

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

TUESDAY, JANUARY 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 Kari Lund, Executive Director of the Ham Lake Chamber of Commerce - Update

3.2 6:01 P.M. – Public Hearing – to consider the vacation of a portion of the roadway easement located at 2152 South Ham Lake Drive NE and adoption of a Resolution

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 December 18, 2023

4.2 Approval of claims

4.3 Approval of changes to the Ham Lake Fire Relief Association Bylaws, Appendix C for a pension increase from \$5,000 to \$5,200 per year of service, effective January 3, 2024

4.4 Approval of designation of appointment of representative and alternate to the Solid Waste Abatement Advisory Team (Nicole Wheeler and alternate Jennifer Bohr)

4.5 Approval of designation of official newspaper

4.6 Approval of designation of official depositories: 21st Century Bank, Falcon National Bank, RBC Capital Markets, PMA Financial Network/PMA Securities, Inc., Mortenson Capital Markets, LLC, and UBS Financial Services, Inc.

4.7 Approval of a Resolution accepting the low bid for the 2024 Overlay Project

4.8 Approval of a Resolution for the American Rescue Plan Act (ARPA) Funding for equipment for the City of Ham Lake Fire Department

4.9 Approval of Officer appointments of District Chief for Station 3 and Captain for Fire Stations 1 and 3

4.10 Approval of Officer appointments of Captain for Fire Stations 1 and 2

4.11 Road Committee Recommendations:

- 1) Approval of directing the City Attorney to proceed with negotiations to acquire additional right-of-way to complete the Buchanan Street NE connection at Constance Boulevard NE

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

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 Consideration of appointment of Acting Mayor, Committee liaisons and liaisons with other organizations: Acting Mayor, EDA President (1), EDA Vice President (1) Personnel (2), Economic Development, Met Council & Metropolitan Council reform effort Committee (2), Law Enforcement (2), Fire Department Liaisons (2), North Central Suburban Cable Communications Commission (and alternate), Ham Lake Chamber of Commerce (2), Road Committee (2), *Ham Laker* Task Force (2), Audit (2), Building/Energy Committee (2), Park Committee (2), Fire Relief Association Board of Trustees (3), Code Review Committee (2) (and alternate), Building Department Committee (2), Public Works Committee (2), CERT Committee, and Equipment Committee (2)
- 11.3 Discussion of North Metro Telecommunications merger
- 11.4 Announcements and future agenda items

RESOLUTION NO. 24-XX

WHEREAS, a public hearing was held before the Ham Lake City Council on the 2nd day of January, 2024 at 6:01 p.m. to consider the proposed vacation of certain lands within the City of Ham Lake;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the following described property be vacated;

EASEMENT VACATION DESCRIPTION

All of the 66-foot-wide non-exclusive easement for public road and utility purposes, as described in Quit Claim Deed, dated August 12, 1991, filed August 13, 1991, as Doc. No. 945059, said easement has a centerline described as follows:

Commencing at the Northeast corner of Government Lot 1, Section 21, Township 32, Range 23, Anoka County, Minnesota; thence South 00 degrees 36 minutes 51 seconds West, assumed bearing, along the East line of said Government Lot 1, a distance of 520.00 feet; thence North 79 degrees 47 minutes 50 seconds West, a distance of 780.58 feet to the point of beginning of centerline to be described; thence northeasterly a distance of 407.47 feet to a point on the North line of said Government Lot 1, distant 690.00 feet westerly of the Northeast corner thereof and said centerline there terminating.

The sidelines of said easement are to be prolonged or shortened to terminate at said North line of Government Lot 1.

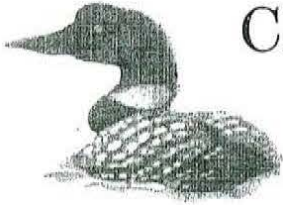
EXCEPT that part embraced within the circumference of a circle having a radius of 60.00 feet, the center of said circle is described as follows:

Commencing at the Northeast corner of said Government Lot 1; thence South 00 degrees 36 minutes 51 seconds West, assumed bearing, along the east line of said Government Lot 1, a distance of 520.00 feet; thence North 79 degrees 47 minutes 50 seconds West, a distance of 780.58 feet; thence southwesterly at right angles, a distance of 4.25 feet to the center of said circle.

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

Brian Kirkham, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

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

NOTICE OF PUBLIC HEARING VACATION OF PUBLIC LAND

NOTICE IS HEREBY GIVEN, that a Public Hearing will be held before the Ham Lake City Council on February 6, 2023 at 6:01 p.m. in the City Council Chambers, City Hall, 15544 Central Avenue N.E. Ham Lake, Minnesota 55304, to hear comments and questions concerning the proposed vacation of the following described land within the City of Ham Lake, Minnesota:

EASEMENT VACATION DESCRIPTION

All of the 66-foot-wide non-exclusive easement for public road and utility purposes, as described in Quit Claim Deed, dated August 12, 1991, filed August 13, 1991, as Doc. No. 945059, said easement has a centerline described as follows:

Commencing at the Northeast corner of Government Lot 1, Section 21, Township 32, Range 23, Anoka County, Minnesota; thence South 00 degrees 36 minutes 51 seconds West, assumed bearing, along the East line of said Government Lot 1, a distance of 520.00 feet; thence North 79 degrees 47 minutes 50 seconds West, a distance of 780.58 feet to the point of beginning of centerline to be described; thence northeasterly a distance of 407.47 feet to a point on the North line of said Government Lot 1, distant 690.00 feet westerly of the Northeast corner thereof and said centerline there terminating.

The sidelines of said easement are to be prolonged or shortened to terminate at said North line of Government Lot 1.

EXCEPT that part embraced within the circumference of a circle having a radius of 60.00 feet, the center of said circle is described as follows:

Commencing at the Northeast corner of said Government Lot 1; thence South 00 degrees 36 minutes 51 seconds West, assumed bearing, along the east line of said Government Lot 1, a distance of 520.00 feet; thence North 79 degrees 47 minutes 50 seconds West, a distance of 780.58 feet; thence southwesterly at right angles, a distance of 4.25 feet to the center of said circle.

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: December 21, 2023


Dawnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of December 19, 2023 and January 2, 2024.

Published in the Star Tribune on December 21, 2023

Mailing Labels

218228210024

Home
 Navigation
 Star
 Instagram

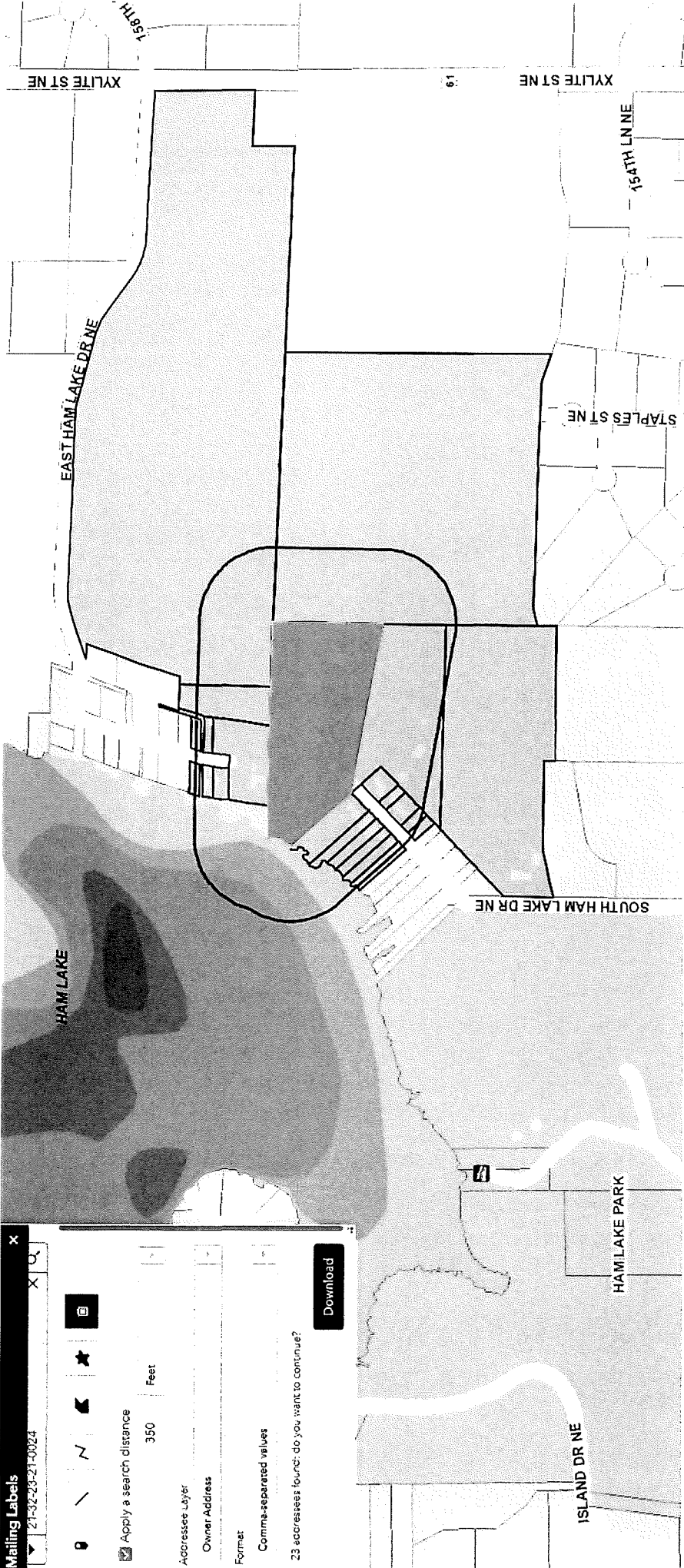
Apply a search distance

350 Feet

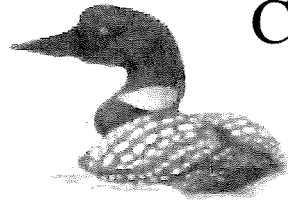
Addressee Layer
 Owner Address
 Format
 Comma-separated values

23 addresses found: do you want to continue?

Download



JONES HARRIS H & YOLANDA A	PIN: 21-32-23-21-0023	2108 S HAM LAKE DR NE	HAM LAKE, MN 55304
LILLO TIMOTHY J & LINDA T	PIN: 21-32-23-21-0028	15529 S HAM LK DR	HAM LAKE, MN 55304
HAM LAKE BAPTIST CAMP ASSOC	PIN: 16-32-23-34-0044	15140 XYLITE ST NE	HAM LAKE, MN 55304
KANTOLA, TIMOTHY CRAIG	PIN: 21-32-23-21-0020	2054 S HAM LAKE DR NE	HAM LAKE, MN 55304
NOSKA, ROBERT J	PIN: 21-32-23-21-0010	2051 S HAM LAKE DR NE	HAM LAKE, MN 55304
VIERZBA MARILYN	PIN: 21-32-23-21-0007	2035 S HAM LAKE DR NE	HAM LAKE, MN 55304
DAHLIN, ALRIC J	PIN: 16-32-23-34-0004	15733 E HAM LAKE DR NE	HAM LAKE, MN 55304
KRAMER JOSEPH G & THERESE A	PIN: 21-32-23-21-0024	2152 S HAM LAKE DR NE	HAM LAKE, MN 55304
JOHNSON, PAULA A	PIN: 21-32-23-21-0008	2041 S HAM LAKE DR NE	HAM LAKE, MN 55304
DAHLIN, ALRIC J	PIN: 16-32-23-34-0045	15733 E HAM LAKE DR NE	HAM LAKE, MN 55304
JOHNSON TRUSTEE LAVERNE E	PIN: 16-32-23-34-0046	15730 E HAM LAKE DR	HAM LAKE, MN 55304
BROWN, LOIS Y	PIN: 21-32-23-21-0009	2047 S HAM LAKE DR NE	HAM LAKE, MN 55304
SLYZUK FAMILY FARM LLC	PIN: 21-32-23-12-0002	14124 CROSTOWN BLVD NW	ANDOVER, MN 55304
RAINES, SAMANTHA	PIN: 21-32-23-21-0021	2058 S HAM LAKE DR NE	HAM LAKE, MN 55304
BECHNER, JEFFREY	PIN: 21-32-23-21-0019	2050 S HAM LAKE DR NE	HAM LAKE, MN 55304
MILLER DANIEL M	PIN: 21-32-23-21-0011	2057 S HAM LAKE DR NE	HAM LAKE, MN 55304
BEERS, RYAN	PIN: 21-32-23-21-0012	2063 S HAM LAKE DR NE	HAM LAKE, MN 55304
VIERZBA MARILYN	PIN: 21-32-23-21-0017	2035 S HAM LAKE DR NE	HAM LAKE, MN 55304
BUDA, ANTHONY	PIN: 16-32-23-34-0042	2639 WASHINGTON ST NE	MINNEAPOLIS, MN 55418
BROWN, LOIS Y	PIN: 21-32-23-21-0018	2047 S HAM LAKE DR NE	HAM LAKE, MN 55304



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, DECEMBER 18, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 18, 2023 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; 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 – None

1.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

Lt. Mendoza was present before the City Council and gave a summary of the Sheriff's Report for the month of November 2023.

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 December 4, 2023 and Workshop Minutes of December 4, 2023 and December 11, 2023
- 4.2 Approval of claims in the amount of \$740,513.38
- 4.3 Approval of hiring part-time warming house attendants
- 4.4 Approval of a 10-year extension of the Master Development for Deer Haven Hills
- 4.5 Approval of Resolution No. 23-57 scheduling a public hearing to vacate a portion of the roadway easement located at 2152 South Ham Lake Drive NE
- 4.6 Approval of extending conditional offers to paid-on-call firefighters
- 4.7 Approval of completed probationary period for firefighters
- 4.8 Approval of directing the City Attorney to negotiate acquisition of a temporary roadway easement from Lot 1, Block 2, Brook View Meadows

4.9 Approval of Resolution No. 23-58 requesting bridge funding for replacement of County Ditch 58 Culverts

Motion by Parranto, seconded by Doyle, to approve the December 18, 2023 consent agenda as written. All in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Nicholas Holm of Twin Town Demolition requesting a Conditional Use Permit to operate a demolition for renovation construction service contractor business at 16648 Polk Street NE and adoption of Resolution No. 23-59

Motion by Kirkham, seconded by Doyle, to concur with the Planning Commission and approve the request of Nicholas Holm for a Conditional Use Permit to operate a demolition for renovation construction service contractor business at 16648 Polk Street NE subject to surfaces upon which motor vehicles will be parked or driven, and all areas in which pedestrians will be walking from point to point, shall be surfaced with asphalt or concrete to specifications established by the City's Engineer per Article 11-1851, all parking lots, drives and surfaces upon which the general public and employees shall have access shall be paved according to specifications to be established by the City's Engineer per Articles 9-220.1.a, all outside storage is to be on a Class V surface screened by code compliant screening of conifer trees as presented on the landscaping plan with a height of at least five feet to provide an intermingled screen of eight feet within five years to conceal storage from outside view, maintaining conifer trees meaning if a tree needs to be replaced, the replacement tree's height shall be the same height, or average tree height, of the majority of the trees providing screening at the time of replacement, constructing a code compliant fence to conceal storage from outside view when additional equipment is acquired and stored outdoors, operating hours of 7:01 am to 10:00 pm Monday through Friday, storage of refuse containers must comply with Article 9-220.1.f, meeting all the requirements noted in the City Engineer's memorandum dated December 6, 2023 and Building Official's staff report dated December 11, 2023 and meeting all City, County and State requirements and adopt Resolution No. 23-59. All in favor, motion carried.

5.2 Nicholas Holm of Twin Town Demolition requesting Commercial Site Plan approval to construct a 4,608 square foot office/warehouse building at 16648 Polk Street NE. PID# 08-32-23-33-0013

Motion by Kirkham, seconded by Parranto, to approve the request of Nicholas Holm for the commercial site plan to construct a 4,608 square foot office/warehouse building at 16648 Polk Street NE, subject to the following conditions: all surfaces used for customer or employee parking, and for storage of over the road vehicles, shall be asphalt or concrete, to specifications established and approved by the City Engineer, if additional parking spaces are needed, as shown on the site plan, the sidewalk and parking area are to be hard surfaced, exterior finish of the building meeting CD-2 building standards, meeting the requirements of the City Engineer and Building Official and meeting all City, County and State requirements. All in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

Attorney Berglund stated that the closing on Friday, December 15th for the right-of-way for the service road south of Crosstown Boulevard NE from Jake's Auto Mall went well. Attorney Berglund stated he is

working through similar documents to obtain the Osborne right-of-way and this will complete right-of-way acquisition for the road project. Attorney Berglund thanked Engineer Krugler for his assistance in obtaining the right-of-way.

Engineer Krugler stated that he is working through easement documents for the completion of the Holiday Stationstores plat. Engineer Krugler stated that he is also working with the DNR (Department of Natural Resources) and will have information for the City Council at a future meeting.

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Parranto stated that he and Mayor Kirkham met with the Park Committee and stated that the City will be applying for a DNR (Department of Natural Resources) grant and is planning to place playground equipment at Hidden Forest East Park with the grant.

Councilmember Doyle stated that the Road Committee met prior to tonight's meeting. Mayor Kirkham stated that there is a bid opening scheduled for December 27, 2023 for the overlay project and the City Council will act on that at the January 2, 2024 meeting.

11.2 Discussion of scheduling a workshop meeting regarding wetland banks

Administrator Webster stated that there is a request for a meeting discuss wetland banking. **It was the consensus of the City Council to schedule a workshop meeting on January 2, 2024 at 5:00 p.m.**

11.3 Announcements and future agenda items

Councilmember Wilken stated the Fire Chief, Fire Department and many volunteers over the three nights of the Santa ride there was 11,765 pounds of food and \$8,272.00 in cash donations collected. Councilmember Wilken thanked the Fire Department, volunteers and the generous residents of Ham Lake.

Mayor Kirkham wished everyone a Merry Christmas.

Motion by Kirkham, seconded by Parranto, to adjourn the meeting at 6:12 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
January 2, 2024**

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		12/19/23 - 01/02/24	
EFT	# 1977 - 1982		\$ 6,599.18
REFUND CHECKS	# 65705 - 65707		\$ 14,439.27
CHECKS	# 65708 -65737		\$ 242,435.55
BANK DRAFTS	DFT0002646 -DFT0002649		\$ 25,783.97
TOTAL EFTS, CHECKS, AND BANK DRAFTS			<u>\$ 289,257.97</u>
PAYROLL CHECKS			
12/28/23	Direct Deposits		\$ 34,830.42
TOTAL PAYROLL CHECKS			<u>\$ 34,830.42</u>
VOID CHECKS			
CHECKS	# 65736		\$ -
ZERO EFT			\$ -
BANK DRAFTS			\$ -
TOTAL VOIDS			<u>\$ -</u>
TOTAL OF ALL PAYMENTS			<u>\$ 324,088.39</u>

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

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Packet: ARPKT00960 - L5 B1 ENCHANTED ESTATES 3RD REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00147	S & R BUILDERS	12/18/2023	65705	11,807.62
			Total Refund Amount:	11,807.62

Revenue Totals

Revenue Code	Total Distribution
TR- PERF BOND - PERFORMANCE BOND DEPOSIT	11,800.00
TR - PERF INT - PERFORMANCE BOND INTEREST	7.62
Revenue Totals:	11,807.62

General Ledger Distribution

Posting Date: 12/18/2023

Fund:	Account Number	Account Name	Posting Amount	IFT
890 - TRUST FUND	890-10101	Cash-claim on pooled cash	-11,807.62	Yes
	890-22804	Performance bonds	11,807.62	
	890 Total:		0.00	
999 - POOLED CASH	999-10100	Pooled Cash	-11,807.62	
	999-20702	Due to other funds	11,807.62	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



Packet: ARPKT00967 - REFUND ROW2023-123 CANCELLATION CREDIT

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00004	COMCAST	12/19/2023	65706	31.65
Total Refund Amount:				31.65

Revenue Totals

Revenue Code	Total Distribution
UCA - GEN FUND - UNAPPLIED CREDIT GENERAL FUND	31.65
Revenue Totals:	31.65

General Ledger Distribution

Posting Date: 11/30/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 100 - GENERAL			
100-10101	Cash	-31.65	Yes
100-11501	Misc receivables	31.65	
	100 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-31.65	
999-20702	Due to other funds	31.65	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Packet: ARPKT00971 - 12/27/23 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00424	HAVEN HOMES LLC	12/27/2023	65707	2,600.00
Total Refund Amount:				2,600.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,600.00
Revenue Totals:	2,600.00

General Ledger Distribution

Posting Date: 12/27/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-2,600.00	Yes
890-11501	Misc receivables	2,600.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-2,600.00	
999-20702	Due to other funds	2,600.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Payment Dates 12/19/2023 - 1/2/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1977	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	89.98
1977	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
1977	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
1978	BRODIN PRESS	JAN HAM LAKER	Editing	211-41704-3125	900.00
1979	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
1979	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
1979	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
1979	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
1979	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
1979	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
1980	DELTA DENTAL PLAN OF MINN	JAN COBRA - DK	COBRA receivable	100-11502	51.04
1980	DELTA DENTAL PLAN OF MINN	JAN DENTAL	Dental Insurance	100-21711	810.03
1981	FIRE EQUIPMENT SPECIALTIES	8 BOOTS & 4 HELMETS	Clothing & personal protectiv	100-42201-2210	3,048.00
1982	O'REILLY AUTOMOTIVE STORE	#86 RED LED & PIGTAIL	Equipment parts & supplies	100-44101-2320	18.45
1982	O'REILLY AUTOMOTIVE STORE	AR CHRG CN	Operating supplies	100-43101-2290	13.46
1982	O'REILLY AUTOMOTIVE STORE	CLEANER	Operating supplies	100-43101-2290	9.99
1982	O'REILLY AUTOMOTIVE STORE	#69 FUEL SENDER	Vehicle parts & supplies	100-43101-2340	38.99
1982	O'REILLY AUTOMOTIVE STORE	#69 CONNECTOR HOUSING	Vehicle parts & supplies	100-43101-2340	5.19
1982	O'REILLY AUTOMOTIVE STORE	MOTOR OIL	Operating supplies	100-43101-2290	14.98
65708	ALLINA HEALTH SYSTEMS	FIRST RESPONDER TRAINING	Training/conferences/schools	100-42201-3510	550.00
65709	ANOKA COUNTY TREASURY D	USED OIL CLASS 1 LICENSE	Professional licenses & certifi	100-43101-3520	100.00
65710	ARCHITECT MECHANICAL INC	PLANNING DEPARTMENT RTU	Building repair & maintenanc	100-41702-3420	400.00
65710	ARCHITECT MECHANICAL INC	PLANNING DEPARTMENT RTU	Building repair & maintenanc	100-41702-3420	300.00
65710	ARCHITECT MECHANICAL INC	MAINT - CITY HALL	Building repair & maintenanc	100-41702-3420	731.00
65710	ARCHITECT MECHANICAL INC	MAINT - FIRE #1	Building repair & maintenanc	100-42202-3420	398.00
65710	ARCHITECT MECHANICAL INC	MAINT - FIRE #2	Building repair & maintenanc	100-42202-3420	268.00
65710	ARCHITECT MECHANICAL INC	MAINT - PUBLIC WORKS	Building repair & maintenanc	100-43104-3420	559.00
65710	ARCHITECT MECHANICAL INC	MAINT - PARK BUILD	Building repair & maintenanc	100-44102-3420	194.00
65711	BLAINE LOCK & SAFE, INC.	FIRE #2 NEW LOCK	Building repair & maintenanc	100-42202-3420	386.50
65712	CEDAR SEPTIC & SEWER LLC	PUMPED HOLDING TANKS AN	Building repair & maintenanc	100-43104-3420	675.00
65713	CITY OF COLUMBUS	SIGNAL LEXINGTON & BROAD	Electricity	100-43401-3610	25.01
65714	CITY OF ST PAUL	2 TN ASPHALT MIX	Street repair & maintenance s	100-43101-2330	178.18
65715	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Rentals-other	100-42201-3390	11.34
65716	COMPUTERSHARE TRUST CO	GO CAP IMP PLAN	Principal	370-47101-6110	180,000.00
65716	COMPUTERSHARE TRUST CO	GO CAP IMP PLAN	Interest	370-47101-6120	9,487.50
65717	DEARBORN LIFE INS CO	JAN LIFE	Life Insurance	100-21714	54.40
65717	DEARBORN LIFE INS CO	JAN VOL LIFE	Life Insurance	100-21714	171.60
65718	DEHN OIL CO	200.5 GAL GASOLINE	Fuel	100-43101-2230	447.67
65718	DEHN OIL CO	276 GAL. DIESEL	Fuel	100-43101-2230	860.79
65719	EMBEDDED SYSTEMS INC	JAN - JUNE '24 SIREN MAINT	Equipment repair & maintena	100-42302-3440	3,897.66
65720	FIRE SAFETY USA INC	CLASS A FOAM	Equipment parts & supplies	100-42201-2320	659.70
65721	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - CS	Personnel testing & recruitme	100-43101-3150	36.71
65722	GRAINGER	LED BULBS	Building repair & maintenanc	100-41702-2310	133.84
65723	HAM LAKE FIRE RELIEF ASSN	2023 FIRE RELIEF PENSION CO	Fire relief pension contributio	100-42201-1220	13,323.00
65724	MCCLELLAN SALES INC	SWEATSHIRT W/REMOVABLE	Safety supplies	100-43101-2240	58.36
65724	MCCLELLAN SALES INC	SWEATSHIRTS	Safety supplies	100-43101-2240	432.00
65725	MENARDS-BLAINE	BARS & CHAIN, ORGANIZER	Operating supplies	100-43101-2290	46.96
65725	MENARDS-BLAINE	LED BULBS	Building repair & maintenanc	100-41702-2310	19.99
65725	MENARDS-BLAINE	BAR & CHAIN	Operating supplies	100-43101-2290	24.99
65726	MN FIRE SERVICE CERT BOAR	RECERTIFICATIONS	Professional licenses & certifi	100-42201-3520	577.50
65727	NORTHERN TOOL & EQUIPME	SHOP RAGS	Operating supplies	100-43101-2290	32.28
65728	PRINT CENTRAL	RECYCLE NEWSLETTER	Printing	231-43601-3970	2,498.00
65729	RIVARD COMPANIES	TREE WASTE DISPOSAL	Operating supplies	100-43101-2290	75.00
65730	RJ KOOL MIDWEST INC	FIRE #3 WASHER	Covid 19	100-41701-4153	8,619.00

Council Approval List

Payment Dates: 12/19/2023 - 1/2/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65730	RJ KOOL MIDWEST INC	FIRE #3 WASHER	Capital assets	420-42201-5110	8,619.00
65730	RJ KOOL MIDWEST INC	FIRE #3 WASHER	Capital assets	420-42201-5110	-8,619.00
65731	SMART BUILDERS GROUP INC	CANCELED PERMIT #2023-012	Surcharge	100-22801	1.00
65731	SMART BUILDERS GROUP INC	CANCELED PERMIT #2023-012	Building permits	100-32201	60.00
65732	SUNRISE RIVER WMO	2024 SUNRISE RIVER WMO	Sunrise WMO	100-43201-3710	4,827.66
65733	TASC	FEB COBRA ADMINISTRATION	Other professional services	100-41701-3190	26.74
65734	UPPER RUM RIVER WATERSHE	2024 URRWMO	Upper Rum River WMO	100-43201-3720	2,370.19
65735	US BANK CORPORATE PAYME	good customer rebate	Refunds & reimbursements	100-37601	-197.81
65735	US BANK CORPORATE PAYME	ZOOM-Zoom - December-DW	Dues & subscriptions	100-41201-3920	13.83
65735	US BANK CORPORATE PAYME	IOS-copier paper, note pads-N	Office supplies	100-41701-2110	118.96
65735	US BANK CORPORATE PAYME	IOS-pens-NW	Office supplies	100-41701-2110	9.06
65735	US BANK CORPORATE PAYME	AMAZON-toilet cleaner-NW	Operating supplies	100-41701-2290	88.65
65735	US BANK CORPORATE PAYME	IOS-filters, cream, trash bags,t	Operating supplies	100-41701-2290	206.92
65735	US BANK CORPORATE PAYME	IOS-band aids, command hoo	Operating supplies	100-41701-2290	8.62
65735	US BANK CORPORATE PAYME	PANTHEON-website-NW	Software licenses & upgrades	100-41701-2510	300.00
65735	US BANK CORPORATE PAYME	AMAZON-monitor cable-NW	Computer supplies & small eq	100-41701-2520	7.26
65735	US BANK CORPORATE PAYME	HARBOR FREIGHT-generator-J	Covid 19	100-41701-4153	909.97
65735	US BANK CORPORATE PAYME	AMAZON-helmet hood-NW	Covid 19	100-41701-4153	12.99
65735	US BANK CORPORATE PAYME	HOLIDAY-non-oxy fuel-MR	Fuel	100-42201-2230	15.11
65735	US BANK CORPORATE PAYME	HOLIDAY-non-oxy fuel-MR	Fuel	100-42201-2230	11.00
65735	US BANK CORPORATE PAYME	U OF M-Commercial Mech Co	Training/conferences/schools	100-42201-3510	150.00
65735	US BANK CORPORATE PAYME	APPLIANCE SOLUTIONS-Fire #	Controllable assets	100-42201-5120	1,237.50
65735	US BANK CORPORATE PAYME	AMAZON-tables Station #3-N	Controllable assets	100-42201-5120	652.96
65735	US BANK CORPORATE PAYME	AMAZON-Fire #3 chairs-MR	Controllable assets	100-42201-5120	779.88
65735	US BANK CORPORATE PAYME	U OF M-Building Training - mj-	Training/conferences/schools	100-42401-3510	1,050.00
65735	US BANK CORPORATE PAYME	U OF M-Building Training - td-	Training/conferences/schools	100-42401-3510	1,280.00
65735	US BANK CORPORATE PAYME	U OF M-building training - td-	Training/conferences/schools	100-42401-3510	-150.00
65735	US BANK CORPORATE PAYME	U OF M-Building training - mj-	Training/conferences/schools	100-42401-3510	-150.00
65735	US BANK CORPORATE PAYME	DEPT OF LABOR-Building Offic	Professional licenses & certific	100-42401-3520	85.00
65735	US BANK CORPORATE PAYME	HOLIDAY-Non-Oxy Fuel-JW	Fuel	100-43101-2230	96.19
65735	US BANK CORPORATE PAYME	MPLS SAW- Safety Rope for tr	Safety supplies	100-43101-2240	270.95
65735	US BANK CORPORATE PAYME	CUB- Distilled water-lift batter	Equipment parts & supplies	100-43101-2320	5.56
65735	US BANK CORPORATE PAYME	AMAZON-chain saw muffler-N	Equipment parts & supplies	100-43101-2320	34.89
65735	US BANK CORPORATE PAYME	DOLLAR GENERAL-Dist water-	Equipment parts & supplies	100-43101-2320	3.50
65735	US BANK CORPORATE PAYME	O'REILLY-#80 vacuum tube-JC	Vehicle parts & supplies	100-43101-2340	5.99
65735	US BANK CORPORATE PAYME	MN NURSERY-Shade Tree Cou	Training/conferences/schools	100-43101-3510	460.00
65737	WARREN HOFFMAN SOD CO.	2023 NAPLES WELL USAGE	Rentals-other	100-42201-3390	800.00
65737	WARREN HOFFMAN SOD CO.	2023 LEXINGTON WELL USAG	Rentals-other	100-42201-3390	800.00
DFT0002646	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,105.00
DFT0002646	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002647	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,695.47
DFT0002647	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,524.06
DFT0002647	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,479.78
DFT0002648	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,462.45
DFT0002649	PERA	Retirement-Coordinated	PERA	100-21703	7,227.85
DFT0002649	PERA	Retirement-Police & Fire	PERA	100-21703	89.36

Grand Total: 274,818.70

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	81,933.20
211 - HAM LAKER	900.00
231 - RECYCLING	2,498.00
370 - 2010 CIP BOND DEBT	189,487.50
420 - FIRE EQUIPMENT	0.00
Grand Total:	274,818.70

Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	51.04
100-21701	Federal WH/FICA/MC	13,699.31
100-21702	State W/H	2,462.45
100-21703	PERA	7,317.21
100-21704	Deferred compensation	2,305.00
100-21711	Dental Insurance	810.03
100-21714	Life Insurance	226.00
100-22801	Surcharge	1.00
100-32201	Building permits	60.00
100-37601	Refunds & reimburseme	-197.81
100-41201-3920	Dues & subscriptions	13.83
100-41701-2110	Office supplies	128.02
100-41701-2290	Operating supplies	304.19
100-41701-2510	Software licenses & upgr	300.00
100-41701-2520	Computer supplies & sm	7.26
100-41701-3190	Other professional servi	26.74
100-41701-4153	Covid 19	9,541.96
100-41702-2310	Building repair & mainte	153.83
100-41702-3420	Building repair & mainte	1,431.00
100-41702-3430	Cleaning service	765.00
100-42201-1220	Fire relief pension contri	13,323.00
100-42201-2210	Clothing & personal prot	3,048.00
100-42201-2230	Fuel	26.11
100-42201-2320	Equipment parts & suppl	659.70
100-42201-3390	Rentals-other	1,611.34
100-42201-3510	Training/conferences/sc	700.00
100-42201-3520	Professional licenses & c	577.50
100-42201-5120	Controllable assets	2,670.34
100-42202-3420	Building repair & mainte	1,052.50
100-42202-3430	Cleaning service	312.00
100-42302-3440	Equipment repair & mai	3,897.66
100-42401-3510	Training/conferences/sc	2,030.00
100-42401-3520	Professional licenses & c	85.00
100-43101-2210	Clothing & personal prot	89.98
100-43101-2230	Fuel	1,404.65
100-43101-2240	Safety supplies	776.30
100-43101-2290	Operating supplies	217.66
100-43101-2320	Equipment parts & suppl	43.95
100-43101-2330	Street repair & mainten	178.18
100-43101-2340	Vehicle parts & supplies	50.17
100-43101-3150	Personnel testing & recr	36.71
100-43101-3510	Training/conferences/sc	460.00
100-43101-3520	Professional licenses & c	100.00
100-43104-3420	Building repair & mainte	1,234.00
100-43104-3430	Cleaning service	148.00
100-43201-3710	Sunrise WMO	4,827.66
100-43201-3720	Upper Rum River WMO	2,370.19
100-43401-3610	Electricity	25.01

Account Summary

Account Number	Account Name	Payment Amount
100-44101-2210	Clothing & personal prot	59.08
100-44101-2320	Equipment parts & suppl	18.45
100-44102-3420	Building repair & mainte	194.00
100-44202-3430	Cleaning service	300.00
211-41704-3125	Editing	900.00
231-43601-3970	Printing	2,498.00
370-47101-6110	Principal	180,000.00
370-47101-6120	Interest	9,487.50
420-42201-5110	Capital assets	0.00
	Grand Total:	274,818.70

Project Account Summary

Project Account Key	Payment Amount
None	272,320.70
231003030	2,498.00
	Grand Total:
	274,818.70



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 12/10/2023-12/23/2023

Packet: PYPKT01543 - PPE 12/23/23 PAID 12/28/23

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	36	34,830.42
Total	36	34,830.42

Denise Webster

From: Brian Kirkham
Sent: Tuesday, December 19, 2023 11:49 AM
To: Denise Webster; Alan Parranto
Subject: Fw: Relief Association Benefit Increase

Al and I are on board for this.

Thanks,
Brian

From: Paul Demro <pdemro1@yahoo.com>
Sent: Tuesday, December 19, 2023 11:27 AM
To: Brian Kirkham <BKirkham@ci.ham-lake.mn.us>
Subject: Relief Association Benefit Increase

You don't often get email from pdemro1@yahoo.com. [Learn why this is important](#)

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

Brian,

Per our conversation:

The Ham Lake Fire Relief Association is sitting at a funding level of ~118% through year end 2023 in our special fund. As such, we would like to increase our annual benefit from \$5,000 per year to \$5,200 per year of service effective immediately. The new funding level will put us at ~114% funded through year end 2024 assuming no additional funds or investment gains are added or factored in.

Thank you,

Paul Demro

Meeting Date: January 2, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Solid Waste Abatement Advisory Team

Introduction/Discussion:

Every year the City Council approves the designation of appointment of a representative and alternate to the Solid Waste Abatement Advisory Team.

Recommendation:

I recommend approval of Nicole Wheeler as the representative and Jennifer Bohr as the alternate to the Solid Waste Abatement Advisory Team.

Meeting Date: January 2, 2024

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

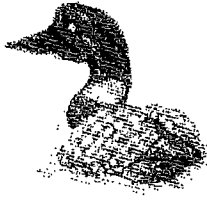
Subject: Official Newspaper

Introduction/Discussion:

We have received quotes from the StarTribune and the Anoka County UnionHerald. Staff has found that working with the Star Tribune has been a benefit regarding legal publications being they publish seven days a week versus the Anoka County UnionHerald publishing once a week. This allows staff to more efficiently meet the requirements per State Statute regarding legal publications.

Recommendation:

I recommend continuing with the Star Tribune as the designated legal newspaper for the City of Ham Lake publications for 2024.



CITY OF HAM LAKE

STAFF REPORT

**To: Mayor and Councilmembers
Denise Webster, City Administrator**

From: Angela Brumbaugh, Finance/Human Resource Director

Subject: Official Depositories for 2024

Introduction/Discussion:

The city is required by State Statutes to designate official depositories for investments at the first meeting of the year.

Recommendations:

I recommend that 21st Century Bank, Falcon National Bank, RBC Capital Markets, PMA Financial Network/PMA Securities, Inc. (4M), Moreton Capital Markets, LLC., US Bank, UBS Financial Services, Inc., be named the official depositories for the city's funds for 2024.

Memorandum

Date: December 28, 2023
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: 2024 Bituminous Overlay Project

Introduction:

Bids were opened yesterday for the scheduled bituminous overlay project. The project consists of the overlay of the residential subdivisions of Eagle Ridge Estates South, Lever Street from 173rd Avenue to 177th Avenue, Naples Estates, Radisson Meadows, Royal Woods and Woodland Bluffs 3rd Addition.

Discussion:

Eight bids were received and are shown in the attached breakdown. The bids ranged between \$955,542.76 and \$1,110,801.58, with an average bid of \$1,021,850.96. The low bidder was GMH Asphalt Corporation.

Recommendation:

It is recommended to adopt the attached Resolution awarding the contract to GMH Asphalt Corporation in the amount of \$955,542.76 for the bituminous overlay project.

RESOLUTION NO. 24-XX

WHEREAS, pursuant to an advertisement for bids for the 2024 Bituminous Overlay Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

GMH Asphalt Corporation	\$ 955,542.76
Knife River	\$ 965,420.38
Park Construction Company	\$ 983,229.68
Valley Paving Inc.	\$1,013,413.44
ASTECH Corp.	\$1,036,649.51
Omann Bros Inc.	\$1,047,100.23
North Valley, Inc.	\$1,062,650.10
Bituminous Roadways, Inc.	\$1,110,801.58

AND WHEREAS, it appears that GMH Asphalt Corporation, Chaska, Minnesota is the lowest responsible bidder;

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

1. That the Mayor and Clerk are hereby authorized and directed to enter into a contract with GMH Asphalt Corporation in the name of the City of Ham Lake for the 2024 Bituminous Overlay Project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Attorney is hereby directed to review all bids and contracts for the Improvement Project.

Adopted by a unanimous vote of the Ham Lake City Council this 2nd day of January, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

BID RESULTS
2024 BITUMINOUS OVERLAY PROJECT
12/27/23

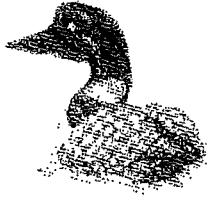
ITEM DESCRIPTION	UNIT	EST. QTY.	GMH Asphalt Corp.		Knife River Corporation		Park Construction	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$28,500.00	\$28,500.00	\$31,350.00	\$31,350.00	\$24,500.00	\$24,500.00
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,732	\$1.05	\$1,818.60	\$1.25	\$2,165.00	\$1.90	\$3,290.80
MILL BITUMINOUS SURFACE	S.Y.	73,498	\$0.77	\$56,593.46	\$1.25	\$91,872.50	\$1.25	\$91,872.50
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,993	\$6.72	\$20,112.96	\$24.00	\$71,832.00	\$0.01	\$29.93
TYPE SPWEA240C WEARING COURSE MIXTURE	TON	8,893	\$93.10	\$827,938.30	\$86.30	\$767,465.90	\$95.45	\$848,836.85
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	73,498	\$0.28	\$20,579.44	\$0.01	\$734.98	\$0.20	\$14,699.60
			\$955,542.76		\$965,420.38		\$983,229.68	

ITEM DESCRIPTION	UNIT	EST. QTY.	Valley Paving, Inc		ASTECH Corp.		Omann Contracting	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$15,000.00	\$15,000.00	\$33,600.00	\$33,600.00	\$85,000.00	\$85,000.00
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,732	\$2.25	\$3,897.00	\$1.82	\$3,152.24	\$3.02	\$5,230.64
MILL BITUMINOUS SURFACE	S.Y.	73,498	\$0.62	\$45,568.76	\$0.68	\$49,978.64	\$1.82	\$133,766.36
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,993	\$16.00	\$47,888.00	\$14.56	\$43,578.08	\$0.01	\$29.93
TYPE SPWEA240C WEARING COURSE MIXTURE	TON	8,893	\$100.00	\$889,300.00	\$99.85	\$887,966.05	\$90.90	\$808,373.70
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	73,498	\$0.16	\$11,759.68	\$0.25	\$18,374.50	\$0.20	\$14,699.60
			\$1,013,413.44		\$1,036,649.51		\$1,047,100.23	

ITEM DESCRIPTION	UNIT	EST. QTY.	North Valley		Bituminous Roadways, Inc	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$131,801.81	\$131,801.81	\$53,500.00	\$53,500.00
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,732	\$9.58	\$16,592.56	\$2.50	\$4,330.00
MILL BITUMINOUS SURFACE	S.Y.	73,498	\$1.15	\$84,522.70	\$1.20	\$88,197.60
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,993	\$9.17	\$27,445.81	\$22.00	\$65,846.00
TYPE SPWEA240C WEARING COURSE MIXTURE	TON	8,893	\$88.48	\$786,852.64	\$101.00	\$898,193.00
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	73,498	\$0.21	\$15,434.58	\$0.01	\$734.98
			\$1,062,650.10		\$1,110,801.58	

Bid Opening
 2024 Bituminous Overlay Project
 December 27, 2023
 Engineer's Estimate - \$1,477,258.94

Planholder	Bid Bond	Bid Amount
ASTECH Corp. Saint Cloud, MN 56302	5%	1,036,644.51
Bituminous Roadways, Inc. Mendota Heights, MN 55120	5%	1,110,801.58
Czars of Tar Ham Lake, MN 55304		
GMH Asphalt Corporation Chaska, MN 55318	5%	955,542.76
Knife River Sauk Rapids, MN 56379	5%	965,420.38
Martin Marietta Maple Grove, Mn 55369		
New Look Contracting Rogers, MN 55374		
North Valley, Inc. Nowthen, MN 55330	5%	1,002,650.10
Northwest Total Site Shakopee, MN 55379		
Oldcastle Infrastructure Cannon Falls, MN 55009		
Omann Bros Inc Albertville, MN 55301	5%	1,047,100.23
Park Construction Company Minneapolis, MN 55432	5%	983,229.68
Valley Paving Inc Shakopee, MN 55379	5%	1,013,413.44



CITY OF HAM LAKE

STAFF REPORT

**To: Mayor and Councilmembers
Denise Webster, City Administrator**

From: Angela Brumbaugh, Finance/Human Resource Director

**Subject: Approval of the American Rescue Plan Act Funding for a Camera
System in Fire Station #3 and AED Batteries**

Introduction/Discussion:

In March of 2021, the U.S. Congress adopted the American Rescue Plan Act (ARPA). The State of Minnesota received approximately \$377 million to allocate out to its jurisdictions with a population below 50,000. In July 2021, the City requested their \$1.776 million allotment and then was notified in December of 2021 an additional \$58,156.72 of unused funds would be distributed bringing the total amount of ARPA funds to approximately \$1.834 million. The funds can be used for costs after March 3, 2021 and must be obligated to an item by December 31, 2024 and distributed by December 31, 2026.

During the March 21, 2022 Council meeting, a resolution was passed determining the city would be using the Revenue Replacement option to expend the funds. The Revenue Replacement option has a standard allowance of \$10M or less to be used for what the city deems necessary.

After doing an internal audit, the city has expended \$1,755,915 with \$69,394.42 obligated. Although we have allocated the funds, some items have come over/under budget and as we expend money we will continue to monitor the account. The Fire Chief would like to include a camera system with Fire Station #3 and has received a proposal for \$5,950. We also have a couple of batteries for AED defibrillators that need replacing: City Hall defibrillator is \$342 and the Fire Department is \$476. As these items are needed, we would like to allocate ARPA funds for their purchase.

Recommendations:

Approval of the Resolution to allocate \$5,950 for cameras for Fire Station #3, \$476 for AED defibrillator battery for the Fire Station, and \$342 for AED defibrillator for City Hall

RESOLUTION NO. 24-XX

CITY OF HAM LAKE

**RESOLUTION APPROVING AMERICAN RESCUE PLAN ACT FUNDS FOR CAMERAS
FOR FIRE STATION #3**

WHEREAS, the City of Ham Lake slated to receive a total of \$1.834M in American Rescue Plan Act (ARPA) Funding,

WHEREAS, on March 21, 2022, City Council approved to use the Revenue Replacement option for expending the funds and procedures for approving expenditures,

NOW, THEREFORE, BE IT RESOLVED that the City of Ham Lake allocates \$5,950 for cameras for Fire Station #3, \$476 for AED defibrillator battery for the Fire Station, and \$342 for AED defibrillator for City Hall.

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

Brian Kirkham, Mayor

Denise Webster, City Clerk



PO Box 330, 6800 Electric Dr, Rockford, MN 55373
 Phone: 763-477-3664 Fax: 763-477-3054 www.wh-security.com

Camera System Proposal

Proposal Number **WHSQ20861**

Date **Dec 18, 2023**

Billing Address	Site Address	Your Sales Rep
City of Ham Lake, 15544 Central Ave Ne Ham Lake, MN 55304-5609 US mrackowski@ci.ham-lake.mn.us	City of Ham Lake, 4244 149th Ave Ham Lake, MN 55304-5609 US mrackowski@ci.ham-lake.mn.us	Andrew Hirsch Product & Service Representative 763-477-3138 adhirsch@whe.org

Equipment Provided Under This Proposal

Description	Location	
Security Commercial Install Labor		\$3,000.00
Installation Commercial Equip/Parts		\$75.00
Dahua 22" Monitor HDMI, VGA		\$100.00
Security Commercial Install Labor		\$400.00
16 Channel Recorder - 4TB		\$995.00
Avycon 5MP H.265 Eyeball IP Camera Fixed 2.8mm		\$230.00
Avycon 5MP H.265 Eyeball IP Camera Fixed 2.8mm		\$230.00
Avycon 5MP H.265 Eyeball IP Camera Fixed 2.8mm		\$230.00
Avycon 5MP H.265 Eyeball IP Camera Fixed 2.8mm		\$230.00
Avycon 5MP H.265 Eyeball IP Camera Fixed 2.8mm		\$230.00
Avycon 5MP H.265 Eyeball IP Camera Fixed 2.8mm		\$230.00
Fire Station	Total Cost	\$5,950.00
16 Channel NVR. 8 Channel recorder would be \$710.		
6 Cameras 2 inside and 4 outside		

Deposit Amount \$3,179.53

WHS may fax, email, scan, image, or otherwise save, convert, retain and store this Agreement and any other communications, documents, materials, or information regarding this Agreement or its performance into an electronic media or format of any type or form, through means now known or later developed (herein "Electronic Media"). In the sole and absolute discretion of WHS, it may destroy any original "wet ink" copy of this Agreement or other written documents, materials, or information which has been saved, converted, retained, or stored by WHS in Electronic Media. Any unaltered or unadulterated copy of this Agreement or other communications, documents, materials or information produced from Electronic Media will be binding upon the parties and equivalent to an original for all purposes, including court or arbitration proceedings. Subscriber agrees that to the extent any law requires a record to be in writing, the Electronic Media record satisfies the law.

Each party may rely upon the other party's assent to the foregoing Electronic Media practice when such party has signed this Agreement or demonstrated its intent to be bound, whether by electronic signature or otherwise. Such action will signify Subscriber's consent to complete this Agreement electronically and to conduct business by electronic means and through Electronic Media.


WHS offers Subscriber the ability to complete and sign this Agreement using an electronic process and signing by an electronic signature in lieu of a paper-based signature. Subscriber agrees not to electronically sign this Agreement without first reading it and ensuring it has been accurately completed by the Subscriber, thus demonstrating that Subscriber is able to access the electronic Agreement and process used by WHS. If so elected, Subscriber is signing and delivering this Agreement through an electronic signature, rather than using printed paper documents, and is intending to legally bind the Subscriber to this Agreement. Subscriber agrees the electronic signature is legally binding and is the legal equivalent of a manual or "wet ink" signature on a printed copy of this Agreement. Such electronic signature means Subscriber agrees and consents to be legally bound by this Agreement's terms and conditions and constitutes an acceptance and agreement as if actually completed in writing. Subscriber agrees that no third-party certification, authority or other verification is necessary to validate the electronic signature or actions taken by Subscriber and that the lack of such certification or verification will not in any way affect the enforceability of the same. Subscriber agrees that to the extent any law requires a signature, the electronic signature satisfies the law.


Accepted _____ Title _____ Date _____

Sales tax will be added at the time of billing. The prices quoted on this proposal are valid for 30 days from the date shown above.

FREE SHIPPING on online orders of \$99+* (/html/freeship.html)

AEDSuperstore® (/resources/faq/)

 (myaccount.asp)

 (view_cart.asp) ⁽⁰⁾

Search by Product, Brand or Part Number



Home (/) / AED Accessories (/aed-accessories.html) /

Physio-Control Accessories (/physio-control-accessories.html) /

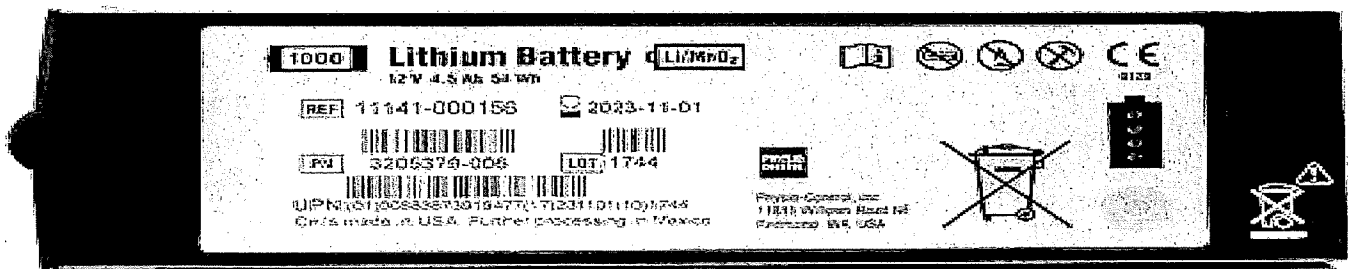
LIFEPAK® 1000 Accessories (/physio-control-lifepak-1000-accessories.html)

Physio-Control LIFEPAK 1000 Replacement Lithium AED Battery Kit

Part #: 11141-000100 | Exclusively for the LIFEPAK 1000 Defibrillator by Physio-Control (formerly Medtronic, Inc.)

★★★★★ (2) Write a Review

Your Price: \$476.00



Chat with us



Type your message here



Thank you for your purchase!

We're getting your order ready to be shipped. We will notify you when it has been sent.

[View your order](#)

or Visit our store

Order summary



**Physio Control LIFEPAK CR2 Replacement Lithium
Battery × 1**

\$307.00

Subtotal	\$307.00
Shipping	\$8.75
Taxes	\$25.66
Total	\$341.41 USD

Meeting Date: January 2, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Mike Raczkowski, Fire Chief

Item/Title/Subject: Officer Appointments

Introduction/Discussion:

With the opening of Fire Station 3 and reassigning of personal from station 1 to station 3 there is a need for a District Chief and two Captains at station 3 and one captain at station 1. The open positions were posted in November and the interested applicants submitted a letter of interest to the Fire Chief. There was 1 applicant for district chief and seven applicants for captains. With one exception, all the applicant hold the position of firefighter and one is currently a captain. The selection committee consisted of the fire chief and deputy chief which interviewed each of the applicants. All applicants have shown dedication to the community and are in good standing in the department.

With the knowledge that station 3 would be operational this year the appropriate changes were made to the 2024 budget to accommodate these new positions.

Recommendation:

Appointment of the following persons as officers for the term specified:

District Chief – Station 3 – Term ending December 31, 2025

Pat McGrath (currently serving as station 1 captain)

Captain – Station 1 – Term ending December 31, 2024

Paul Demro

Captain – Station 3 – Terms ending December 31, 2024

Bill Groom

Andy Yoakum

Meeting Date: January 2, 2024

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers
From: Mike Raczkowski, Fire Chief
Item/Title/Subject: Officer Appointments

Introduction/Discussion:

The terms of the officer appointments for the positions listed below expire at the end of 2023. All of the current officers whose terms will be ending have applied and are recommended for reappointment.

Recommendation:

I recommend appointment of the following fire department personnel to the positions listed for the January 1, 2024 through December 31, 2026 term.

CAPTAIN

Station One

Captain 14 – Mark Nelson

Station Two

Captain 22 – Jesse Wilkin

Captain 23 – Jeff Wunderlich

**CITY OF HAM LAKE
ROAD COMMITTEE NOTES
DECEMBER 18, 2023**

The Road Committee met on Monday, December 18, 2023 at 5:30 p.m. Present were Councilmember Gary Kirkeide; Councilmember Jim Doyle; City Engineer Tom Collins; City Engineer Dave Krugler; Public Works Superintendent John Witkowski; City Administrator Denise Webster; and Deputy City Clerk Dawnette Shimek.

1. 162nd Lane NE / Buchanan Street NE

It was the consensus of the Road Committee to proceed with the Buchanan Street NE alignment and recommend that the City Council direct the City Attorney to proceed with negotiations to acquire additional right-of-way to complete the Buchanan Street NE connection at Constance Boulevard NE. Administrator Webster stated that she would send an email to the adjacent property owners that the City has met with previously.

2. Potential Central Avenue NE from 177th Avenue NE to 181st Avenue NE Local Partnership Program grant application

Engineer Collins stated that the City of East Bethel had inquired if the City of Ham Lake would be interested in a joint MnDOT Local Partnership Program (LPP) grant application for new construction for a frontage/backage road between 177th Avenue NE and 181st Avenue NE in Ham Lake and between Briarwood Lane NE and 187th Avenue NE in East Bethel. Councilmember Kirkeide stated that any grant applications should be broken out by City, and not submitted jointly. Engineer Collins stated that a 177th Avenue NE to 181st Avenue NE grant submittal would need to include the removal of the 177th Avenue NE right-in/right-out access to Highway 65. Engineer Collins stated that he will be meeting with the property owner for this segment in the near future to discuss a potential grant application. Councilmember Kirkeide stated that excess funding beyond LPP grant funds should be eligible for Anoka County Housing and Redevelopment Authority funding, similar to the Crosstown Business Park.

3. Condition of Island Drive NE

Public Works Superintendent Witkowski stated that the Island Drive NE millings on the road are crumbling into the sand. Discussion followed regarding milling the sand and gravel as a base and adding gravel on top. Engineer Collins stated that milling could be combined with 173rd Avenue NE from east of Terrace Road NE to west of Van Buren Street NE. Engineer Collins stated he would prepare a notification letter to the residents.

4. Driveway culvert permits

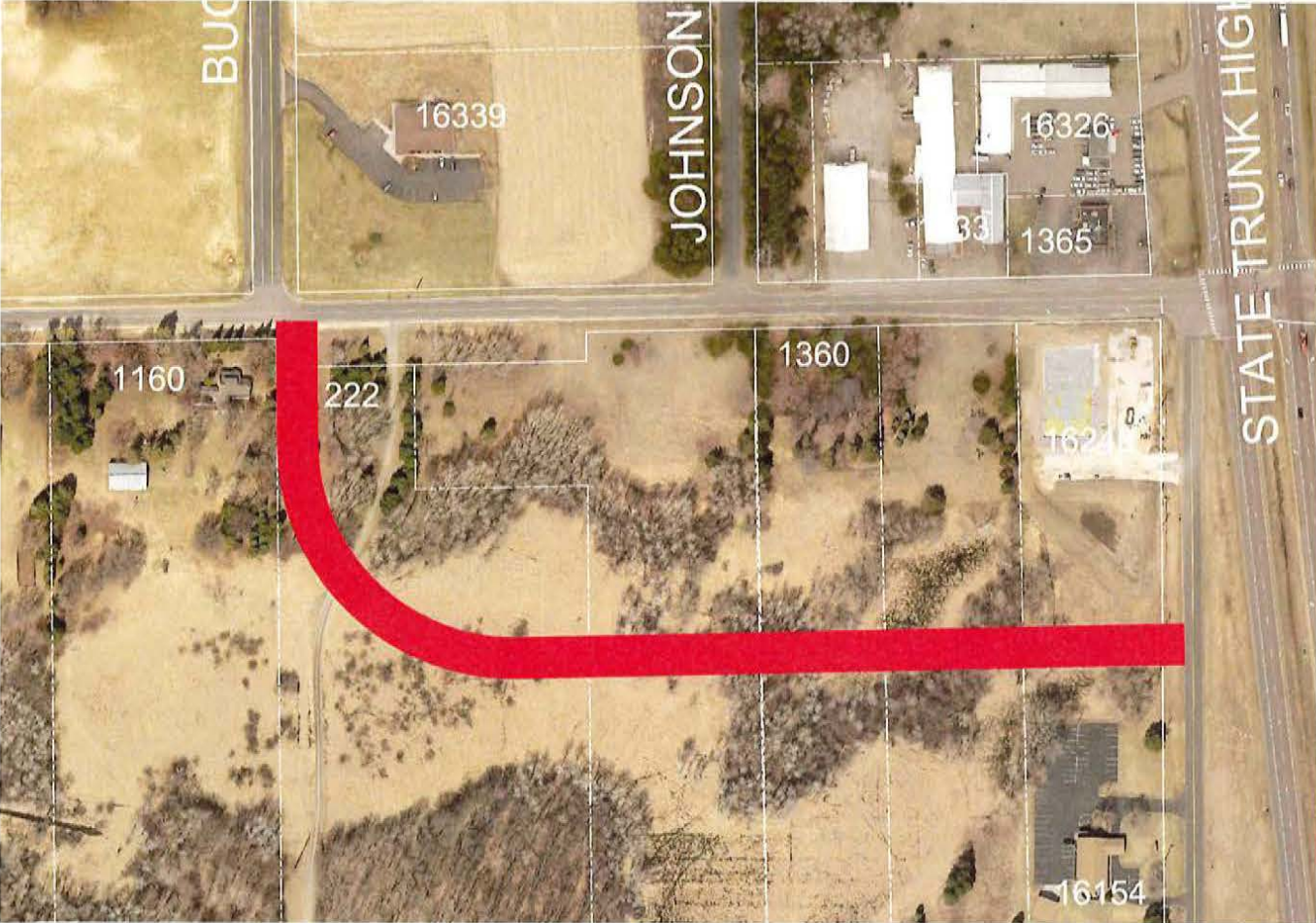
Public Works Superintendent Witkowski stated that the Road Committee approved the drafting of a driveway culvert permit at the August 12, 2020 Road Committee meeting, and that he was requesting direction on how to proceed with culvert replacement responsibilities. Public Works Superintendent Witkowski stated that a property owner has requested that the culvert underneath their dirt driveway be replaced. Public Works Witkowski stated that the culvert condition was

acceptable, the request was for cosmetic purposes and that it could be corrected by adding class 5 aggregate base over the exposed culvert. Councilmember Kirkeide asked if the City should do the repair and charge a fee. Councilmember Kirkeide stated that the culvert work is in the right-of-way. Councilmember Doyle stated they could review costs and figure a cost factor with the permit process. Councilmember Kirkeide stated the City could consider taking over these repairs and the fees funded through the Drainage Improvement Fund. Administrator Webster stated that this would be added to a future agenda.

5. Request for upgrade of 139th Lane NE east of Lexington Avenue NE

The Road Committee discussed complaints regarding the condition of the class 5 aggregate surface 139th Lane NE. Public Works Superintendent Witkowski stated that they recently reshaped the road and added additional Class 5 aggregate. Public Works Superintendent Witkowski stated that he would respond to the property owner that complained about the condition and that he would continue to monitor the roadway condition.

NORTH





CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Subject: Committee Appointments for 2024

Introduction/Discussion:

Previous Committee Appointments from 2023

- **Acting Mayor (1)**...Councilmember Wilken
- **EDA President (1)**...Mayor Kirkham
- **EDA Vice President (1)**...Councilmember Wilken
- **Personnel (2)**...Mayor Kirkham & Councilmember Doyle
- **Economic Development (2)**...Mayor Kirkham & Councilmember Parranto
- **Met Council & Metropolitan Council reform effort Committee (2)**...Mayor Kirkham & Councilmember Kirkeide
- **Law Enforcement (2)**...Mayor Kirkham and Councilmember Wilken
- **Fire Department Liaisons (2)**...Mayor Kirkham & Councilmember Parranto
- **North Metro Telecommunications Commission (1)**...Councilmember Wilken (alternate: Councilmember Parranto)
- **Chamber of Commerce (2)**...Mayor Kirkham & City Administrator Webster
- **Road Committee (2)**...Councilmember Kirkeide & Councilmember Doyle
- **Ham Laker Task Force (2)**...Councilmember Parranto & Councilmember Wilken
- **Audit (2)**...Mayor Kirkham & Councilmember Doyle
- **Building/Energy Committee (2)**...Mayor Kirkham & Councilmember Kirkeide
- **Park Committee (2)**...Mayor Kirkham & Councilmember Parranto
- **Fire Relief Association Board of Trustees (3)**...Mayor Kirkham, Fire Chief Raczkowski & **(replace Andrea Murff with Finance Director Angela Brumbaugh)**
- **Code Review Committee (2)**...Councilmember Kirkeide & Councilmember Wilken (alternate: Mayor Kirkham)
- **Building Department Committee (2)**...Councilmember Kirkeide & Councilmember Parranto
- **Public Works Committee (2)**...Councilmember Kirkeide and Councilmember Doyle
- **CERT Committee**...Councilmember Wilken, Councilmember Parranto, Fire Chief Raczkowski, & Liaison from the Sheriff's Department
- **Equipment Committee (2)**.....Mayor Kirkham and Councilmember Kirkeide

Recommendations: I am recommending one change to the Committee Appointments:

- 1) Finance Director Angela Brumbaugh would replace Andrea Murff on the Fire Relief Association Board of Trustees

North Metro Telecommunications Commission Meeting Talking Points

December 20, 2023

- ▶ North Metro TV staff is pleased with the results of the streaming arrangement with NSPN.TV. In addition to receiving payment for game streams and downloads, the relationship resulted in the ability to record state level tournament games and may have played a role in being hired for an \$11,000 streaming job with the National Sports Center. The plan is to continue with the partnership for the winter sports season.
- ▶ City meeting podcasts are turning out to be quite popular. With six of the seven member cities participating in the service, and only for select meetings, there were 157 downloads October through November.
- ▶ North Metro TV staff is also providing transcripts of city meetings for those cities that want them.
- ▶ Local Decision candidate interviews were the most popular YouTube videos for North Metro TV. They were viewed over 2,800 times the week before the election.
- ▶ Staff recorded the annual Blaine High School Veterans Day program and is already working with organizers to cover the Guns N Hoses charity hockey game.
- ▶ The Commission accepted Heidi Arnson's letter of resignation. Heidi expressed her appreciation and gratitude for the support of the cities and commission throughout the years, and shared that North Metro TV is in very good hands and will continue to be a forward thinking and valuable service for the cities.
- ▶ At the September meeting, Commissioner Chris Massoglia first presented his idea to merge with CCX Media as a cost saving measure to combat declining fees. At the December meeting, it was noted that the Blaine City Council had discussed the matter at a workshop. The Blaine Council was amenable to contacting CCX. It was noted that the Commission members from the rest of our Member Cities should have the opportunity to find out if their cities would be interested in reaching out to CCX Media. (CCX is the cable commission serving 9 Northwest suburbs including Plymouth, Brooklyn Center & Brooklyn Park.) The Commission could vote on whether to talk to CCX at their February meeting. If CCX is interested, comprehensive due diligence would have to be conducted regarding pros and cons, services, technology, staffing, financial assets, policies, franchises, geography, and other matters.
- ▶ Danika Peterson and Eric Houston were introduced as interim Co-Executive Directors. Their job descriptions and compensation were considered and approved.
- ▶ North Metro TV received an RFP from the City of Fridley for providing video production services. Fridley would be a very good fit for us. North Metro TV will be submitting a proposal.
- ▶ The Commission was part of a consortium that urged the FCC to repeal the mixed-use rule and amend the in-kind rule. The repeal and amendment could result in franchise fee savings for the Commission.

- ▶ The Office of Broadband Development has decided to specifically include PEG-TV entities as being eligible for future grant funding. The state is expecting to receive over \$20 million in mid-2024 for grants, so this could be an excellent opportunity for North Metro TV.

PLEASE encourage your council members to call me if they have any questions you can't answer. I would be happy to answer any questions they may have. Heidi Arson at NMTV. Direct line is 763-231-2801. Email is harnson@northmetrotv.com.