. Transfers to the Capital Funds increased \$99,500 or 5.82 percent, which was due to an increase in the transfer to the Revolving Street Fund of \$100,000 to \$1,200,000 and a decrease in the transfer to the General Government Equipment Fund of \$500 with the new transfer amount being \$5,000.

Most departments saw none or slight increases in their overall budgets for 2025. Below are notable increases/decreases as follows:

- Council expenditures increased \$20,211 or 23.11 percent for this budget due to aligning attorney and engineering fees to actual.
- City Clerk expenditures increased \$49,706 or 40.36 percent. This is due to changes of job duties for Administrative Assistants. One of the roles changed to have more clerk like responsibility, while the other employee took on additional Building Department duties. This was offset by a decrease in the Fire Department because there are now less duties for these positions within that department.
- Elections expenditures decreased \$45,179 or 98.25 percent due to not having elections in 2025. Some items remained budgeted due to planning for the next election in the off season and for insurance and worker's compensation.
- Planning and Zoning saw an increase of \$20,625 or 19.98 percent in expenditures due to aligning attorney and engineering fees to actual.
- City Sign saw an increase of \$780 or 24.43 percent in expenditures due to aligning electricity fees to actual.
- Information Technology saw an increase in expenditures of \$5,560 or 13.21 percent primarily due to the increase of \$6,800 in Metro-Net support costs for general government departments.
- Police Protection saw an increase of \$149,532 or 10.73 percent. This was mainly due to the Anoka County Sheriff's contract increasing \$149,349.

- Fire Stations saw an increase in expenditures of \$7,759 or 17.99 percent due to cleaning services for Station #3 (increase of \$4,959) and for new doors for Station #1 and parking lot patching for Station #2 (increase of \$3,000).
- Stormwater Drainage increased \$7,700 or 140.00 percent due to moving Coon Creek Watershed Engineering fees from the Stormwater – WMO department.
- Stormwater-WMO saw a decrease of \$35,018 or 100.00 percent in expenditures due crating levies for Sunrise Watershed Management Organization and Upper Rum River Watershed Management Organization expenditures as well as moving Coon Creek Watershed Engineering fees.
- Parks Buildings expenditures decreased \$2,460 or 11.76 percent due to aligning supplies and services to actual.
- Misc/unallocated expenditures saw an increase of \$30,000 or 26.98 percent due to adjusting the Fire Aid up \$30,000. The Fire Aid received by the state is booked as a revenue when it is received and then booked as an expenditure when it is paid to the Fire Relief.
- The preliminary budget includes a 3% cost of living increase for staff.

General Fund Levy Increase Impact on Property Taxes

As previously explained, the tax levy would increase resulting in the tax capacity rate to also increase. It is projected the tax capacity rate would increase by 0.12 percent to 19.156 percent. However, this impact to property tax increases may not be the only factor contributing to the increases in actual property tax due since the market value of property is also used to calculate out property tax liabilities. As seen in the chart below, if housing values were to remain the same, there would be a slight increase in the City’s portion of the annual property taxes. However, when the increase in market values of the property is factored in, the increase is slightly magnified.

NO CHANGE IN HOME VALUE

<u>2024 Value of Home</u>	<u>2025 Value of Home</u>	<u>2024 Actual</u>	<u>2025 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
\$ 300,000	\$ 300,000	\$ 571	\$ 575	\$ 3.60	0.63%
375,000	375,000	\$ 714	\$ 718	\$ 4.50	0.63%
434,850 *	434,850	\$ 828	\$ 833	\$ 5.21	0.63%
550,000	550,000	\$ 1,047	\$ 1,054	\$ 6.60	0.63%
650,000	650,000	\$ 1,237	\$ 1,245	\$ 7.80	0.63%

WITH HOME VALUE INCREASES OF 2.79%

<u>2023 Value of Home</u>	<u>2024 Value of Home</u>	<u>2024 Actual</u>	<u>2025 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
300,000	306,600	571	587	\$ 15.92	3%
375,000	383,250	714	734	\$ 20.14	3%
434,850	447,000 *	828	856	\$ 28.21	3%
550,000	562,100	1,047	1,077	\$ 30.01	3%
650,000	664,300	1,237	1,273	\$ 35.65	3%

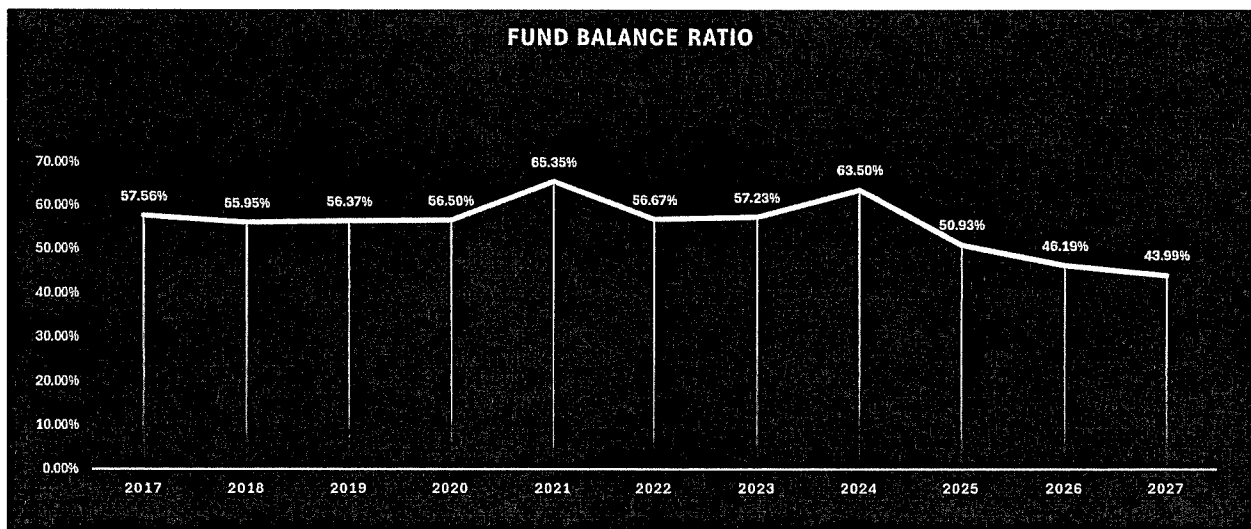
* Average Home Taxable Market Value

Reserves and Reserve Ratio

Reserves or fund balance are terms used interchangeably and are usually a rainy day fund the City keeps covering unexpected expenses due to extraordinarily events such as not receiving anticipated funding and catastrophic events that cause considerable expenditures. Reserve amounts fluctuate with financial outcome each year and are not a set amount; however, it is City policy and State statute that the City keeps at least 35 percent of following years expenditures in reserves.

Historically, the City has tried to maintain an average General Fund Reserve Ratio of around 57 percent. In years the City ended its fiscal years with higher reserve ratio, reserve funds were transferred to the Revolving Street Fund to help fund road projects. The City also would on occasion budget in a deficit to help alleviate increases in property taxes.

Currently, the City has a General Fund Reserve Ratio of 63.50 percent when considering dividing the 2024 expenditures by the 2023 fund balance. There is an anticipated \$728,387 of reserves being used in 2024 to cover the budget deficit and a deficit in the Fire Equipment Fund and another \$186,732 in 2025 for its budget deficit. Below is graph showing the history of the reserve ration and projections using a 5 percent increase for expenditures in 2026 and 2027 and a balanced budget method:



	Fund Balance	Budget (Exp)	Fund Balance Ratio
2017	3,050,921.00	5,222,796.00	57.56%
2018	3,215,413.00	5,453,428.00	55.95%
2019	3,161,707.00	5,703,650.00	56.37%
2020	3,749,117.00	5,596,107.00	56.50%
2021	3,572,304.00	5,737,220.00	65.35%
2022	3,972,866.00	6,303,518.00	56.67%
2023	4,640,423.45	6,941,368.09	57.23%
2024	3,912,036.45	7,307,340.39	63.50%
2025	3,725,304.45	7,681,526.00	50.93%
2026	3,725,304.45	8,065,602.30	46.19%
2027	3,725,304.45	8,468,882.42	43.99%

OTHER FUNDS

Cable Fund: The Cable Fund is funded by franchise fees from North Metro Cable. The fund ended 2023 with a fund balance of \$116,473 and is projected to end 2024 with a fund balance of \$23,580 after transferring \$15,450 to the Ham Laker Fund. In 2025, expenditures for Siren communication upgrades are budgeted at \$13,000 and another transfer to the Ham Laker Fund for \$15,450.

Ham Laker Fund: The Ham Laker Fund is primarily funded by advertising fees, donations from the Ham Lake Chamber of Commerce, and transfers from the Cable Fund. This combination of funding will continue in 2025 as well.

Future Drainage Fund: There is an additional \$20,000 budgeted in this fund for the conversion of the GIS system. The fund is amply funded and can absorb the added expenditure.

Sunrise WMO Fund: In 2024, the City Council asked the Finance Director to create a fund specifically for the Sunrise Watershed Management Organization to levy a tax for the 298 parcels within the jurisdiction for the watershed expenditures. This fund and levy were created in the 2025 budgeting process. It is projected a levy of \$11,530 is needed to cover the dues, representative, engineering, and attorney fees and will add an additional 0.910 percent to the 2025 General Levy making the total tax rate for this jurisdiction 20.07 percent.

Below is an impact the combined levies will have on these homeowners' property taxes:

NO CHANGE IN HOME VALUE

2023 Value of Home	2024		2025 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
	Value of Home	2024 Actual			
\$ 300,000	\$300,000	\$ 571	\$ 602	\$ 30.90	5.41%
375,000	375,000	\$ 714	\$ 752	\$ 38.63	5.41%
434,850 *	434,850	\$ 828	\$ 873	\$ 44.79	5.41%
550,000	550,000	\$ 1,047	\$ 1,104	\$ 56.65	5.41%
650,000	650,000	\$ 1,237	\$ 1,304	\$ 66.95	5.41%

WITH HOME VALUE INCREASES OF 2.79%

2023 Value of Home	2024		2025 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
	Value of Home	2024 Actual			
300,000	306,600	571	615	\$ 43.92	7.69%
375,000	383,250	714	769	\$ 55.14	7.72%
434,850	447,000 *	828	897	\$ 69.21	8.36%
550,000	562,100	1,047	1,128	\$ 81.01	7.74%
650,000	664,300	1,237	1,333	\$ 95.65	7.73%

* Average Home Taxable Market Value

Upper Rum River WMO Fund: In 2024, the City Council asked the Finance Director to create a fund specifically for the Sunrise Watershed Management Organization to levy a tax for the 268 parcels within the jurisdiction for the watershed expenditures. This fund and levy were created in the 2025 budgeting process. It is projected a levy of \$3,730 is needed to cover the dues, representative, and engineering fees and will add an additional 0.324 percent to the 2025 General Levy making the total tax rate for this jurisdiction 19.480 percent.

Below is an impact the combined levies will have on these homeowners' property taxes:

NO CHANGE IN HOME VALUE

<u>2023 Value of Home</u>	<u>2024 Value of Home</u>	<u>2024 Actual</u>	<u>2025 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
\$ 300,000	\$ 300,000	\$ 571	\$ 584	\$ 13.33	2.33%
375,000	375,000	\$ 714	\$ 731	\$ 16.66	2.33%
434,850 *	434,850	\$ 828	\$ 847	\$ 19.32	2.33%
550,000	550,000	\$ 1,047	\$ 1,071	\$ 24.43	2.33%
650,000	650,000	\$ 1,237	\$ 1,266	\$ 28.88	2.33%

WITH HOME VALUE INCREASES OF 2.79%

<u>2023 Value of Home</u>	<u>2024 Value of Home</u>	<u>2024 Actual</u>	<u>2025 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
300,000	306,600	571	597	\$ 25.92	4.54%
375,000	383,250	714	747	\$ 33.14	4.64%
434,850	447,000 *	828	871	\$ 43.21	5.22%
550,000	562,100	1,047	1,095	\$ 48.01	4.59%
650,000	664,300	1,237	1,294	\$ 56.65	4.58%

* Average Home Taxable Market Value

2010 CIP Bond Debt Service Fund: The G.O. levy for this bond is \$206,483. This is the last levy needed for this fund. The bond will be paid in full in 2026.

CAPITAL PROJECT FUNDS AND REVOLVING STREET FUND

The City has a total of 10 Capital Funds. These funds are used to purchase capital items such as equipment, vehicles, building updates, infrastructure updates, and street improvements and are funded primarily by budgeted transfers from the General Fund. The five-year Capital Improvement Plan is used to help plan for these purchases and is evaluated each year by the City Council and Department Heads. Actual purchases for each year need to go to City Council for approval, regardless of what is on the Capital Improvement Plan.

For 2025, most of the Capital Funds will receive the same funding transfer as 2024. The Revolving Street fund transfer from the General Fund will increase \$100,000. Below are the projected transfers from the General Fund to the Capital funds from 2025 through 2029:

General Fund Capital Outlay by Department

	2025	2026	2027	2028	2029	Total
41701 General Government & Elections	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	45,000.00
41702 General Building	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00
42201 Fire Department	285,000.00	285,000.00	285,000.00	285,000.00	285,000.00	1,425,000.00
42301 EOC	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	10,000.00
42401 Building Department Equipment	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00
43101 Public Works Equipment	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	1,250,000.00
43101 Revolving Street Fund	1,200,000.00	1,300,000.00	1,400,000.00	1,500,000.00	1,600,000.00	7,000,000.00
44101 Parks Equipment	42,000.00	42,000.00	44,000.00	44,000.00	44,000.00	216,000.00
TOTAL	1,808,000.00	1,908,000.00	2,010,000.00	2,110,000.00	2,210,000.00	10,046,000.00

Below are the potential equipment purchases and street projects for 2025:

Fire Equipment	
E-2 Replacement	\$ 970,000
Public Works Equipment	
Replace #54 2006 Sterling L8500	\$ 350,000
Replace #89 2001 Sterling L7500	\$ 350,000
Replace #67 Goosen Van N Loader	\$ 20,000
Replace #71 2008 John Deere 544J Loader	\$ 322,900
Park and Beach Land Fund	
Miscellaneous park improvements	\$ 30,000
Future park and trail development	\$ 20,000
Park Equipment	
Replace #53 2013 John Deer X950R Mower with 14-Bushel Dump	\$ 45,000
Replace #62 2018 John Deer 1580 Mower - 72" Deck & Canopy	\$ 45,000
Replace #47 2017 Bobcat 5600-T4 Toolcat	\$ 60,000
Revolving Street Fund	
Overlays:	
Braastad Farms ('02 construction)	\$ 319,775
Pingers Plaza Metes and Bounds overlay & 7 th Street from 168th Avenue to 170th Avenue ('98 overlay)	\$ 322,510
Ravenwood Estates ('98 overlay)	\$ 52,130
Woodland Bluffs ('03 construction)	\$ 47,596
Woodland Bluffs 2nd Addition ('03 construction)	\$ 54,461
Street Projects:	
Overlay-non MSA streets and roads	\$ 796,471
Reconstruction-MSA-Crosstown Shopping Center	\$ 2,420,000
Overlay - MSA - 181st Ave: Hwy 65 to Baltimore St (1/2 East Bethel)	\$ 10,629
Overlay - MSA - McKay Dr: 600' E of Jackson St to 100' W of Taylor St	\$ 40,685
Overlay - MSA - McKay Dr: 100' W of Taylor St to 183' W of Central Ave	\$ 132,031

More information regarding these funds is included in the Capital Improvement Plan.

General Fund Summary

CITY OF HAM LAKE, MINNESOTA
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES - SUMMARY
GENERAL FUND
ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2022-2023, PERIOD TO DATE JULY 31, 2024 AND
BUDGET FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2025

	Actual	Actual	YTD	Budget	Budget	Percent
	2022	2023	7/31/2024	2024	2025	Change
REVENUES						
Taxes	\$ 5,376,363	\$ 6,015,725	\$ 3,293,109	\$ 6,286,468	\$ 6,474,695	2.99% (1)
Licenses and permits	570,567	463,755	405,816	537,600	480,000	-10.71% (2)
Intergovernmental	578,748	1,612,414	247,035	176,000	216,500	23.01% (3)
Charges for services	223,508	186,782	66,111	154,885	218,099	40.81% (4)
Fines and forfeitures	32,056	40,830	37,870	31,500	31,500	0.00%
Investment earnings	29,664	216,382	123,754	30,000	50,000	66.67% (5)
Miscellaneous	50,698	32,618	340,630	10,500	22,000	109.52% (6)
Other financing sources	185	680	-	-	-	0.00%
	-	-	-	-	-	
TOTAL REVENUES	6,861,790	8,569,186	4,514,325	7,226,953	7,492,794	3.68%
EXPENDITURES						
Council	78,282	92,149	106,224	87,481	107,694	23.11% (7)
Ordinances	14,072	21,468	24,251	22,550	23,100	2.44%
Administration	162,059	176,668	186,313	172,701	187,402	8.51%
Clerk	115,996	123,905	130,104	123,151	172,857	40.36% (8)
Elections	38,048	1,589	63,064	45,984	805	-98.25% (9)
Finance	240,600	264,004	235,594	266,227	277,574	4.26%
Auditing	23,550	25,680	34,505	29,630	32,775	10.61%
Assessing	80,543	83,058	62,294	85,836	86,000	0.19%
Prosecutions	78,000	80,340	68,959	80,340	85,160	6.00%
Planning & zoning	83,454	93,101	92,796	104,151	124,777	19.80% (10)
General government	448,495	1,448,322	142,082	89,911	95,099	5.77%
General govt buildings	45,725	43,624	30,974	47,004	50,200	6.80%
City sign	2,296	3,710	3,253	3,194	3,974	24.43% (11)
Information Technology	52,785	64,624	35,501	42,100	47,660	13.21% (12)
Police protection	1,217,110	1,350,650	1,368,838	1,393,741	1,543,272	10.73% (13)
Fire department	573,674	523,689	513,797	770,111	736,679	-4.34%
Fire stations	31,157	24,788	29,828	43,141	50,900	17.99% (14)
Sirens	8,205	8,915	9,621	9,205	9,244	0.42%
Building inspection	414,061	391,822	328,242	378,512	389,501	2.90%
Animal control	4,386	3,508	1,463	3,150	3,000	-4.76%
Public works	794,629	901,282	811,765	1,038,029	1,072,470	3.32%
Public works building	39,010	36,050	30,518	46,100	46,230	0.28%
Snow & ice removal	115,784	102,182	80,435	66,680	66,870	0.28%
Stormwater drainage	7,060	5,477	2,475	5,500	13,200	140.00% (15)
Stormwater-WMOs	28,780	29,983	15,941	35,018	-	-100.00% (16)
Signs & signals	17,910	17,096	14,318	23,100	23,100	0.00%
Utility/ROW	56,732	57,138	40,742	60,200	60,200	0.00%
Parks	175,528	184,725	242,649	374,058	384,009	2.66%
Park Buildings	14,138	14,725	10,467	20,910	18,450	-11.76%
Senior Center	2,937	1,859	5,782	4,186	4,434	5.91%
Senior Center Building	12,739	13,113	10,048	15,740	15,690	-0.32% (17)
Misc/unallocated	129,091	144,243	156,758	111,200	141,200	26.98% (18)
TOTAL EXPENDITURES	5,106,835	6,335,485	4,889,603	5,598,840	5,873,526	4.91%
EXCESS REVENUES (EXPENDITURES)	1,754,955	2,233,701	(375,278)	1,628,113	1,619,268	-0.54%
OTHER FINANCING SOURCES (USES)						
Transfers in	1,200	2,000	-	2,000	2,000	0.00%
Transfers out	(1,346,500)	(1,656,500)	(1,566,125)	(1,708,500)	(1,808,000)	5.82%
TOTAL OTHER FINANCING SOURCES (USES)	(1,345,300)	(1,654,500)	(1,566,125)	(1,706,500)	(1,806,000)	5.83%
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES						
	\$ 409,655	\$ 579,201	\$ (1,941,403)	\$ (78,387)	\$ (186,732)	

Explanation of Budget Changes in revenue and expenditures over 10%

- (1) The General Fund levy increased 3% levy or \$188,227.
- (2) License and Permit revenue was reduced due to aligning Building Permits (decrease of \$40,000), ROW Permits (decrease of \$4,000), and Plan Checks (decrease of \$15,000).
- (3) Intergovernmental revenue increased due to aligning several line items to actual: MSA Maintenance - increase of \$6,000; Fire Aid - increase \$30,000, State Fire Grants (Fire Training)-increase of \$1,000, and Other grants- increase of \$3,500.
- (4) Charges for Services revenue increased due to budgeting for SBAA contributions to the ballfields and projecting an additional \$60,263 in Tower Lease Revenue for 2025.
- (5) Investment earnings were aligned to actual increasing the revenue by \$20,000.
- (6) Miscellaneous Revenue saw an overall increase due to aligning Refunds and Reimbursements to actual (increase of \$9,000) and General Donations to actual (increase of \$2,500)
- (7) Council saw an increase in expenditures due to aligning Attorney, Engineering, and Due & Subscription fees to actual.
- (8) City Clerk expenditures increased due to moving an employee's wages and benefits to this department who was previously from in building department. However, this increase is offset by the Fire decrease in budget since less wages are budgeted here for this employee.
- (9) Elections saw a decrease in expenditures due to not having an election in 2025, however, some expenditures remained for insurance, work comp, and supplies and services needed for planning of the off year.
- (10) Planning saw an increase in expenditures due to aligning attorney and engineering fees to actual.
- (11) City Sign saw an increase in expenditures due to aligning electricity fees to actual.
- (12) Information Technology saw an increase in expenditures due to an increase of \$6,800 in General Governmental Metro-INet support costs.
- (13) Police Protection saw an increase of \$149,532. This was mainly due to the Anoka County Sheriff's contract increasing \$149,349.
- (14) Fire Stations saw an increase in expenditures due to cleaning services for Station #3 (increase of \$4,959) and for new doors for Station #1 and parking lot patching for Station #2 (increase of \$3,000).
- (15) Stormwater Drainage saw increase due to moving the Coon Creek Watershed engineering fees to this department.
- (16) Stormwater-WMO saw a decrease in expenditures due to levying parcels in the jurisdiction for the expenditures.
- (17) Parks Buildings expenditures decreased due to reducing supplies and services to actual (decrease of \$2,700).
- (18) Misc./unallocated saw an increase in its expenditures due to adjusting the Fire Aid up \$30,000. The Fire Aid received by the state is booked as a revenue when it is received and then booked as an expenditure when it is paid to the Fire Relief.

General Fund Revenues

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
GENERAL FUND							
GENERAL FUND							
Revenues							
General Property Taxes							
100-31001	Current property taxes	(4,991,421.97)	(5,371,846.16)	(5,994,305.51)	(3,281,368.44)	(6,274,218.00)	(6,462,445.00)
100-31002	Delinquent property taxes	(65,918.49)	(5,298.07)	(21,428.02)	(11,695.12)	(10,000.00)	(10,000.00)
100-31901	Penalties & interest	(9,954.65)	781.08	8.13	(45.31)	(2,250.00)	(2,250.00)
Total		(5,067,295.11)	(5,376,363.15)	(6,015,725.40)	(3,293,108.87)	(6,286,468.00)	(6,474,695.00)
Licenses and permits							
100-32101	Animal license	-	-	-	-	-	-
100-32102	Beer & liquor license	(2,170.00)	(26,120.00)	(26,345.00)	(26,290.00)	(27,000.00)	(27,000.00)
100-32103	Business license	(3,270.00)	(3,185.00)	(3,105.00)	(1,825.00)	(2,900.00)	(3,500.00)
100-32104	Conditional use permits	(2,600.00)	(700.00)	(800.00)	(600.00)	(1,000.00)	(1,000.00)
100-32105	Contractor's license	(1,850.00)	(2,100.00)	(2,100.00)	(2,000.00)	(700.00)	(1,500.00)
100-32106	Fireworks sales permits	(100.00)	(100.00)	(100.00)	(100.00)	(100.00)	(100.00)
100-32107	Hotel/motel license	(500.00)	(500.00)	(500.00)	(250.00)	(500.00)	(500.00)
100-32108	Motor vehicle sales lot license	(2,500.00)	(1,900.00)	(3,100.00)	(2,900.00)	(2,500.00)	(2,500.00)
100-32109	Transient sales license	(270.00)	(450.00)	(1,110.00)	(1,140.00)	(200.00)	(200.00)
100-32110	Private kennel & dang. dog license	(300.00)	(175.00)	(175.00)	(245.00)	(200.00)	(200.00)
100-32201	Building permits	(260,748.30)	(240,748.14)	(193,354.58)	(172,531.75)	(240,000.00)	(200,000.00)
100-32202	Other construction permits	(100,906.50)	(110,012.75)	(88,033.75)	(72,653.00)	(85,000.00)	(85,000.00)
100-32203	Burning/party/large assembly permits	(1,060.00)	(1,000.00)	(970.00)	(1,170.00)	(1,000.00)	(1,000.00)
100-32204	Deviation permits	(2,100.00)	(2,100.00)	(900.00)	(600.00)	(1,500.00)	(1,500.00)
100-32205	Electrical permits	-	-	-	-	-	-
100-32206	Move-in permits	-	-	-	-	-	-
100-32207	Sign permits	(982.00)	(948.00)	(976.50)	(1,525.00)	(1,000.00)	(1,000.00)
100-32208	Utility R-O-W permits	(98,025.00)	(76,929.81)	(67,932.00)	(50,498.68)	(79,000.00)	(75,000.00)
100-32209	Additional electrical fees	-	-	-	-	-	-
100-32210	Plan checks	(114,646.03)	(103,598.16)	(74,253.13)	(71,487.64)	(95,000.00)	(80,000.00)
100-32211	Excavation/misc permits	-	-	-	-	-	-
Total		(592,027.83)	(570,566.86)	(463,754.96)	(405,816.07)	(537,600.00)	(480,000.00)
Intergovernmental							
100-33102	Federal fire/emerg preparedness grants	-	-	(27,496.00)	(697.90)	-	-
100-33103	ARPA Grant	-	(383,555.09)	(1,373,189.61)	-	-	-
100-33401	MSA maintenance	(44,000.00)	(45,165.00)	(46,005.00)	(47,415.00)	(44,000.00)	(50,000.00)
100-33403	Fire relief state aid	(108,297.56)	(122,940.83)	(135,618.83)	(151,291.83)	(110,000.00)	(140,000.00)
100-33404	MVHC	(3,260.20)	(5,051.32)	(3,248.70)	(1,692.86)	(3,500.00)	(3,500.00)
100-33405	PERA aid	-	-	-	-	-	-
100-33407	State fire grants	(18,236.35)	(16,091.25)	(17,760.16)	(17,570.00)	(15,000.00)	(16,000.00)
100-33409	Tax forfeit settlements	-	-	(350.24)	-	-	-
100-33501	Other county grants and aid	-	-	-	-	-	-
100-33601	Other local grants and aids	(4,033.31)	(5,944.74)	(8,745.89)	(28,367.44)	(3,500.00)	(7,000.00)
Total		(177,827.42)	(578,748.23)	(1,612,414.43)	(247,035.03)	(176,000.00)	(216,500.00)
Charges for services							
100-34102	Assessment search	(4,335.00)	(2,715.00)	(2,280.00)	(1,155.00)	(2,500.00)	(2,500.00)
100-34103	Copies	(11.00)	-	(29.25)	-	(10.00)	(10.00)
100-34104	Election filing fees	-	(125.00)	-	(75.00)	-	-
100-34105	Sale of taxable items	(101.98)	(21.20)	(175.69)	(656.00)	(50.00)	(50.00)
100-34106	Staff review	(3,400.00)	(1,800.00)	(2,220.00)	(1,200.00)	(1,800.00)	(1,800.00)
100-34107	Surcharge Retention	-	(1,148.60)	(599.87)	-	(1,000.00)	(500.00)
100-34109	Other charges for service	(850.00)	(239.00)	(425.00)	(50,200.00)	(200.00)	(350.00)
100-34304	Water sales	(6.00)	(16.65)	(5.00)	-	(25.00)	(25.00)
100-34701	Ballfield Fees	-	-	-	(7,500.00)	(200.00)	(3,500.00)
100-34702	Park/pavilion rentals	(3,225.00)	(3,725.00)	(3,840.02)	(5,325.00)	(3,500.00)	(3,500.00)
Total		(11,928.98)	(9,790.45)	(9,574.83)	(66,111.00)	(9,285.00)	(12,235.00)
Fines and forfeitures							
100-35001	Court fines & fees	(26,530.33)	(30,306.42)	(40,079.75)	(37,870.10)	(30,000.00)	(30,000.00)
100-35002	Tobacco & Liquor Fines	-	(1,750.00)	(750.00)	-	(1,500.00)	(1,500.00)
Total		(26,530.33)	(32,056.42)	(40,829.75)	(37,870.10)	(31,500.00)	(31,500.00)
Miscellaneous							
100-37101	Interest on investments	3,226.61	(29,664.20)	(216,381.52)	(123,754.00)	(30,000.00)	(50,000.00)
100-37102	Interest on Leases	-	(65,736.00)	-	-	-	-
100-37301	Tower lease	(129,546.94)	(147,981.49)	(177,207.23)	(176,635.45)	(145,600.00)	(205,863.72)
100-37302	Building lease	(3,720.72)	-	-	-	-	-
100-37501	General donations	(10,559.05)	(14,000.00)	(16,500.00)	(13,700.00)	(7,500.00)	(10,000.00)
100-37502	Fire department donations	-	-	-	(5,200.00)	(2,000.00)	(2,000.00)
100-37601	Refunds & reimbursements	(34,859.25)	(36,697.76)	(16,118.25)	(145,094.24)	(1,000.00)	(1,000.00)
Total		(175,459.35)	(294,079.45)	(426,207.00)	(464,383.69)	(186,100.00)	(277,863.72)

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
Other Financing Sources							
100-39101	Sale of assets	-	(185.25)	-	-	-	-
100-39201	Insurance reimbursements	-	-	(680.00)	-	-	-
100-39302	Transfer from lawful gambling fund	(1,200.00)	-	-	-	-	-
100-39303	Transfer from lodging tax fund	-	(1,200.00)	(2,000.00)	-	(2,000.00)	(2,000.00)
Total		(1,200.00)	(1,385.25)	(2,680.00)	-	(2,000.00)	(2,000.00)
	Grand Total Revenues	(6,052,269.02)	(6,862,989.81)	(8,571,186.37)	(4,514,324.76)	(7,228,953.00)	(7,494,793.72)

General Fund Expenditures

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
General Fund							
Expenditures							
Mayor and Council							
100-41101-1140	Wages & salaries-Council	27,641.49	23,966.52	25,599.84	23,466.52	25,600.00	25,600.00
100-41101-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41101-1211	PERA	513.52	285.88	490.08	449.24	490.00	490.00
100-41101-1212	FICA/MC	1,785.65	1,454.37	1,350.59	1,238.20	1,960.00	1,960.00
100-41101-1510	Worker's comp insurance	76.01	74.50	64.75	57.75	106.38	124.74
100-41101-1610	Advisory/representative	-	-	-	-	240.00	240.00
100-41101-3105	Assessing/property tax administration	1,775.62	1,693.64	1,814.08	1,937.86	1,854.00	2,000.00
100-41101-3110	Attorney	5,923.00	11,992.50	16,094.08	22,790.68	10,300.00	25,000.00
100-41101-3135	Engineering	8,747.91	20,435.07	27,744.74	34,567.14	25,750.00	30,000.00
100-41101-3136	Engineering-comprehensive plan	8,708.69	41.57	-	2,191.96	-	-
100-41101-3150	Personnel testing & recruitment	-	-	36.71	-	-	-
100-41101-3190	Other professional services	-	-	100.00	-	-	-
100-41101-3510	Training/conferences/schools	-	-	-	-	1,000.00	1,000.00
100-41101-3920	Dues & subscriptions	15,729.34	16,155.66	16,649.01	17,163.66	17,000.00	18,200.00
100-41101-3940	Insurance	50.09	328.87	612.14	703.34	661.11	759.61
100-41101-3950	Legal notices/publications/bids	1,248.43	1,668.96	1,409.36	1,519.96	2,000.00	2,000.00
100-41101-3960	Mileage	-	-	-	-	20.00	20.00
100-41101-3980	Filing fees	138.00	184.00	184.00	138.00	500.00	300.00
	Total	72,337.75	78,281.54	92,149.38	106,224.31	87,481.49	107,694.35
Ordinances							
100-41102-3110	Attorney	1,785.00	3,053.00	4,591.76	4,735.75	6,000.00	5,000.00
100-41102-3135	Engineering	336.27	10,639.98	15,814.80	18,995.47	15,450.00	17,000.00
100-41102-3950	Legal notices/publications/bids	787.32	378.72	1,061.76	519.82	1,100.00	1,100.00
	Total	2,908.59	14,071.70	21,468.32	24,251.04	22,550.00	23,100.00
Administration							
100-41201-1110	Wages & salaries-FT	119,213.81	129,349.85	137,465.92	143,528.13	134,320.00	147,120.00
100-41201-1120	Wages & salaries-PT	-	-	-	-	-	-
100-41201-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41201-1211	PERA	8,947.17	9,703.55	10,332.63	11,164.74	10,080.00	11,040.00
100-41201-1212	FICA/MC	9,940.11	10,727.30	11,691.43	12,444.02	10,280.00	11,260.00
100-41201-1310	Flex plan contribution	10,800.00	10,800.00	15,060.00	13,805.00	15,060.00	15,060.00
100-41201-1320	Life/disability/other insurance	47.72	39.19	49.89	3,792.34	40.00	50.00
100-41201-1510	Worker's comp insurance	784.94	547.14	532.52	496.74	1,259.58	1,072.96
100-41201-2110	Office supplies	118.94	34.40	225.18	33.63	200.00	250.00
100-41201-2510	Software licenses & upgrades	514.03	319.68	472.32	444.73	490.00	450.00
100-41201-3120	Computer & software support	50.00	-	-	-	-	-
100-41201-3440	Equipment repair & maintenance service	-	-	-	-	-	-
100-41201-3510	Training/conferences/schools	-	-	-	-	200.00	200.00
100-41201-3910	Advertising for employment	-	-	-	-	-	-
100-41201-3920	Dues & subscriptions	288.68	205.56	397.08	188.30	250.00	350.00
100-41201-3940	Insurance	266.67	332.43	390.23	415.69	421.45	448.95
100-41201-3960	Mileage	-	-	50.30	-	100.00	100.00
	Total	150,972.07	162,059.10	176,667.50	186,313.32	172,701.03	187,401.90
City Clerk							
100-41301-1110	Wages & salaries-FT	85,400.15	86,815.43	90,160.09	94,555.79	89,880.00	128,700.00
100-41301-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41301-1211	PERA	6,415.87	6,596.12	6,756.56	7,631.74	6,750.00	7,140.00
100-41301-1212	FICA/MC	6,716.75	6,679.53	7,309.34	8,173.85	6,880.00	9,850.00
100-41301-1310	Flex plan contribution	10,800.00	10,800.00	15,060.00	13,805.00	15,060.00	15,060.00
100-41301-1320	Life/disability/other insurance	85.04	59.67	38.41	2,697.67	40.00	7,590.00
100-41301-1510	Worker's comp insurance	568.06	383.12	378.99	332.25	891.17	717.66
100-41301-2110	Office supplies	169.97	572.47	159.46	22.50	600.00	350.00
100-41301-2510	Software licenses & upgrades	6,013.03	319.68	381.12	353.43	390.00	770.00
100-41301-3120	Computer & software support	-	-	-	-	-	-
100-41301-3220	Internet & website	2,894.55	2,985.26	3,082.65	583.65	-	-
100-41301-3510	Training/conferences/schools	445.00	40.00	-	1,173.85	1,500.00	1,500.00
100-41301-3520	Professional licenses & certifications	70.00	-	-	-	70.00	70.00
100-41301-3920	Dues & subscriptions	335.00	440.23	217.50	315.00	500.00	500.00
100-41301-3940	Insurance	260.55	304.84	360.91	378.56	389.78	408.84
100-41301-3960	Mileage	-	-	-	80.40	200.00	200.00
	Total	120,173.97	115,996.35	123,905.03	130,103.69	123,150.95	172,856.50

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
Elections							
100-41302-1110	Wages & salaries-FT	-	12,261.79	761.25	19,552.96	-	-
100-41302-1120	Wages & salaries-PT	-	22,690.25	-	39,082.25	40,300.00	-
100-41302-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41302-1211	PERA	-	836.39	-	444.53	-	-
100-41302-1212	FICA/MC	-	1,154.06	-	1,277.68	3,090.00	-
100-41302-1320	Life/disability/other insurance	-	-	-	932.08	-	-
100-41302-1510	Worker's comp insurance	-	159.31	53.10	165.31	108.32	165.31
100-41302-2110	Office supplies	-	317.56	570.26	515.43	1,400.00	350.00
100-41302-2120	Postage	-	120.76	177.87	161.28	300.00	200.00
100-41302-3135	Engineering	-	-	21.00	367.76	20.00	60.00
100-41302-3940	Insurance	-	15.43	5.13	27.77	16.00	29.99
100-41302-3950	Legal notices/publications/bids	-	440.64	-	276.50	650.00	-
100-41302-3960	Mileage	-	52.06	-	260.66	100.00	-
Total		-	38,048.25	1,588.61	63,064.21	45,984.32	805.30
Finance							
100-41401-1110	Wages & salaries-FT	152,178.57	164,463.86	154,801.45	156,559.06	176,470.00	183,460.00
100-41401-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41401-1211	PERA	11,190.07	12,334.70	11,236.66	11,714.26	13,240.00	13,760.00
100-41401-1212	FICA/MC	11,952.30	12,862.46	12,611.81	12,744.84	13,500.00	14,040.00
100-41401-1310	Flex plan contribution	10,800.00	10,800.00	15,060.00	13,805.00	15,060.00	15,060.00
100-41401-1320	Life/disability/other insurance	11,837.48	12,736.80	10,847.70	10,151.47	15,140.00	15,140.00
100-41401-1410	Unemployment	-	-	-	650.58	-	-
100-41401-1510	Worker's comp insurance	827.32	692.82	679.90	652.00	1,598.83	1,408.32
100-41401-2110	Office supplies	984.53	981.45	681.54	661.61	1,000.00	1,000.00
100-41401-2510	Software licenses & upgrades	1,542.26	639.24	671.16	615.45	680.00	770.00
100-41401-2820	Codes & standards	-	-	-	-	250.00	250.00
100-41401-3110	Attorney	-	-	-	-	-	500.00
100-41401-3120	Computer & software support	14,094.59	23,229.53	24,994.67	26,409.56	25,195.00	28,000.00
100-41401-3190	Other professional services	-	-	31,307.31	-	500.00	500.00
100-41401-3510	Training/conferences/schools	129.00	721.42	-	540.51	2,000.00	2,000.00
100-41401-3920	Dues & subscriptions	350.00	285.00	285.00	260.00	500.00	500.00
100-41401-3940	Insurance	442.32	608.26	734.83	773.43	793.62	835.30
100-41401-3960	Mileage	72.24	244.12	92.37	56.15	300.00	350.00
Total		216,400.68	240,599.66	264,004.40	235,593.92	266,227.45	277,573.62
Auditing							
100-41402-3115	Audit & actuarial services	28,580.00	23,550.00	25,680.00	34,505.00	29,630.00	32,775.00
Total		28,580.00	23,550.00	25,680.00	34,505.00	29,630.00	32,775.00
Assessing							
100-41403-3105	Assessing/property tax administration	79,878.40	80,543.20	83,058.16	62,293.62	85,835.55	86,000.00
Total		79,878.40	80,543.20	83,058.16	62,293.62	85,835.55	86,000.00
Prosecutions							
100-41501-3110	Attorney	78,000.00	78,000.00	80,340.00	68,958.50	80,340.00	85,160.40
Total		78,000.00	78,000.00	80,340.00	68,958.50	80,340.00	85,160.40
Planning and Zoning							
100-41601-1110	Wages & salaries-FT	60,587.95	54,788.50	59,236.29	61,953.69	74,600.00	78,980.00
100-41601-1150	Wages & salaries-commissioners	3,010.00	2,410.00	2,890.00	1,370.00	2,970.00	2,970.00
100-41601-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41601-1211	PERA	4,713.63	4,315.09	4,698.26	4,691.07	5,600.00	5,930.00
100-41601-1212	FICA/MC	5,018.31	4,573.60	5,037.65	4,898.44	5,940.00	6,270.00
100-41601-1310	Flex plan contribution	-	-	-	-	-	-
100-41601-1320	Life/disability/other insurance	42.96	38.86	446.92	1,234.56	40.00	40.00
100-41601-1510	Worker's comp insurance	412.73	282.99	268.33	275.06	642.06	594.13
100-41601-2110	Office supplies	164.31	32.48	160.39	22.50	350.00	350.00
100-41601-2120	Postage	286.81	69.68	100.29	71.20	150.00	150.00
100-41601-2510	Software licenses & upgrades	231.96	319.68	289.92	262.13	290.00	330.00
100-41601-3110	Attorney	472.50	1,380.10	3,259.16	2,435.76	1,030.00	3,600.00
100-41601-3120	Computer & software support	-	-	-	-	-	-
100-41601-3135	Engineering	8,440.41	14,819.42	16,349.15	15,171.20	10,000.00	23,000.00
100-41601-3440	Equipment repair & maintenance services	-	-	-	-	-	-
100-41601-3510	Training/conferences/schools	-	-	-	-	2,000.00	2,000.00
100-41601-3920	Dues & subscriptions	46.00	120.00	-	25.00	46.00	46.00
100-41601-3940	Insurance	242.13	303.48	364.14	385.79	393.27	416.65
100-41601-3960	Mileage	-	-	-	-	100.00	100.00
Total		83,669.70	83,453.88	93,100.50	92,796.40	104,151.33	124,776.78

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
General Government							
100-41701-2110	Office supplies	2,169.48	1,841.31	2,322.89	2,241.04	2,500.00	2,500.00
100-41701-2120	Postage	1,113.29	703.32	1,656.71	473.28	1,800.00	1,800.00
100-41701-2290	Operating supplies	1,671.88	2,409.16	2,237.40	2,451.39	3,000.00	3,000.00
100-41701-2510	Software licenses & upgrades	365.00	2,921.42	4,238.71	-	-	-
100-41701-2520	Computer supplies & small equipment	1,255.90	86.44	7.26	-	-	-
100-41701-3120	Computer & software support	-	-	-	-	-	-
100-41701-3110	Attorney	157.50	-	-	-	-	-
100-41701-3145	Monitoring	-	-	-	-	-	-
100-41701-3160	Safety program	1,264.00	1,289.00	1,405.00	1,447.00	1,500.00	1,500.00
100-41701-3190	Other professional services	4,933.00	3,276.30	4,505.44	4,792.06	5,000.00	5,000.00
100-41701-3210	Phones/radios/pagers	1,866.66	2,723.93	2,007.79	1,192.28	1,370.00	1,970.00
100-41701-3320	Equipment rentals	6,799.79	8,213.08	7,756.86	6,162.02	8,000.00	8,500.00
100-41701-3440	Equipment repair & maintenance service	135.50	157.57	75.00	-	500.00	500.00
100-41701-3920	Dues & subscriptions	-	-	279.00	179.00	-	501.00
100-41701-3940	Insurance	26,283.27	29,964.04	31,241.33	32,247.91	33,740.64	34,827.74
100-41701-4115	Community celebrations	17,220.68	11,000.00	13,000.00	14,375.00	12,000.00	14,000.00
100-41701-4130	Credit card & bank fees	372.84	354.00	299.96	152.40	1,500.00	1,000.00
100-41701-4153	COVID 19	3,277.56	383,555.09	1,373,189.61	70,071.13	-	-
100-41701-5110	Capital assets	-	-	-	-	10,000.00	10,000.00
100-41701-5120	Controllable assets	314.07	-	4,098.91	6,297.48	9,000.00	10,000.00
100-41701-7125	General government equip fund transfer	9,000.00	9,500.00	9,500.00	8,708.26	9,500.00	9,000.00
	Total	78,200.42	457,994.66	1,457,821.87	150,790.25	99,410.64	104,098.74
General Building							
100-41702-2310	Building repair & maintenance supplies	1,337.25	1,004.57	1,425.05	1,248.31	1,000.00	1,500.00
100-41702-3145	Monitoring	505.40	519.40	527.40	483.45	600.00	600.00
100-41702-3420	Building repair & maintenance services	7,059.30	14,883.30	15,308.60	8,502.43	15,000.00	16,000.00
100-41702-3430	Cleaning service	7,065.00	7,800.00	8,490.00	8,415.00	9,204.00	11,900.00
100-41702-3610	Electricity	11,245.32	12,540.81	12,666.05	9,550.41	14,500.00	14,000.00
100-41702-3620	Natural gas	3,705.50	5,450.58	5,024.78	2,592.65	6,500.00	6,000.00
100-41702-3630	Waste management & recycling	181.72	181.72	181.72	181.72	200.00	200.00
100-41702-5120	Controllable assets	-	3,344.95	-	-	-	-
100-41702-7105	Building fund transfer	10,000.00	10,000.00	10,000.00	9,166.63	10,000.00	10,000.00
	Total	41,099.49	55,725.33	53,623.60	40,140.60	57,004.00	60,200.00
City Sign							
100-41703-2320	Equipment parts & supplies	-	-	-	-	-	-
100-41703-2510	Software licenses & upgrades	-	-	-	-	-	-
100-41703-3440	Equipment repair & maintenance services	-	-	-	-	-	-
100-41703-3610	Electricity	1,461.95	1,529.37	3,067.35	2,583.15	2,500.00	3,250.00
100-41703-3940	Insurance	1,207.85	766.46	642.25	670.17	693.63	723.78
	Total	2,669.80	2,295.83	3,709.60	3,253.32	3,193.63	3,973.78
Information Technology							
100-41707-2520	Computer supplies/small equipment	-	-	184.23	194.81	500.00	500.00
100-41707-3120	Computer & software support	41,995.20	52,785.00	64,440.00	31,580.89	34,500.00	40,860.00
100-41707-3220	Internet & website	-	-	-	3,725.00	7,100.00	6,300.00
	Total	41,995.20	52,785.00	64,624.23	35,500.70	42,100.00	47,660.00

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
Police Protection							
100-42101-3155	Police protection	1,080,834.00	1,216,275.00	1,349,755.00	1,367,774.00	1,392,774.00	1,542,123.00
100-42101-3940	Insurance	631.07	834.68	894.94	1,064.21	966.54	1,149.35
Total		1,081,465.07	1,217,109.68	1,350,649.94	1,368,838.21	1,393,740.54	1,543,272.35
Fire Department							
100-42201-1110	Wages & salaries-FT	133,052.91	142,279.21	109,879.85	105,603.02	171,270.00	137,890.00
100-42201-1120	Wages & salaries-PT	42,489.91	24,542.77	17,413.50	16,519.92	31,340.00	32,270.00
100-42201-1130	Wages & salaries-firefighters	115,992.47	112,813.63	101,606.51	105,130.81	173,290.00	174,740.00
100-42201-1210	PERA/FICA/MC	-	-	-	-	-	-
100-42201-1211	PERA	19,098.24	20,347.80	17,202.86	18,325.10	26,510.00	24,620.00
100-42201-1220	Fire Retirement Contribution	12,558.24	15,934.99	13,323.00	13,723.00	13,722.73	14,135.00
100-42201-1212	FICA/MC	16,627.95	14,735.79	11,909.85	11,057.80	21,890.00	19,180.00
100-42201-1310	Flex plan contribution	-	-	-	-	-	-
100-42201-1320	Life/disability/other insurance	15,474.61	19,763.68	14,372.50	9,268.29	22,250.00	20,800.00
100-42201-1510	Worker's comp insurance	31,808.06	39,689.33	37,568.09	27,759.12	62,697.95	59,959.70
100-42201-2110	Office supplies	687.39	709.37	426.52	380.31	800.00	800.00
100-42201-2120	Postage	136.55	351.23	80.92	96.40	150.00	150.00
100-42201-2210	Clothing & personal protective equipment	6,947.64	32,375.63	31,818.90	47,929.15	25,000.00	20,000.00
100-42201-2220	Emergency food & beverage	225.00	235.40	-	-	500.00	500.00
100-42201-2230	Fuel	5,172.85	7,605.92	5,586.45	4,372.30	8,000.00	8,000.00
100-42201-2290	Operating supplies	4,196.14	4,782.92	4,234.22	7,098.79	4,500.00	4,500.00
100-42201-2320	Equipment parts & supplies	2,176.68	2,318.46	3,270.93	1,509.07	1,500.00	1,500.00
100-42201-2340	Vehicle parts & supplies	1,109.55	1,334.53	2,381.92	1,442.95	10,000.00	10,000.00
100-42201-2410	Small tools	544.74	-	2,669.13	1,865.53	700.00	700.00
100-42201-2510	Software licenses & upgrades	599.04	1,327.85	671.16	615.45	680.00	570.00
100-42201-2810	Fire prevention-supplies	1,665.54	1,370.24	930.19	626.00	1,000.00	1,500.00
100-42201-2820	Codes & standards	114.00	-	-	-	500.00	500.00
100-42201-3110	Attorney	525.00	822.10	906.40	780.80	1,000.00	1,000.00
100-42201-3120	Computer & software support	294.15	700.68	779.47	14,472.41	16,350.00	19,150.00
100-42201-3135	Engineering	-	-	420.34	406.51	-	500.00
100-42201-3140	Medical directorship	3,720.72	-	-	-	-	-
100-42201-3150	Personnel testing & recruitment	15,005.32	13,643.44	22,183.98	8,872.00	23,000.00	23,000.00
100-42201-3160	Safety program	-	-	-	-	500.00	510.00
100-42201-3190	Other professional services	-	-	128.84	-	-	-
100-42201-3210	Phones/radios/pagers	2,079.78	1,878.11	2,690.86	2,470.56	920.00	1,970.00
100-42201-3220	Internet	-	-	-	2,988.88	-	5,940.00
100-42201-3290	Other communication	12,537.00	12,708.00	12,495.00	15,237.00	15,000.00	9,200.00
100-42201-3320	Equipment rentals	-	-	-	-	-	-
100-42201-3390	Rentals-other	1,600.00	1,642.84	1,622.57	113.30	1,600.00	1,600.00
100-42201-3440	Equipment repair & maintenance services	6,167.44	9,694.42	7,804.75	6,374.39	5,000.00	5,000.00
100-42201-3450	Fire apparatus repair & maintenance services	39,605.99	29,665.39	22,050.19	22,944.74	37,000.00	37,000.00
100-42201-3460	Inspections	-	-	-	-	-	-
100-42201-3510	Training/conferences/schools	22,815.00	16,831.86	6,604.62	12,409.00	15,000.00	15,000.00
100-42201-3520	Professional licenses & certifications	150.00	500.00	672.50	393.75	1,000.00	1,000.00
100-42201-3530	Training supplies	1,620.29	1,186.54	120.38	-	1,000.00	1,000.00
100-42201-3910	Advertising for employment	-	-	320.60	-	500.00	500.00
100-42201-3920	Dues & subscriptions	2,165.00	1,550.00	1,476.00	1,822.25	2,500.00	2,500.00
100-42201-3930	Grant expenditures	2,473.00	736.00	46,456.16	20,970.00	6,000.00	6,000.00
100-42201-3940	Insurance	13,343.31	16,995.87	18,648.02	24,253.91	20,139.86	26,194.22
100-42201-3960	Mileage	49.61	12.50	205.94	-	300.00	300.00
100-42201-5110	Capital assets	9,879.95	22,587.17	-	1,620.00	44,000.00	20,000.00
100-42201-5120	Controllable assets	2,286.75	-	2,756.26	4,344.02	3,000.00	27,000.00
100-42201-7120	Fire equipment fund transfer	230,000.00	230,000.00	285,000.00	261,250.00	285,000.00	285,000.00
Total		776,995.82	803,673.67	808,689.38	775,046.53	1,055,110.54	1,021,678.92

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
Fire Stations							
100-42202-2310	Building repair & maintenance supplies	646.91	859.37	42.39	856.34	2,000.00	5,000.00
100-42202-3420	Building repair & maintenance services	11,468.91	10,006.04	5,322.05	8,553.80	12,700.00	12,700.00
100-42202-3430	Cleaning service	2,999.00	3,168.00	3,456.00	5,367.00	3,740.60	8,700.00
100-42202-3610	Electricity	8,450.08	8,263.05	7,542.80	9,352.00	13,500.00	13,500.00
100-42202-3620	Natural gas	5,202.38	8,523.68	8,087.71	5,362.08	10,500.00	10,500.00
100-42202-3630	Waste management & recycling	337.26	337.26	337.26	337.26	700.00	500.00
Total		29,104.54	31,157.40	24,788.21	29,828.48	43,140.60	50,900.00
EOC							
100-42301-2110	Office supplies	-	-	-	-	-	-
100-42301-7115	EOC equipment fund transfer	2,000.00	-	2,000.00	1,833.37	2,000.00	2,000.00
Total		2,000.00	-	2,000.00	1,833.37	2,000.00	2,000.00
Sirens							
100-42302-3440	Equipment repair & maintenance services	7,195.50	7,195.50	7,720.84	8,620.32	8,000.00	8,000.00
100-42302-3610	Electricity	780.00	780.00	819.00	682.50	800.00	900.00
100-42302-3940	Insurance	355.23	229.81	375.19	318.54	405.21	344.02
Total		8,330.73	8,205.31	8,915.03	9,621.36	9,205.21	9,244.02
Building Inspection							
100-42401-1110	Wages & salaries-FT	260,154.10	294,166.18	275,281.37	232,916.83	249,100.00	260,650.00
100-42401-1120	Wages & salaries-PT	-	-	-	-	-	-
100-42401-1210	PERA/FICA/MC	-	-	-	-	-	-
100-42401-1211	PERA	19,169.85	22,244.65	20,582.29	17,370.50	18,690.00	19,550.00
100-42401-1212	FICA/MC	18,648.74	21,024.33	20,964.46	17,710.29	19,060.00	19,940.00
100-42401-1310	Flex plan contribution	-	-	-	-	-	-
100-42401-1320	Life/disability/other insurance	35,994.05	38,814.92	32,477.39	26,055.55	33,370.00	31,240.00
100-42401-1510	Worker's comp insurance	1,479.31	2,533.79	1,883.08	1,342.26	3,300.80	2,899.28
100-42401-2110	Office supplies	1,197.56	1,411.20	1,099.76	1,080.25	1,400.00	1,400.00
100-42401-2120	Postage	474.49	506.31	638.39	742.03	800.00	800.00
100-42401-2210	Clothing & personal protective equipment	668.00	-	300.00	-	600.00	600.00
100-42401-2230	Fuel	3,589.09	4,109.69	2,774.26	1,895.30	4,500.00	4,500.00
100-42401-2290	Operating supplies	293.62	54.01	18.98	241.99	100.00	100.00
100-42401-2340	Vehicle parts & supplies	926.14	50.80	-	85.00	1,000.00	1,000.00
100-42401-2410	Small tools	-	-	316.02	-	300.00	300.00
100-42401-2510	Software licenses & upgrades	2,307.61	709.32	1,143.60	1,060.18	1,160.00	1,210.00
100-42401-2820	Codes & standards	556.95	360.24	-	-	1,000.00	1,000.00
100-42401-3110	Attorney	-	615.50	4,124.12	2,495.16	1,000.00	6,000.00
100-42401-3120	Computer & software support	3,659.74	3,585.00	10,785.00	12,329.01	13,550.00	16,980.00
100-42401-3130	Electrical inspections	-	-	-	-	-	-
100-42401-3135	Engineering	6,788.51	11,754.63	6,676.81	6,335.63	14,000.00	7,500.00
100-42401-3150	Personnel testing & recruitment	-	-	401.46	-	-	-
100-42401-3210	Phones/radios/pagers	4,032.82	3,410.15	2,692.00	2,025.71	2,540.00	2,450.00
100-42401-3320	Equipment rentals	4,165.80	4,571.20	3,267.24	2,161.92	3,000.00	3,000.00
100-42401-3440	Equipment repair & maintenance services	-	-	-	-	-	-
100-42401-3470	Vehicle repair & maintenance services	59.00	-	-	-	1,000.00	1,000.00
100-42401-3510	Training/conferences/schools	2,763.00	2,108.79	4,150.00	-	6,000.00	4,500.00
100-42401-3520	Professional licenses & certifications	-	65.00	150.00	-	200.00	200.00
100-42401-3910	Advertising for employment	684.80	-	-	-	-	-
100-42401-3920	Dues & subscriptions	285.00	145.00	160.00	170.00	150.00	200.00
100-42401-3940	Insurance	1,221.48	1,685.84	1,936.03	2,019.86	2,090.91	2,181.45
100-42401-3960	Mileage	-	134.55	-	-	600.00	300.00
100-42401-5120	Controllable assets	-	-	-	205.00	-	-
100-42401-7170	Building inspection equipment fund transfer	10,000.00	7,000.00	10,000.00	9,166.63	10,000.00	10,000.00
Total		379,119.66	421,061.10	401,822.26	337,409.10	388,511.71	399,500.73
Animal Control							
100-42501-2290	Operating supplies	59.90	-	-	-	150.00	-
100-42501-3190	Other professional services	3,000.00	4,386.00	3,508.00	1,463.00	3,000.00	3,000.00
Total		3,059.90	4,386.00	3,508.00	1,463.00	3,150.00	3,000.00

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
Public Works							
100-43101-1110	Wages & salaries-FT	347,139.08	359,585.38	423,483.73	394,534.75	398,610.00	420,690.00
100-43101-1120	Wages & salaries-PT	17,649.38	7,154.00	2,320.00	8,441.50	17,000.00	17,000.00
100-43101-1210	PERA/FICA/MC	-	-	-	-	-	-
100-43101-1211	PERA	26,037.61	25,802.95	32,141.54	29,614.43	29,900.00	31,560.00
100-43101-1212	FICA/MC	27,873.68	28,108.80	32,924.03	31,005.37	31,800.00	33,490.00
100-43101-1310	Flex plan contribution	21,600.00	12,600.00	15,060.00	13,805.00	15,060.00	15,060.00
100-43101-1320	Life/disability/other insurance	30,029.80	37,490.97	46,504.40	41,649.57	44,530.00	46,380.00
100-43101-1410	Unemployment	-	15,531.81	-	-	-	-
100-43101-1510	Worker's comp insurance	23,157.98	29,671.00	19,581.25	22,091.00	44,220.60	47,716.56
100-43101-2110	Office Supplies	-	425.55	184.86	89.77	400.00	250.00
100-43101-2120	Postage	-	-	-	-	-	-
100-43101-2210	Clothing & personal protective equipment	6,310.43	6,268.81	5,966.86	4,862.75	6,500.00	6,500.00
100-43101-2230	Fuel	28,780.28	44,967.02	42,868.33	22,833.73	47,000.00	47,000.00
100-43101-2240	Safety supplies	937.02	939.22	3,443.13	1,868.25	2,500.00	2,500.00
100-43101-2290	Operating supplies	13,372.41	16,749.92	11,243.42	38,651.37	20,000.00	20,000.00
100-43101-2320	Equipment parts & supplies	8,655.16	3,169.36	10,291.38	15,818.80	7,000.00	9,000.00
100-43101-2330	Street repair & maintenance supplies	7,775.22	5,059.05	11,774.40	8,618.42	30,000.00	30,000.00
100-43101-2340	Vehicle parts & supplies	14,470.23	9,136.56	17,629.41	21,237.27	20,000.00	20,000.00
100-43101-2410	Small tools	1,732.01	2,360.95	2,995.59	715.42	2,500.00	3,000.00
100-43101-2510	Software licenses & upgrades	2,166.96	820.08	2,508.72	1,745.63	1,770.00	320.00
100-43101-2520	Computer supplies & small equipment	913.20	-	344.17	-	-	-
100-43101-2610	Street sweeping	16,524.60	8,963.00	19,200.00	16,750.00	35,500.00	35,500.00
100-43101-3110	Attorney	-	-	247.20	-	500.00	500.00
100-43101-3120	Computer & software support	-	-	-	8,819.91	9,650.00	9,280.00
100-43101-3133	Engineering	7,708.49	11,574.24	7,742.55	10,666.64	12,000.00	12,000.00
100-43101-3150	Personnel testing & recruitment	634.67	296.70	553.59	684.84	750.00	750.00
100-43101-3160	Safety program	1,467.70	1,498.26	1,632.59	1,682.60	1,800.00	1,800.00
100-43101-3210	Phones/radios/pagers	4,294.62	3,967.43	3,957.57	3,766.82	2,820.00	4,030.00
100-43101-3320	Equipment rentals	165.00	-	513.13	192.50	3,000.00	3,000.00
100-43101-3410	Blacktop maintenance	132,489.58	115,335.06	142,143.25	61,407.67	165,000.00	165,000.00
100-43101-3415	Gravel Maintenance	-	644.00	688.44	-	7,000.00	8,000.00
100-43101-3440	Equipment repair & maintenance services	8,526.09	5,514.74	7,192.05	4,317.84	7,700.00	7,700.00
100-43101-3460	Inspections	2,250.00	540.00	706.00	1,744.00	3,000.00	3,000.00
100-43101-3470	Vehicle repair & maintenance services	19,375.42	14,408.81	9,865.80	19,634.01	20,000.00	20,000.00
100-43101-3510	Training/conferences/schools	920.00	1,456.68	1,998.59	679.18	2,500.00	2,500.00
100-43101-3520	Professional licenses & certifications	150.00	100.00	110.00	54.50	250.00	250.00
100-43101-3910	Advertising for employment	195.40	791.20	-	-	300.00	300.00
100-43101-3920	Dues & subscriptions	-	-	-	-	450.00	450.00
100-43101-3940	Insurance	18,609.37	18,525.44	22,100.66	21,105.46	23,868.71	22,793.90
100-43101-3960	Mileage	-	214.70	25.00	-	150.00	150.00
100-43101-5110	Capital assets	-	-	-	-	23,000.00	23,000.00
100-43101-5120	Controllable assets	-	4,956.94	1,339.99	2,676.38	-	2,000.00
100-43101-7145	Pavement management transfer	1,400,470.00	900,000.00	1,100,000.00	1,008,333.37	1,100,000.00	1,200,000.00
100-43101-7150	Public works equipment fund transfer	150,000.00	150,000.00	200,000.00	229,166.63	250,000.00	250,000.00
Total		2,342,381.39	1,844,628.63	2,201,281.63	2,049,265.38	2,388,029.31	2,522,470.46
Snow & Ice Removal							
100-43102-1110	Wages & salaries-FT	31,032.88	46,038.93	46,580.29	20,775.63	-	-
100-43102-1120	Wages & salaries-PT	4,621.83	6,861.97	5,420.80	633.49	5,830.00	6,010.00
100-43102-1210	PERA/FICA/MC	-	-	-	-	-	-
100-43102-1211	PERA	2,371.01	3,345.57	3,083.55	1,534.04	-	-
100-43102-1212	FICA/MC	2,604.56	3,875.61	3,559.35	1,596.34	450.00	460.00
100-43102-1320	Life/disability/other insurance	-	5,415.05	6,138.60	2,198.29	-	-
100-43102-2290	Operating supplies	11,700.14	7,042.76	2,681.54	879.82	9,000.00	9,000.00
100-43102-2710	Salt & sand	40,933.21	42,873.38	33,929.47	52,604.79	50,000.00	50,000.00
100-43102-3135	Engineering	668.47	331.04	788.67	212.58	700.00	700.00
100-43102-3910	Advertising for employment	547.12	-	-	-	700.00	700.00
Total		94,479.22	115,784.31	102,182.27	80,434.98	66,680.00	66,870.00
Storm Water Drainage							
100-43103-1110	Wages & salaries-FT	-	1,375.14	1,290.90	-	-	-
100-43103-1120	Wages & salaries-PT	-	-	-	-	-	-
100-43103-1210	PERA/FICA/MC	-	-	-	-	-	-
100-43103-1211	PERA	-	102.48	96.81	-	-	-
100-43103-1212	FICA/MC	-	101.70	84.70	-	-	-
100-43103-1320	Life/disability/other insurance	-	137.85	296.08	-	-	-
100-43103-2290	Operating supplies	-	3,341.11	26.59	188.58	3,000.00	3,000.00
100-43103-2510	Software licenses & upgrades	-	-	-	-	-	-
100-43103-3120	Computer & software support	-	-	-	-	-	-
100-43103-3135	Engineering	2,504.53	902.06	2,581.46	2,286.21	2,500.00	9,000.00
100-43103-3320	Equipment rentals	-	1,100.00	1,100.00	-	-	-
100-43103-3920	Dues & subscriptions	-	-	-	-	-	1,200.00
Total		2,504.53	7,060.34	5,476.54	2,474.79	5,500.00	13,200.00

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025							
		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
PW Building							
100-43104-2310	Building repair & maintenance supplies	873.29	2,937.82	2,947.78	1,156.81	5,000.00	5,000.00
100-43104-3145	Monitoring	645.40	635.40	635.40	582.45	650.00	650.00
100-43104-3420	Building repair & maintenance services	7,851.55	9,927.15	10,278.65	14,028.20	12,000.00	12,000.00
100-43104-3430	Cleaning service	1,288.00	1,500.00	1,638.00	1,628.00	1,770.00	1,900.00
100-43104-3460	Inspections	-	535.00	-	-	600.00	600.00
100-43104-3610	Electricity	11,411.16	10,638.95	9,449.40	7,920.21	13,000.00	13,000.00
100-43104-3620	Natural gas	7,354.93	11,659.69	11,023.32	4,930.14	13,000.00	13,000.00
100-43104-3630	Waste management & recycling	77.76	1,175.55	77.77	272.58	80.00	80.00
	Total	29,502.09	39,009.56	36,050.32	30,518.39	46,100.00	46,230.00
Storm water WMOs							
100-43201-1610	Advisory/representative	600.00	180.00	360.00	-	660.00	-
100-43201-3110	Attorney	-	70.00	6,454.67	254.61	3,000.00	-
100-43201-3135	Engineering	10,850.45	19,275.06	12,044.42	7,418.52	20,000.00	-
100-43201-3710	Sunrise WMO	3,943.37	6,158.22	7,868.86	4,827.66	8,000.00	-
100-43201-3720	Upper Rum River WMO	2,331.88	2,346.93	2,434.69	2,370.19	2,507.73	-
100-43201-3920	Dues & subscriptions	780.00	750.00	820.00	1,070.00	850.00	-
	Total	18,505.70	28,780.21	29,982.64	15,940.98	35,017.73	-
Signs & Signals							
100-43401-2250	Street signs	4,529.96	4,624.37	5,063.61	2,339.97	6,000.00	6,000.00
100-43401-2320	Equipment parts & supplies	54.95	-	22.47	-	3,000.00	3,000.00
100-43401-3120	Computer & software support	428.40	225.00	474.00	519.50	600.00	600.00
100-43401-3440	Equipment repair & maintenance services	5,531.88	1,864.42	494.72	2,336.17	1,500.00	1,500.00
100-43401-3610	Electricity	11,426.42	11,195.77	11,041.19	9,122.47	12,000.00	12,000.00
100-43401-5120	Controllable assets	-	-	-	-	-	-
	Total	21,971.61	17,909.56	17,095.99	14,318.11	23,100.00	23,100.00
Utility Row							
100-43501-3135	Engineering	47,267.78	56,732.31	57,137.88	40,741.72	60,200.00	60,200.00
	Total	47,267.78	56,732.31	57,137.88	40,741.72	60,200.00	60,200.00

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
Parks							
100-44101-1110	Wages & salaries-FT	73,756.75	58,348.05	76,173.07	113,260.56	196,470.00	194,480.00
100-44101-1120	Wages & salaries-PT	21,060.00	17,473.00	6,671.00	14,518.80	25,500.00	25,500.00
100-44101-1150	Wages & salaries-commissioners	-	-	-	-	-	-
100-44101-1210	PERA/FICA/MC	-	-	-	-	-	-
100-44101-1211	PERA	5,432.20	4,356.84	5,724.46	8,396.51	14,740.00	14,590.00
100-44101-1212	FICA/MC	7,014.07	5,647.60	6,270.11	9,554.62	16,990.00	16,830.00
100-44101-1310	Flex plan contribution	-	-	-	-	-	-
100-44101-1320	Life/disability/other insurance	17,992.82	8,755.25	10,009.63	13,893.84	37,340.00	31,240.00
100-44101-1510	Worker's comp insurance	4,103.59	10,641.00	10,425.00	9,067.00	7,470.36	19,584.72
100-44101-2210	Clothing & personal protective equipment	2,241.12	1,972.85	3,378.45	2,813.76	2,000.00	2,000.00
100-44101-2230	Fuel	3,279.83	5,835.22	5,334.36	3,526.21	7,500.00	7,500.00
100-44101-2240	Safety supplies	598.74	-	-	-	500.00	500.00
100-44101-2290	Operating supplies	11,177.90	11,698.98	11,171.44	14,635.11	12,500.00	12,500.00
100-44101-2320	Equipment parts & supplies	5,829.34	2,585.46	4,231.27	6,136.63	5,000.00	5,000.00
100-44101-2330	Street repair & maintenance supplies	685.00	-	-	-	1,000.00	1,000.00
100-44101-2340	Vehicle parts & supplies	-	167.56	-	298.91	500.00	500.00
100-44101-2410	Small tools	755.85	50.98	425.91	-	750.00	750.00
100-44101-3120	Computer & software support	-	-	-	-	-	3,100.00
100-44101-3110	Attorney	-	-	626.24	-	-	1.00
100-44101-3135	Engineering	16.19	25.38	39.20	4,444.63	500.00	500.00
100-44101-3150	Personnel testing & recruitment	171.38	222.60	294.42	464.42	300.00	300.00
100-44101-3160	Safety program	673.00	686.00	748.00	770.00	750.00	750.00
100-44101-3210	Phones/radios/pagers	1,272.90	1,175.88	1,554.60	1,330.94	1,640.00	1,820.00
100-44101-3320	Equipment rentals	-	116.70	-	-	1,000.00	1,000.00
100-44101-3390	Rentals-other	5,180.63	5,460.86	5,784.62	6,081.76	6,500.00	6,500.00
100-44101-3410	Blacktop maintenance	-	-	-	-	2,000.00	2,000.00
100-44101-3440	Equipment repair & maintenance services	60.00	136.94	2,183.17	3,037.05	2,000.00	2,000.00
100-44101-3470	Vehicle repair & maintenance services	-	-	-	-	500.00	500.00
100-44101-3490	Other repair & maintenance services	-	-	3,075.00	2,575.00	-	501.00
100-44101-3510	Training/conferences/schools	113.00	200.00	120.00	-	1,000.00	1,000.00
100-44101-3520	Professional licenses & certifications	-	144.50	-	-	200.00	200.00
100-44101-3610	Electricity	4,347.52	4,209.93	4,472.66	2,762.11	5,000.00	5,000.00
100-44101-3910	Advertising for employment	508.40	-	-	-	450.00	450.00
100-44101-3920	Dues & subscriptions	-	143.30	-	400.00	300.00	300.00
100-44101-3940	Insurance	35,045.41	22,103.13	21,905.25	24,178.21	23,657.67	26,112.47
100-44101-3960	Mileage	-	-	-	-	-	-
100-44101-3990	Other services & charges	-	1,276.38	-	-	-	-
100-44101-5110	Capital assets	-	-	-	-	-	-
100-44101-5120	Controllable assets	-	12,210.00	3,990.00	502.99	-	-
100-44101-7140	Parks equipment fund transfer	40,000.00	40,000.00	40,000.00	38,500.00	42,000.00	42,000.00
Total		241,315.64	215,527.69	224,724.56	281,149.06	416,058.03	426,009.19
Parks Building							
100-44102-2310	Building repair & maintenance supplies	895.63	786.50	920.65	737.90	3,000.00	1,500.00
100-44102-3420	Building repair & maintenance services	3,072.55	1,730.55	3,432.10	1,984.68	4,200.00	3,500.00
100-44102-3610	Electricity	6,970.56	5,370.39	4,708.45	4,284.73	6,500.00	6,500.00
100-44102-3620	Natural gas	3,575.73	6,050.90	5,463.45	3,064.85	7,000.00	6,500.00
100-44102-3630	Waste management & recycling	200.16	200.15	200.15	394.96	210.00	450.00
Total		14,714.63	14,138.49	14,724.80	10,467.12	20,910.00	18,450.00
Senior Center							
100-44201-2290	Operating supplies	333.92	943.05	794.62	221.96	1,500.00	1,000.00
100-44201-2340	Vehicle parts & supplies	-	27.18	-	21.25	500.00	500.00
100-44201-3210	Phones/radios/pagers	722.92	843.05	492.00	266.86	410.00	570.00
100-44201-3440	Equipment repair & maintenance services	-	25.55	-	450.00	600.00	600.00
100-44201-3460	Inspections	429.75	478.00	270.00	885.40	350.00	900.00
100-44201-3470	Vehicle repair & maintenance services	-	-	-	-	-	-
100-44201-3940	Insurance	1,969.51	620.17	302.16	336.65	326.33	363.58
100-44201-5110	Capital assets	-	-	-	-	500.00	500.00
100-44201-5120	Controllable assets	-	-	-	3,600.00	-	-
100-44201-7125	General government equipment fund transfer	-	-	-	-	-	-
Total		3,456.10	2,937.00	1,858.78	5,782.12	4,186.33	4,433.58
Senior center BLDG							
100-44202-2310	Building repair & maintenance supplies	88.63	14.43	234.99	205.20	500.00	250.00
100-44202-3420	Building repair & maintenance services	360.00	120.00	250.00	-	750.00	750.00
100-44202-3430	Cleaning service	2,836.00	3,048.00	3,324.00	3,300.00	3,600.00	3,800.00
100-44202-3610	Electricity	5,864.76	6,439.65	6,416.10	4,964.87	7,200.00	7,200.00
100-44202-3620	Natural gas	1,995.23	2,934.92	2,706.04	1,396.04	3,500.00	3,500.00
100-44202-3630	Waste management & recycling	181.72	181.72	181.72	181.72	190.00	190.00
Total		11,326.34	12,738.72	13,112.85	10,047.83	15,740.00	15,690.00

CITY OF HAM LAKE

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025**

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
Misc/Unallocated							
100-48101-4135	Fire relief state aid	108,297.56	122,940.83	135,618.83	151,291.83	110,000.00	140,000.00
100-48101-4145	Refunds & reimbursements	0.01	-	1,056.44	-	-	-
100-48101-4150	Reimbursable expense	2,713.40	6,150.00	7,567.62	5,466.54	1,000.00	1,000.00
100-48101-4160	Uncollectible accounts	45.81	-	-	-	200.00	200.00
100-49101-7190	Other transfers	-	-	-	-	-	-
Total		111,056.78	129,090.83	144,242.89	156,758.37	111,200.00	141,200.00
Grand Total Expenditures		6,215,443.60	6,453,335.31	7,989,985.17	6,455,727.78	7,307,340.39	7,681,525.64

Special Revenue Funds

Fund 210 Cable TV

This fund receives franchise fees from the North Metro Telecommunications Commission. Spending from this fund has been committed to cable television-related expenditures. A recent change allows spending to include communication-related expenditures.

Fund 211 Ham Laker Fund

The budget provides for monthly publication of the Ham Laker. The cost per issue is approximately \$2,792 for 2021. Advertising rates are \$75/issue. The fund balance will be monitored throughout 2022, and a transfer from the Cable TV Fund has been budgeted for 2023.

Fund 212 Lawful Gambling Contributions

This fund was created in 2009 when the City passed an ordinance requiring mandatory 10% contributions from gambling sites within the City. Under MN Statutes 349.12 Subd. 25 (10) and 349.213 Subd. 1, the City is allowed to use the contributions for police, fire, and other emergency or public safety-related services, equipment, and training, excluding pension obligations.

Fund 230 Future Drainage

This fund records future drainage fees for developed lots within the City. Expenditures include drainage-related repairs and improvements as needed, as well as costs related to the NPDES program and street sweeping.

Fund 231 Recycling

This fund is funded by SCORE grants from Anoka County. Ham Lake Haulers provides waste collection and recycling throughout the City. Property owners pay for waste collection, and the City pays for the city-wide recycling program. This fund also funds several recycling events each year.

Fund 232 Street Light Fund

This fund pays for electricity used to operate street lights in developments. Billing from customers is the street light fee charged to property owners by the City. The street light fee is \$3.75 per month and has not increased since the 4th quarter of 2010. Street light fees are billed to property owners by Ham Lake Haulers.

Fund 250 Oakwilt Fund

The cash in this fund came from DNR grants and is restricted for treating and preventing oakwilt. City Council approved a loan program for removal of diseased oak trees in 2014.

Fund 260 CDBG-Community Development Block Grant

No grant requests are anticipated for 2023.

Fund 261 Economic Development

This fund receives donations from the Ham Lake Chamber of Commerce and makes loans to businesses who locate in the City.

Fund 262 Ham Lake EDA

The EDA purchased property at 15659 and 15633 Highway 65 in 2012. The property included two buildings. The buildings were demolished in 2017, and the land is for sale.

Fund 263 Lodging Tax

The City collects lodging tax from the AmericInn and send 95 percent of receipts to Twin Cities Gateway, a convention and visitors bureau whose purpose is to encourage tourism in the member communities. The remaining 5 percent of receipts is retained by the City and transferred to the general fund at the end of each year. Twin Cities Gateway has made grants to the Ham Lake Area Chamber of Commerce to reimburse the cost of advertising for City Events.

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
CABLE TV FUND							
Revenues							
210-31402	Franchise Fees	(31,072.41)	(27,950.14)	(21,234.26)	-	(55,000.00)	(20,000.00)
210-37101	Interest on investments	358.09	1,150.15	(4,673.86)	(3,424.58)	(2,500.00)	(2,500.00)
Total		(30,714.32)	(26,799.99)	(25,908.12)	(3,424.58)	(57,500.00)	(22,500.00)
Expenditures							
210-41705-1120	Wages & salaries-PT	-	-	-	-	-	-
210-41705-1210	PERA/FICA/MC	-	-	-	-	-	-
210-41705-1211	PERA	-	-	-	-	-	-
210-41705-1212	FICA/MC	-	-	-	-	-	-
210-41705-1510	Worker's comp insurance	-	-	-	-	-	-
210-41705-2320	Equipment parts & supplies	-	-	-	-	-	-
210-41705-3190	Recording Services	-	-	-	-	-	-
210-41705-3440	Equipment repair & maintenance services	-	-	-	-	500.00	500.00
210-41705-5110	Capital assets	6,000.00	186,815.78	100,000.00	19,446.38	-	-
210-41705-5120	Controllable assets	-	-	-	-	-	13,000.00
210-41705-7130	Ham Laker transfer	-	89,000.00	-	-	15,450.00	15,450.00
Total		6,000.00	275,815.78	100,000.00	19,446.38	15,950.00	28,950.00
HAM LAKER FUND							
Revenues							
211-34101	Advertising & subscriptions	(3,600.00)	(2,700.00)	(4,125.00)	(4,350.00)	(3,000.00)	(3,000.00)
211-37101	Interest on investments	(45.46)	(60.57)	(473.72)	3.44	-	-
211-37501	General donations	(10,000.00)	(15,000.00)	(11,500.00)	(18,000.00)	(1,000.00)	(11,000.00)
211-39309	Transfer from other funds	-	(89,000.00)	-	-	(15,450.00)	(15,450.00)
Total		(13,645.46)	(106,760.57)	(16,098.72)	(22,346.56)	(19,450.00)	(29,450.00)
Expenditures							
211-41704-2120	Postage	11,935.83	11,800.79	13,248.85	14,526.30	14,000.00	15,500.00
211-41704-3125	Editing	10,113.75	9,918.90	9,887.40	9,395.10	12,000.00	10,000.00
211-41704-3970	Printing	6,711.29	7,460.02	7,328.99	7,356.73	7,600.00	7,600.00
211-41704-3990	Other services and charges	1,461.05	1,892.87	2,471.99	4,001.36	2,600.00	3,800.00
Total		30,221.92	31,072.58	32,937.23	35,279.49	36,200.00	36,900.00
LAWFUL GAMBLING CONSTRUCTION FUND							
Revenues							
212-37101	Interest on investments	51.33	(552.12)	(5,014.11)	(5,776.87)	-	-
212-37503	Lawful gambling contributions	(68,954.09)	(51,845.09)	(57,182.62)	(12,833.31)	(25,000.00)	(25,000.00)
Total		(68,902.76)	(52,397.21)	(62,196.73)	(18,610.18)	(25,000.00)	(25,000.00)
Expenditures							
212-41706-3155	Police protection	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
212-41706-7190	Transfer to General Fund	1,200.00	-	-	-	-	-
212-41706-7191	Transfer to Ham Laker Fund	-	-	-	-	-	-
Total		26,200.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
FUTURE DRAINAGE FU							
Revenues							
230-34401	Future drainage fees	(24,060.40)	(9,428.00)	(11,747.20)	(11,498.48)	(10,000.00)	(10,000.00)
230-37101	Interest on investments	113.07	(3.68)	(4,670.03)	(4,406.81)	(500.00)	(500.00)
Total		(23,947.33)	(9,431.68)	(16,417.23)	(15,905.29)	(10,500.00)	(10,500.00)
Expenditures							
230-43201-2390	Other repair & maintenance supplies	-	-	-	-	6,000.00	6,000.00
230-43201-2510	Software licenses & upgrades	-	4,260.00	6,260.00	-	6,372.45	27,583.22
230-43201-3110	Attorney	-	-	-	-	500.00	500.00
230-43201-3135	Engineering	9,738.29	5,040.44	4,997.90	4,887.10	10,000.00	10,000.00
230-43201-3190	Other professional services	-	-	-	-	-	-
230-43201-3320	Equipment rentals	-	-	-	-	-	-
230-43201-3490	Other repair & maintenance services	-	-	-	-	10,000.00	10,000.00
230-43201-3950	Legal notices/publications/bids	-	-	58.46	72.68	-	-
230-43201-3980	Filing fees	-	-	-	-	-	-
230-43201-5110	Capital assets	-	-	-	-	-	-
230-43201-5130	ROW acquisitions	-	-	-	-	-	-
Total		9,738.29	9,300.44	11,316.36	4,959.78	32,872.45	54,083.22

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
OAKWILT FUND							
Revenues							
250-37101	Interest on investments	11.38	3.13	(420.30)	(412.96)	(50.00)	(50.00)
Total		11.38	3.13	(420.30)	(412.96)	(50.00)	(50.00)
Expenditures							
250-45101-2120	Postage	55.65	87.78	107.10	-	150.00	150.00
250-45101-2290	Operating supplies	-	53.42	33.94	-	100.00	100.00
250-45101-3320	Equipment rentals	-	-	-	-	-	-
250-45101-3440	Equipment repair & maintenance services	-	-	-	-	-	-
250-45101-3810	Contractors	-	-	-	-	-	-
Total		55.65	141.20	141.04	-	250.00	250.00
ECONOMIC DEVELOPMENT FUND							
Revenues							
261-37101	Interest on investments	(17.28)	(1.98)	(63.46)	(62.60)	(650.00)	(650.00)
261-37102	Interest - Loans	-	-	-	-	-	-
Total		(17.28)	(1.98)	(63.46)	(62.60)	(650.00)	(650.00)
Expenditures							
261-46101-4105	Beautification grants	-	-	-	-	-	-
Total		-	-	-	-	-	-
HAM LAKE EDA FUND							
Revenues							
262-37101	Interest on investments	167.95	617.79	(178.37)	612.45	(50.00)	(50.00)
262-37302	Building lease	-	-	-	-	-	-
262-37601	Refunds & reimbursements	-	-	-	(509,633.64)	-	-
Total		167.95	617.79	(178.37)	(509,021.19)	(50.00)	(50.00)
Expenditures							
262-46101-2310	Building repair & maintenance supplies	-	-	-	-	-	-
262-46101-3110	Attorney	-	1,817.50	6,443.68	112.03	6,000.00	6,000.00
262-46101-3190	Other professional services	1,000.00	5,000.00	400.00	36,046.00	5,000.00	400.00
262-46101-3420	Building repair & maintenance services	-	-	-	-	-	-
262-46101-3630	Waste management	-	-	-	-	-	-
262-46101-3940	Insurance	-	-	-	-	-	-
262-46101-5110	Capital assets	-	-	281,277.66	65,211.41	-	-
Total		1,000.00	6,817.50	288,121.34	101,369.44	11,000.00	6,400.00
LODGING TAX FUND							
Revenues							
263-31401	Lodging tax	(28,733.13)	(29,743.38)	(27,460.86)	(20,005.62)	(31,000.00)	(31,000.00)
263-37101	Interest on investments	3.27	0.85	(235.40)	(252.32)	-	-
Total		(28,729.86)	(29,742.53)	(27,696.26)	(20,257.94)	(31,000.00)	(31,000.00)
Expenditures							
263-46101-4120	Convention bureau	27,296.48	28,256.20	26,993.46	15,212.82	29,000.00	29,000.00
263-46101-7135	Lodging tax transfer	-	1,200.00	2,000.00	-	2,000.00	2,000.00
Total		27,296.48	29,456.20	28,993.46	15,212.82	31,000.00	31,000.00

Debt Service Funds

Fund 370 2010 CIP Bond Debt Service

The City sold bonds on July 19, 2010 for the purpose of expanding and refurbishing the Public Works Building and Fire Station One. The first general obligation levy was levied in 2010 and payable in 2011. The first interest payment was due August 1, 2011, and the first principal payment was due on February 1, 2012. The bonds mature in February 2026. Unspent bond proceeds were transferred from the construction fund to the debt service fund at the end of 2012.

Fund 371 GO Capital Note Debt Service Fund-NMTC

This fund was created in 2016. The City of Circle Pines issued General Obligation Capital Notes to finance the acquisition of capital equipment by the North Metro Telecommunications Commission. Member cities will receive franchise fees from NMTC, from which they will pay their share of the debt service payments to the City of Circle Pines. Member cities will not be required to levy property taxes to pay the debt service. Ham Lake's portion of the note is \$249,186. The final payment is scheduled to be made in 2024.

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
2010 CIP BOND DEBT SERVICE FUND							
Revenues							
370-31001	Current property taxes	(209,521.00)	(209,416.00)	(208,924.00)	(104,015.63)	(208,031.25)	(206,483.00)
370-31002	Delinquent property taxes	-	-	-	-	(1,500.00)	(1,500.00)
370-37101	Interest on investments	5.49	(1,300.40)	(6,263.37)	(3,804.17)	(500.00)	(500.00)
Total		(209,515.51)	(210,716.40)	(215,187.37)	(107,819.80)	(210,031.25)	(208,483.00)
Expenditures							
370-47101-6110	Principal	160,000.00	170,000.00	175,000.00	180,000.00	180,000.00	180,000.00
370-47101-6120	Interest	31,943.76	26,993.76	21,709.38	16,050.00	16,100.00	16,100.00
370-47101-6130	Agent fees	1,375.00	325.00	4,125.00	325.00	2,000.00	6,500.00
Total		193,318.76	197,318.76	200,834.38	196,375.00	198,100.00	202,600.00
2016 GO CAPITAL NOTE DEBT SERVICE FUND							
Revenues							
371-31402	Franchise fees	(31,749.23)	(31,895.81)	(32,027.73)	(32,144.99)	(32,174.00)	-
371-37101	Interest on investments	-	-	-	-	-	-
Total		(31,749.23)	(31,895.81)	(32,027.73)	(32,144.99)	(32,174.00)	-
Expenditures							
371-47101-6110	Principal	27,920.00	28,600.00	29,316.00	30,014.00	30,014.00	-
371-47101-6120	Interest	2,318.00	1,760.00	1,186.60	600.28	610.00	-
371-47101-6130	Agent fees & misc	1,511.23	1,535.81	1,525.13	1,530.71	1,550.00	-
Total		31,749.23	31,895.81	32,027.73	32,144.99	32,174.00	-

Capital Funds

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
GENERAL GOVERNMENT EQUIPMENT FUND							
Revenues							
410-37101	Interest on investments	39.86	(22.99)	(2,657.82)	(2,699.07)	(400.00)	(400.00)
410-39301	Transfer from general fund	(5,000.00)	(5,500.00)	(5,500.00)	(5,041.63)	(5,500.00)	(5,000.00)
Total		(4,960.14)	(5,522.99)	(8,157.82)	(7,740.70)	(5,900.00)	(5,400.00)
Expenditures							
410-41701-5110	Capital assets	5,041.00	-	-	-	1,000.00	1,000.00
410-41701-7110	Election equipment fund transfer	-	-	-	-	-	-
Total		5,041.00	-	-	-	1,000.00	1,000.00
ELECTION EQUIPMENT FUND							
Revenues							
411-37101	Interest on investments	7.13	(19.37)	(174.67)	(243.72)	(100.00)	(100.00)
411-39309	Transfer from other funds	(4,000.00)	(4,000.00)	(4,000.00)	(3,666.63)	(4,000.00)	(4,000.00)
Total		(3,992.87)	(4,019.37)	(4,174.67)	(3,910.35)	(4,100.00)	(4,100.00)
Expenditures							
411-41302-5110	Capital assets	3,189.09	3,727.32	3,622.56	1,752.87	4,000.00	2,000.00
Total		3,189.09	3,727.32	3,622.56	1,752.87	4,000.00	2,000.00
BUILDING FUND							
Revenues							
412-37101	Interest on investments	267.01	(24.74)	(9,514.96)	(9,400.85)	(1,000.00)	(1,000.00)
412-37302	Building lease	-	-	-	-	-	-
412-39301	Transfer from general fund	(10,000.00)	(10,000.00)	(10,000.00)	(9,166.63)	(10,000.00)	(10,000.00)
Total		(9,732.99)	(10,024.74)	(19,514.96)	(18,567.48)	(11,000.00)	(11,000.00)
Expenditures							
412-41702-3420	Building repair & maintenance services	-	6,120.00	-	-	10,000.00	10,000.00
412-41702-5110	Capital assets	176,000.00	2,367.29	-	-	35,000.00	35,000.00
Total		176,000.00	8,487.29	-	-	45,000.00	45,000.00
FIRE DEPARTMENT EQUIPMENT FUND							
Revenues							
420-33102	Fire/emergency preparedness grants	-	-	-	-	-	-
420-33407	State Fire Grants	-	-	(721,564.00)	-	-	-
420-37101	Interest on investments	1,212.15	(358.39)	(41,254.87)	(2,048.19)	(1,000.00)	(1,000.00)
420-37502	Fire department donations	-	-	-	-	-	-
420-39101	Sale of assets	(8,700.00)	-	(2,000.00)	(101.00)	-	-
420-39301	Transfer from general fund	(230,000.00)	(230,000.00)	(285,000.00)	(261,250.00)	(285,000.00)	(285,000.00)
Total		(237,487.85)	(230,358.39)	(1,049,818.87)	(263,399.19)	(286,000.00)	(286,000.00)
Expenditures							
420-42201-5110	Capital assets	80,093.57	65,190.89	2,469,814.99	676,222.52	2,608,000.00	970,000.00
420-42201-7190	Other transfers	-	-	-	-	-	-
Total		80,093.57	65,190.89	2,469,814.99	676,222.52	2,608,000.00	970,000.00
EMERGENCY OPERATIONS CENTER FUND							
Revenues							
421-37101	Interest on investments	145.49	(495.90)	(2,254.08)	(1,269.65)	(250.00)	(250.00)
421-39301	Transfer from general fund	-	-	(2,000.00)	(1,833.37)	(2,000.00)	(2,000.00)
Total		145.49	(495.90)	(4,254.08)	(3,103.02)	(2,250.00)	(2,250.00)
Expenditures							
421-42301-3420	Building repair & maintenance services	-	-	-	-	-	-
421-42301-5110	Capital assets	-	-	-	-	1,000.00	1,000.00
Total		-	-	-	-	1,000.00	1,000.00
SIREN REPLACEMENT FUND							
Revenues							
422-37101	Interest on investments	36.37	3.55	(1,364.41)	(1,370.53)	(100.00)	(50.00)
422-39301	Transfer from general fund	-	-	-	-	-	-
Total		36.37	3.55	(1,364.41)	(1,370.53)	(100.00)	(50.00)
Expenditures							
422-42302-3440	Equipment repair & maintenance services	-	-	-	-	96,000.00	-
Total		-	-	-	-	96,000.00	-

CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025

		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
BUILDING INSPECTION EQUIPMENT FUND							
Revenues							
428-37101	Interest on investments	76.26	(84.01)	(369.81)	(592.43)	(1,000.00)	(1,000.00)
428-39101	Sale of Assets	(2,601.00)	-	-	-	-	-
428-39301	Transfer from general fund	(10,000.00)	-	(10,000.00)	-	(10,000.00)	(10,000.00)
428-39309	Transfer from other funds	-	(7,000.00)	-	(9,166.63)	-	-
Total		(12,524.74)	(7,084.01)	(10,369.81)	(9,759.06)	(11,000.00)	(11,000.00)
Expenditures							
428-42401-5110	Capital assets	70,204.09	-	7,400.00	-	-	-
Total		70,204.09	-	7,400.00	-	-	-
PUBLIC WORKS EQUIPMENT FUND							
Revenues							
430-37101	Interest on investments	316.60	(291.07)	(18,382.53)	(22,830.09)	(1,000.00)	(1,000.00)
430-39101	Sale of assets	(71,881.00)	-	-	(4,000.00)	(5,000.00)	(45,000.00)
430-39301	Transfer from general fund	(150,000.00)	(150,000.00)	(200,000.00)	(229,166.63)	(250,000.00)	(250,000.00)
Total		(221,564.40)	(150,291.07)	(218,382.53)	(255,996.72)	(256,000.00)	(296,000.00)
Expenditures							
430-43101-5110	Capital assets	355,621.45	-	1,600.00	-	342,900.00	1,467,900.00
Total		355,621.45	-	1,600.00	-	342,900.00	1,467,900.00
REVOLVING STREET FUND							
Revenues							
431-31002	Delinquent property taxes	-	-	-	-	-	-
431-33401	MSA maintenance	(545,024.07)	(1,160,709.00)	(231,067.00)	(254,962.00)	(250,000.00)	(257,901.00)
431-33402	MSA construction	(442,947.44)	-	(459,835.00)	(38,992.38)	(870,000.00)	(2,040,000.00)
431-33403	Large City Assistance Aid	-	-	-	(8,703.00)	-	(61,734.00)
431-33408	State bridge & highway grants	-	-	-	-	-	-
431-33501	Other county grants & aids	(12,990.43)	-	-	-	-	-
431-34301	Developer contributions	(632.00)	-	-	-	-	-
431-34307	Future paving fees	-	-	-	-	-	-
431-36101	Current assessments	(49,732.42)	(56,011.67)	(51,652.22)	(26,480.88)	(88,935.00)	(35,000.00)
431-36102	Delinquent assessments	-	-	-	-	-	-
431-36103	Prepaid assessments	(48,784.14)	(16,076.13)	(10,237.71)	(4,542.20)	-	-
431-36104	Penalties & interest	(116.10)	(151.76)	(26.15)	(2.32)	-	-
431-37101	Interest on investments	262.17	(5,367.83)	(121,859.32)	(103,750.19)	(1,000.00)	(1,000.00)
431-37601	Refunds & reimbursements	(32,482.51)	(4,015.38)	-	-	-	(25,000.00)
431-39301	Transfer from general fund	(1,400,470.00)	(900,000.00)	(2,153,576.29)	(1,008,333.37)	(1,100,000.00)	(1,200,000.00)
Total		(2,532,916.94)	(2,142,331.77)	(3,028,253.69)	(1,445,766.34)	(2,309,935.00)	(3,620,635.00)
Expenditures							
431-43301-2120	Postage	-	-	-	-	-	-
431-43301-2330	Street supplies	600.00	3,053.28	20,190.06	-	-	-
431-43301-3105	Assessing/property tax administration	-	229.26	212.79	164.58	200.00	200.00
431-43301-3110	Attorney	1,143.33	2,198.50	9,107.95	4,793.43	2,000.00	2,000.00
431-43301-3135	Engineering	330,689.54	230,384.80	384,905.55	232,136.18	360,000.00	360,000.00
431-43301-3190	Other professional services	1,379.53	-	89,345.37	27,391.01	40,000.00	40,000.00
431-43301-3320	Equipment rentals	-	405.39	4,985.75	-	-	-
431-43301-3810	Contractors	2,167,177.32	1,051,844.03	2,145,631.60	2,477,972.83	893,412.00	2,946,816.00
431-43301-3950	Legal notices/publications/bids	421.81	388.80	214.88	336.54	500.00	500.00
431-43301-3980	Filing fees	144.65	230.00	230.00	-	300.00	300.00
431-43301-5130	ROW Acquisition	-	44,538.00	13,500.00	2,200.00	50,000.00	50,000.00
Total		2,936,699.00	2,936,699.00	2,668,323.95	2,744,994.57	1,346,412.00	3,399,816.00
PARK AND BEACH LAND FUND							
Revenues							
440-33601	Other local government grants & aids	-	-	-	-	-	-
440-37101	Interest on investments	1,111.28	79.14	(36,995.64)	(27,420.56)	(1,000.00)	(1,000.00)
440-37102	Interest - Loans	(3,846.14)	(1,216.57)	(1,216.72)	(533.70)	(2,000.00)	(2,000.00)
440-37501	General donations	-	-	-	-	-	-
440-37504	Parkland dedication	(125,815.65)	(45,635.64)	(62,895.12)	(17,234.65)	(20,000.00)	(20,000.00)
440-39101	Sale of assets	-	-	-	-	-	-
Total		(128,550.51)	(46,773.07)	(101,107.48)	(45,188.91)	(23,000.00)	(23,000.00)
Expenditures							
440-44103-2390	Other repair & maintenance supplies	1,777.01	-	-	-	15,000.00	-
440-44103-3135	Engineering	820.50	-	13,429.72	22,381.25	-	-
440-44103-3490	Other repair & maintenance services	4,444.01	-	-	-	15,000.00	-
440-44103-4150	Reimbursable expense	-	-	-	-	-	-
440-44103-5110	Capital assets	240,405.78	16,249.61	289,005.82	233,997.52	20,000.00	50,000.00
440-44103-5120	Controllable assets	-	-	8,934.47	9,667.28	-	-
Total		247,447.30	16,249.61	311,370.01	266,046.05	50,000.00	50,000.00

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2021-2023, YTD NOV 2024, BUDGET FINAL 2024, PROPOSED 2025							
		ACTUAL			YTD	BUDGET	
		2021	2022	2023	Nov-23	2024	2025
PARKS EQUIPMENT FUND							
Revenues							
441-37101	Interest on investments	82.98	(225.89)	(5,455.73)	(6,377.88)	(1,000.00)	(1,000.00)
441-39101	Sale of assets	-	-	-	-	(6,000.00)	(13,000.00)
441-39301	Transfer from general fund	(40,000.00)	(40,000.00)	(40,000.00)	(38,500.00)	(42,000.00)	(42,000.00)
Total		(39,917.02)	(40,225.89)	(45,455.73)	(44,877.88)	(49,000.00)	(56,000.00)
Expenditures							
441-44101-5110	Capital assets	-	-	-	-	45,000.00	150,000.00
441-44101-7170	Building inspection equipment transfer	-	-	-	-	-	-
Total		-	-	-	-	45,000.00	150,000.00

CITY OF HAM LAKE

CAPITAL IMPROVEMENT

AND

EQUIPMENT REPLACEMENT PLAN

2025 - 2029

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

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2025 thru 2029**

Sources and Uses of Funds - Equipment Funds

	2025	2026	2027	2028	2029
410 General Government Equipment					
Beginning Balance	82,687	87,087	91,487	95,887	100,287
Revenues and other fund sources					
Interest	400	400	400	400	400
Transfer from general fund	5,000	5,000	5,000	5,000	5,000
Total revenue and other fund sources	5,400	5,400	5,400	5,400	5,400
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	87,087	91,487	95,887	100,287	104,687
411 Election Equipment					
Beginning Balance	5,941	8,041	8,141	8,241	8,341
Revenues and other fund sources					
Interest	100	100	100	100	100
Transfer from general fund	4,000	4,000	4,000	4,000	4,000
Total revenue and other fund sources	4,100	4,100	4,100	4,100	4,100
Expenditures and uses					
2024 Expenditures					
City's share of Anoka County's cost for election equipment	2,000	4,000	4,000	4,000	4,000
Total expenditures and uses	2,000	4,000	4,000	4,000	4,000
Ending Balance	8,041	8,141	8,241	8,341	8,441
412 Building Fund					
Beginning Balance	275,022	241,022	242,022	243,022	244,022
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Transfer from general fund	10,000	10,000	10,000	10,000	10,000
Total revenue and other fund sources	11,000	11,000	11,000	11,000	11,000
Expenditures and uses					
2024 Expenditures					
Miscellaneous as needed	10,000	10,000	10,000	10,000	10,000
Replace roof on Fire Station 2	35,000	-	-	-	-
Overlay of City Hall and Senior Center Parking Lot					
Total expenditures and uses	45,000	10,000	10,000	10,000	10,000
Ending Balance	241,022	242,022	243,022	244,022	245,022
420 Fire Equipment					
Beginning Balance	745,782	61,782	247,782	473,782	604,782
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of assets-Utility Two (2006 Ford F250 crew cab)	-	-	-	-	-
Sale of C-1 '21 Dodge Durango	-	-	-	-	-
Sale of G-1 '20 Ford F350	-	-	-	-	-
Public Safety State Aid					
Transfer from general fund - fund balance (no increase in the levy)					
Transfer from general fund	285,000	285,000	285,000	285,000	285,000
Total revenue and other fund sources	286,000	286,000	286,000	286,000	286,000
Expenditures and uses					
2024 Expenditures					
E-2 Replacement	970,000				
G-3 Ford 350 (new)		100,000			
U-2 Replacement			60,000		
C-1 '21 DODGE DURANGO				55,000	
G-2 '20 FORD F350				100,000	
Wash and Dryer for Station #3					
Bathrooms #1					70,000
Total expenditures and uses	970,000	100,000	60,000	155,000	70,000
Ending Balance	61,782	247,782	473,782	604,782	820,782

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2025 thru 2029**

Sources and Uses of Funds - Equipment Funds

	2025	2026	2027	2028	2029
421 Emergency Operations Center					
Beginning Balance	42,797	44,047	45,297	46,547	47,797
Revenues and other fund sources					
Interest	250	250	250	250	250
Transfer from general fund	2,000	2,000	2,000	2,000	2,000
Total revenue and other fund sources	2,250	2,250	2,250	2,250	2,250
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	44,047	45,297	46,547	47,797	49,047
422 Siren Replacement					
Beginning Balance	40,021	40,071	40,121	40,171	40,221
Revenues and other fund sources					
Interest	50	50	50	50	50
Total revenue and other fund sources	50	50	50	50	50
Expenditures and uses					
Siren repairs and upgrades	-	-	-	-	-
Siren Transmitter Upgrade - 7K/Siren	-	-	-	-	-
Total expenditures and uses	-	-	-	-	-
Ending Balance	40,071	40,121	40,171	40,221	40,271
428 Building Inspection Equipment					
Beginning Balance	19,772	30,772	41,772	52,772	63,772
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Future sale of assets	-	-	-	-	-
Transfer from general fund	10,000	10,000	10,000	10,000	10,000
Total revenue and other fund sources	11,000	11,000	11,000	11,000	11,000
Expenditures and uses					
Future purchase of Trucks	-	-	-	-	-
Total expenditures and uses	-	-	-	-	-
Ending Balance	30,772	41,772	52,772	63,772	74,772
430 Public Works Equipment					
Beginning Balance	891,280	144,880	(4,120)	(322,820)	(41,820)
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of Assets	45,500	20,000	30,000	30,000	-
Transfer from general fund	250,000	250,000	250,000	250,000	250,000
Total revenue and other fund sources	296,500	271,000	281,000	281,000	251,000
Expenditures and uses					
#89	350,000				
#54 2006 STERLING L8500	350,000				
#67 GOOSEN VAN N LOAD	20,000				
#71 '08 JOHN DEERE 544J LOADER	322,900				
#68 2001 ELGIN STREET SWEEPER	-				
#83 1998 CHEV 1/2-TON PICKUP	-		40,000		
#97 1989 FORD L8000 W/PLOW	-	350,000			
WAYNE IX FUEL DISPENSERS & CONTROL SYSTEM	-	70,000			
#60 '05 ROLLER	-		15,000		
#74 2009 FORD F450	-		94,700		
#70 2011 FORD F350	-		50,000		
#90 2000 FREIGHTLINER FL70 PATCH TRUCK	-		400,000		
Total expenditures and uses	1,042,900	420,000	599,700	-	-
Ending Balance	144,880	(4,120)	(322,820)	(41,820)	209,180

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2025 thru 2029**

Sources and Uses of Funds - Equipment Funds

	2025	2026	2027	2028	2029
431 Revolving Street Fund					
Beginning Balance	2,246,648	2,049,740	2,573,254	2,655,386	3,717,808
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
MSA Maintenance Grant	257,901	260,000	260,000	260,000	26,000
MSA Construction Grant (Carry Over)					
MSA Construction Grant (Allotment)	912,273	920,000	930,000	940,000	950,000
Large City Assistance	61,734				
State bridge & highway grants					
Coon Creek Watershed	25,000				
Local Partnership Program	710,000				
County grants					
Current assessments	35,000	34,000	34,000	33,000	32,000
Pavement management transfer from general fund	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000
Total revenue and other fund sources	3,202,908	2,515,000	2,625,000	2,734,000	2,609,000
Expenditures and uses					
2024 Expenditures					
Prior Year Projects not yet completed					
Misc Fees					
Overlay-non MSA streets	796,471	1,500,376	1,564,401	966,835	1,862,173
Overlay-MSA streets	183,345	491,110	37,405	275,978	22,477
Reconstruction-non MSA streets					
Reconstruction-MSA streets	2,420,000				783,332
New construction-non MSA streets					
New construction MSA streets			540,347		
Participation in county projects			400,715	428,765	
Total expenditures and uses	3,399,816	1,991,486	2,542,868	1,671,578	2,667,982
Ending Balance	2,049,740	2,573,254	2,655,386	3,717,808	3,658,826
440 Park and Beach Land Fund					
Beginning Balance	709,733	665,733	618,733	571,733	524,733
Revenues and other fund sources					
Interest	3,000	3,000	3,000	3,000	3,000
Parkland dedications	unknown	unknown	unknown	unknown	unknown
Total revenue and other fund sources	6,000	3,000	3,000	3,000	3,000
Expenditures and uses					
Miscellaneous park improvements	30,000	30,000	30,000	30,000	30,000
Future park and trail development	20,000	20,000	20,000	20,000	20,000
Total expenditures and uses	50,000	50,000	50,000	50,000	50,000
Ending Balance	665,733	618,733	571,733	524,733	477,733
441 Park Equipment					
Beginning Balance	215,592	121,592	144,592	180,092	225,092
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	-	-	-	-	-
Sale of 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	6,000	-	-	-	-
Sale of 2017 Bobcat 5600-T4 Toolcat (#47)	7,000	-	-	-	-
Sale of 2005 John Deer Pro Gator 2020 (#51)	-	1,000	-	-	-
Sale of Smith Co. Ballfield Groomer (#66)	-	1,000	-	-	-
Sale of Toro 36" Floating Deck Mower (#46)	-	-	1,000	-	-
Sale of 1994 Top - Utility Trailer (#107)	-	-	500	-	-
Transfer from general fund	42,000	42,000	44,000	44,000	44,000
Total revenue and other fund sources	56,000	45,000	46,500	45,000	45,000
Expenditures and uses					
Replace 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	45,000	-	-	-	-
Replace 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	45,000	-	-	-	-
Replace 2017 Bobcat 5600-T4 Toolcat (#47)	60,000	-	-	-	-
Replace 2005 John Deer Pro Gator 2020 (#51)	-	12,000	-	-	-
Replace Smith Co. Ballfield Groomer (#66)	-	10,000	-	-	-
Replace Toro 36" Floating Deck Mower (#46)	-	-	6,000	-	-
Replace 1994 Top - Utility Trailer (#107)	-	-	5,000	-	-
Total expenditures and uses	150,000	22,000	11,000	-	-
Ending Balance	121,592	144,592	180,092	225,092	270,092

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2025 thru 2029**

Sources and Uses of Funds - Equipment Funds

	2025	2026	2027	2028	2029
410 General Government Equipment					
Beginning Balance	82,687	87,087	91,487	95,887	100,287
Revenues and other fund sources					
Interest	400	400	400	400	400
Transfer from general fund	5,000	5,000	5,000	5,000	5,000
Total revenue and other fund sources	5,400	5,400	5,400	5,400	5,400
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	87,087	91,487	95,887	100,287	104,687
411 Election Equipment					
Beginning Balance	5,941	8,041	8,141	8,241	8,341
Revenues and other fund sources					
Interest	100	100	100	100	100
Transfer from general fund	4,000	4,000	4,000	4,000	4,000
Total revenue and other fund sources	4,100	4,100	4,100	4,100	4,100
Expenditures and uses					
2024 Expenditures					
City's share of Anoka County's cost for election equipment	2,000	4,000	4,000	4,000	4,000
Total expenditures and uses	2,000	4,000	4,000	4,000	4,000
Ending Balance	8,041	8,141	8,241	8,341	8,441
412 Building Fund					
Beginning Balance	275,022	241,022	242,022	243,022	244,022
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Transfer from general fund	10,000	10,000	10,000	10,000	10,000
Total revenue and other fund sources	11,000	11,000	11,000	11,000	11,000
Expenditures and uses					
2024 Expenditures					
Miscellaneous as needed	10,000	10,000	10,000	10,000	10,000
Replace roof on Fire Station 2	35,000	-	-	-	-
Overlay of City Hall and Senior Center Parking Lot	45,000	10,000	10,000	10,000	10,000
Total expenditures and uses	45,000	10,000	10,000	10,000	10,000
Ending Balance	241,022	242,022	243,022	244,022	245,022
420 Fire Equipment					
Beginning Balance	745,782	61,782	247,782	473,782	604,782
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of assets-Utility Two (2006 Ford F250 crew cab)	-	-	-	-	-
Sale of C-1 '21 Dodge Durango	-	-	-	-	-
Sale of G-1 '20 Ford F350	-	-	-	-	-
Public Safety State Aid	-	-	-	-	-
Transfer from general fund - fund balance (no increase in the levy)	285,000	285,000	285,000	285,000	285,000
Transfer from general fund	285,000	285,000	285,000	285,000	285,000
Total revenue and other fund sources	286,000	286,000	286,000	286,000	286,000
Expenditures and uses					
2024 Expenditures					
E-2 Replacement	970,000	-	-	-	-
G-3 Ford 350 (new)	-	100,000	-	-	-
U-2 Replacement	-	-	60,000	-	-
C-1 '21 DODGE DURANGO	-	-	-	55,000	-
G-2 '20 FORD F350	-	-	-	100,000	-
Wash and Dryer for Station #3	-	-	-	-	-
Bathrooms #1	-	-	-	-	70,000
Total expenditures and uses	970,000	100,000	60,000	155,000	70,000
Ending Balance	61,782	247,782	473,782	604,782	820,782

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2025 thru 2029**

Sources and Uses of Funds - Equipment Funds

	2025	2026	2027	2028	2029
421 Emergency Operations Center					
Beginning Balance	42,797	44,047	45,297	46,547	47,797
Revenues and other fund sources					
Interest	250	250	250	250	250
Transfer from general fund	2,000	2,000	2,000	2,000	2,000
Total revenue and other fund sources	2,250	2,250	2,250	2,250	2,250
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	44,047	45,297	46,547	47,797	49,047
422 Siren Replacement					
Beginning Balance	40,021	40,071	40,121	40,171	40,221
Revenues and other fund sources					
Interest	50	50	50	50	50
Total revenue and other fund sources	50	50	50	50	50
Expenditures and uses					
Siren repairs and upgrades	-	-	-	-	-
Siren Transmitter Upgrade - 7K/Siren	-	-	-	-	-
Total expenditures and uses	-	-	-	-	-
Ending Balance	40,071	40,121	40,171	40,221	40,271
428 Building Inspection Equipment					
Beginning Balance	19,772	30,772	41,772	52,772	63,772
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Future sale of assets	-	-	-	-	-
Transfer from general fund	10,000	10,000	10,000	10,000	10,000
Total revenue and other fund sources	11,000	11,000	11,000	11,000	11,000
Expenditures and uses					
Future purchase of Trucks	-	-	-	-	-
Total expenditures and uses	-	-	-	-	-
Ending Balance	30,772	41,772	52,772	63,772	74,772
430 Public Works Equipment					
Beginning Balance	891,280	144,880	(4,120)	(322,820)	(41,820)
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of Assets	45,500	20,000	30,000	30,000	-
Transfer from general fund	250,000	250,000	250,000	250,000	250,000
Total revenue and other fund sources	296,500	271,000	281,000	281,000	251,000
Expenditures and uses					
#89	350,000				
#54 2006 STERLING L8500	350,000				
#67 GOOSEN VAN N LOAD	20,000				
#71 '08 JOHN DEERE 544J LOADER	322,900				
#68 2001 ELGIN STREET SWEEPER	-				
#83 1998 CHEV 1/2-TON PICKUP	-		40,000		
#97 1989 FORD L8000 W/PLOW	-	350,000			
WAYNE IX FUEL DISPENSERS & CONTROL SYSTEM	-	70,000			
#60 '05 ROLLER	-		15,000		
#74 2009 FORD F450	-		94,700		
#70 2011 FORD F350	-		50,000		
#90 2000 FREIGHLNER FL70 PATCH TRUCK	-		400,000		
Total expenditures and uses	1,042,900	420,000	599,700	-	-
Ending Balance	144,880	(4,120)	(322,820)	(41,820)	209,180

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2025 thru 2029**

Sources and Uses of Funds - Equipment Funds

	2025	2026	2027	2028	2029
431 Revolving Street Fund					
Beginning Balance	2,246,648	2,049,740	2,573,254	2,655,386	3,717,808
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
MSA Maintenance Grant	257,901	260,000	260,000	260,000	26,000
MSA Construction Grant (Carry Over)					
MSA Construction Grant (Allotment)	912,273	920,000	930,000	940,000	950,000
Large City Assistance	61,734				
State bridge & highway grants					
Coon Creek Watershed	25,000				
Local Partnership Program	710,000				
County grants					
Current assessments	35,000	34,000	34,000	33,000	32,000
Pavement management transfer from general fund	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000
Total revenue and other fund sources	3,202,908	2,515,000	2,625,000	2,734,000	2,609,000
Expenditures and uses					
2024 Expenditures					
Prior Year Projects not yet completed					
Misc Fees					
Overlay-non MSA streets	796,471	1,500,376	1,564,401	966,835	1,862,173
Overlay-MSA streets	183,345	491,110	37,405	275,978	22,477
Reconstruction-non MSA streets					
Reconstruction-MSA streets	2,420,000				783,332
New construction-non MSA streets					
New construction MSA streets			540,347		
Participation in county projects			400,715	428,765	
Total expenditures and uses	3,399,816	1,991,486	2,542,868	1,671,578	2,667,982
Ending Balance	2,049,740	2,573,254	2,655,386	3,717,808	3,658,826
440 Park and Beach Land Fund					
Beginning Balance	709,733	665,733	618,733	571,733	524,733
Revenues and other fund sources					
Interest	3,000	3,000	3,000	3,000	3,000
Parkland dedications	unknown	unknown	unknown	unknown	unknown
Total revenue and other fund sources	6,000	3,000	3,000	3,000	3,000
Expenditures and uses					
Miscellaneous park improvements	30,000	30,000	30,000	30,000	30,000
Future park and trail development	20,000	20,000	20,000	20,000	20,000
Total expenditures and uses	50,000	50,000	50,000	50,000	50,000
Ending Balance	665,733	618,733	571,733	524,733	477,733
441 Park Equipment					
Beginning Balance	215,592	121,592	144,592	180,092	225,092
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	-	-	-	-	-
Sale of 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	6,000	-	-	-	-
Sale of 2017 Bobcat 5600-T4 Toolcat (#47)	7,000	-	-	-	-
Sale of 2005 John Deer Pro Gator 2020 (#51)	-	1,000	-	-	-
Sale of Smith Co. Ballfield Groomer (#66)	-	1,000	-	-	-
Sale of Toro 36" Floating Deck Mower (#46)	-	-	1,000	-	-
Sale of 1994 Top - Utility Trailer (#107)	-	-	500	-	-
Transfer from general fund	42,000	42,000	44,000	44,000	44,000
Total revenue and other fund sources	56,000	45,000	46,500	45,000	45,000
Expenditures and uses					
Replace 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	45,000	-	-	-	-
Replace 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	45,000	-	-	-	-
Replace 2017 Bobcat 5600-T4 Toolcat (#47)	60,000	-	-	-	-
Replace 2005 John Deer Pro Gator 2020 (#51)	-	12,000	-	-	-
Replace Smith Co. Ballfield Groomer (#66)	-	10,000	-	-	-
Replace Toro 36" Floating Deck Mower (#46)	-	-	6,000	-	-
Replace 1994 Top - Utility Trailer (#107)	-	-	5,000	-	-
Total expenditures and uses	150,000	22,000	11,000	-	-
Ending Balance	121,592	144,592	180,092	225,092	270,092

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2025 thru 2029**

General Fund Capital Outlay by Department

	2025	2026	2027	2028	2029	Total
41701 General Government & Elections	9,000	9,000	9,000	9,000	9,000	45,000
41702 General Building	10,000	10,000	10,000	10,000	10,000	50,000
42201 Fire Department	285,000	285,000	285,000	285,000	285,000	1,425,000
42301 EOC	2,000	2,000	2,000	2,000	2,000	10,000
42401 Building Department Equipment	10,000	10,000	10,000	10,000	10,000	50,000
43101 Public Works Equipment	250,000	250,000	250,000	250,000	250,000	1,250,000
43101 Revolving Street Fund	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	7,000,000
44101 Parks Equipment	42,000	42,000	44,000	44,000	44,000	216,000
TOTAL	1,808,000	1,908,000	2,010,000	2,110,000	2,210,000	10,046,000

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

**City of Ham Lake
Street Overlays
2025 thru 2027**

		Total	
2025	Braastad Farms ('02 construction)	319,775	
	Pingers Plaza Metes and Bounds overlay & 7 th Street from 168 th Avenue to 170 th Avenue ('98 overlay)	322,510	
	Ravenwood Estates ('98 overlay)	52,130	
	Woodland Bluffs ('03 construction)	47,596	
	Woodland Bluffs 2nd Addition ('03 construction)	54,461	796,472
2026	Larson's Heritage Oaks 3rd Addition overlay ('02 construction)	76,571	
	Larson's Heritage Oaks 4th Addition overlay ('02 construction)	86,531	
	Larson's Heritage Oaks 5th Addition overlay ('02 construction)	48,466	
	Larson's Heritage Oaks 6th Addition overlay ('02 construction)	134,484	
	Cottages of Heritage Oaks overlay ('03 construction)	113,212	
	Landborg Industrial Park overlay ('03 construction)	153,872	
	Larson's Heritage Oaks West overlay ('03 construction)	137,504	
	Polk Street overlay from Constance Boulevard to 833 feet north ('04 construction)	37,542	
	Rosewood Addition overlay ('04 construction)	44,573	
	W. Frontage Rd. S. of Crosstown Blvd. (174th Ave./Central Ave./Johnson St.)	116,861	
	Ambershire overlay ('04 overlay)	205,241	
	Amberwood overlay ('04 overlay)	40,347	
	West Coon Lake Shores overlay ('04 overlay)	192,307	
	North Pines 1st Addition overlay ('05 overlay)	112,865	1,500,376
2027	Prairie Creek overlay ('02 construction)	72,335	
	White Oak Ridge overlay ('02 construction)	102,630	
	Clayton Park Estates overlay ('03 construction)	124,175	
	Deer Haven Hills 2nd Addition overlay ('03 construction)	61,919	
	Deer Haven Hills 3rd Addition overlay ('03 construction)	81,883	
	Nottingham Forest overlay ('03 construction)	177,268	
	Hidden Forest West overlay ('04 construction)	172,157	
	Hidden Forest West 2 nd Addition overlay ('04 construction)	164,104	
	Naples Estates 2nd Addition overlay ('05 construction)	58,157	
	Westlund's Creekside overlay ('05 construction)	36,409	
	Westlund's Creekside 2 nd Addition overlay ('05 construction)	144,332	
	135 th Avenue, 135 th Lane and Johnson Street ('05 overlay)	112,308	
	Christy's Estates ('05 overlay)	94,503	
	Woodland Preserve overlay ('07 construction)	162,223	1,564,403
2028	Oakview Meadows 1 st Addition overlay ('02 overlay)	15,718	
	Oakview Meadows 2 nd Addition overlay ('02 overlay)	143,806	
	Birch View Acres overlay ('04 overlay)	526,975	
	Deer Haven Hills 5 th Addition overlay ('05 construction)	11,197	
	Deer Haven Hills 6 th Addition overlay ('05 construction)	34,984	
	Hamlet Estates 2 nd Addition overlay ('05 construction)	24,406	
	Serenity Meadows overlay ('07 construction)	83,384	
	Stokes Addition overlay ('07 construction)	11,145	
	Lacina Addition overlay ('05 overlay)	115,220	966,835
2029	Tomlyn Addition overlay ('02 overlay)	183,894	
	Majestic Oaks West overlay ('04 overlay)	423,279	
	Deer Haven Hills 4 th Addition overlay ('05 construction)	123,286	
	176 th Lane, Jefferson Street, 177 th Avenue and 6 th Street overlay ('05 overlay)	223,688	
	Able Street north of Andover Boulevard overlay ('05 overlay)	53,818	
	Auditor's Subdivision No. 62 overlay ('05 overlay)	182,429	
	Jensen Estates overlay ('05 overlay)	68,406	
	Larson Addition overlay ('05 overlay)	61,666	
	Rasmusson Additions overlay ('05 overlay)	323,467	
	Wisen's 14 th Addition overlay ('05 overlay)	81,546	
	Auditor's Subdivision No. 6 overlay ('07 construction)	30,646	
	Jefferson Oaks Estates overlay ('07 construction)	106,047	1,862,172

ALL FUTURE STREET PROJECTS
2024 thru 2027

	2025	2026	2027	2028	2029	Total
Overlay-non MSA streets and roads	796,471	1,500,376	1,564,401	966,835	1,862,173	6,690,256
Overlay-MSA streets and roads	-	-	-	-	-	-
Reconstruction-MSA-Crosstown Shopping Center ('98 rehab, '79 construct)	2,420,000					2,420,000
Overlay - MSA - 181st Ave: Hwy 65 to Baltimore St (1/2 East Bethel)	10,629					10,629
Overlay - MSA - McKay Dr: 600' E of Jackson St to 100' W of Taylor St	40,685					40,685
Overlay - MSA - McKay Dr: 100' W of Taylor St to 183' W of Central Ave	132,031					132,031
Overlay - MSA - Hastings St: 149th ave to 153rd Ave		118,620				118,620
Overlay - MSA - Buchanan St: Constance Blvd to 165th Ave		66,254				66,254
Overlay - MSA - 149th Ave: Naples St. to Lexington Ave		306,236				306,236
Overlay - MSA - 147th Ave: Hwy 65 to Aberdeen St			37,405			37,405
Participate-MSA - Lexington Ave: Bunker Lake Blvd. to 155th Ave			400,715			400,715
Overlay- 133rd Ave: Hwy 65 to aberdeen (1/2 Blane)				8,859		8,859
Overlay- 3rd St: 167th In to Crosstown Blvd				176,916		176,916
Overlay- East Lake Netta: Constance Blvd to 166th Ave				90,203		90,203
County Shared-MSA - Bunker Lake Blvd: Jefferson St. To Hwy 65				428,765		428,765
Reconstruction- MSA Central Ave, 303 feet N of 149th Ave					783,332	783,332
Overlay- MSA - Aberdeen St: 133rd Ave to 133rd Ln					22,477	22,477
Construct-MSA-Jackson St., .16 miles north of McKay Dr. to .06 miles south of 154th Avenue			540,347			540,347
Total Non-MSA Projects	796,471	1,500,376	1,564,401	966,835	1,862,173	6,690,256
Total MSA Projects	2,603,345	491,110	978,467	704,743	805,809	5,583,474



CITY OF HAM LAKE

2025 Proposed Budget and Capital Improvement Plan

December 2nd, 2024

Presented by Andrea Murff, Finance Director

Budget Process

Budget Workshops – Summer/Fall 2024

Preliminary Levy and Budget Adoption – September 3, 2024

Final Levy and Budget Adoption - December 2, 2024

Submission to County for Certification due by December 30, 2024

Tax Rate and Fiscal Disparities

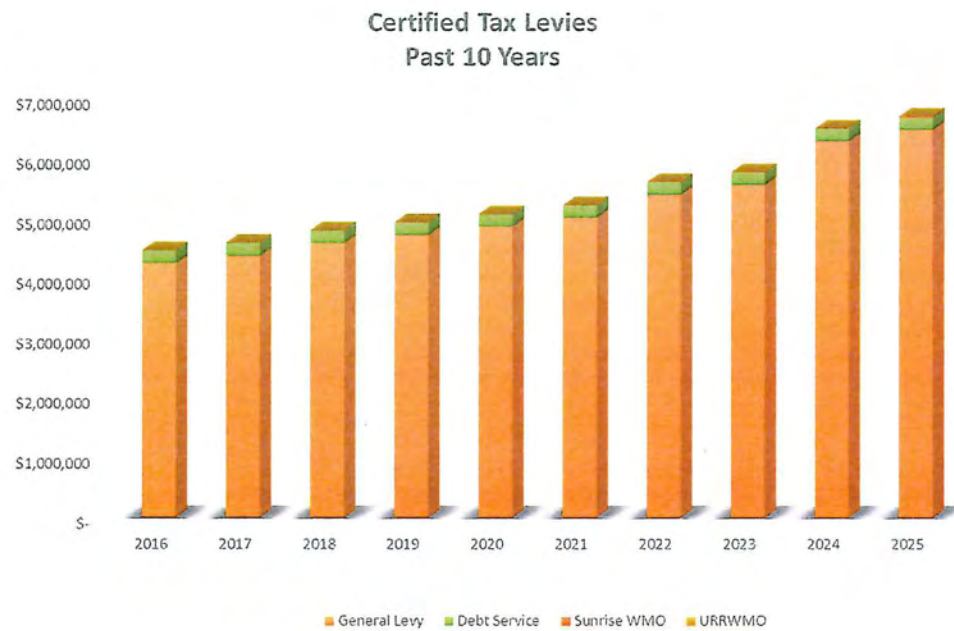
- ▶ Tax Rate or Tax Capacity Rate = Tax Levy dollars divided by the Tax Capacity of all Properties within the City, plus or minus fiscal disparities.
- ▶ Fiscal Disparities = Seven County Metro Area re-allocation of tax capacity resources depending on types of homes or businesses in your City.

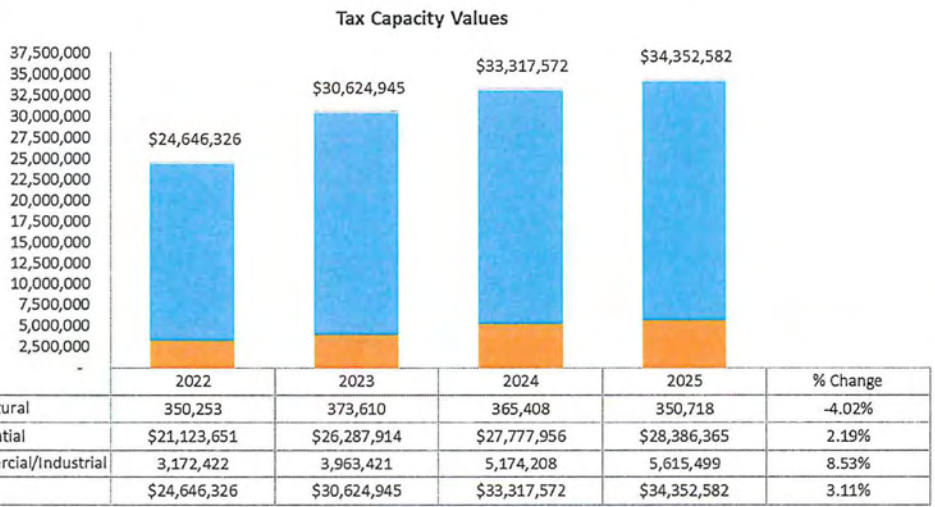
Proposed Property Tax Levy

CITY OF HAM LAKE
PROPERTY TAX LEVY - ALL FUNDS
COMPARISON OF PROPERTY TAXES

	<u>2024 Levied</u>	<u>2025 Requested</u>	<u>Increase / Decrease</u>	<u>% Change</u>
Program or service				
Base Levy				
General fund	\$ 6,274,218	\$ 6,462,445	\$ 188,227	3.00%
Economic Development Authority	-	-	-	0.00%
Debt Service				
2010A GO Capital Improvement	208,031	206,483	(1,548)	-0.74%
Other Levies				
Sunrise WMO	-	11,530	11,530	0.00%
URRWMO	-	3,730	3,730	0.0%
Total Property Taxes	\$ 6,482,249	\$ 6,684,188	\$ 201,939	3.12%

Certified Tax Levy History



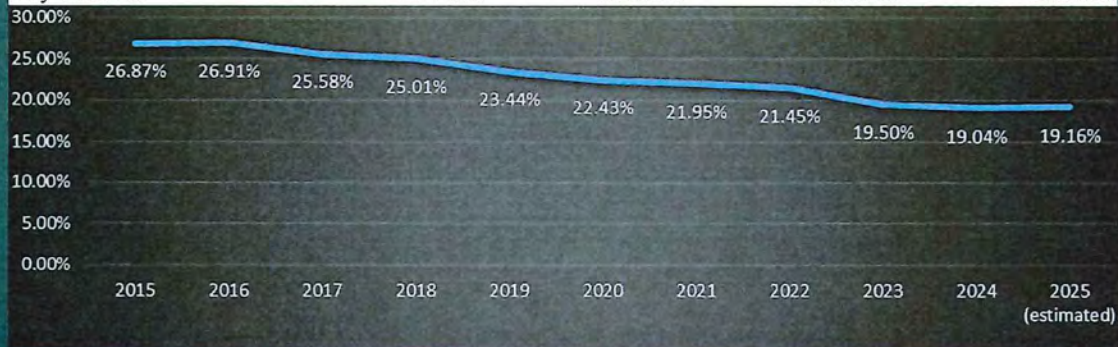


Tax Capacity

Tax Rate Calculation History

General Revenue & Bonds

	Payable 2022	Payable 2023	Payable 2024	Payable 2025
Tax Capacity	24,646,326	30,624,945	33,207,596	34,352,582
FD Contribution	(1,326,698)	(1,367,034)	(1,682,328)	(2,100,886)
Net Tax Capacity	18,722,233	29,257,911	31,525,268	32,251,696
Certified Levy	5,600,859	6,219,957	6,482,249	6,668,928
FD Distribution	(547,667)	(513,971)	(481,053)	(491,415)
Local Levy	4,382,786	4,664,610	6,001,196	6,177,513
City Tax Rate	23.440%	21.952%	19.036%	19.156%



Impact on Homeowners

General Revenue & Bond Levy

NO CHANGE IN HOME VALUE					
<u>2024 Value of Home</u>	<u>2025 Value of Home</u>	<u>2024 Actual</u>	<u>2025 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
\$ 300,000	\$ 300,000	\$ 571	\$ 575	\$ 3.60	0.63%
375,000	375,000	\$ 714	\$ 718	\$ 4.50	0.63%
434,850 *	434,850	\$ 828	\$ 833	\$ 5.21	0.63%
550,000	550,000	\$ 1,047	\$ 1,054	\$ 6.60	0.63%
650,000	650,000	\$ 1,237	\$ 1,245	\$ 7.80	0.63%
WITH HOME VALUE INCREASES OF 2.79%					
<u>2023 Value of Home</u>	<u>2024 Value of Home</u>	<u>2024 Actual</u>	<u>2025 Estimated</u>	<u>\$ Increase / (decrease)</u>	<u>% Increase / (decrease)</u>
300,000	306,600	571	587	\$ 15.92	3%
375,000	383,250	714	734	\$ 20.14	3%
434,850	447,000 *	828	856	\$ 28.21	3%
550,000	562,100	1,047	1,077	\$ 30.01	3%
650,000	664,300	1,237	1,273	\$ 35.65	3%

* Average Home Taxable Market Value

Tax Rate Calculation

General Revenue & Bonds with Sunrise Watershed Levy
(298 Properties)

General Revenue & Bond	Payable 2022	Payable 2023	Payable 2024	Payable 2025
Tax Capacity	24,646,326	30,624,945	33,207,596	34,352,582
FD Contribution	(1,326,698)	(1,367,034)	(1,682,328)	(2,100,886)
Net Tax Capacity	<u>18,722,233</u>	<u>29,257,911</u>	<u>31,525,268</u>	<u>32,251,696</u>
Certified Levy	5,600,859	6,219,957	6,482,249	6,668,928
FD Distribution	(547,667)	(513,971)	(481,053)	(491,415)
Local Levy	<u>4,382,786</u>	<u>4,664,610</u>	<u>6,001,196</u>	<u>6,177,513</u>
City Tax Rate				19.156%
Sunrise Watershed Area				
Net Tax Capacity				1,266,828.00
Local Levy				11,530
Sunrise Watershed Tax Rate				<u>0.910%</u>
	2022	2023	2024	2025
Total City Tax Rate	23.440%	21.952%	19.036%	20.066%

Impact on Homeowners

General Revenue & Bond Levy with Sunrise Watershed Levy

NO CHANGE IN HOME VALUE

2023 Value of Home	2024 Value of Home	2024 Actual	2025 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
\$ 300,000	\$300,000	\$ 571	\$ 602	\$ 30.90	5.41%
375,000	375,000	\$ 714	\$ 752	\$ 38.63	5.41%
434,850 *	434,850	\$ 828	\$ 873	\$ 44.79	5.41%
550,000	550,000	\$ 1,047	\$ 1,104	\$ 56.65	5.41%
650,000	650,000	\$ 1,237	\$ 1,304	\$ 66.95	5.41%

WITH HOME VALUE INCREASES OF 2.79%

2023 Value of Home	2024 Value of Home	2024 Actual	2025 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
300,000	306,600	571	615	\$ 43.92	7.69%
375,000	383,250	714	769	\$ 55.14	7.72%
434,850	447,000 *	828	897	\$ 69.21	8.36%
550,000	562,100	1,047	1,128	\$ 81.01	7.74%
650,000	664,300	1,237	1,333	\$ 95.65	7.73%

* Average Home Taxable Market Value

Tax Rate Calculation

General Revenue & Bonds with Upper Rum River Watershed Levy
(268 Properties)

	Payable 2022	Payable 2023	Payable 2024	Payable 2025
Tax Capacity	24,646,326	30,624,945	33,207,596	34,352,582
FD Contribution	(1,326,698)	(1,367,034)	(1,682,328)	(2,100,886)
Net Tax Capacity	18,722,233	29,257,911	31,525,268	32,251,696
Certified Levy	5,600,859	6,219,957	6,482,249	6,668,928
FD Distribution	(547,667)	(513,971)	(481,053)	(491,416)
Local Levy	4,382,786	4,664,610	6,001,196	6,177,512
	2022	2023	2024	2025
City Tax Rate	23.440%	21.952%	19.036%	19.156%
Rum River Watershed Area				
Net Tax Capacity				1,150,138.00
Local Levy				3,730
Upper Rum River Watershed Tax Rate				0.324%
	2022	2023	2024	2025
Total City Tax Rate	23.440%	21.952%	19.036%	19.480%

Impact on Homeowners

General Revenue & Bond Levy with Upper Rum River Watershed Levy

NO CHANGE IN HOME VALUE

2023 Value of Home	2024 Value of Home	2024 Actual	2025 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
\$ 300,000	\$ 300,000	\$ 571	\$ 584	\$ 13.33	2.33%
375,000	375,000	\$ 714	\$ 731	\$ 16.66	2.33%
434,850 *	434,850	\$ 828	\$ 847	\$ 19.32	2.33%
550,000	550,000	\$ 1,047	\$ 1,071	\$ 24.43	2.33%
650,000	650,000	\$ 1,237	\$ 1,266	\$ 28.88	2.33%

WITH HOME VALUE INCREASES OF 2.79%


2023 Value of Home	2024 Value of Home	2024 Actual	2025 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
300,000	306,600	571	597	\$ 25.92	4.54%
375,000	383,250	714	747	\$ 33.14	4.64%
434,850	447,000 *	828	871	\$ 43.21	5.22%
550,000	562,100	1,047	1,095	\$ 48.01	4.59%
650,000	664,300	1,237	1,294	\$ 56.65	4.58%

* Average Home Taxable Market Value

Where do my taxes go?

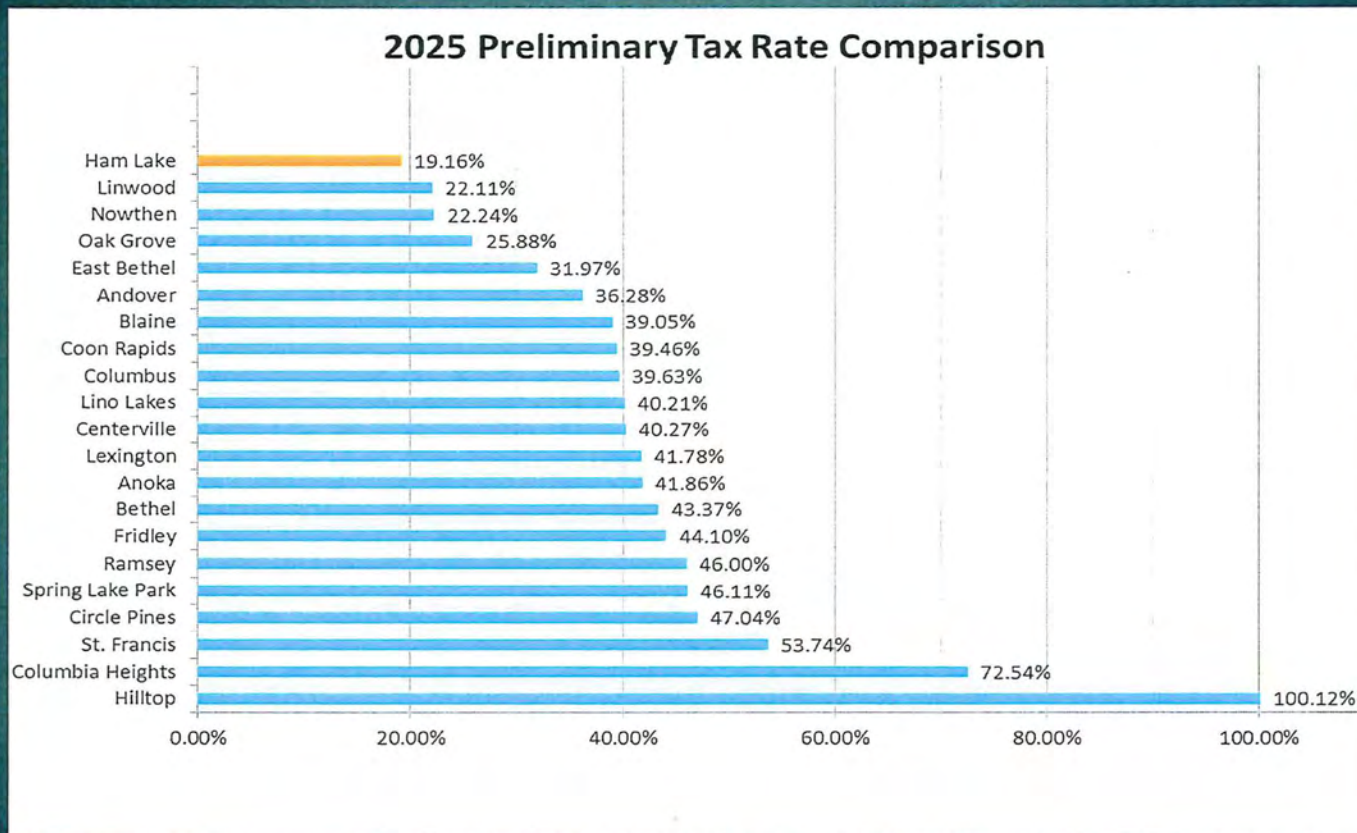
- ▶ Property Taxes are split amongst the local government units that are within your taxing district. These include Anoka County, School District, Met Council, County HRA, Watershed Districts, and the City of Ham Lake. (Watershed Districts and levies not in calculation.)

City of Ham Lake	Anoka County	Anoka Henn School Dist.	Other
\$0.23	\$0.33	\$0.43	\$0.01



Where do we compare?

Average tax rate for Anoka County is 42.52%.

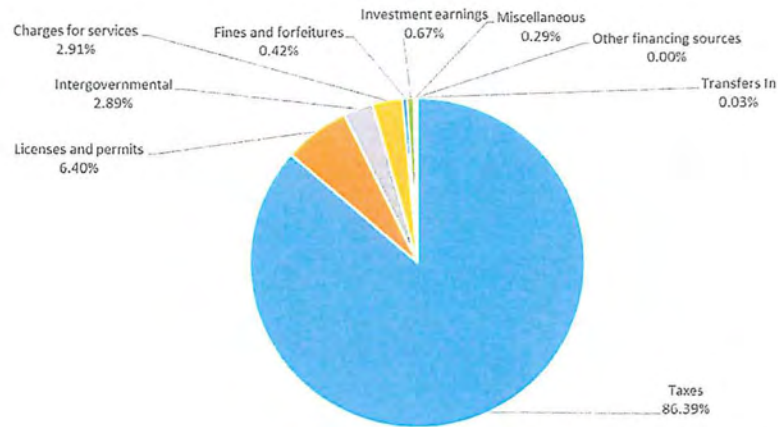


General Fund Budget

- ▶ The General Fund pays for the day-to-day operations of the City, including police and fire, street and building maintenance, parks, and administration.



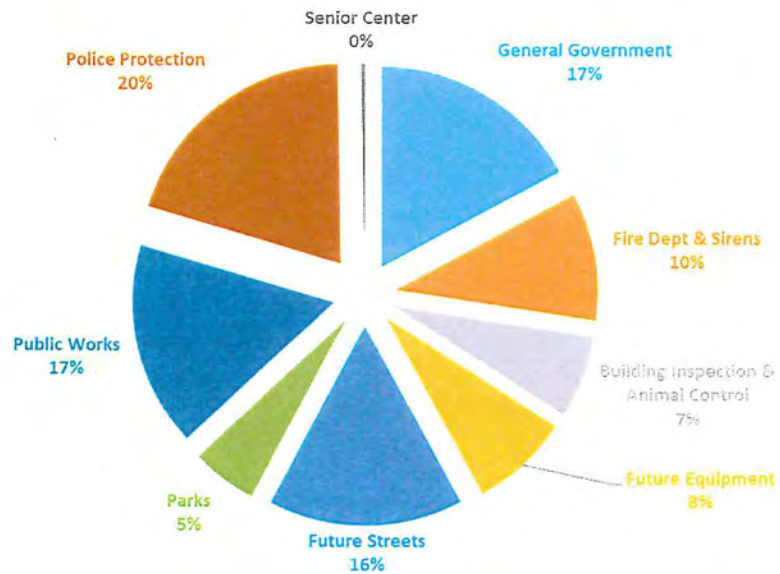
2025 Proposed General Fund Revenue Sources



	Actual 2023	Budget 2024	Proposed 2025
Taxes	\$ 6,015,725	\$ 6,286,468	\$ 6,474,695
Licenses and permits	463,755	537,600	480,000
Intergovernmental	1,612,414	176,000	216,500
Charges for services	186,782	154,885	218,099
Fines and forfeitures	40,830	31,500	31,500
Investment earnings	216,382	30,000	50,000
Miscellaneous	32,618	10,500	22,000
Other financing sources	680	-	-
Transfers In	1,200	2,000	2,000
Total Revenue	\$ 8,570,386	\$ 7,228,953	\$ 7,494,794

General Fund Revenues

2025 GENERAL FUND PROPOSED EXPENDITURES BY DEPT



General Fund Expenditures

	Actual 2023	Budget 2024	Proposed 2025
General Government	2,573,384	1,207,309	1,311,500
Fire Dept & Sirens	559,393	822,456	796,823
Building Inspection & Animal Control	488,431	485,813	517,278
Future Equipment	556,500	608,500	608,000
Future Streets	1,100,000	1,100,000	1,200,000
Parks	199,449	394,968	402,459
Public Works	1,149,207	1,274,627	1,282,070
Police Protection	1,350,650	1,393,741	1,543,272
Senior Center	14,972	19,926	20,124
	7,991,985	7,307,340	7,681,526

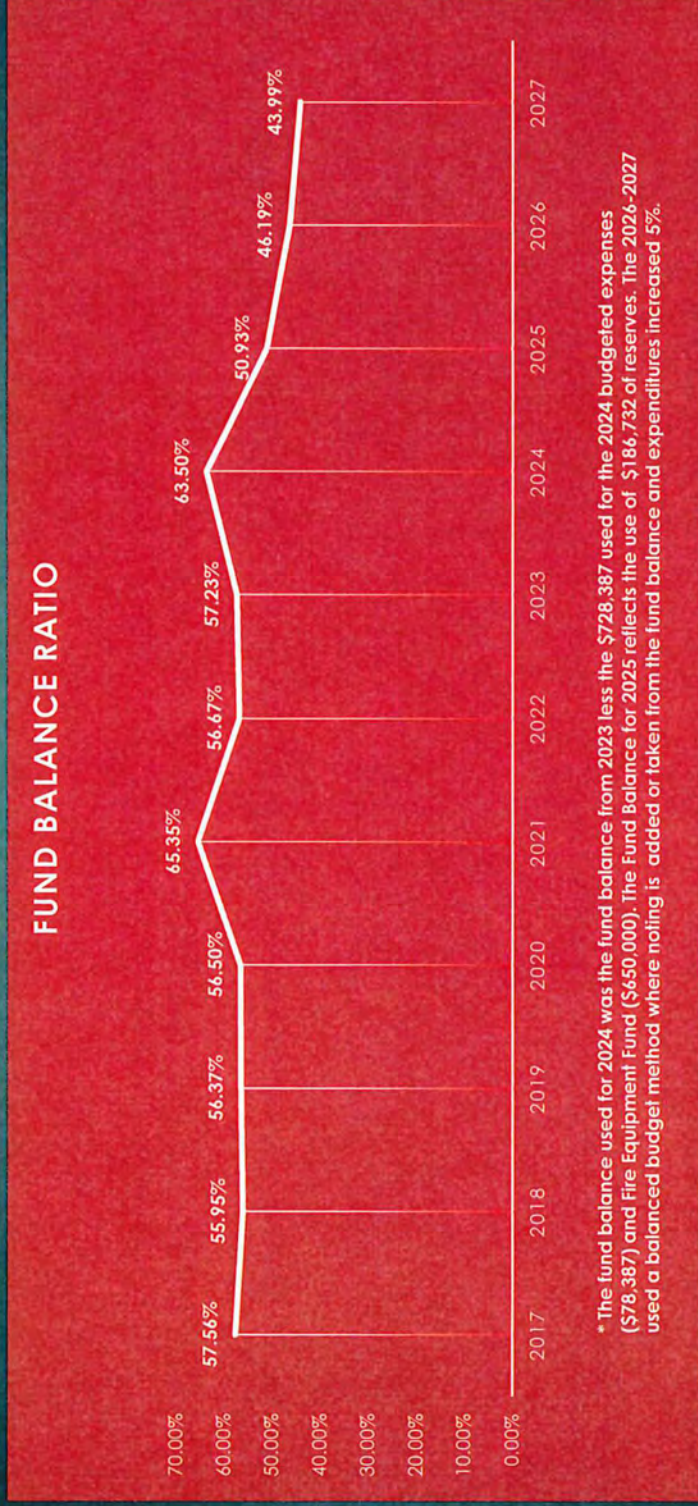
General Fund Transfers

	2024	2025	
	Budget	Proposed	Change
General Government Equipment Fund	5,000.00	5,000.00	-
Election Equipment Fund	4,000.00	4,000.00	-
Building Fund	10,000.00	10,000.00	-
Fire Equipment Fund	285,000.00	285,000.00	-
Emergency Operations Fund	2,000.00	2,000.00	-
Building Inspection Fund	10,000.00	10,000.00	-
Revolving Street Fund	1,100,000.00	1,200,000.00	100,000.00
Pubilc Works Equipment Fund	250,000.00	250,000.00	-
Parks Equipment Fund	42,000.00	42,000.00	-
Total	1,708,000.00	1,808,000.00	100,000.00

Fund Balance – General Fund

- ▶ **Fund balance policy:** “The City will strive to maintain an unassigned fund balance in the range of 35-50% of the next year’s budgeted expenditures, including transfers.”
- ▶ The fund balance at the end of 2023 to 2024 budgeted expenditures is 63.50%. *Budgeted* Fund Balance at the end of 2024 based on 2025 proposed expenditures would be 50.93%.
- ▶ The 2025 budget has a deficit budget where the expenditures exceed revenues. It is projected \$186,732 of reserves will be used to cover the deficit.

Fund Balance Ratio Projections – General Fund



Capital Improvement and Replacement 2025-2029



What is a Capital Improvement Plan?

- ▶ A short-range plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule, and identifies options for financing the plan (Wikipedia)
- ▶ It does not authorize future expenditures
- ▶ Council must authorize each item prior to spending, in accordance with the City's purchasing policy.

Fire Equipment	
E-2 Replacement	\$ 970,000
Public Works Equipment	
Replace #54 2006 Sterling L8500	\$ 350,000
Replace #89 2001 Sterling L7500	\$ 350,000
Replace #67 Goosen Van N Loader	\$ 20,000
Replace #71 2008 John Deere 544J Loader	\$ 322,900
Park and Beach Land Fund	
Miscellaneous park improvements	\$ 30,000
Future park and trail development	\$ 20,000
Park Equipment	
Replace #53 2013 John Deer X950R Mower with 14-Bushel Dump	\$ 45,000
Replace #62 2018 John Deer 1580 Mower - 72" Deck & Canopy	\$ 45,000
Replace #47 2017 Bobcat 5600-T4 Toolcat	\$ 60,000

2025 Capital Improvement and Equipment Replacement

Revolving Street Fund

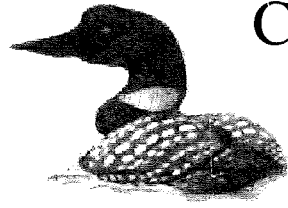
2025 Street Overlays

Braastad Farms ('02 construction)	\$	319,775
Pingers Plaza Metes and Bounds overlay & 7 th Street from 168 th Avenue to 170 th Avenue ('98 overlay)	\$	322,510
Ravenwood Estates ('98 overlay)	\$	52,130
Woodland Bluffs ('03 construction)	\$	47,596
Woodland Bluffs 2nd Addition ('03 construction)	\$	54,461

2025 Street Projects

Overlay-non MSA streets and roads	\$	796,471
Reconstruction-MSA-Crosstown Shopping Center -('98 rehab, '79 construct)	\$	2,420,000
Overlay - MSA - 181st Ave: Hwy 65 to Baltimore St (1/2 East Bethel)	\$	10,629
Overlay - MSA - McKay Dr: 600' E of Jackson St to 100' W of Taylor St	\$	40,685
Overlay - MSA - McKay Dr: 100' W of Taylor St to 183' W of Central Ave	\$	132,031

ANY
QUESTIONS?



CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, NOVEMBER 18, 2024

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, November 18, 2024 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund; City Engineer, Tom Collins; City Administrator, Denise Webster; Finance Director, Andrea Murff; and Deputy City Clerk, Dawnette Shimek

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

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

2.0 PUBLIC COMMENT

Mayor Kirkham stated that item 5.2 on the agenda will not be open for discussion and if there are concerns about this item, they should be brought up during public comment.

Christine Dahlman, 17540 Highway 65 NE, Ham Lake, Minnesota, stated that she is in favor of having a snowmobile trail constructed in the proposed plat of Elwell Farms. Ms. Dahlman stated with new City Councilmembers taking office, she wants the land in front of her house to be vacated as they have been maintaining it for 80 years. Ms. Dahlman also asked that if Tammy Gimpl, owner of Gratitude Farms, takes a dog from the City of Ham Lake, would the owner of the dog be required to pay Gratitude Farms to get the dog back.

Amber Hoppe, 1826 163rd Lane NE, Ham Lake, Minnesota, stated that she is for having the snowmobile access in the newly proposed Elwell development. Ms. Hoppe stated that they purchased their home in Ham Lake because of the snowmobile trail behind her lot and having the availability to leave the house on snowmobiles and access trails.

Bob Ross, 4637 169th Lane NE, Ham Lake, Minnesota, stated that running the snowmobile trail along Lexington Avenue NE, will be a problem with the future expansion of Lexington Avenue NE. Mr. Ross stated that City Council should look at the snowmobile industry and the need for the trail. Mr. Ross stated that the snowmobile club would maintain the trail. Mr. Ross added that snowmobiling needs to be brought back.

Josh Bydlon, 14744 4th Street NE, Ham Lake, Minnesota, stated that snowmobiling is one of the reasons he lives in Ham Lake. Mr. Bydlon stated that trails are disappearing and becoming extinct because of

developments. Mr. Bydlon introduced his son, Sam Bydlon. Sam stated it was a blessing to move to Ham Lake to be able to snowmobile to a friend's house and go snowmobiling. Sam added that taking the trails away would not be great.

John Hippe, 13935 Frazier Street NE, Ham Lake, Minnesota, stated he just heard about the proposed development and stated that he does not want the street connection. Mr. Hippe is wondering how much additional traffic this will cause if the road goes through. Mr. Hippe stated that he enjoys watching snowmobilers.

Engineer Collins stated that the Planning Commission discussed extending the street near Mr. Hippe's property, and it was determined that the Planning Commission would not be pursuing the connection.

Kent Anderson, member of the Rice Creek Trail Association, has attended the Planning Commission meetings and stated that the snowmobile trail is vital for the system for inner connectivity. Mr. Anderson stated that they are working with Joe Radach, the property developer, to come up with a satisfactory agreement. Mr. Anderson stated he would like to see a 20-foot-wide easement developed. Mr. Anderson stated that the City Council can use parkland dedication to designate the trail. Mr. Anderson stated that the trail easement would be best being located on high and dry land; but can go through wetlands. Mr. Anderson stated that a concern with placing the trail along the southern boundary and connecting to Lexington Avenue NE is a problematic solution because of utilities, etc. Mr. Anderson would like to set-up a meeting with the developer, City Council, City Staff, Board of Water and Resources to meet and discuss placement of a trail. Mr. Anderson stated that the trail would not be a part of the wetland bank and would need to be 20-feet wide and about 2,000-feet long and link with Lexington Avenue NE. Mayor Kirkham asked if a trail can be placed over a gas easement. Mr. Anderson stated that that would be a last resort, but there is an option that shows following the gas line easement.

John Pierce, 14331 Packard Street NE, Ham Lake, Minnesota, reiterated what others have said. Mr. Pierce wants a trail that will connect and work for everyone.

Joel Ritchie, 14137 Packard Street NE, Ham Lake, Minnesota, reiterated what others have said. Mr. Ritchie also is concerned with points of entry to the development and the "S" curve on 143rd Avenue NE is already troublesome and will be problematic with additional traffic. Mr. Ritchie stated that he abuts the northeast corner of the proposed development, and the gas line easement is a part of his property. Mr. Ritchie would like to keep the trail placement on the south end of the development. Mr. Ritchie stated he has concerns with the trail easement being dangerous for kids playing in the area if it was in his backyard.

Nathan Hoppe, 1826 163rd Lane NE, Ham Lake, Minnesota, stated that his wife spoke earlier and that Ham Lake is for country living where you can snowmobile and stop for food and drinks which increases tourism. Mr. Hoppe stated that he works for Polaris and can ride from his back yard. Mr. Hoppe added that losing trails hurts the snowmobile industry.

Todd Olson, 17023 Quincy Street NE, Ham Lake, Minnesota, stated that he has lived in Ham Lake for a long time and snowmobiling is slowly pulling away. Mr. Olson said he moved to Ham Lake because there is no city sewer and water and he does not want dense development. Mr. Olson stated that people move to Ham Lake for space.

Mayor Kirkham stated he spoke with Anoka County Commissioner Julie Braastad and she said when Lexington Avenue NE is widened between Bunker Lake Boulevard NE north to Coon Lake Beach, there will be a multi-use trail along Lexington Avenue NE. Councilmember Parranto stated he is totally supportive of having a snowmobile trail connection.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

Lt. Mendoza gave a summary of the Sheriff's Report for the month of October 2024.

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 November 4, 2024, Budget Meeting minutes of November 4, 2024, and Board of Canvass minutes of November 13, 2024
- 4.2 Approval of claims in the amount of \$528,099.31
- 4.3 Approval of the upgrade to the Emergency Siren Transmittal Equipment and Software
- 4.4 Approval of Ordinance No. 24-05 regarding extreme curves under Article 10 of the Ham Lake City Code
- 4.5 Approval of Findings of Fact Resolution No. 24-56 for 2509 Bunker Lake Boulevard NE
- 4.6 Approval of Resolution No. 24-57 scheduling a public hearing to vacate a portion of the drainage and utility easements on Lot 1, Block 6, Enchanted Estates and Lot 1, Block 7, Enchanted Estates
- 4.7 Approval of accepting the resignation of Public Works employee Matt Schommer
- 4.8 Approval of the Joint Powers Agreement (JPA) with Anoka County for Local Partnership in the project development of the Highway 65 Intersection Improvements at CSAH 116 (Bunker Lake Boulevard NE)

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

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Roger and Sue Haugen, S & R Developers LLC/Haugen Family Real Estate Trust, requesting Final Plat approval for Enchanted Estates 4th Addition (9 Single Family Residential lots) in Section 14

Motion by Kirkham, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve the Final Plat of Enchanted Estates 4th Addition in Section 14 as presented by Roger and Sue Haugen of S & R Developers LLC/Haugen Family Real Estate Trust, subject to reaching an agreement with the city regarding the terms of escrow for both buildings which would be the demolition cost plus fifty percent for the building on proposed Lot 8, Block 1 and the residing cost, plus fifty percent, for the building that needs to be resided on proposed Lot 9, Block 1, obtaining completion timelines for both of those projects, completing a right to trespass agreement with the city should the projects not be completed, meeting the requirements of the City Engineer and meeting all State, County and City requirements. All in favor, motion carried.

5.2 Joseph Radach of Contour Development LLC, requesting Sketch Plan approval for Elwell Farms (107 Single Family Residential lots and 4 outlots) in Section 36. (Previously reviewed by the Planning Commission on September 9, 2024)

Mayor Kirkham stated he would add to the motion that a snowmobile trail easement be further discussed with the developer and the snowmobile club. **Motion by Kirkham, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve the Revised Sketch Plan of Elwell Farms (107 Single Family Residential lots and 4 outlots) in Section 36 as presented Joseph Radach of Contour Development LLC subject to:**

- **Codification of wetland banking.**
- **Removal of the 137th Lane NE temporary cul-de-sac on the east side of Red Fox Hollow 2nd Addition, relocating the public utilities, paying the application fee for the subsequent public hearing for vacation of the cul-de-sac right-of-way beyond 66-feet and dedication of a 10-foot drainage and utility easement adjacent to the resulting 66-foot wide 137th Lane NE right-of-way.**
- **Outlot B conveyance to the adjacent 4611 139th Lane NE parcel.**
- **Relocation of the 4611 139th Lane NE driveway to Street A.**
- **Notification to the 4611 139th Lane NE property owner of the resulting address change from 139th Lane NE to Opal Street NE.**
- **Extinguishment of the ingress/egress easement per Anoka County Document #486528.**
- **Flint Hills Resources (Minnesota Pipeline) approval.**
- **Future plan submittals to include all removals, including existing buildings, accessory buildings and farm buildings.**
- **Existing wells will need to be sealed per Minnesota Department of Health requirements and proof submitted to the Building Official.**
- **The existing septic systems, including tanks, will need to be abandoned per MPCA requirements and proof submitted to the Building Official.**
- **Demolition permit applications submitted to the Building Official.**
- **Coon Creek Watershed District approval.**
- **Plans showing the existing pond being brought into Minnesota Stormwater Manual slope compliance - 4:1 slope above the normal water level and a 10:1 bench to one-foot below the normal water level.**
- **FEMA Letter of Map Amendments for the lots within the Zone A designation.**
- **Submittal of a habitat assessment/survey due to the possibility of rare, threatened or endangered species per the June 13th DNR Natural Heritage Review.**
- **Making a modification to Lot 107 to show additional parkland dedication for access to fishing pier.**
- **Requiring the developer, snowmobile club, and two Councilmembers to discuss options for placement of a snowmobile trail easement within the development.**
- **Meeting the requirements of the City Engineer**
- **Meeting all City, State and County requirements.**

All in favor, motion carried.

6.0 **ECONOMIC DEVELOPMENT AUTHORITY – None**

7.0 APPEARANCES

7.1 Finance Director Andrea Murff, 3rd Quarter Financial Report

Finance Director Murff gave the financial report for the 3rd Quarter of 2024. Finance Director Murff reported on the Overall Cash Position by Fund Type being down approximately \$2.7 million from December 31st, 2023. This is due to General Fund operation expenditures, the development of the Crosstown Business Park, the annual bond payment, the purchase of a pumper truck for Fire Station #3 and various street and park projects. The Cash Balances by Fund Compared to Prior Year had also decreased due to City Projects such as building and equipping Fire Station #3 and Park upgrades. The Revolving Street Fund decreased due to 2024 Bituminous project and reconstruction of Creek Valley and Meadow Park. The overall General Fund had expenditures in excess of revenues due to not yet receiving the tax settlement from Anoka County. Expenditures were over all favorable by coming in slightly under budget for the quarter. Finance Director Murff spoke about the City's investments continuing to rebound from previous years and coming in higher than budgeted. The City Council thanked Finance Director Murff.

8.0 CITY ATTORNEY

Attorney Bergland stated he is working on the City Code Wetland Banking Ordinance and a public hearing has been scheduled to be held before the Planning Commission.

9.0 CITY ENGINEER

Engineer Collins stated that the city did not receive the grant for the Southwest Constance Boulevard NE and Highway 65 NE backage road improvement. Engineer Collins stated the project can continue moving forward and a grant request will be re-submitted in June 2025.

Mayor Kirkham asked the status of the frontage road project located south of Holiday Stationstores on the southeast corner of Crosstown Boulevard NE. Engineer Collins stated that the Holiday Plat is ready to be filed. Engineer Collins stated that they do not know if the funding for the road will go through. Mayor Kirkham stated that Congressman Tom Emmer may need to ask for support from Senator Tina Smith.

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Parranto stated that he would like to be included in the snowmobile trail discussions.

11.2 Announcements and future agenda items

Councilmember Kirkeide stated he would like to schedule a Code Committee prior to the regularly scheduled City Council meeting on December 2, 2024 at 5:00 p.m. to discuss variances and to explore the definition of a hardship; and the City Code relating to noise and ATV's.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:51 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
December 2, 2024

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		11/19/24 - 12/02/24	
EFT	# 2183 - 2191	\$	10,642.79
REFUND CHECKS	# 66701 - 66703	\$	7,650.00
CHECKS	# 66704 - 66731	\$	51,932.91
BANK DRAFTS	DFT0002805 - DFT0002812	\$	30,389.53
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$</u>	<u>100,615.23</u>
PAYROLL CHECKS			
11/27/24	Direct Deposits	\$	42,809.46
11/27/24	Adjustment to direct deposit	\$	(338.43)
TOTAL PAYROLL CHECKS		<u>\$</u>	<u>42,471.03</u>
VOID CHECKS			
CHECKS			
ZERO CHECKS	#66728 - 66730	\$	-
ZERO EFT		\$	-
BANK DRAFTS		\$	-
TOTAL VOIDS		<u>\$</u>	<u>-</u>
TOTAL OF ALL PAYMENTS		<u>\$</u>	<u>143,086.26</u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 2ND DAY OF DECEMBER 2024

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Packet: ARPKT01263 - 11/26/24 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00209	EKN PROPERTIES & SERVICES	11/26/2024	66701	2,500.00
00598	TOUCHDOWN TILE	11/26/2024	66702	5,000.00
00602	NICOLE KJOBERG	11/26/2024	66703	150.00
Total Refund Amount:				7,650.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	7,650.00
Revenue Totals:	7,650.00

General Ledger Distribution

Posting Date: 11/26/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-7,650.00	Yes
890-11501	Misc receivables	7,650.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-7,650.00	
999-20702	Due to other funds	7,650.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2183	BRODIN PRESS	DEC HAM LAKER	Editing	211-41704-3125	900.00
2184	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2184	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2184	CMT JANITORIAL SERVICES	FIRE #3	Cleaning service	100-42202-3430	387.00
2184	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2184	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2184	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2184	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2185	DELTA DENTAL PLAN OF MINN	DEC COBRA - DK	COBRA receivable	100-11502	51.04
2185	DELTA DENTAL PLAN OF MINN	DEC DENTAL	Dental Insurance	100-21711	922.58
2186	FES, INC	FIRE BOOTS	Clothing & personal protectiv	100-42201-2210	220.00
2187	GRAINGER	SAFETY SIGNS VINYL	Building repair & maintenanc	100-43104-2310	2.70
2187	GRAINGER	SAFETY SIGN VINYL	Building repair & maintenanc	100-43104-2310	2.63
2188	JOHN WITKOWSKI	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
2189	METRO SALES INC	SEPT - NOV COLOR COPIES	Equipment rentals	100-41701-3320	560.26
2189	METRO SALES INC	SEPT - NOV B/W COPIES	Equipment rentals	100-41701-3320	82.08
2189	METRO SALES INC	SEPT - NOV COPIER LEASE	Equipment rentals	100-41701-3320	1,206.24
2189	METRO SALES INC	SEPT - NOV COLOR COPIES	Equipment rentals	100-42401-3320	293.35
2189	METRO SALES INC	SEPT - NOV COPIER LEASE	Equipment rentals	100-42401-3320	565.26
2189	METRO SALES INC	SEPT - NOV B/W COPIES	Equipment rentals	100-42401-3320	42.75
2190	O'REILLY AUTOMOTIVE STORE	#78 BALL JOINTS	Vehicle parts & supplies	100-43101-2340	313.56
2190	O'REILLY AUTOMOTIVE STORE	#81 LICENSE LITE	Vehicle parts & supplies	100-43101-2340	7.59
2190	O'REILLY AUTOMOTIVE STORE	#74 CORE RETURNS	Vehicle parts & supplies	100-43101-2340	-44.00
2190	O'REILLY AUTOMOTIVE STORE	HYDRAULIC CHANGEOVER	Covid 19	100-41701-4153	3,285.89
2191	VESTIS	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	94.26
2191	VESTIS	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2191	VESTIS	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.61
66704	AARON COPELAND	SAFETY BOOTS	Clothing & personal protectiv	100-44101-2210	150.00
66705	ANOKA COUNTY TREASURY D	NOV BROADBAND CITY HALL	Internet & website	100-41707-3220	37.50
66705	ANOKA COUNTY TREASURY D	NOV BROADBAND FIRE #2	Internet	100-42201-3220	75.00
66706	ARCHITECT MECHANICAL INC	CHECK CITY HALL HVAC FOR B	Building repair & maintenanc	100-41702-3420	320.00
66707	CARGILL SALT DIVISION	2024 STORAGE FEES	Salt & sand	100-43102-2710	1,920.00
66708	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	109.43
66708	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	55.07
66708	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	62.07
66708	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	117.24
66708	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	38.57
66708	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	95.84
66708	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	58.92
66709	COMCAST BUSINESS	DEC FIRE #1 ADD'L CABLE BOX	Rentals-other	100-42201-3390	11.33
66710	DAVID PROKASH	PAYROLL EFT RETURNED PPE	Wages & salaries-PT	100-41302-1120	201.00
66711	DEARBORN LIFE INS CO	DEC VOL LIFE	Life Insurance	100-21714	177.90
66711	DEARBORN LIFE INS CO	DEC LIFE	Life Insurance	100-21714	57.60
66712	DEHN OIL CO	225 GAL GASOLINE	Fuel	100-43101-2230	498.61
66712	DEHN OIL CO	155 GAL. DIESEL	Fuel	100-43101-2230	366.00
66713	EMERGENCY APPARATUS MTC	E-3 AIR TANK, COOLANT SHUT	Fire apparatus repair & maint	100-42201-3450	3,632.14
66714	ERIK SKOGQUIST	4TH	Assessing/property tax admin	100-41403-3105	10,462.27
66715	FRANCES PROKASH	PAYROLL EFT RETURNED PPE	Wages & salaries-PT	100-41302-1120	24.00
66716	HAM LAKE HAULERS INC	3RD QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
66717	HEALTH PARTNERS INC	NOV EAP	Other professional services	100-41701-3190	22.10
66718	JOHN YTTRENESS	MEGA APPLIANCE - STOVE RE	Building repair & maintenanc	100-44202-3420	300.00
66719	KINGS III EMERGENCY COMM	DEC ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
66720	MARY WELLS	4TH QTR ASSESSING	Assessing/property tax admin	100-41403-3105	10,462.27
66721	MENARDS-BLAINE	LATH, OUTLET PLATES, STRAP	Building repair & maintenanc	100-43104-2310	51.59

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66722	MENARDS-CR	SURGE PROT, APPL BULBS,MO	Operating supplies	100-43101-2290	37.84
66723	NORTHLAND CHEMICAL CORP	HAND CLEANER & SOAP DISP	Building repair & maintenanc	100-43104-2310	149.33
66724	PTL TIRE INC	U-2 TIRE REPAIR	Fire apparatus repair & maint	100-42201-3450	38.25
66725	ROOFERS OF MINNESOTA CO	REFUND PERMIT #2024-0113	Surcharge	100-22801	1.00
66725	ROOFERS OF MINNESOTA CO	REFUND PERMIT #2024-0113	Building permits	100-32201	60.00
66726	SCHAEFFER MANUFACTURIN	SIMPLEX SUPREME	Operating supplies	100-43101-2290	781.63
66727	US BANK CORPORATE PAYME	HIBACHI GRILL-REIMBURSABL	Other Misc Receivables	100-11503	28.07
66727	US BANK CORPORATE PAYME	U OF M-Mark J Bldg InspecTra	Prepaid expense	100-15501	1,175.00
66727	US BANK CORPORATE PAYME	U OF M-Tom D Build Inspec Tr	Prepaid expense	100-15501	475.00
66727	US BANK CORPORATE PAYME	ZOOM-NOV ZOOM-DW	Dues & subscriptions	100-41201-3920	13.83
66727	US BANK CORPORATE PAYME	LIVING DOT-LivingDot Cancell	Internet & website	100-41301-3220	-150.00
66727	US BANK CORPORATE PAYME	AMAZON-clipboards-NW	Office supplies	100-41302-2110	38.73
66727	US BANK CORPORATE PAYME	IOS-dymo labels, finger grips-	Office supplies	100-41302-2110	35.33
66727	US BANK CORPORATE PAYME	IOS-Rubber fingers-DW	Office supplies	100-41302-2110	4.71
66727	US BANK CORPORATE PAYME	IOS-dymo labels-NW	Office supplies	100-41302-2110	119.52
66727	US BANK CORPORATE PAYME	AMAZON-prong fasteners-NW	Office supplies	100-41401-2110	12.99
66727	US BANK CORPORATE PAYME	SP WANKE ASSOC.-check scan	Office supplies	100-41401-2110	46.45
66727	US BANK CORPORATE PAYME	AMAZON-File sorter-NW	Office supplies	100-41401-2110	23.00
66727	US BANK CORPORATE PAYME	IOS-toner Jennifer-NW	Office supplies	100-41601-2110	157.41
66727	US BANK CORPORATE PAYME	IOS-Paper Pads-AM	Office supplies	100-41701-2110	5.55
66727	US BANK CORPORATE PAYME	IOS-Post It-AM	Office supplies	100-41701-2110	8.90
66727	US BANK CORPORATE PAYME	IOS-folders, envelopes-NW	Office supplies	100-41701-2110	29.41
66727	US BANK CORPORATE PAYME	AMAZON-Batteries for doorbe	Operating supplies	100-41701-2290	9.39
66727	US BANK CORPORATE PAYME	AMAZON-Coffee and Creamer	Operating supplies	100-41701-2290	56.24
66727	US BANK CORPORATE PAYME	IOS-tape measure-NW	Operating supplies	100-41701-2290	7.44
66727	US BANK CORPORATE PAYME	IOS-D Batteries-AM	Operating supplies	100-41701-2290	9.76
66727	US BANK CORPORATE PAYME	IOS-Garbage Liner-AM	Operating supplies	100-41701-2290	39.06
66727	US BANK CORPORATE PAYME	IOS-Soap-AM	Operating supplies	100-41701-2290	14.37
66727	US BANK CORPORATE PAYME	AMAZON-name plates; mvk, a	Operating supplies	100-41701-2290	27.06
66727	US BANK CORPORATE PAYME	AMAZON-stain remover-NW	Operating supplies	100-41701-2290	83.80
66727	US BANK CORPORATE PAYME	IOS-trash bags, paper towels-	Operating supplies	100-41701-2290	145.67
66727	US BANK CORPORATE PAYME	IOS-paper towels-NW	Operating supplies	100-41701-2290	50.34
66727	US BANK CORPORATE PAYME	IOS-TOILET PAPER-AM	Operating supplies	100-41701-2290	69.87
66727	US BANK CORPORATE PAYME	IOS-Paper Towels-AM	Operating supplies	100-41701-2290	74.50
66727	US BANK CORPORATE PAYME	PANTHEON-website-NW	Internet & website	100-41707-3220	350.00
66727	US BANK CORPORATE PAYME	AMAZON-rechargeable 6V batt	Office supplies	100-42201-2110	29.89
66727	US BANK CORPORATE PAYME	AMAZON-exit sign batteries-N	Operating supplies	100-42201-2290	51.10
66727	US BANK CORPORATE PAYME	AMAZON-first aid kits-NW	Operating supplies	100-42201-2290	71.20
66727	US BANK CORPORATE PAYME	IOS-c fold/paper towels, tp, ur	Operating supplies	100-42201-2290	222.79
66727	US BANK CORPORATE PAYME	AMAZON-dispenser hand soa	Operating supplies	100-42201-2290	99.00
66727	US BANK CORPORATE PAYME	AMAZON-6V battery-NW	Operating supplies	100-42201-2290	16.89
66727	US BANK CORPORATE PAYME	AMAZON-Surface Pro cases-N	Capital assets	100-42201-5110	366.00
66727	US BANK CORPORATE PAYME	CONNECTED SOLUTIONS-Tabl	Capital assets	100-42201-5110	7,408.88
66727	US BANK CORPORATE PAYME	IOS-prong fasteners-NW	Office supplies	100-42401-2110	6.18
66727	US BANK CORPORATE PAYME	IOS-pens-NW	Office supplies	100-42401-2110	24.99
66727	US BANK CORPORATE PAYME	AMAZON-desk phone cord-N	Operating supplies	100-42401-2290	18.53
66727	US BANK CORPORATE PAYME	AMAZON-Plastic folders-NW	Office Supplies	100-43101-2110	19.49
66727	US BANK CORPORATE PAYME	BP-NON-OXY FUEL-JC	Fuel	100-43101-2230	151.87
66727	US BANK CORPORATE PAYME	IOS-trash bags-NW	Operating supplies	100-43101-2290	71.17
66727	US BANK CORPORATE PAYME	AMAZON-socket organizer-N	Small tools	100-43101-2410	39.98
66727	US BANK CORPORATE PAYME	AMAZON-socket organizer-N	Small tools	100-43101-2410	53.20
66727	US BANK CORPORATE PAYME	MN STATE COLLEGES-DOT INS	Training/conferences/schools	100-43101-3510	110.00
66727	US BANK CORPORATE PAYME	IOS-toilet paper-DW	Operating supplies	100-44201-2290	69.18
66731	WARREN HOFFMAN SOD CO.	2024 NAPLES WELL USAGE	Rentals-other	100-42201-3390	800.00
66731	WARREN HOFFMAN SOD CO.	2024 LEXINGTON WELL USAG	Rentals-other	100-42201-3390	800.00
DFT0002805	MN STATE DEPT OF REVENUE-	OCT '24 FUEL TAX	Fuel	100-43101-2230	116.00
DFT0002806	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,110.00
DFT0002806	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002807	EMPOWER-HCSP	PTO Pay Out	Other payroll deductions	100-21706	338.43
DFT0002808	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,573.08

Council Approval List

Payment Dates: 11/19/2024 - 12/2/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002808	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,810.12
DFT0002808	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,100.46
DFT0002809	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,823.05
DFT0002810	PERA	Retirement-Coordinated	PERA	100-21703	7,413.96
DFT0002810	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002810	PERA	Retirement-Police & Fire	PERA	100-21703	1,280.53
DFT0002811	US POSTMASTER	REPLENISH POSTAGE METER	Postage	100-41701-2120	500.00
DFT0002812	US POSTMASTER	NOV SR CENTER POSTAGE	Postage Liability	100-20204	42.22
				Grand Total:	92,965.23

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	83,937.73
211 - HAM LAKER	900.00
231 - RECYCLING	8,127.50
Grand Total:	92,965.23

Account Summary

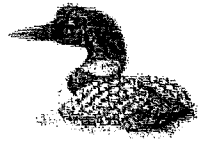
Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	51.04
100-11503	Other Misc Receivables	28.07
100-15501	Prepaid expense	1,650.00
100-20204	Postage Liability	42.22
100-21701	Federal WH/FICA/MC	15,483.66
100-21702	State W/H	2,823.05
100-21703	PERA	8,776.17
100-21704	Deferred compensation	2,310.00
100-21706	Other payroll deductions	338.43
100-21711	Dental Insurance	922.58
100-21714	Life Insurance	235.50
100-22801	Surcharge	1.00
100-32201	Building permits	60.00
100-41201-3920	Dues & subscriptions	13.83
100-41301-3220	Internet & website	-150.00
100-41302-1120	Wages & salaries-PT	225.00
100-41302-2110	Office supplies	198.29
100-41401-2110	Office supplies	82.44
100-41403-3105	Assessing/property tax a	20,924.54
100-41601-2110	Office supplies	157.41
100-41701-2110	Office supplies	43.86
100-41701-2120	Postage	500.00
100-41701-2290	Operating supplies	587.50
100-41701-3190	Other professional servi	22.10
100-41701-3210	Phones/radios/pagers	39.17
100-41701-3320	Equipment rentals	1,848.58
100-41701-4153	Covid 19	3,285.89
100-41702-3420	Building repair & mainte	320.00
100-41702-3430	Cleaning service	765.00
100-41702-3620	Natural gas	109.43
100-41707-3220	Internet & website	387.50
100-42201-2110	Office supplies	29.89
100-42201-2210	Clothing & personal prot	220.00
100-42201-2290	Operating supplies	460.98
100-42201-3220	Internet	75.00
100-42201-3390	Rentals-other	1,611.33
100-42201-3450	Fire apparatus repair &	3,670.39
100-42201-5110	Capital assets	7,774.88
100-42202-3430	Cleaning service	699.00
100-42202-3620	Natural gas	117.14
100-42401-2110	Office supplies	31.17
100-42401-2290	Operating supplies	18.53
100-42401-3320	Equipment rentals	901.36
100-43101-2110	Office Supplies	19.49
100-43101-2210	Clothing & personal prot	244.26
100-43101-2230	Fuel	1,132.48
100-43101-2240	Safety supplies	14.99
100-43101-2290	Operating supplies	890.64
100-43101-2340	Vehicle parts & supplies	277.15
100-43101-2410	Small tools	93.18

Account Summary

Account Number	Account Name	Payment Amount
100-43101-3510	Training/conferences/sc	110.00
100-43102-2710	Salt & sand	1,920.00
100-43104-2310	Building repair & mainte	206.25
100-43104-3430	Cleaning service	148.00
100-43104-3620	Natural gas	117.24
100-44101-2210	Clothing & personal prot	209.61
100-44102-3620	Natural gas	134.41
100-44201-2290	Operating supplies	69.18
100-44202-3420	Building repair & mainte	300.00
100-44202-3430	Cleaning service	300.00
100-44202-3620	Natural gas	58.92
211-41704-3125	Editing	900.00
231-43601-3630	Waste management & r	8,127.50
	Grand Total:	<u>92,965.23</u>

Project Account Summary

Project Account Key	Payment Amount
None	84,837.73
231001001	8,127.50
	<u>92,965.23</u>
	Grand Total:



City of Ham Lake, MN.

EFT Payroll Check Register Report Summary

Pay Period: 11/10/2024-11/23/2024

Packet: PYPKT01687 - PPE 11/23/24 PAID 11/27/24
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	37	42,809.46
Total	37	42,809.46

Payroll Summary Register

City of Ham Lake, MN

11/26/2024 8:44:18 AM

Department Summary

Packet PYPKT01688 - PPE 11/23/24 PAID 11/27/24 MS CORRECTION

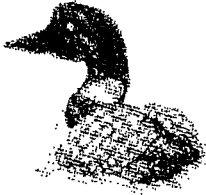
Pay Period: 11/25/2024 - 11/25/2024

Payroll Set 01 - City of Ham Lake

Department 44101 - Parks

Total Earnings	<u>0.00</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>338.43</u>	Total Employer Expenses	<u>0.00</u>		
Total Taxes	<u>0.00</u>				
	<hr/>	Total Direct Deposits	<u>0.00</u>	Correction Reversal	1
Net Pay	-338.43	Total Check Amount	-338.43	Correction Replacement	1

Meeting Date: December 2, 2024



CITY OF HAM LAKE

STAFF REPORT

To: Personnel Committee

From: Denise Webster, City Administrator, on behalf of the Personnel Liaison's

Subject: Closing of (non-emergency City Operations) on Christmas Eve

Introduction/Discussion:

Christmas Eve falls on Tuesday this year, and four hours on this day is holiday pay. Normally, there is very little, if any, business transacted in City Hall prior to the noon closing time on this day. I discussed with the Personnel Liaisons, Mayor Kirkham and Councilmember Doyle and requested consideration that non-emergency city operations be closed the full day on Christmas Eve. They agree that this is reasonable.

Recommendation: The Personnel Liaison's and I are recommending approval of closing non-emergency City operations on Christmas Eve. In accordance with the Employee Handbook, hourly employees will have the option to choose to use PTO/comp time or take no pay for the remaining non-holiday hours on this day. Exempt employees will need to use 5 hours of PTO/comp time.

Meeting Date: December 2, 2024

CITY OF HAM LAKE
STAFF REPORT

To: Mayor Kirkham and Councilmembers
From: Mike Raczkowski, Fire Chief
Item/Title/Subject: Additional Captain

Introduction/Discussion:

There used to be six Captains for the two Fire Station. Now, with the recent addition of Fire Station 3, the captains have been spread out to cover each Fire Station, leaving two Captains at the three each Fire Stations. Based on the number of personnel at Fire Station 2, I feel there is a need for an additional Captain. The additional Captain will give direction to truck crews and support at incidents. This additional cost will be minimal, averaging around \$150 yearly.

Recommendation:

I recommend approving an additional Captain position and increasing the number of captains to from six to seven for the Fire Department. If approved, I will conducting interviews in the next few months for the Captain position.

Meeting Date: December 2, 2024



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Item/Title/Subject: Animal Humane Society (AHS) Letter of Understanding for Impound Housing Services for 2025

Introduction/Discussion: There were no significant contract differences from 2024 to 2025. There will still be a yearly price increase of 5% on Administrative, Stray hold and Quarantine Fees, but fees for DOA, Quarantine extra days and Dangerous dog fees will remain the same.

NOTE: City of Ham Lake is responsible for fees if the owner does not reclaim by the last day of the stray hold.

Recommendation: I recommend approving the Animal Humane Society Letter of Understanding for Impound services for 2025.

Denise Webster

From: Mara Gallagher <mgallagher@animalhumanesociety.org>
Sent: Friday, November 15, 2024 11:36 AM
Cc: Erin Delmore; Astrid Roed; Shannon Houg
Subject: Animal Humane Society - 2025 City Impound Services

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

Dear Municipal Administrator,

Animal Humane Society's partnership with local municipalities improves the lives and welfare of animals as well as the impact they have on people in our community. We look forward to continuing our partnership with you in 2025.

Between all the municipalities we worked with, we impounded about 1,000 animals last year, evenly split between our Woodbury and Coon Rapids locations. We are happy to share that 66.2% of dogs got reunited with their families and 22.2% of cats. Looking at national averages, about 5-10% of dogs and 1-2% of cats entering shelters are usually reunited with owners.

We made a lot of changes last year, and we do not have any significant programmatic or contract differences for 2025. We still have a yearly price increase of 5% on Admin, Stray hold and Quarantine Fees, but remain the same for DOA, Quarantine extra days & Dangerous Dog fees. Later today, you will receive the contract digitally in an email via Adobe sign from Mara Gallagher, AHS Director of Finance. The email will include all instructions needed for signing and returning the document.

If you have any questions about the program in general, please feel free to contact Erin Delmore, Director of Shelter Operations at the email or phone number below. If you have any questions about specific billing issues or animals, please contact Astrid Roed, our site manager in Woodbury or Shannon Houg, our site manager in Coon Rapid.

Thank you for helping us keep people and pets together!

Sincerely,

Erin Delmore, Director of Shelter Operations
Animal Humane Society
edelmore@animalhumanesociety.org
763-489-1580

Animal Humane Society, Woodbury
c/o Astrid Roed, Site Manager
9785 Hudson Rd
Woodbury, MN 55125
aroed@animalhumanesociety.org
(651) 788-4675

Animal Humane Society, Coon Rapids
c/o Shannon Houg, Site Manager
1411 Main St NW
Coon Rapids, MN 55448
shoug@animalhumanesociety.org

(763) 432-4856

Mara Gallagher

Director of Finance

Office: 763-432-4827

animalhumanesociety.org



animal humane society

**Animal Humane Society
and
City of Ham Lake**

**Letter of Understanding for Impound Housing Services
2025**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are lawfully retrieved by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. AHS is unable to house wildlife or farm animals.
 - i. Exceptions can be made for chickens with prior approval of the site manager at AHS.
 - c. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - d. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - e. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - g. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - h. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - i. AHS will follow internal policy and best practice for unclaimed animals. **City of Ham Lake** may request and view AHS policies at any time.

2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.

- b. Animal Control Officer or Community Service Officer must reach out to their designated AHS contact for guidance prior to any seized animal being brought to AHS that is not stray or abandoned. Ability to house animals that are not stray or abandoned is not guaranteed through this contract.
 - c. AHS has the sole authority for the disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period.
 - d. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.
 - e. AHS is not responsible for collecting any fees from an owner for a municipality.
3. **City of Ham Lake** agrees to:
- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
 - b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
 - c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
 - d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
 - e. Pay the designated fees for each animal cared for from your municipality.
 - i. AHS will charge a standard hold fee for stray and abandoned animals of \$236 per canine or feline and a \$54 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
 - ii. AHS will charge an additional fee of \$650 for stray and abandoned animals with a legally mandated hold or quarantine that is not a 5-day stray hold.
 - 1. This fee covers up to 10 days of care and will usually be associated with a rabies quarantine after a bite.
 - 2. Holds lasting longer than 10 days will be charged a fee of \$65 per day.
 - 3. This fee will be charged to the municipality independent of who claims the animal.
 - iii. Animals that are deemed dangerous or potentially dangerous or animals that require multiple runs to house safely will have an added surcharge of \$75 per day.
 - iv. AHS will charge a \$27 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.
 - v. AHS will charge a \$75 DOA (administrative/processing/cremation) fee for disposal of any cadavers brought to an AHS facility by a representative of the municipality.
 - f. Adhere to AHS policy and best practice for unclaimed animals. **City of Ham Lake** may request and view AHS policies at any time.

- g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after-hours drop off.
- h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
- i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.

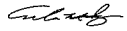
4. Administration

- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
- b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
- c. Any billing disputes must be raised within 10 days of receipt of billing.
- d. The AHS agrees to maintain all data received from **City of Ham Lake** in the same manner as **City of Ham Lake** as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- e. Insurance Requirements.
 - i. Liability. AHS agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Upon request **City of Ham Lake** shall be named as an additional insured.
 - ii. Automobile Liability. If AHS operates a motor vehicle in performing the services under this agreement, AHS shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.
 - iii. Workers' Compensation. AHS agrees to comply with all applicable workers' compensation laws in Minnesota.
 - iv. Certificate of Insurance. Upon request, AHS shall deliver to **City of Ham Lake** a Certificate of Insurance as evidence that the above coverages are in full force and effect.
- f. Indemnification:
 - i. AHS. To the fullest extent permitted by law, AHS agrees to defend and indemnify **City of Ham Lake**, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of AHS, AHS's subcontractor(s), or anyone directly or indirectly employed or hired by AHS, or anyone for whose acts AHS may be liable. AHS agrees this indemnity obligation shall survive the completion or termination of this agreement.

- ii. **City of Ham Lake.** To the fullest extent permitted by law, **City of Ham Lake** agrees to defend and indemnify AHS, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of **City of Ham Lake**, or anyone directly or indirectly employed or hired by **City of Ham Lake**, or anyone for whose acts **City of Ham Lake** may be liable. **City of Ham Lake** agrees this indemnity obligation shall survive the completion or termination of this agreement.
- g. **Audit.** Pursuant to Minn. Stat. 16C.05, Subd. 5, AHS agrees that the books, records, documents, and accounting procedures and practices of AHS or other party, that are relevant to the contract or transaction, are subject to examination by the City and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. AHS agrees to maintain these records for a period of six years from the date of termination of this Agreement.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. If the municipality brings animals to AHS without a signed contract, it will be assumed that the agreement is extended for term of the next contract. The agreement can be ended at any time by either party with a 30 day written notice.

This agreement is entered into on the 15 day of November, 202²⁴ by



Eileen Lay, COO and CFO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title

Signed on behalf of Municipal Authority

Printed Name and Title

Email Address to send invoices

Meeting Date: December 2, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Subject: Hiring Public Works part-time Seasonal/On-Call Snowplow Operator

Introduction: I am recommending the hiring of seven Public Works part-time seasonal/on-call snowplow operators. At this time, we are still actively seeking applicants, and in the future, may recommend additional personnel to fill open spots.

Recommendation: Listed below are the individuals that are being recommended for the Public Works part-time seasonal/on-call snowplow operator position.

Gregory Meister, Ted Kobold and Mark Pederson will be at a pay rate of \$21.01 per hour as new hires.

David Erickson, Keith Schreifels and Mark Maddich will be at a pay rate of \$22.35 per hour as returning hires.

Craig Pomplun will be at a pay rate of \$31.36 per hour as a returning hire with a CDL and multiple years of experience working for Ham Lake Public Works Department.

Meeting Date: December 2, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Subject: Hiring Public Works part-time Warming House Attendants

Introduction: I am recommending the hiring of two Public Works part-time warming house attendants. At this time, we are still actively seeking applicants, and in the future, may recommend additional personnel to fill open spots.

Recommendation: Listed below are the individuals that are being recommended for the Public Works part-time warming house attendant position.

Cole Hanson, Sara Copeland and Ryland Brown will be at a pay rate of \$15.00 per hour as a new hire.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Way of the Shepherd Previous Gambling Permit Number: X- 33956-24-023
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 411916137
Mailing Address: 13200 Central Avenue NE
City: Blaine State: MN Zip: 55434 County: Anoka
Name of Chief Executive Officer (CEO): Thaddeus Arrowsmith
CEO Daytime Phone: 763-862-9110 CEO Email: thaddeus_arrowsmith@wayoftheshepherd.org
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): administrator@wayoftheshepherd.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Majestic Oaks Golf Club
Physical Address (do not use P.O. box): 701 Bunker Lake Blvd. NE
Check one:
 City: Ham Lake Zip: 55304 County: Anoka
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 02/28/25
Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

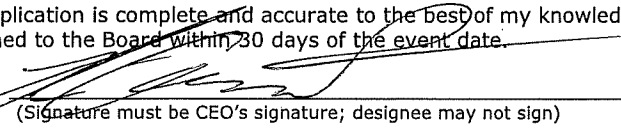
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 11-25-24

(Signature must be CEO's signature; designee may not sign)

Print Name: Thaddeus Arrowsmith

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

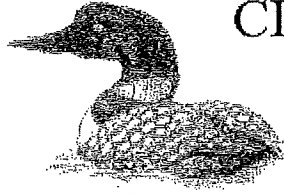
Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



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, NOVEMBER 25, 2024

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: November 12, 2024

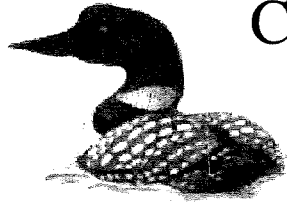
PUBLIC HEARINGS:

6:01 p.m. Consideration of amendments to Article 9 of the Ham Lake City Code related to adding Wetland Banking as a Conditional Use in R-A (Rural Single Family Residential) zoning.

NEW BUSINESS: None

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, NOVEMBER 25, 2024

The Ham Lake Planning Commission met for its regular meeting on Monday, November 25, 2024, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Jeff Entsminger, David Ross, Jonathan Fisher and Erin Dixon

MEMBERS ABSENT: Commissioner Dave Ringler

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

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Ross, seconded by Dixon, to approve the minutes of the November 12, 2024, Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Consideration of amendments to Article 9 of the Ham Lake City Code related to adding Wetland Banking as a Conditional Use in R-A (Rural Single Family Residential) zoning

Chair Pogalz asked Attorney Berglund to present the facts related to the proposed amendment to Article 9 of the Ham Lake City Code. Attorney Berglund stated approximately a year ago, discussion started about allowing wetland banks in the city when a Ham Lake landowner approached the city to discuss converting a sod farm into a wetland bank. Attorney Berglund stated developers are required to preserve a portion of the land they intend to develop as wetland. Attorney Berglund stated when wetland areas are used for development, wetland bank credits can be purchased from a wetland bank to offset the amount of wetland that is impacted within a development. Attorney Berglund stated developers can find, and buy, credits from wetland banks, established by private landowners, via a website maintained by the Board of Water and Soil Resources (BWSR), which is one of the agencies that regulates and monitors wetland banks. Attorney Berglund stated private landowners must comply with rules and requirements of BWSR and the city and area watershed district regulations where the wetland bank is located. Attorney Berglund stated the developer must go through several processes to establish the wetland bank. Attorney Berglund stated a developer is restricted from selling wetland

bank credits until the wetland bank meets certain criteria. Attorney Berglund stated wetland bank areas are valuable and can presently generate revenue of approximately \$100,000 an acre, but developers also incur start-up expenses related to engineering of a wetland bank plan, and BWSR application costs. Attorney Berglund stated various factors were researched and considered when the city began to explore the allowance of wetland banks. Attorney Berglund stated he found that cities themselves typically own wetland banks and sell the credits though that is not a requirement. Attorney Berglund stated currently there is one wetland bank in Ham Lake that was created by the Metropolitan Airports Commission (MAC) when a runway was extended at the Blaine airport. Attorney Berglund stated the MAC bought the land to create a wetland bank and put a fence around the area; nothing further can be done with that land due to wetland bank regulations. Attorney Berglund stated when a wetland bank is established, it is to remain in its approved wetland state in perpetuity and regulators monitor it forever. Attorney Berglund stated the applicant, or owner of the land, is presumably the one that is to be responsible for maintenance of the land in perpetuity. Attorney Berglund stated the city must consider what may happen to the land when the applicant has made all the money they can make on the land, become disinterested in the land and potentially abandon it. Attorney Berglund stated consideration needs to be given to who would end up owning the land, which would likely be the city. Attorney Berglund stated staff and council members expressed that there should be some benefit to the public if wetland banks are allowed within the city since the land must remain in a natural state forever. Attorney Berglund stated that is why language about constructing a trail or paying a monetary parkland dedication fee per wetland bank acre, was incorporated into the proposed ordinance. Attorney Berglund stated, the proposed language considers several things. Attorney Berglund stated, first, the language defines what a wetland bank is, which is derived from Minnesota Rules; reference is made to the specific rule numbers so if the rules change over time, the city's ordinance changes too. Attorney Berglund stated the city intends to establish a monitoring fee, that will be added to the city's fee schedule, for any required monitoring activity assigned to the Local Government Unit (LGU) within the first five years. Attorney Berglund stated there is constant monitoring of the wetland bank area during the first five years to ensure all standards and procedures related to the establishment of a wetland banking area are met and followed. Attorney Berglund stated the Coon Creek Watershed District (CCWD) is one of three watershed districts within city limits. Attorney Berglund stated the CCWD will monitor wetland bank areas within their district and the City Engineer will monitor wetland bank areas that are within the Upper Rum River and Sunrise River Watershed Management Organizations areas. Attorney Berglund stated Paragraph C states a maintenance fee of 3% of the value of each wetland bank credit sold will be charged by the city to developers of wetland bank areas. Attorney Berglund stated wetland banks will be monitored by the state in perpetuity. Attorney Berglund stated when a wetland bank owner has sold all the credits available in the wetland bank, it is possible that person or organization may abandon their maintenance responsibilities; if that happens, the city will likely have to assume responsibility of any maintenance required of the wetland bank area. There was discussion about when a wetland bank owner's maintenance responsibility could end, what percentage of the city was overseen by the CCWD, what percentage of the city was managed by other watershed maintenance organizations and what is known and unknown about wetland banks per the research done by Attorney Berglund. Attorney Berglund stated the city is trying to anticipate the future if

the city allows wetland banks to exist and will collect fees at the beginning of the establishment of a wetland bank to cover potential costs to the city in case maintenance of the wetland bank becomes the city's responsibility. Attorney Berglund stated the City Council has suggested that a trail easement be dedicated through and/or adjacent to a wetland bank as noted in Paragraph D. Attorney Berglund stated requiring a trail easement through a wetland would require the landowner or developer to mitigate the area that impacts wetlands and buy wetland credits from a wetland bank. Attorney Berglund stated he has talked with a BWSR representative about trails in a wetland bank area. Attorney Berglund stated his recommendation was to have a trail on the border of a wetland, which is what has been done for some other wetland banks. Commissioner Entsminger asked if wetlands could be created and would a developer have to pay for wetland bank credits if the land that would be part of a trail easement wasn't wet. Commissioner Dixson stated the creation of a wetland bank should not be thought of as a marshy pond. Commissioner Dixson stated a wetland is an area that can take in water but does not have to be constantly under water. Commissioner Dixson stated a wetland bank area could be thought of as a place to reintroduce natural species. Engineer Collins stated there are various categories of wetlands that are based on depth of water and vegetation. Commissioner Lejonvarn asked if an access point for maintenance of the wetland bank must be created, could that be used for a snowmobile trail. Attorney Berglund stated if an easement is granted for a snowmobile trail, the developer must give up some wetland credits for the wetland impacted. Attorney Berglund stated additional discussion is needed as to whether wetlands would be impacted by snowmobiles just driving over frozen ground in the winter. Engineer Collins stated any land encumbered by easements will not be considered part of the wetland bank for wetland bank credits. Engineer Collins stated if a snowmobile trail easement is granted to a snowmobile club and not the city, the city would not maintain the easement. Engineer Collins stated the language related to non-motorized public use in Paragraph D may need to be modified. Chair Pogalz asked about the custody of the wetland bank property once all wetland credits have been sold and is abandoned by the landowner; what would the city be responsible for and what could the city do with the land. There was discussion about the value of land purchased for wetland bank credits versus the value of a buildable piece of land, the costs associated with the creation of a wetland bank and the ratio of wetland bank credits that must be purchased to offset development impacts to wetlands. Chair Pogalz asked if there would ever be a scenario where the city would not permit someone to buy land for a wetland bank or not allow a developer to purchase wetland bank credits for a construction project. Engineer Collins stated anyone interested in wetland bank creation, or wetland bank credit transactions, needs to follow the requirements of the Wetland Conservation Act. Attorney Berglund stated Paragraph E addresses improvement of road frontage for access adjacent to wetland banks. Attorney Berglund stated the City Engineer will determine the extent of road frontage improvement that would be required. Engineer Collins stated this clause is like what is required for any excavation or earth movement in 11-600 of City Code. Commissioner Entsminger asked about the potential of dividing an outlot designated as a wetland bank after all wetland bank credits have been sold. Attorney Berglund stated a wetland bank cannot be divided after all wetland bank credits have been sold. Commissioner Dixson suggested adding language to the proposed wetland ordinance that states a wetland bank area cannot be divided and if the owner of the wetland bank property no longer wants the land, it would be forfeited

and would become the property of the city. Attorney Berglund stated the BWSR representative he spoke with stated a pathway could be put around the wetland bank area to create a clear separation between wetland bank land and land owned by private parties. Commissioner Entsminger stated he felt it was unnecessary to require improved road frontage if the developer is required to pay parkland dedication and maintenance fees. Engineer Collins stated if the area along a wetland bank is an access point, it must be constructed to 9-ton capacity. Commissioner Fisher asked to discuss non-motorized use of a trail easement. Commissioner Fisher stated when an applicant applies for a Conditional Use Permit (CUP) for wetland banking, and a trail easement is required, conditions related to the type of use the trail would have, could be added to the CUP.

Chair Pogalz opened the public hearing at 6:38 p.m. and asked for public comment. Chair Pogalz reminded attendees that this public hearing is strictly related to amending City Code and is not related to a specific project.

Erin Casper, 13835 Isetta Street NE. Mrs. Casper asked how the city determined the 3% maintenance fee. Mrs. Casper asked who and what determines if something is economically feasible as noted in Paragraph D. Mrs. Casper states she feels \$2,500 per acre is extremely underpriced as the value of the wetland bank will be so much more. Mrs. Casper stated she does not like that road frontage to be improved along a wetland bank is to be determined by the City Engineer. Mrs. Casper stated she felt a specific number of feet, or minimum number of feet, should be required as it would be easier to enforce. Mrs. Casper suggesting that improved frontage be similar to what is required for a residential lot. Mrs. Casper feels signage should be required. Mrs. Casper stated she spoke with someone at the Coon Creek Watershed District, and they indicated nothing can be done to a property with a wetland bank; only repairs or improvements to the land are allowed. Mrs. Casper asked if there is a requirement that a home be built on property in a R-A, Rural Single Family Residential, zoning district. Mrs. Casper asked if the city has any idea on how many acres in the city could be put into wetland banking. Mrs. Casper stated she is very concerned about the permanency and the limitations that could affect things like future road extensions if large areas of land are dedicated to wetland banking.

Steve Jones, Keller Williams Realty, Maple Grove. Mr. Jones asked if physical improvements are made to a development, such as the construction of a park, will park improvement costs offset parkland dedication or maintenance fees as defined in development agreements. Mr. Jones asked when the 3% maintenance fee would need to be paid.

Celeste Bradish, 13810 Ghia Street NE. Mrs. Bradish asked if this matter had to be voted on at this meeting. Mrs. Bradish stated she is interested in learning more about the wetland banking process. Chair Pogalz stated the Planning Commission makes recommendations to the City Council. Chair Pogalz stated the City Council will have two readings of the ordinance. Commissioner Lejonvarn stated public comment is allowed at the beginning of each City Council meeting.

Ken Anderson, 13076 Jewel Circle NE, Blaine, MN. Mr. Anderson stated he represents the Rice Creek Snowmobile Trail Association. Mr. Anderson stated the first sentence of

Paragraph D states the permit holder dedicate to the City an easement through and/or adjacent to the Wetland Bank for a ten foot wide trail. Mr. Anderson stated the third sentence states a 20-foot-wide minimum easement shall be maintained by the Maintenance Fee collected. Mr. Anderson suggested the wording be changed to state that the permit holder dedicate a minimum 20-foot-wide easement where a ten-foot-wide trail can be constructed by the permit holder. Mr. Anderson asked if a permit holder installs a ten-foot-wide trail, would it be an improved trail and what would the improvement entail. Mr. Anderson asked if it would need to be mowed grass with wetland vegetation that can be walked on or would it need to be a gravel or bituminous trail. Mr. Anderson stated the surface of the trail makes a difference as to how it can be used. Mr. Anderson also asked what determines if a trail easement is economically feasible. Mr. Anderson stated he feels economic feasibility needs to be clarified to avoid disputes. Mr. Anderson asked if the city could include an affirmative statement in the ordinance that states the city may allow separate motorized trail as the current language states the easement shall be for non-motorized public use. Mr. Anderson stated to him the current language could be interpreted to prohibit any future snowmobile trail use to be anywhere in the examples discussed in the Elwell Farms development. Mr. Anderson stated it is his understanding of the law is that if something isn't affirmatively allowed, it could be perceived as not being allowed and not permitted. Mr. Anderson stated there has been discussion as to whether a snowmobile trail can be used for other purposes. Mr. Anderson stated it is his understanding that any designated grants-in-aid trails can only be used for snowmobiling and other uses are prohibited. Mr. Anderson stated many other trails are used for snowmobiling that are not grants-in-aid trails.

Chair Pogalz, Attorney Berglund and Engineer Collins addressed the questions and comments. Attorney Berglund stated the 3% maintenance fee was determined by staff after considering what the city's obligations may be for maintenance of the wetland bank areas in the future. Attorney Berglund stated determining economic feasibility will be determined on a case-by-case basis through discussions with the applicant seeking to get approval for a wetland bank, the Planning Commission and the City Council. Attorney Berglund stated the \$2,500 per acre fee was chosen as it is the same amount as the parkland dedication fee charged for each lot within a residential development. Engineer Collins addressed the question asked about the requirement of a house on a parcel in the R-A zoning district. Engineer Collins stated structures are not required on a parcel in the R-A district as that district has been for agricultural, farming and livestock uses. Engineer Collins stated there are several other R-A zoned parcels in the city that do not have a structure on them. Attorney Berglund addressed the question as to how much land in Ham Lake could be dedicated to wetland banking. Attorney Berglund stated that has been discussed throughout the process of creating this ordinance for wetland banking as there are a lot of sod farms in Ham Lake that could potentially be converted to wetland banks. Attorney Berglund stated that is one of the reasons why the city is choosing to add wetland banking to its city ordinance so the city has some say and control over when and where wetland banks will be created in the City. Attorney Berglund stated he does not know the exact percentage of land in Ham Lake that could potentially be used for wetland banking. Attorney Berglund stated he reviewed what Forest Lake did related to wetland banking. Attorney Berglund stated one of the reasons Forest Lake decided not to allow wetland banks is because when land becomes a wetland bank, that use is permanent and nothing

else can be done with the land. Attorney Berglund stated other cities have declined allowing wetland banks for the same reason. Attorney Berglund stated there has been discussion on types of trails that could be constructed through wetland bank areas, materials that could be put on the trails and should fencing be required. Attorney Berglund stated the City Council wants flexibility in determining requirements as each potential wetland bank area is different. Attorney Berglund stated the recent discussion about having a snowmobile trail through a wetland bank area or use of non-motorized versus motorized vehicles on the trails are examples of the need for flexibility in determining the makeup and use of trails. Attorney Berglund answered the question about offsetting parkland dedication fees if a park was constructed. Attorney Berglund stated this ordinance is only for a wetland bank. Attorney Berglund stated if a park is constructed in a residential development, that park offsets parkland dedication fees related to the per lot fee for the development, which is separate from the per acre fee being proposed related to wetland banks. Chair Pogalz asked Engineer Collins to respond to the comment about requiring a specific amount of improved frontage, an amount similar to what is required for a residential lot, along a wetland bank area. Engineer Collins stated a minimum amount of improved frontage could be required; the proposed ordinance allows discretion for the amount of frontage that should be improved. Engineer Collins stated he does not see the need for 200 feet of frontage for an outlot that is unbuildable. Signage for a wetland bank, and any trails within a wetland bank area, was addressed. Attorney Berglund stated signage is addressed in Paragraph D. Attorney Berglund stated the current language states signage would need to be placed along any trails within a wetland bank area, but it could be expanded to state signage should be placed throughout the entire wetland bank area. Chair Pogalz addressed Mrs. Casper's question about how much of Ham Lake is in R-A zoning. Chair Pogalz asked Engineer Collins how much of the city has been built out. Engineer Collins stated more than half of the city has been built out and approximately 32% of the city is wetland; much of that wetland is part of platted property which could not be converted to a wetland bank. Engineer Collins stated he did not know what percentage of land in Ham Lake is in the R-A zoning district. Chair Pogalz stated if more land in the city is converted to wetland banks, it becomes open area which is what people in Ham Lake like. Chair Pogalz commented on Mr. Anderson's request to modify the language related to the width of the required trail easement. Chair Pogalz stated the required width of the trail easement, and the required width of the trail as stated in the proposed ordinance address two different things. Chair Pogalz stated he is unsure how to address how economic feasibility would be determined as there could be arguments that a trail at the very edge of someone's property negatively affects their property value, but there have been many cases where trails are at the edge of a parcel, and it has not affected the selling price of the home. Mr. Steve Jones asked for clarity on the costs to the developer of \$2,500 per acre if a trail easement is not dedicated, the 3% maintenance fee and the \$2,500 per lot parkland dedication fee. Mr. Jones asked if a park is constructed at a significant expense, would consideration be given to reducing the developer's cost of \$2,500 per acre if a trail easement was not dedicated through the wetland bank area. There was discussion about the different areas that applicants could use for wetland banks; some could be part of developments and some could be former sod farms. Should consideration be given to offsetting the \$2,500 per acre fee if a park with several amenities was constructed within a platted subdivision. Attorney Berglund informed Mr. Jones that the 3% maintenance fee would be collected when the wetland bank credits are sold.

Commissioner Ross stated a city, or municipality, cannot charge any more in their percentages or fees than they can illustrate that there are concurrent expenses. Commissioner Ross stated it is difficult to know how much input cost the city will have on the onset of a project. Attorney Berglund stated that was correct. Commissioner Fisher stated there is an existing wetland bank in the city; how did that come to be. Engineer Collins stated the former city attorney oversaw that project; it involved wetland mitigation where a wetland area was created due to the impacts a project had on a wetland in another area in Blaine. Engineer Collins stated the MAC wetland mitigation area in Ham Lake will be the way it is today in perpetuity and has the same restrictions as a wetland bank. Commissioner Dixon asked Attorney Berglund if he has learned of any negative impacts on municipalities that have allowed wetland banks. Attorney Berglund stated he has not. Commissioner Lejonvarn asked if cost was the reason why the city was not obtaining land for a wetland bank. Attorney Berglund stated discussions related to wetland banks began due to the city being approached by two private landowners who want to create wetland banks.

Chair Pogalz closed the public hearing at 7:13 p.m.

Chair Pogalz asked Attorney Berglund and Engineer Collins if there are any reasons not to provide a recommendation to City Council on the proposed ordinance at this time. Attorney Berglund stated the proposed ordinance has been a work in progress for a year and the proposed ordinance is acceptable. Attorney Berglund stated that the non-motorized restriction in Paragraph D may need to change. Engineer Collins stated there was discussion about determining economic feasibility. Engineer Collins stated the Parks Committee would discuss each (wetland bank) project presented to the city. Engineer Collins stated a master wetland bank trail system may need to be created so landowners would know where trails will be required; it would need to be up to the applicants to prove whether a trail easement was feasible. Chair Pogalz proposed changes that may be made to the proposed ordinance and asked for the commissioner's input and feedback. Commissioner Entsminger asked if some percentage of the value of the wetland bank land be charged rather than charging \$2,500 per acre if a trail easement was not dedicated as the value of wetland bank credits could change in the future. Attorney Berglund stated that option was discussed during the creation of the ordinance. Attorney Berglund stated the maintenance fee is set at a percentage of the value of each credit sold so the permit holder is not required to pay a specific dollar amount; the \$2,500 per acre fee was chosen as it is the same amount as the current parkland dedication fee for each lot in a residential development. Engineer Collins stated the current parkland dedication fee is \$2,500 per lot and that is per the City's fee schedule that is reviewed on a yearly basis; it is possible the parkland dedication fee could be raised or lowered so the ordinance could state the per acre fee related to wetland bank trail easements is the same fee charged per lot for parkland dedication. **Motion by Pogalz, seconded by Fisher, to recommend approval of the proposed amendments to Article 9 of the Ham Lake City Code related to adding Wetland Banking as a Conditional Use in R-A (Rural Single Family Residential) zoning with the following modifications to Paragraph D:**
-Strike non-motorized in the second sentence.

-Modify the fourth sentence to read as follows: Permit holder shall install, at the permit holders' expense, appropriate signage identifying the trail and associated area and any rules or regulations for the use of the trail and associated area as determined by the City.

-Modify the fifth sentence to be modified as follows: In the event dedication of a trail easement is not economically feasible or possible, then the permit holder shall pay parkland dedication fees in lieu of the easement dedication ~~in an amount of \$2,500 per acre of the parcel considered for the wetland bank.~~

-Add the following three sentences: Fee per acre will be based on the current per lot parkland dedication fee schedule. Fees will be collected for each acre of the parcel considered for the wetland bank. However, at the discretion of the City Council, the fees per acre can be waived and/or credit can be given for other amenities provided to the developments associated with wetland banking applications. **All present in favor, motion carried.** *This application will be placed on the City Council's Monday, December 2, 2024, agenda.*

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Commissioner Entsminger stated the City Council concurred with the Planning Commission's recommendations to approve the final plat of Enchanted Estates 4th Addition and sketch plan for Elwell Farms. Commissioner Entsminger stated the City Council did add one requirement to the Elwell Farms approval and that was requiring the developer, snowmobile club, and two Councilmembers to discuss options for placement of a snowmobile trail easement within the development. A Planning Commissioner will not be attending the December 2, 2024, City Council meeting.

ADJOURNMENT:

Motion by Fisher, seconded by Dixson, to adjourn the Planning Commission meeting at 7:32 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk

ORDINANCE NO. 24-XX

An Ordinance relating to ARTICLE 9, WETLAND BANK, in areas zoned R-A (Rural Single Family Residential), subject to certain conditions.

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

9-210.3 Rural Single Family Residential (R-A)

b Conditional Uses: The following shall apply to Conditional Uses in the R-A Districts.

b) Listing of Conditional Uses: The following Conditional Uses shall apply in the R-A Districts:

viii) Wetland Banking under Article 9-330.8 of the Ham Lake City Code.

9-330.8 Wetland Bank A "Wetland Bank," "State Wetland Banking System," or "Bank" means a system of identifying wetlands restored or created for replacement credit and providing for, facilitating, and tracking the exchange of wetland banking credits for projects that require replacement plans or wetland mitigation required by other local, state, or federal authorities.

- A. Statutory Conditions** It shall be a mandatory condition of any Conditional Use Permit issued for a Wetland Bank that the party holding the permit has complied with all standards and procedures related to a State wetland banking system as provided in Minnesota Rules parts 8420.0700 to 8420.0820.
- B. Monitoring Fees** To the extent the City is responsible for the role of the Local Government Unit, the City shall collect a monitoring fee for its required monitoring activities according to the City of Ham Lake Fee Schedule as amended from time to time.
- C. Maintenance Fee** The permit holder shall pay the City a Maintenance Fee of 3% of the value of each credit sold. 2% of said Maintenance Fee shall be deposited into the general fund and 1% shall be deposited into the park fund. The total value of the credits to be sold shall be determined when the permit is issued and the permit holder shall provide a letter of credit in an amount equal to 3% of the total value of the credits. The letter of credit shall have a ten-year life and can be reduced annually as the Maintenance Fee is paid for the credits sold in each calendar year.
- D. Easement** It shall be a mandatory condition of any Conditional Use Permit issued for a Wetland Bank that the permit holder dedicate to the City an easement through and/or adjacent to the Wetland Bank for a 10-foot wide trail installed by the permit holder to include sufficient sloping and drainage as determined by the City Engineer. The easement shall be for public use. The 20-foot wide minimum easement shall be maintained by the Maintenance Fee collected as part of this Article. Permit holder shall install, at permit holder's expense, appropriate signage identifying the trail and associated area and any rules or regulations for the use of the trail and associated area as determined by the City.

In the event dedication of a trail easement is not economically feasible or possible, then the permit holder shall pay parkland dedication fees in lieu of the easement dedication. The parkland dedication fee will be based on the current per lot parkland dedication fee schedule. The parkland dedication fee will be collected for each acre of the parcel considered for the wetland bank. However, at the discretion of the City Council, the per acre fee can be waived or reduced with credit given for amenities provided to the residential developments associated with the wetland banking application, if any, that exceed the parkland dedication fee required for the residential development.

E. Road Frontage Wetland Banks shall have improved roadway frontage for access as determined by the City Engineer. If any excavation is required for the creation of the Wetland Bank, road access of at least 9 tons bearing capacity shall be required.

Presented to the Ham Lake City Council on December 2, 2024 and adopted by a unanimous vote this _____ of _____, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

CHANGES FROM THE PLANNING COMMISSION

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MEETING ON NOVEMBER 25, 2024

9-210.3 Rural Single Family Residential (R-A)

b Conditional Uses: The following shall apply to Conditional Uses in the R-A Districts.

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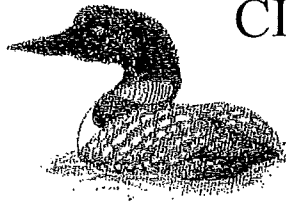
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- A. Statutory Conditions** It shall be a mandatory condition of any Conditional Use Permit issued for a Wetland Bank that the party holding the permit has complied with all standards and procedures related to a State wetland banking system as provided in Minnesota Rules parts 8420.0700 to 8420.0820.
- B. Monitoring Fees** To the extent the City is responsible for the role of the Local Government Unit, the City shall collect a monitoring fee for its required monitoring activities according to the City of Ham Lake Fee Schedule as amended from time to time.
- C. Maintenance Fee** The permit holder shall pay the City a Maintenance Fee of 3% of the value of each credit sold. 2% of said Maintenance Fee shall be deposited into the general fund and 1% shall be deposited into the park fund. The total value of the credits to be sold shall be determined when the permit is issued and the permit holder shall provide a letter of credit in an amount equal to 3% of the total value of the credits. The letter of credit shall have a ten-year life and can be reduced annually as the Maintenance Fee is paid for the credits sold in each calendar year.
- D. Easement** It shall be a mandatory condition of any Conditional Use Permit issued for a Wetland Bank that the permit holder dedicate to the City an easement through and/or adjacent to the Wetland Bank for a ~~ten~~-10-foot wide trail installed by the permit holder to include sufficient sloping and drainage as determined by the City Engineer.

The easement shall be for ~~non-motorized~~ public use. The 20-foot wide minimum easement shall be maintained by the Maintenance Fee collected as part of this Article. Permit holder shall install, at permit holder's expense, appropriate signage identifying the trail and associated area and any rules or regulations for the use of the trail and associated area as determined by the City.

In the event dedication of a trail easement is not economically feasible or possible, then the permit holder shall pay parkland dedication fees in lieu of the easement dedication. The parkland dedication fee will be based on the current per lot parkland dedication fee schedule. The parkland dedication fee will be collected for each acre of the parcel considered for the wetland bank. in an amount of \$2,500 per acre of the parcel considered for the wetland bank. However, at the discretion of the City Council, the per acre fee can be waived or reduced with credit given for amenities provided to the residential developments associated with the wetland banking application, if any, that exceed the parkland dedication fee required for the residential development.

- E. Road Frontage** Wetland Banks shall have improved roadway frontage for access as determined by the City Engineer. If any excavation is required for the creation of the Wetland Bank, road access of at least 9 tons bearing capacity shall be required.



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, November 25, 2024, at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the following amendments to Article 9 of the Ham Lake City Code:

AMENDING

1. Article 9-210.3(b) by adding Wetland Banking under Article 9-330.8 as a Conditional Use in R-A (Rural Single Family Residential) Zoning

ADDING

1. **Article 9-330.8 Wetland Bank** A "Wetland Bank," "State Wetland Banking System," or "Bank" means a system of identifying wetlands restored or created for replacement credit and providing for, facilitating, and tracking the exchange of wetland banking credits for projects that require replacement plans or wetland mitigation required by other local, state, or federal authorities.
 - A. **Statutory Conditions** It shall be a mandatory condition of any Conditional Use Permit issued for a Wetland Bank that the party holding the permit has complied with all standards and procedures related to a State wetland banking system as provided in Minnesota Rules parts 8420.0700 to 8420.0820.
 - B. **Monitoring Fees** To the extent the City is responsible for the role of the Local Government Unit, the City shall collect a monitoring fee for its required monitoring activities according to the City of Ham Lake Fee Schedule as amended from time to time.
 - C. **Maintenance Fee** The permit holder shall pay the City a Maintenance Fee of 3% of the value of each credit sold. 2% of said Maintenance Fee shall be deposited into the general fund and 1% shall be deposited into the park fund. The total value of the credits to be sold shall be determined when the permit is issued and the permit holder shall provide a letter of credit in an amount equal to 3% of the total value of the credits. The letter of credit shall have a ten-year life and can be reduced annually

as the Maintenance Fee is paid for the credits sold in each calendar year.

- D. **Easement** It shall be a mandatory condition of any Conditional Use Permit issued for a Wetland Bank that the permit holder dedicate to the City an easement through and/or adjacent to the Wetland Bank for a ten foot wide trail installed by the permit holder to include sufficient sloping and drainage as determined by the City Engineer. The easement shall be for non-motorized public use. The 20-foot wide minimum easement shall be maintained by the Maintenance Fee collected as part of this Article. Permit holder shall install, at permit holder's expense, appropriate signage identifying the trail and any rules or regulations for the use of the trail as determined by the City. In the event dedication of a trail easement is not economically feasible or possible, then the permit holder shall pay parkland dedication fees in lieu of the easement dedication in an amount of \$2,500 per acre of the parcel considered for the wetland bank.
- E. **Road Frontage** Wetland Banks shall have improved roadway frontage for access as determined by the City Engineer. If any excavation is required for the creation of the Wetland Bank, road access of at least 9 tons bearing capacity shall be required.

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

DATED: November 15, 2024

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake