

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, FEBRUARY 20, 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 Anoka County Sheriff Brad Wise and Lt. Anthony Mendoza – Anoka County Sheriff's Office – Introduction of Deputies assigned to the City of Ham Lake for 2024 and the Monthly Report
- 4.0 CONSENT AGENDA**

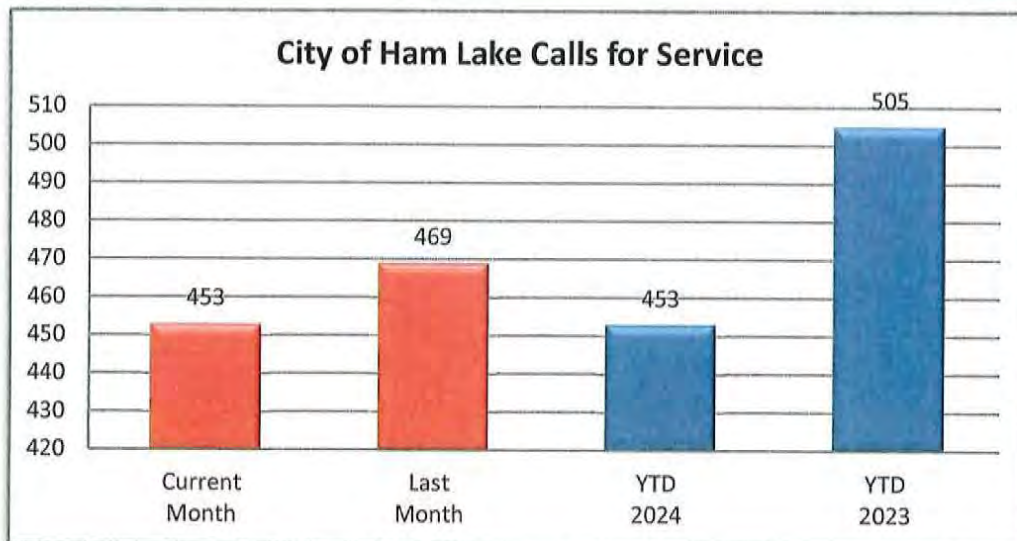
These items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in normal sequence. (All items listed on the Consent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

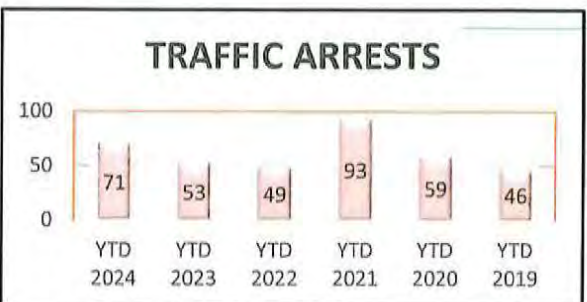
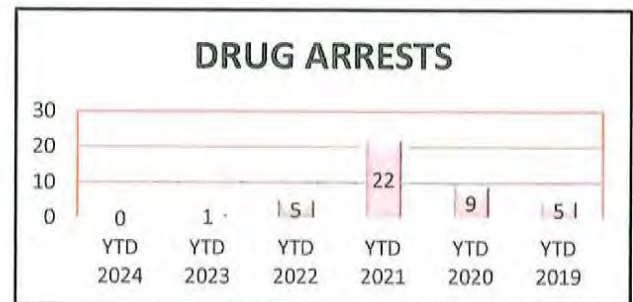
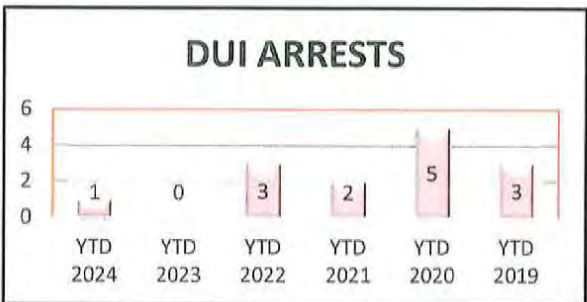
 - 4.1 Approval of minutes of February 5, 2024
 - 4.2 Approval of claims
 - 4.3 Approval of the 2024 service contract with SafeAssure for safety training
 - 4.4 Approval of a Resolution to grant a Temporary Certificate of Occupancy to H&H Contracting for building located at 15454 Central Avenue NE
- 5.0 PLANNING COMMISSION RECOMMENDATIONS – None**
- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**
- 7.0 APPEARANCES**
 - 7.1 Finance Director, Angela Brumbaugh – 4th Quarter Financial Report
- 8.0 CITY ATTORNEY**
- 9.0 CITY ENGINEER**
- 10.0 CITY ADMINISTRATOR**
- 11.0 COUNCIL BUSINESS**
 - 11.1 Committee Reports
 - 11.2 Announcements and future agenda items

PATROL DIVISION

CITY OF HAM LAKE - JANUARY 2024

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2024	YTD 2023
Call for Service	453												453	505
Burglaries	0												0	3
Thefts	17												17	17
Crim Sex Conduct	0												0	0
Assault	1												1	2
Dam to Property	1												1	0
Harass Comm	0												0	0
PI Accidents	3												3	5
PD Accidents	24												24	27
Medical	58												58	68
Animal Complaint	25												25	28
Alarms	31												31	19
Felony Arrests	1												1	6
GM Arrests	2												2	4
Misd Arrests	5												5	3
DUI Arrests	1												1	0
Drug Arrests	0												0	1
Domestic Arrests	0												0	1
Warrant Arrests	9												9	6
Traffic Stops	227												227	223
Traffic Arrests	71												71	53

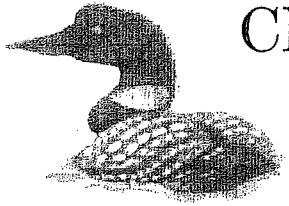




Tref	0	0	0	0	1	16	0	0	17
Tres	0	0	0	0	0	0	1	0	1
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	1	0	0	0	1
Vand	0	0	0	0	0	0	1	0	1
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	1	0	1
VehTheftP	0	0	0	1	0	0	0	0	1
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	17	1	0	18
WelfareP	0	0	0	0	0	0	0	0	0
WT	0	0	0	6	0	0	0	0	6
Total	15	53	12	65	35	142	89	42	453

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Close



CITY OF HAM LAKE

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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, FEBRUARY 5, 2024

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, February 5, 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 Gary Kirkeide, Jim Doyle, Jesse Wilken and Al Parranto

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

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Karen Skepper, Executive Director of Anoka County HRA, discussion of the county-wide housing study

Karen Skepper, Executive Director of Anoka County HRA, was present to discuss the Anoka County Housing Needs Assessment completed in October 2023. Ms. Skepper stated key findings of the assessment which included: robust household growth in Anoka County and the Twin Cities metro area; remaining labor shortages; a tight rental market with a vacancy rate of 2.3%; a dramatic increase in for-sale home prices; a decrease in housing affordability in all markets, but especially for low and moderate-income households; a demand for all types of housing through the year 2030; and potential demand for 18,041 new housing uses. Ms. Skepper stated the final report of the study will be available in about 30 days and asked that the City post the information on its website.

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 January 16, 2024 and Workshop Meeting Minutes of January 29, 2024

4.2 Approval of claims in the amount of \$360,986.33

4.3 Approval of scheduling the Recycling Days for Saturday, May 4th and Saturday, September 7, 2024

- 4.4 Approval of the Arbor Day Proclamation for May 4, 2024
- 4.5 Approval of Excluded Bingo for four dates (March 7th, April 7th, October 7th, and November 7, 2024) for Blaine Central Alano, 13536 Highway 65 NE
- 4.6 Approval of the reappointment of Erin Dixson, Jonathan Fisher and Jeff Entsminger as Planning Commissioners with the term of March 15, 2024 to March 15, 2027
- 4.7 Approval of purchasing Aluminum Park Bleachers and Hip Shade replacement fabric
- 4.8 Approval of hiring part-time snowplow driver John Abbott
- 4.9 Approval of Resolution No. 24-04 appointing Election Judges for the Presidential Nomination Primary on March 5, 2024 and allowing the City Clerk to appoint additional judges as needed
- 4.10 Approval of purchasing a Pumper Tanker for the Fire Department using Public Safety Aid
- 4.11 Approval of Amendment to Hidden Forest East Fourth Addition Development Agreement and adoption of Resolution No. 24-05

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

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Angela Oldenburger of Paxton Properties, LLC, requesting a Conditional Use Permit to operate White & Sable, LLC, an event center at 15485 Baltimore Street NE and adoption of Resolution No. 24-06

Motion by Wilken, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve Angela Oldenburger’s request for a Conditional Use Permit to operate White and Sable, LLC, an event center, at 15485 Baltimore Street NE, subject to not exceeding the total occupant load of 299 at any time, outdoor event activities only occurring between the hours of 7:01 am and 10:00 pm, no outside storage, maintaining the landscaping, outdoor lighting, parking lot surface and parking lot striping, clearly marking fire truck access with no parking signs and meeting all City, County and State requirements; and adoption of Resolution No. 24-06. All in favor, motion carried.

- 5.2 Angela Oldenburger of Paxton Properties, LLC, requesting Commercial Site Plan approval to construct a 10,381 square foot event center at 15485 Baltimore Street NE, PID# 20-32-23-12-0027

Motion by Kirkeide, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve Angela Oldenburger’s request for commercial site plan approval to construct a 10,381 square foot event center at 15485 Baltimore Street NE, subject to the following conditions: not exceeding the total occupant load of 299 at any time, outdoor event activities only occurring between the hours 7:01 am and 10:00 pm, meeting the requirements of the DNR, obtaining a demolition permit to demolish the existing office and small shed, the exterior finish of the buildings meeting CD-1 building standards, meeting the requirements of the Building Official and City Engineer 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 – None**
- 9.0 **CITY ENGINEER – None**
- 10.0 **CITY ADMINISTRATOR – None**

11.0 COUNCIL BUSINESS

11.1 Committee Reports – None

11.2 Discussion of the request for funding for Trunk Highway 65 and Bunker Lake Boulevard NE (CSAH 116) engineering interchange design

Mayor Kirkham stated that it has been determined that HRA (Housing and Redevelopment Authority) cannot be used to fund the engineering interchange design of Trunk Highway 65 and Bunker Lake Boulevard NE project. Mayor Kirkham stated that he met with Senator Kruen and he stated that historically if a City does not contribute to a road improvement, the State may pass on that portion of the improvement. Councilmember Kirkeide stated that the City has not contributed to improvements at Crosstown Boulevard NE, Constance Boulevard NE and Bunker Lake Boulevard NE. Councilmember Kirkeide added that that this what the gas tax is for. Councilmember Kirkeide stated that the City supports the project but does not feel the City should contribute. Councilmember Parranto stated he does not want to see this portion of the project be overlooked. Councilmember Doyle stated that this improvement is important to the safety of Ham Lakers and agrees with contributing. Councilmember Parranto questioned if they will expect funds from the City for future improvements of Constance Boulevard NE and Crosstown Boulevard NE. Councilmember Wilken stated he agrees with the City funding \$25,000.00. **Motion by Kirkham, seconded by Doyle, to approve \$25,000 for the funding towards the engineering interchange design for Trunk Highway 65 and Bunker Lake Boulevard NE (CSAH 116). Mayor Kirkham and Councilmembers Doyle, Parranto and Wilken voted yes. Councilmember Kirkeide voted no. Motion carried.**

11.3 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:32 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
February 20, 2024

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	02/06/24 - 02/20/24	
EFT	# 2000 - 2005	\$ 61,506.84
REFUND CHECKS	#	
CHECKS	# 65827 -65872	\$ 221,460.23
BANK DRAFTS	DFT0002665 -DFT0002669	\$ 28,649.08
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 311,616.15</u>
PAYROLL CHECKS		
02/09/24	Direct Deposits	\$ 37,607.87
TOTAL PAYROLL CHECKS		<u>\$ 37,607.87</u>
VOID CHECKS		
ZERO CHECKS	#6534, 65835, 65840	\$ -
ZERO EFT		\$ -
BANK DRAFTS		\$ -
TOTAL VOIDS		<u>\$ -</u>
TOTAL OF ALL PAYMENTS		<u>\$ 349,224.02</u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 20TH DAY OF FEBRUARY 2024

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2000	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	89.98
2000	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2000	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2001	O'REILLY AUTOMOTIVE STORE	ELECTRICAL TAPE	Operating supplies	100-43101-2290	15.99
2001	O'REILLY AUTOMOTIVE STORE	ATO FUSE, BLADE	Operating supplies	100-43101-2290	15.87
2001	O'REILLY AUTOMOTIVE STORE	MINI CUTTERS	Small tools	100-43101-2410	7.99
2001	O'REILLY AUTOMOTIVE STORE	#93 FUEL FILTER	Vehicle parts & supplies	100-43101-2340	86.47
2001	O'REILLY AUTOMOTIVE STORE	#82 AIR FILTER	Vehicle parts & supplies	100-43101-2340	14.25
2001	O'REILLY AUTOMOTIVE STORE	#74 TIE RODS	Vehicle parts & supplies	100-43101-2340	215.87
2002	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	270.00
2002	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	54.00
2002	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	2,141.76
2002	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	1,010.56
2002	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	14,486.52
2002	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	172.70
2002	RFC ENGINEERING, INC.	GROUP BILLING	Engineering	100-41101-3135	40,535.81
2002	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	1,661.33
2002	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	332.72
2003	SUSAN KNOUSE	OCT - DEC MILEAGE	Mileage	100-41401-3960	13.76
2004	UNLIMITED SUPPLIES INC	NUTS, WASHERS, WIRE, BULB	Operating supplies	100-43101-2290	216.19
2005	WRUCK SEWER & PORTABLE	JAN HAM LAKE BOAT LANDIN	Rentals-other	100-44101-3390	45.50
2005	WRUCK SEWER & PORTABLE	JAN LION'S PLAYGROUND REN	Rentals-other	100-44101-3390	45.50
65827	ACCESS	JAN SHREDDING	Waste management & recycli	231-43601-3630	146.42
65828	ACE SOLID WASTE INC	FEB ORGANICS	Waste management & recycli	231-43601-3630	363.14
65829	AKER DOOR SALES INC	GARAGE DOOR REPAIR	Building repair & maintenanc	100-43104-3420	417.00
65830	ANOKA COUNTY DISTRICT	CHAINSAW TRAINING	Training/conferences/schools	100-43101-3510	400.00
65831	ANOKA COUNTY PROPERTY	VAC 2152 S HAM LAKE DR FILI	Filing fees	890-90001-3980	46.00
65832	ASTLEFORD INT'L TRUCKS INC	#93 SENSOR	Vehicle parts & supplies	100-43101-2340	65.29
65833	BERGLUND, BAUMGARTNER,	HUSNICK DANGEROUS DOG	Attorney	100-41101-3110	222.80
65833	BERGLUND, BAUMGARTNER,	CUP WORKSHOP	Attorney	100-41101-3110	49.44
65833	BERGLUND, BAUMGARTNER,	WORKSHOP	Attorney	100-41101-3110	1,170.08
65833	BERGLUND, BAUMGARTNER,	COUNCIL MEETINGS	Attorney	100-41101-3110	519.60
65833	BERGLUND, BAUMGARTNER,	ARNOLD LAND	Attorney	100-41101-3110	477.92
65833	BERGLUND, BAUMGARTNER,	FOSTER TRUCKING	Attorney	100-41101-3110	407.88
65833	BERGLUND, BAUMGARTNER,	BUNKER & HWY 65	Attorney	100-41101-3110	82.40
65833	BERGLUND, BAUMGARTNER,	PROSECUTIONS	Attorney	100-41501-3110	6,695.00
65833	BERGLUND, BAUMGARTNER,	FIREFIGHTER CANDIDATES	Attorney	100-42201-3110	230.72
65833	BERGLUND, BAUMGARTNER,	VIOLATIONS - VEHICLES	Attorney	100-42401-3110	65.92
65833	BERGLUND, BAUMGARTNER,	JAKE'S AUTO MALL	Attorney	262-46101-3110	428.48
65833	BERGLUND, BAUMGARTNER,	OSBORNE EASEMENT	Capital assets	262-46101-5110	379.04
65833	BERGLUND, BAUMGARTNER,	LARSON SYSTEMS	Attorney	890-90001-3110	280.16
65833	BERGLUND, BAUMGARTNER,	TWIN TOWN DEMO	Attorney	890-90001-3110	181.28
65833	BERGLUND, BAUMGARTNER,	RICHLAND REFRIGERATION C	Attorney	890-90001-3110	144.20
65833	BERGLUND, BAUMGARTNER,	AUTOMOTIVE ILLUTIONS CUP	Attorney	890-90001-3110	144.20
65833	BERGLUND, BAUMGARTNER,	ALL EVENT'S CUP	Attorney	890-90001-3110	144.20
65833	BERGLUND, BAUMGARTNER,	HENTGES	Attorney	890-90001-3110	82.40
65833	BERGLUND, BAUMGARTNER,	HOLIDAY	Attorney	890-90001-3110	65.92
65833	BERGLUND, BAUMGARTNER,	H&H LANDSCAPING	Attorney	890-90001-3110	263.68
65833	BERGLUND, BAUMGARTNER,	ZONING - DOLLAR GENERAL	Attorney	100-41101-3110	67.90
65833	BERGLUND, BAUMGARTNER,	CARS FOR NEIGHBORS	Attorney	100-41101-3110	186.71
65833	BERGLUND, BAUMGARTNER,	HUSNICK DANGEROUS DOG	Attorney	100-41101-3110	288.56
65833	BERGLUND, BAUMGARTNER,	MEETING WITH MARK & DENI	Attorney	100-41101-3110	695.93
65833	BERGLUND, BAUMGARTNER,	COUNCIL MEETING	Attorney	100-41101-3110	1,123.56
65833	BERGLUND, BAUMGARTNER,	PROSECUTIONS	Attorney	100-41501-3110	6,895.85

Council Approval List

Payment Dates: 2/6/2024 - 2/20/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65833	BERGLUND, BAUMGARTNER,	FOSTER - REVOKED CUP	Attorney	100-42401-3110	967.51
65833	BERGLUND, BAUMGARTNER,	VIOLATION - KEVIN PECK 1305	Attorney	100-42401-3110	186.71
65833	BERGLUND, BAUMGARTNER,	SRWMO BYLAWS	Attorney	100-43201-3110	254.61
65833	BERGLUND, BAUMGARTNER,	FIRE #3	Capital assets	420-42201-5110	101.84
65833	BERGLUND, BAUMGARTNER,	CROSSTOWN BUSINESS	Attorney	431-43301-3110	84.87
65833	BERGLUND, BAUMGARTNER,	CONSTANCE SERVICE ROAD	Attorney	431-43301-3110	220.66
65833	BERGLUND, BAUMGARTNER,	CUL-DE-SAC AT HOPPE PROPE	Attorney	431-43301-3110	594.09
65833	BERGLUND, BAUMGARTNER,	CROSSTOWN SHOPPING CENT	Attorney	431-43301-3110	492.24
65833	BERGLUND, BAUMGARTNER,	GOOD FELLAS (LIVE WIRE)	Attorney	890-90001-3110	113.16
65833	BERGLUND, BAUMGARTNER,	HOLIDAY	Attorney	890-90001-3110	135.79
65833	BERGLUND, BAUMGARTNER,	WETLAND BANK - STODDERD	Attorney	890-90001-3110	135.79
65833	BERGLUND, BAUMGARTNER,	BOBBY'S CAR WASH	Attorney	890-90001-3110	220.66
65833	BERGLUND, BAUMGARTNER,	H & H	Attorney	890-90001-3110	248.96
65833	BERGLUND, BAUMGARTNER,	ALL EVENT	Attorney	890-90001-3110	265.92
65833	BERGLUND, BAUMGARTNER,	HIDDEN FOREST EAST 4TH	Attorney	890-90001-3110	458.30
65833	BERGLUND, BAUMGARTNER,	ENTSMINGER EASEMENT	Attorney	890-90001-3110	509.22
65836	BLUE CROSS BLUE SHIELD OF	MAR VISION	Vision Insurance	100-21715	37.98
65837	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	533.83
65837	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	329.93
65837	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	533.26
65837	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	1,062.45
65837	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	169.15
65837	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	624.79
65837	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	287.44
65838	CENTURY FENCE	GATE REPAIR	Building repair & maintenanc	100-43104-3420	650.00
65839	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	38.41
65839	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	815.30
65839	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	196.54
65839	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	16.10
65839	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	368.64
65839	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	324.47
65839	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
65839	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	807.02
65839	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	121.97
65839	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	75.26
65839	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	265.33
65839	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	74.85
65839	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	74.62
65839	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	74.51
65839	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	64.32
65839	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	57.52
65839	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	81.83
65839	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	23.04
65839	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	134.01
65839	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	14.50
65839	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	175.49
65839	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.50
65839	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	35.62
65839	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	14.50
65839	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	14.50
65839	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	27.66
65839	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	496.65
65839	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	67.00
65839	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	439.00
65839	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,465.99
65841	CRYSTEEL TRUCK EQUIP INC	#69 STROBES	Vehicle parts & supplies	100-43101-2340	165.32
65842	DELL MARKETING L.P.	DELL MONITOR P2422H & DE	Controllable assets	100-42201-5120	914.89
65843	EBERT COMPANIES	FIRE #3	Capital assets	420-42201-5110	124,983.69
65844	ESCAPE FIRE	ANNUAL FIRE SPRINKLER INSP	Building repair & maintenanc	100-43104-3420	565.00
65845	FIRE SAFETY USA INC	CRESCENT FOR HELMET-SCBA	Equipment parts & supplies	100-42201-2320	111.77

Council Approval List

Payment Dates: 2/6/2024 - 2/20/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65845	FIRE SAFETY USA INC	E-1 CHASSIS SERVICE & INSPE	Fire apparatus repair & maint	100-42201-3450	1,236.00
65845	FIRE SAFETY USA INC	A-1 CHASSIS SERVICE AND INS	Fire apparatus repair & maint	100-42201-3450	1,492.00
65845	FIRE SAFETY USA INC	A-1 AKRON BALL VALVE KIT RE	Fire apparatus repair & maint	100-42201-3450	410.00
65845	FIRE SAFETY USA INC	G-1 PUMP SERVICE	Fire apparatus repair & maint	100-42201-3450	384.50
65845	FIRE SAFETY USA INC	G-2 PUMP SERVICE	Fire apparatus repair & maint	100-42201-3450	381.00
65845	FIRE SAFETY USA INC	U-2 CHASSIS SERVICE AND INS	Fire apparatus repair & maint	100-42201-3450	168.50
65845	FIRE SAFETY USA INC	R-2 PUMP SERVICE	Fire apparatus repair & maint	100-42201-3450	680.00
65845	FIRE SAFETY USA INC	R-1 PUMP SERVICE PONY PU	Fire apparatus repair & maint	100-42201-3450	432.50
65845	FIRE SAFETY USA INC	E-2 CHASSIS SERVICE AND INS	Fire apparatus repair & maint	100-42201-3450	1,424.50
65845	FIRE SAFETY USA INC	T-1 CHASSIS SRVICE AND INSP	Fire apparatus repair & maint	100-42201-3450	1,315.50
65845	FIRE SAFETY USA INC	T-2 CHASSIS SERVICE AND INS	Fire apparatus repair & maint	100-42201-3450	1,301.00
65845	FIRE SAFETY USA INC	T-1 STEER TIRE	Vehicle parts & supplies	100-42201-2340	400.00
65846	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - JK	Personnel testing & recruitme	100-43101-3150	36.71
65847	GEARGRID CORPORATION	GEAR RACK - FIRE #3	Covid 19	100-41701-4153	3,737.00
65847	GEARGRID CORPORATION	GEAR RACK - FIRE #3	Capital assets	100-42201-5110	-3,737.00
65847	GEARGRID CORPORATION	GEAR RACK - FIRE #3	Capital assets	100-42201-5110	5,357.00
65848	GOODYEAR TIRE	TIRES #83 #50 #89	Vehicle parts & supplies	100-43101-2340	2,397.07
65849	HAM LAKE HARDWARE INC	WINTER BAR OIL - STIHL	Operating supplies	100-43101-2290	18.99
65850	MACQUEEN EQUIPMENT/MA	MSA G1 SPECTACLE KIT	Clothing & personal protectiv	100-42201-2210	197.10
65850	MACQUEEN EQUIPMENT/MA	MSA G1 SPECTACLE KIT	Clothing & personal protectiv	100-42201-2210	189.00
65850	MACQUEEN EQUIPMENT/MA	PORTACOUNT FIT SET UP	Personnel testing & recruitme	100-42201-3150	350.00
65850	MACQUEEN EQUIPMENT/MA	MSA G1 SPECTACLE KIT - BILLE	Clothing & personal protectiv	100-42201-2210	-197.10
65851	MARTIN-MCALLISTER	SAFETY ASSESSMENT-MV	Personnel testing & recruitme	100-42201-3150	625.00
65852	MCLELLAN SALES INC	GLOVES	Clothing & personal protectiv	100-43101-2210	116.80
65852	MCLELLAN SALES INC	UTILITY WORK LIGHT	Street signs	100-43401-2250	347.90
65853	MENARDS-BLAINE	Floor / wall brush	Operating supplies	100-43101-2290	27.98
65853	MENARDS-BLAINE	MORTON RUST DEFENSE	Operating supplies	100-41701-2290	188.58
65853	MENARDS-BLAINE	MORTON RUST DEFENSE	Operating supplies	100-42201-2290	188.58
65853	MENARDS-BLAINE	MORTON RUST DEFENSE	Operating supplies	100-43103-2290	188.58
65853	MENARDS-BLAINE	19" HD BRACE	Building repair & maintenanc	100-43104-2310	35.96
65853	MENARDS-BLAINE	GOLDEN OAK TRIM	Building repair & maintenanc	100-43104-2310	32.99
65853	MENARDS-BLAINE	CIRCULAR SAW BLADE 10' CAT	Operating supplies	100-43101-2290	36.98
65853	MENARDS-BLAINE	PESTBLOCK-CHISEL TIP-KNOCK	Building repair & maintenanc	100-41702-2310	26.73
65853	MENARDS-BLAINE	BOX COVER-HANDYBOX-OUTL	Building repair & maintenanc	100-43104-2310	82.55
65853	MENARDS-BLAINE	PROJECT TOP-ROUND EXT RIN	Building repair & maintenanc	100-41702-2310	253.67
65854	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	39.36
65854	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	31.76
65854	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.93
65854	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	24.16
65854	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	124.00
65854	METRO - INET	2024 ADJUSTMENT	Computer & software support	100-41707-3120	279.00
65854	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	5,370.00
65854	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.93
65854	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	52.00
65854	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	95.30
65854	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	62.00
65854	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	21.56
65854	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	31.00
65854	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	10.00
65854	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	41.00
65855	MINNESOTA EQUIPMENT	CHAIN SAW MUFFLER	Equipment parts & supplies	100-43101-2320	-66.84
65855	MINNESOTA EQUIPMENT	CHAINSAW	Controllable assets	100-43101-5120	939.00
65856	MINNESOTA OCCUPATIONAL	VACCINATION - MG	Personnel testing & recruitme	100-42201-3150	196.00
65857	MN PEIP	MAR HEALTH INSURANCE	Health Insurance	100-21710	10,162.32
65858	NCPERS GROUP LIFE INSURAN	MAR LIFE	Life Insurance	100-21714	96.00
65859	NEWMAN TRAFFIC SIGNS INC	SIGN BRACKETS	Street signs	100-43401-2250	57.48
65860	PERMITWORKS LLC	PERMITWORKS PERMIT/INSPE	Computer & software support	100-42401-3120	1,495.00
65860	PERMITWORKS LLC	PERMITWORKS CONTRACTOR	Computer & software support	100-42401-3120	595.00
65860	PERMITWORKS LLC	PERMITWORKS CODE ENFORC	Computer & software support	100-42401-3120	1,495.00
65861	PREMIUM WATERS INC	WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00

Council Approval List

Payment Dates: 2/6/2024 - 2/20/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65862	PTL TIRE INC	#83 TIRE MOUNT & BALANCE	Vehicle repair & maintenance	100-43101-3470	63.68
65863	RIVARD COMPANIES	TREE WASTE	Operating supplies	100-43101-2290	375.00
65864	SAFEASSURE CONSULTANTS, I	SAFETY TRAINING	Safety program	100-41701-3160	1,447.00
65864	SAFEASSURE CONSULTANTS, I	SAFETY TRAINING (MBFTE GR	Grant expenditures	100-42201-3930	770.00
65864	SAFEASSURE CONSULTANTS, I	SAFETY TRAINING	Safety program	100-43101-3160	1,682.60
65864	SAFEASSURE CONSULTANTS, I	SAFETY TRAINING	Safety program	100-44101-3160	770.00
65865	SIEGFRIED FAMILY TOOLS INC	DIE GRINDERS, LOCK HOLDER,	Covid 19	100-41701-4153	333.65
65865	SIEGFRIED FAMILY TOOLS INC	STINGER, TERMINAL TOOL SE	Covid 19	100-41701-4153	246.88
65866	SPEEDPRO SAINT PAUL	REFLECTIVE NUMBERS	Equipment parts & supplies	100-42201-2320	48.00
65866	SPEEDPRO SAINT PAUL	R-3 GRAPHICS	Capital assets	420-42201-5110	3,840.00
65867	SUMMIT COMPANIES	SEMI ANNUAL SUPPRESSION	Inspections	100-44201-3460	304.00
65867	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	5.50
65868	THE MPX GROUP	FEB HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
65869	TRI TECH DISPENSING INC	ICE MACHINE PART	Operating supplies	100-44201-2290	145.00
65870	WITMER PUBLIC SAFETY GRO	LEDS, AIRMASK BAGS, GLOVE	Clothing & personal protectiv	100-42201-2210	960.60
65871	WRIGHT-HENNEPIN COOPERA	FEB SECURITY MONITORING	Monitoring	100-41702-3145	33.95
65871	WRIGHT-HENNEPIN COOPERA	FEB ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
65871	WRIGHT-HENNEPIN COOPERA	FEB PW FIRE PANEL MONITOR	Monitoring	100-43104-3145	52.95
65872	XCEL ENERGY	JAN FIRE #3 NATURAL GAS	Natural gas	100-42202-3620	429.98
DFT0002665	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002666	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,160.00
DFT0002666	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002667	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,428.41
DFT0002667	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,681.52
DFT0002667	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,651.94
DFT0002668	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,763.72
DFT0002669	PERA	Retirement-Coordinated	PERA	100-21703	7,332.96
DFT0002669	PERA	Retirement-Police & Fire	PERA	100-21703	1,280.53

Grand Total: 311,616.15

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	153,207.59
211 - HAM LAKER	400.00
231 - RECYCLING	509.56
232 - STREET LIGHT	4,465.99
262 - HAM LAKE EDA	15,294.04
420 - FIRE EQUIPMENT	128,925.53
431 - REVOLVING STREET	5,373.60
890 - TRUST FUND	3,439.84
Grand Total:	311,616.15

Account Summary

Account Number	Account Name	Payment Amount
100-20203	Fire Extinguisher	5.50
100-21701	Federal WH/FICA/MC	14,761.87
100-21702	State W/H	2,763.72
100-21703	PERA	8,613.49
100-21704	Deferred compensation	2,360.00
100-21710	Health Insurance	10,162.32
100-21712	HSA Account	150.00
100-21714	Life Insurance	96.00
100-21715	Vision Insurance	37.98
100-41101-3110	Attorney	5,292.78
100-41101-3135	Engineering	40,535.81
100-41201-2510	Software licenses & upgr	39.36
100-41301-2510	Software licenses & upgr	31.76
100-41401-2510	Software licenses & upgr	55.93
100-41401-3960	Mileage	13.76
100-41501-3110	Attorney	13,590.85
100-41601-2510	Software licenses & upgr	24.16
100-41701-2290	Operating supplies	188.58
100-41701-3160	Safety program	1,447.00
100-41701-3210	Phones/radios/pagers	124.00
100-41701-3320	Equipment rentals	14.00
100-41701-4153	Covid 19	4,317.53
100-41702-2310	Building repair & mainte	280.40
100-41702-3145	Monitoring	43.95
100-41702-3610	Electricity	853.71
100-41702-3620	Natural gas	533.83
100-41703-3610	Electricity	212.64
100-41707-3120	Computer & software su	5,649.00
100-42201-2210	Clothing & personal prot	1,149.60
100-42201-2290	Operating supplies	188.58
100-42201-2320	Equipment parts & suppl	159.77
100-42201-2340	Vehicle parts & supplies	400.00
100-42201-2510	Software licenses & upgr	55.93
100-42201-3110	Attorney	230.72
100-42201-3150	Personnel testing & recr	1,171.00
100-42201-3210	Phones/radios/pagers	52.00
100-42201-3450	Fire apparatus repair &	9,225.50
100-42201-3930	Grant expenditures	770.00
100-42201-5110	Capital assets	1,620.00
100-42201-5120	Controllable assets	914.89
100-42202-3610	Electricity	693.11
100-42202-3620	Natural gas	1,293.17
100-42302-3610	Electricity	68.25
100-42401-2510	Software licenses & upgr	95.30
100-42401-3110	Attorney	1,220.14

Account Summary

Account Number	Account Name	Payment Amount
100-42401-3120	Computer & software su	3,585.00
100-42401-3210	Phones/radios/pagers	62.00
100-43101-2210	Clothing & personal prot	206.78
100-43101-2240	Safety supplies	14.99
100-43101-2290	Operating supplies	707.00
100-43101-2320	Equipment parts & suppl	-66.84
100-43101-2340	Vehicle parts & supplies	2,944.27
100-43101-2410	Small tools	7.99
100-43101-2510	Software licenses & upgr	21.56
100-43101-3150	Personnel testing & recr	36.71
100-43101-3160	Safety program	1,682.60
100-43101-3210	Phones/radios/pagers	31.00
100-43101-3470	Vehicle repair & mainten	63.68
100-43101-3510	Training/conferences/sc	400.00
100-43101-5120	Controllable assets	939.00
100-43103-2290	Operating supplies	188.58
100-43104-2310	Building repair & mainte	151.50
100-43104-3145	Monitoring	52.95
100-43104-3420	Building repair & mainte	1,632.00
100-43104-3610	Electricity	807.02
100-43104-3620	Natural gas	1,062.45
100-43201-3110	Attorney	254.61
100-43401-2250	Street signs	405.38
100-43401-3610	Electricity	913.25
100-43501-3135	Engineering	1,661.33
100-44101-2210	Clothing & personal prot	59.08
100-44101-3160	Safety program	770.00
100-44101-3210	Phones/radios/pagers	10.00
100-44101-3390	Rentals-other	91.00
100-44101-3610	Electricity	374.12
100-44102-3610	Electricity	620.31
100-44102-3620	Natural gas	793.94
100-44201-2290	Operating supplies	145.00
100-44201-3210	Phones/radios/pagers	41.00
100-44201-3460	Inspections	304.00
100-44202-3610	Electricity	439.00
100-44202-3620	Natural gas	287.44
211-41704-3990	Other services and charg	400.00
231-43601-3630	Waste management & r	509.56
232-43701-3610	Electricity	4,465.99
262-46101-3110	Attorney	428.48
262-46101-5110	Capital assets	14,865.56
420-42201-5110	Capital assets	128,925.53
431-43301-3110	Attorney	1,391.86
431-43301-3135	Engineering	3,981.74
890-90001-3110	Attorney	3,393.84
890-90001-3980	Filing fees	46.00
	Grand Total:	311,616.15

Project Account Summary

Project Account Key	Payment Amount
None	290,867.43
201805-100	270.00
201907-100	54.00
202103-100	2,141.76
202105-100	1,010.56
202111-100	14,486.52
202111-130	463.91

Project Account Summary

Project Account Key	Payment Amount
202205-100	172.70
202205-150	492.24
231009001	363.14
231010001	146.42
MISC-100	1,147.47
Grand Total:	311,616.15



City of Ham Lake, MN

EFT Payroll Check Register

Report Summary

Pay Period: 1/21/2024-2/3/2024

Packet: PYPKT01584 - PPE 02/03/24 PAID 02/09/23

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	29	37,607.87
Total	29	37,607.87

Meeting Date: February 20, 2023



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Subject: 2024 SafeAssure Contract

Introduction/Discussion: The City of Ham Lake has contracted with SafeAssure since 2008 to provide safety training and assistance in meeting the requirements of OSHA laws. The cities of Oak Grove, East Bethel, Nowthen, and Bethel also participate in this training program which gives our employers greater flexibility in attending the annual training session and other training opportunities. SafeAssure rotates the location of the training for Public Works employees among the participating cities.

We have found this program to be a benefit for all departments, but especially for the Public Works employees who are now getting regular safety training. SafeAssure also provides other assistance and reminders of required programs and reporting deadlines.

Recommendation: I recommend approval of the 2024 Contract with SafeAssure for safety training in the amount of \$4,669.60.

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**
The required standards that apply to The City of Ham Lake are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

POWERED INDUSTRIAL TRUCKS

29 CFR 1910.178

"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training be also provided for the following Subparts. (Subparts represent multiple standards)

1910 Subparts

- Subpart D - Walking - Working Surfaces
- Subpart E - Means of Egress
- Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
- Subpart G - Occupational Health and Environmental Control
- Subpart H - Hazardous Materials
- Subpart I - Personal Protective Equipment
- Subpart J - General Environmental Controls
- Subpart K - Medical and First Aid
- Subpart L - Fire Protection
- Subpart M - Compressed Gas and Compressed Air Equipment
- Subpart N - Materials Handling and Storage
- Subpart O - Machinery and Machine Guarding
- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
- Subpart Q - Welding, Cutting, and Brazing.
- Subpart S - Electrical
- Subpart Z - Toxic and Hazardous Substances

1926 Subparts

- Subpart C - General Safety and Health Provisions
- Subpart D - Occupational Health and Environmental Controls
- Subpart E - Personal Protective and Life Saving Equipment
- Subpart F - Fire Protection and Prevention
- Subpart G - Signs, Signals, and Barricades
- Subpart H - Materials Handling, Storage, Use, and Disposal
- Subpart I - Tools - Hand and Power
- Subpart J - Welding and Cutting
- Subpart K - Electrical
- Subpart L - Scaffolds
- Subpart M - Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
- Subpart P - Excavations
- Subpart V - Power Transmission and Distribution
- Subpart W - Rollover Protective Structures; Overhead Protection
- Subpart X - Stairways and Ladders
- Subpart Z - Toxic and Hazardous Substances
- Applicable MN OSHA 5205 Rules
- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Ham Lake to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Ham Lake are for the sole and express use by The City of Ham Lake and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of Ham Lake.

All written programs/services that are produced by SafeAssure Consultants, Inc. are **guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Ham Lake should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.**

ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Ham Lake

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDS Online database

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personal

Powered Industrial Trucks/Forklifts

- review/modify or write site specific program
- documented training of all personnel
- testing and licensing

Ergonomics

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

General Safety Requirements

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is effective the first day March 2024 between The City of Ham Lake, Ham Lake, Minnesota, herein referred to as The City of Ham Lake and SafeAssure Consultants, Inc. 7505 93rd Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of Ham Lake (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Harford" insurance companies.

SafeAssure further agrees that The City of Ham Lake will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Ham Lake, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Ham Lake, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Ham Lake, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Ham Lake, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Ham Lake.

ANNUAL SERVICE AGREEMENT	\$ 4,669.60
MSDS ON-LINE SERVICES	\$ included
ANNUAL	\$ 4,669.60

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of Ham Lake

X _____
The City of Ham Lake

X  _____ 020124
SafeAssure Consultants, Inc.

RESOLUTION NO. 24-XX

A RESOLUTION TO GRANT TEMPORARY CERTIFICATE OF OCCUPANCY TO H&H CONTRACTORS FOR BUILDING LOCATED AT 15454 CENTRAL AVENUE

WHEREAS, on July 17, 2023 the City approved the Site Plan for H&H Contractors (“H&H”) to construct a commercial building at 15454 Central Ave NE (“Building”);

WHEREAS, the construction of the Building is subject to various conditions including, but not limited to “...meeting the requirements of the City Engineer and the Building Official, and meeting all City, County and State requirements.” (“Requirements”).

WHEREAS, the Building construction is substantially complete, however the exterior commercial construction requirements set forth by the City including, but not limited to, ADA compliance standards, paved surface and parking lot, curb and gutter, erosion control and installation of required holding ponds have not been met;

WHEREAS, H&H’s failure to meet the necessary requirements to obtain a certificate of occupancy is by no fault of the City;

WHEREAS, despite not meeting City requirements, H&H has requested the City to grant it a temporary and limited certificate of occupancy for the Building;

WHEREAS, H&H is obligated to continue to work to meet all requirements to obtain a certificate of occupancy;

WHEREAS, the City is willing to issue, at its own discretion, a limited and temporary certificate of occupancy for the Building subject to revocation at any time the Building has not met the Requirement and further subject to additional obligations and restrictions;

WHEREAS, H&H acknowledges that the limited and temporary certificate of occupancy can be revoked by the City at any time, with or without notice, if the Requirements are not met to the satisfaction of the City Engineer and Building Official.

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

1. The Building Official shall issue a limited and temporary certificate of occupancy to H&H subject to the following requirements and restrictions:
 - a. All Requirements shall be completed to the satisfaction of the City Engineer and Building Official no later than May 31, 2024;
 - b. H&H shall deposit into escrow or provide a letter of credit in the amount of \$150,000.00 which is 150% of the reasonably estimated cost to complete the items and bring the Building in compliance with all Requirements necessary to obtain a certificate of occupancy;

- c. Prior to the issuance of the limited and temporary certificate of occupancy, H&H shall apply class V material over the parking lot area;
- d. Prior to the issuance of the limited and temporary certificate of occupancy, H&H shall obtain liability insurance for the building naming the City as an additional insured with a per incident coverage of \$1,000,000 and aggregate coverage of \$3,000,000 and provide proof of said insurance to the City Administrator;
- e. While the Building is subject to the limited and temporary certificate of occupancy, it shall not be open to the public for any purpose and no member of the public shall be allowed to access the Building;
- f. H&H shall reimburse the City for attorney and engineer fees associated with the limited and temporary certificate of occupancy;
- g. The limited and temporary certificate of occupancy can be revoked by the City at any time, with or without notice, if the Requirements are not met to the satisfaction of the City Engineer and Building Official.

Adopted by the Ham Lake City Council this the 20th day of February, 2024.

ATTEST:

Brian Kirkham, Mayor

Dawnette Shimek, Deputy City Clerk



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Angela Brumbaugh, Finance Director
Item/Title/Subject: 2023 4th Quarter Financials

INTRODUCTION/DISCUSSION:

Bank accounts have been reconciled through December 31, 2023. The information presented is unaudited and subject to end of year adjustments. The following is a summary of the City's financial position at the end of the 4th Quarter of 2023.

Cash and Investments

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

	12/31/2023	12/31/2022	Increase/ (Decrease)
Checking	\$ 1,250,369	\$ 1,494,224	\$ (243,917)
Investments (at Market Value)	9,921,740	11,580,629	(1,658,890)
Total Cash and Investments	\$ 11,172,109	\$ 13,074,854	\$ (1,902,806)

Investment Type	12/31/2023	12/31/2022	Increase/ (Decrease)
Checking	\$ 1,250,369	\$ 1,494,224	\$ (243,917)
Money Market	5,022,480	7,785,636	(2,763,156)
Negotiable CDs	4,899,260	3,794,994	1,104,266
Municipal Bond	-	-	-
Government Agency Securities	-	-	-
Total Cash and Investments	\$ 11,172,109	\$ 13,074,854	\$ (1,902,806)

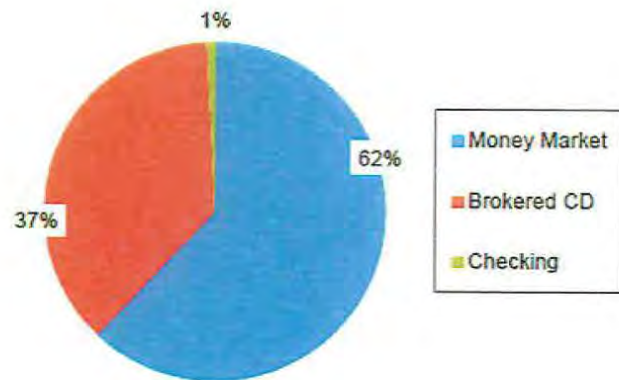
Investment Summary As of 12/31/2023 (unaudited)

Institution	Description	Type	Market Value 1/1/2023	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 12/31/2023	Market Value 12/31/2023	Unrealized gain / loss
RBC	RBC	MoneyMarket	-					-		-
RBC	Ally Bank Midvale Utah	Brokered CD	245,633.48	246,000.00		369.00		246,369.00	246,369.00	-
RBC	Freddie Mac	Brokered CD	235,222.74		(246,000.00)	(369.00)	369.00	(969.24)		969.24
RBC	Bank Hapoalim New York	Brokered CD	226,248.33					229,131.21	229,671.76	540.54
RBC	BMO Harris BK NATL ASSN	Brokered CD	227,379.33			(310.40)	310.40	233,278.14	235,337.37	2,059.23
RBC	Merrick BK South Jordan Utah	Brokered CD	222,498.93			(81.88)	81.88	228,084.00	230,898.50	2,814.50
RBC	Texas Exchange Bk Crowley	Brokered CD	216,774.42			(143.26)	143.26	220,894.97	223,539.75	2,644.78
RBC	Malaga BK Palos Verdes Calif	Brokered CD	208,216.82					208,485.21	213,283.44	4,796.23
			1,579,974.03	246,000.00	(246,000.00)	(635.52)	904.52	1,365,373.29	1,378,899.81	13,526.52
US Bank	US Bank	MoneyMarket	10,750.94	238,000.00		11,305.00	1,812.93	669,024.51	669,024.51	-
US Bank	US Treasury Bill							494,465.00	496,795.00	2,330.00
US Bank	Federal Farm Credit	Brokered CD	495,220.00							-
US Bank	Federal Home Loan	Brokered CD	297,756.00							-
US Bank	American Express National Bank	Brokered CD	239,519.35					241,437.70	242,393.20	955.50
US Bank	Apple Bank	Brokered CD	240,900.48							-
US Bank	Bankwell Bank New Canaan Conn	Brokered CD	239,261.80		(238,000.00)	(11,305.00)	11,305.00	(26.18)		26.18
US Bank	Bmo Harris Bank Nat'l Assn	Brokered CD	242,706.80					241,440.44	242,448.16	1,007.72
US Bank	Discover Bank	Brokered CD	237,226.15					236,922.35	238,830.90	1,908.55
US Bank	Fifth Third Bk - CD							242,946.54	243,041.31	94.77
US Bank	Israel Dis Bk New York	Brokered CD	242,711.68					242,316.40	242,989.84	673.44
US Bank	Security First Bank - Nebraska	Brokered CD	240,991.80					243,770.10	244,282.15	512.05
US Bank	State Bank India - Illinois	Brokered CD	240,126.95					241,165.76	242,207.00	1,041.25
			2,726,171.95	238,000.00	(238,000.00)	-	13,117.93	2,853,482.61	2,862,012.07	8,549.46
Falcon National Bank	Falcon National Bank	MoneyMarket	73,866.36			1,884.40	30.08	79,817.64	79,817.64	-
Falcon National Bank	CD 88834 (renewed)	Brokered CD	200,000.00			(65.75)	65.75	200,000.00	200,000.00	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	300,000.00			(98.83)	98.83	300,000.00	300,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	535,876.55			(534.41)	534.41	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	100,500.00			(1,165.61)	1,165.61	100,500.00	100,500.00	-
			1,210,242.91	-	-	0.00	1,894.48	1,216,194.19	1,216,194.19	-
21st CENTURY BANK	ICS	MoneyMarket	1,981,234.24	377,902.50	(731,031.38)		4,769.35	766,730.76	766,730.76	-
21st CENTURY BANK	CD									-
			1,981,234.24	377,902.50	(731,031.38)	-	4,769.35	766,730.76	766,730.76	-
4 M	4M Liquid Assets-101	MoneyMarket	84,415.91				393.20	88,712.28	88,712.28	\$ -
4 M	4M Plus Fund-101	MoneyMarket	5,396,307.70	3,617,598.80		535.52	19,830.67	4,922,598.29	4,922,598.29	-
			5,480,723.61	3,617,598.80		535.52	20,023.87	5,011,308.57	5,011,308.57	-
21st CENTURY BANK	General Checking	Checking	100,021.23	1,158,398.96	(1,158,417.51)		21.23	100,021.23	100,021.23	-
			100,021.23	1,158,398.96	(1,158,417.51)	-	21.23	100,021.23	100,021.23	-
			\$ 13,078,367.97	\$ 5,637,898.26	\$ (2,373,448.89)	\$ 0.00	\$ 40,731.38	\$ 11,313,090.85	\$ 11,335,166.63	\$ 22,075.98

Deposits in Transit	491.36
O/S Checks	(159,187.03)
Total	\$ 11,176,490.96

Investment Summary (continued) As of 12/31/2023 (unaudited)

Maturities



Maturity	Unadjusted Market Value 12/31/2023	Market Value 12/31/2023	Variance 12/31/2023
Current	\$ 8,719,987.74	\$ 8,749,484.57	\$ 29,496.83
< 1 year	1,432,304.91	1,443,992.10	11,687.19
1-2 years	687,104.41	704,866.77	17,762.36
2-3 years	216,774.42	223,539.75	6,765.33
3-4 years	206,216.82	213,283.44	7,066.62
5+ years	-	-	-
	<u>\$ 11,262,388.30</u>	<u>\$ 11,335,166.63</u>	<u>\$ 72,778.33</u>

Investment Type	Market Value 12/31/2023
Money Market	\$ 7,023,676.48
Brokered CD	\$ 4,211,468.92
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.23
	<u>\$ 11,335,166.63</u>

Operating Account	
O/S Deposits	\$ 1,907.94
O/S Checks	(50,371.77)
	<u>Reconciled Balance</u>
	<u>\$ 11,286,702.80</u>

Investment Summary (continued)

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

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
09/30/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.45	2.56	2.63	2.48	2.46	2.51	2.59
03/29/2019	2.43	2.44	2.40	2.44	2.40	2.27	2.21	2.23	2.31
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	2.12
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.74	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
09/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/31/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
03/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
06/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
09/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59
12/31/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88	3.88

[Resource Center | U.S. Department of the Treasury](#)

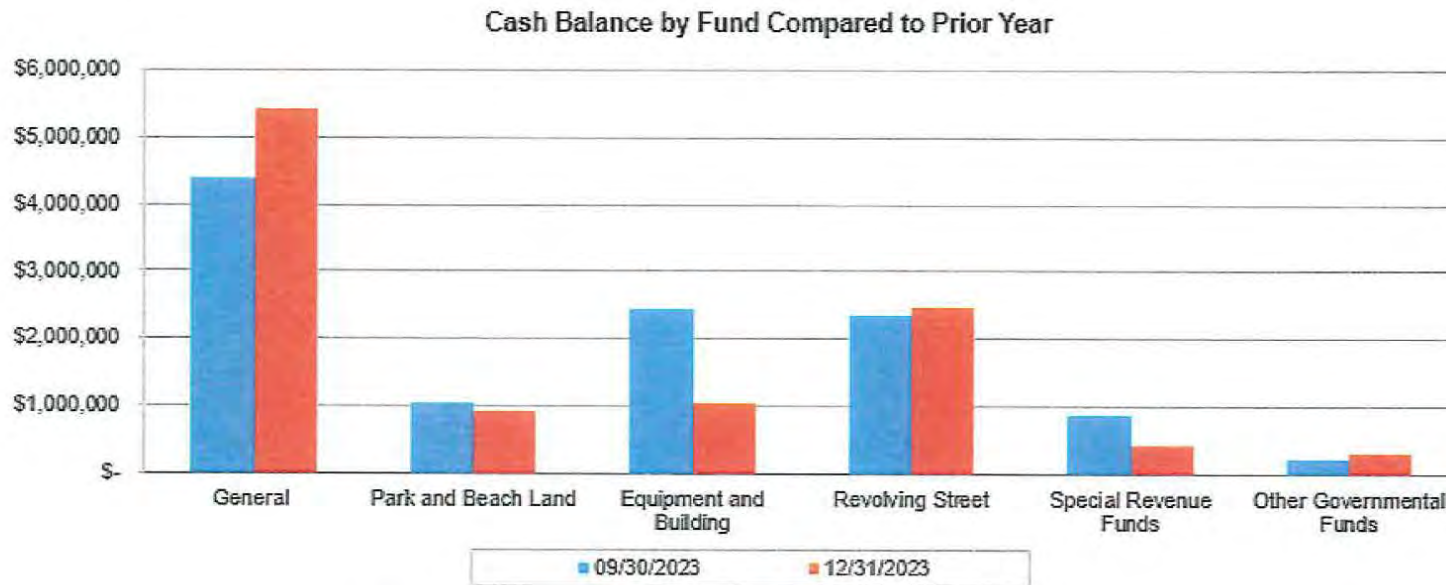
Cash Balance Summary by Fund
As of 09/30/2023, 12/31/22 and 12/31/2023 (unaudited)

	Balance 09/30/2023	Balance 12/31/2022	Balance 12/31/2023	YTD Change From 12/31/2022
100 General Fund	\$ 4,378,809	\$ 5,563,661	\$ 5,411,146	\$ (152,514) (1)
210 Cable TV Fund	361,025	237,275	95,013	(142,262) (2)
211 Ham Laker Fund	(76,961)	19,409	3,148	(16,261)
212 Lawful Gambling Contributions Fund	114,572	120,272	145,966	25,694
217 CARES Act Grant	4	4	-	(4)
230 Future Drainage Fund	123,252	122,452	130,057	7,605
231 Recycling Fund	58,884	35,708	38,244	2,537
232 Street Light Fund	166,436	200,540	225,349	24,809
250 Oakwilt Fund	11,167	11,173	11,458	285
261 Economic Development Fund	1,649	1,658	1,722	64
262 Ham Lake EDA Fund	97,871	54,186	(232,019)	(286,205) (3)
263 Lodging Tax Fund	7,407	5,051	5,385	334
370 2010 Cip Bond Debt Service Fund	183,943	290,028	306,854	16,826 (4)
371 2016 Go Capital Note Debt Service Fund-Nmtc	31,922	26	26	-
410 General Gov't Equipment Fund	65,495	67,311	75,487	8,177
411 Election Equipment Fund	2,199	3,219	3,450	231
412 Building Fund	248,279	253,828	265,621	11,793
420 Fire Department Equipment Fund	1,585,888	1,652,069	(162,966)	(1,815,035) (5)
421 Emergency Operations Center Fund	36,066	36,257	38,527	2,270
422 Siren Replacement Fund	37,071	37,267	38,650	1,383
428 Building Inspection Equipment Fund	4,027	5,810	10,772	4,961
430 Public Works Equipment Fund	356,786	396,359	600,336	203,978 (6)
431 Revolving Street Fund	2,351,363	2,118,268	2,464,667	346,399 (7)
440 Park And Beach Land Fund	1,042,728	1,039,328	930,594	(108,734) (8)
441 Parks Equipment Fund	111,156	121,796	167,214	45,418
890 Trust	750,584	681,902	597,411.39	(84,490) (9)
Total	\$ 12,051,621	\$ 13,074,854	\$ 11,172,109	\$ (1,902,744)

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

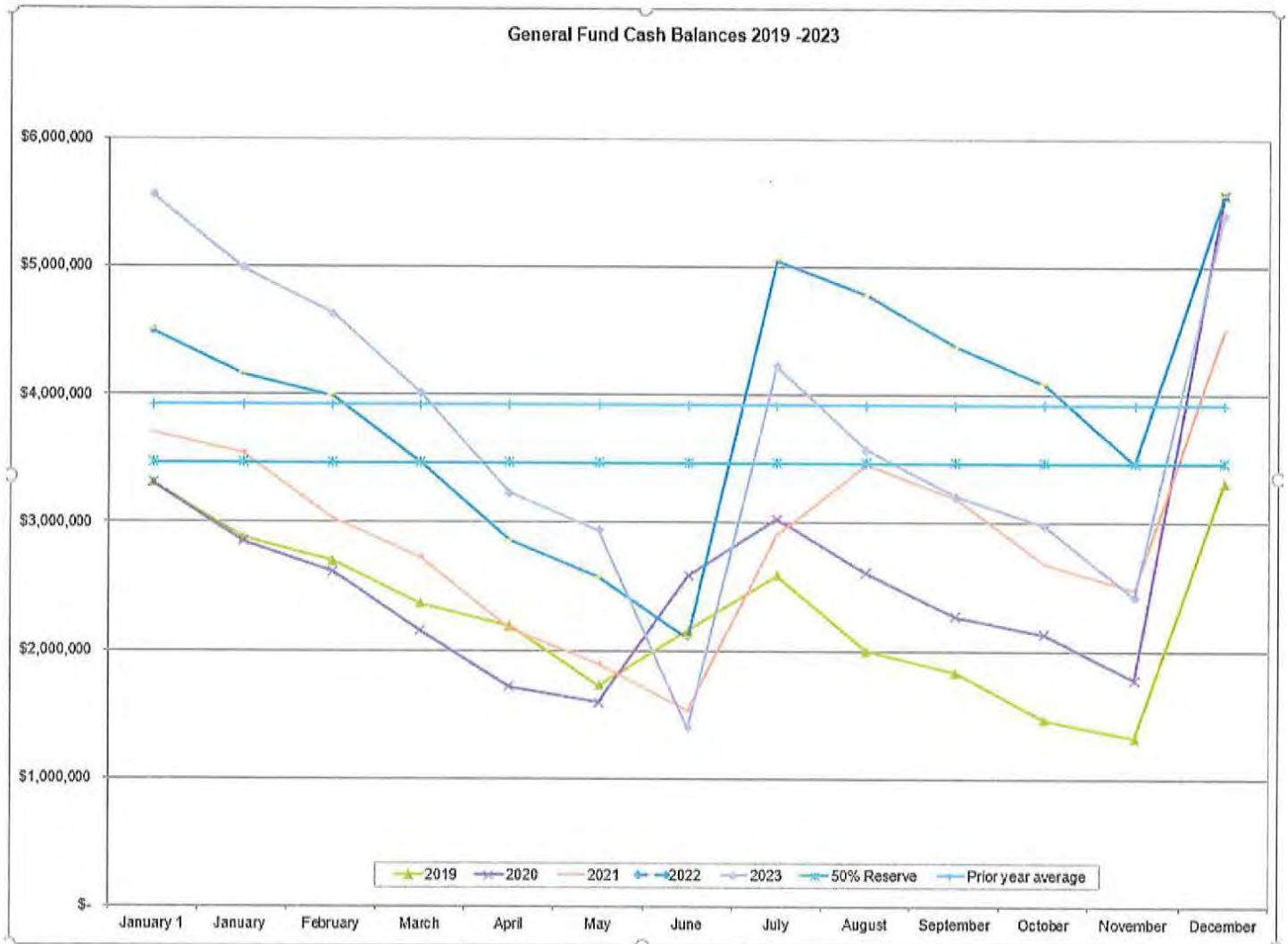
- (1) See rev/exp for the General Fund for further explanation.
- (2) Payment of \$100,000 for new sirens and Fire AV equipment offset by receiving our franchise fees.
- (3) Variance due to payments made to RFC Engineering and to Berglund, Baumgartner, Kimball & Glaser LLC.
- (4) Annual bond payment and interest payment on bond.
- (5) Variance due to payments made to Ebert Companies and Midway Ford.
- (6) Cash increased due to budgeted transfers from General Fund.
- (7) Increase due to budgeted transfers and ARPA transfer for the Creek Valley project from the General Fund.
- (8) Variance due to large payments made to MN/WI Playground Inc.
- (9) Refunds of escrow accounts and trust activity.

Cash Balance by Fund Compared to Prior Year (unaudited)



Fund	Key
<ul style="list-style-type: none"> General Park and Beach Land Equipment and Building Revolving Street Special Revenue Funds Other Governmental Funds 	<ul style="list-style-type: none"> Balance increased by more than 10% over prior year Balance decreased by more than 10% over prior year Balance within 10% of prior year

General Fund Budget Cash Summary (unaudited)



General Fund

Receipts	YTD Budget	YTD Actual	Percent of YTD Budget		Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget	
Taxes	\$ 6,038,283	\$ 5,915,039	98.0 %	🟡	Council	\$ 78,080	\$ 118,075	148.7 %	🔴
Special Assessments	-	-	100.0	🟡	Administration/Clerk	298,857	294,273	99.2	🟡
Licenses and permits	528,600	463,755	87.7	🔴	Finance	389,810	369,190	94.7	🟡
Intergovernmental	176,000	955,698	543.0	🟢	Planning & Zoning	102,239	91,752	89.7	🔴
Charges for services	154,985	198,281	127.9	🟢	General Government	131,051	1,430,814	1,091.7	🔴
Fines and forfeitures	30,000	38,548	128.5	🟢	Information Technology	62,413	84,624	103.5	🟡
Interest on investments	1,000	194,226	19,422.6	🟢	Public Safety	2,256,270	2,132,650	94.5	🟡
Miscellaneous	10,500	38,411	346.8	🟢	Building Department	459,650	385,356	83.8	🔴
Transfers in	2,000	-	-	🔴	Public Works	1,162,508	1,105,844	95.1	🟡
	<u>\$ 6,941,368</u>	<u>\$ 7,801,958</u>	<u>112.4 %</u>	🟢	Parks and recreation	324,227	195,737	60.4	🔴
					Senior Center	21,983	14,972	68.1	🔴
					Transfers Out	1,656,500	1,656,500	100.0 %	🟡
						<u>\$ 6,941,368</u>	<u>\$ 7,857,586</u>	<u>113.2</u>	🔴

Key

- 🟢 Varies more than 10% than budget positively
- 🔴 Varies more than 10% than budget negatively
- 🟡 Within 10% of budget

General Fund Budget Summary
As of 12/31/2023 (unaudited)

	Annual Budget	Budget Thru 12/31/2023 100%	Actual Thru 12/31/2023	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 12/31/2023
Revenues					
Taxes	\$ 6,038,283	\$ 6,038,283	\$ 5,915,039	\$ (123,244)	97.96 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	528,600	528,600	463,755	(64,845) (1)	87.73
Intergovernmental	176,000	176,000	955,698	779,698 (2)	543.01
Charges for services	154,985	154,985	198,281	43,296 (3)	127.94
Fines and forfeitures	30,000	30,000	38,548	8,548	128.49
Interest on investments	1,000	1,000	194,226	193,226 (4)	19,422.57
Miscellaneous	10,500	10,500	36,411	25,911 (5)	346.78
Total Revenues	6,939,368	6,939,368	7,801,958	862,590	
Expenditures					
Council	\$ 78,060	\$ 78,060	\$ 116,075	\$ (38,015) (6)	148.70 %
Administration/Clerk	296,657	296,657	294,273	2,384	99.20
Finance	389,810	389,810	369,190	20,620	94.71
Planning & Zoning	102,239	102,239	91,752	10,488	89.74
General Government	131,051	131,051	1,430,614	(1,299,563) (7)	1091.65
Information Technology	62,413	62,413	64,624	(2,211)	103.54
Public Safety	2,256,270	2,256,270	2,132,650	123,619	94.52
Building Department	459,650	459,650	385,356	74,294 (8)	83.84
Public Works	1,162,508	1,162,508	1,105,844	56,664	95.13
Parks and recreation	324,227	324,227	195,737	128,491 (9)	60.37
Senior Center	21,983	21,983	14,972	7,012	68.10
Total Expenditures	5,284,868	5,284,868	6,201,086	(916,218)	117.34
Excess Revenues (Expenditures)	1,654,500	1,654,500	1,600,872	(53,628)	
Other Financing Sources (Uses)					
Transfers in	2,000	2,000	-	-	-
Transfers out	(1,656,500)	(1,656,500)	(1,656,500)	-	100.00
TOTAL OTHER FINANCING SOURCES (USES)	(1,654,500)	(1,654,500)	(1,656,500)	-	
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	\$ (0)	\$ (0)	\$ (55,628)	\$ (53,628)	

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

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- (9) The favorable variance is due to seasonal activity with park projects and activity.

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

CITY OF HAM LAKE 4TH QUARTER REPORT

Presented by Finance Director, Angela Brumbaugh

OVERALL CASH POSITION

	Balance 09/30/2023	Balance 12/31/2022	Balance 12/31/2023	YTD Change From 12/31/2022
100 General Fund	\$ 4,378,809	\$ 5,563,661	\$ 5,411,146	\$ (152,514) (1)
210 Cable TV Fund	361,025	237,275	95,013	(142,262) (2)
211 Ham Laker Fund	(76,961)	19,409	3,148	(16,261)
212 Lawful Gambling Contributions Fund	114,572	120,272	145,966	25,694
217 CARES Act Grant	4	4	-	(4)
230 Future Drainage Fund	123,252	122,452	130,057	7,605
231 Recycling Fund	58,884	35,708	38,244	2,537
232 Street Light Fund	166,436	200,540	225,349	24,809
250 Oakwilt Fund	11,167	11,173	11,458	285
261 Economic Development Fund	1,649	1,658	1,722	64
262 Ham Lake EDA Fund	97,871	54,186	(232,019)	(286,205) (3)
263 Lodging Tax Fund	7,407	5,051	5,385	334
370 2010 Cip Bond Debt Service Fund	183,943	290,028	306,854	16,826 (4)
371 2016 Go Capital Note Debt Service Fund-Nmtc	31,922	26	26	-
410 General Gov't Equipment Fund	65,495	67,311	75,487	8,177
411 Election Equipment Fund	2,199	3,219	3,450	231
412 Building Fund	248,279	253,828	265,621	11,793
420 Fire Department Equipment Fund	1,585,888	1,652,069	(162,966)	(1,815,035) (5)
421 Emergency Operations Center Fund	36,066	36,257	38,527	2,270
422 Siren Replacement Fund	37,071	37,267	38,650	1,383
428 Building Inspection Equipment Fund	4,027	5,810	10,772	4,961
430 Public Works Equipment Fund	356,786	396,359	600,336	203,978 (6)
431 Revolving Street Fund	2,351,363	2,116,268	2,464,667	346,399 (7)
440 Park And Beach Land Fund	1,042,728	1,039,328	930,594	(108,734) (8)
441 Parks Equipment Fund	111,156	121,796	167,214	45,418
890 Trust	750,584	681,902	597,411.39	(84,490) (9)
Total	\$ 12,051,621	\$ 13,074,854	\$ 11,172,109	\$ (1,902,744)

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

- (1) See rev/exp for the General Fund for further explanation.
- (2) Payment of \$100,000 for new sirens and Fire AV equipment offset by receiving our franchise fees.
- (3) Variance due to payments made to RFC Engineering and to Berglund, Baumgartner, Kimball & Glaser LLC.
- (4) Annual bond payment and interest payment on bond.
- (5) Variance due to payments made to Ebert Companies and Midway Ford.
- (6) Cash increased due to budgeted transfers from General Fund.
- (7) Increase due to budgeted transfers and ARPA transfer for the Creek Valley project from the General Fund.
- (8) Variance due to large payments made to MN/WI Playground Inc.
- (9) Refunds of escrow accounts and trust activity.

Cash Balance by Fund Compared to Prior Year



GRAPH OF OVERALL CASH POSITION BY FUND TYPE

INVESTMENT SUMMARY

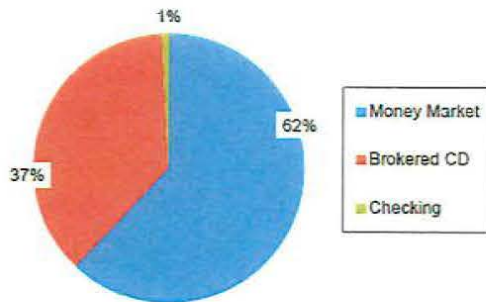
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INVESTMENT SUMMARY

Maturities

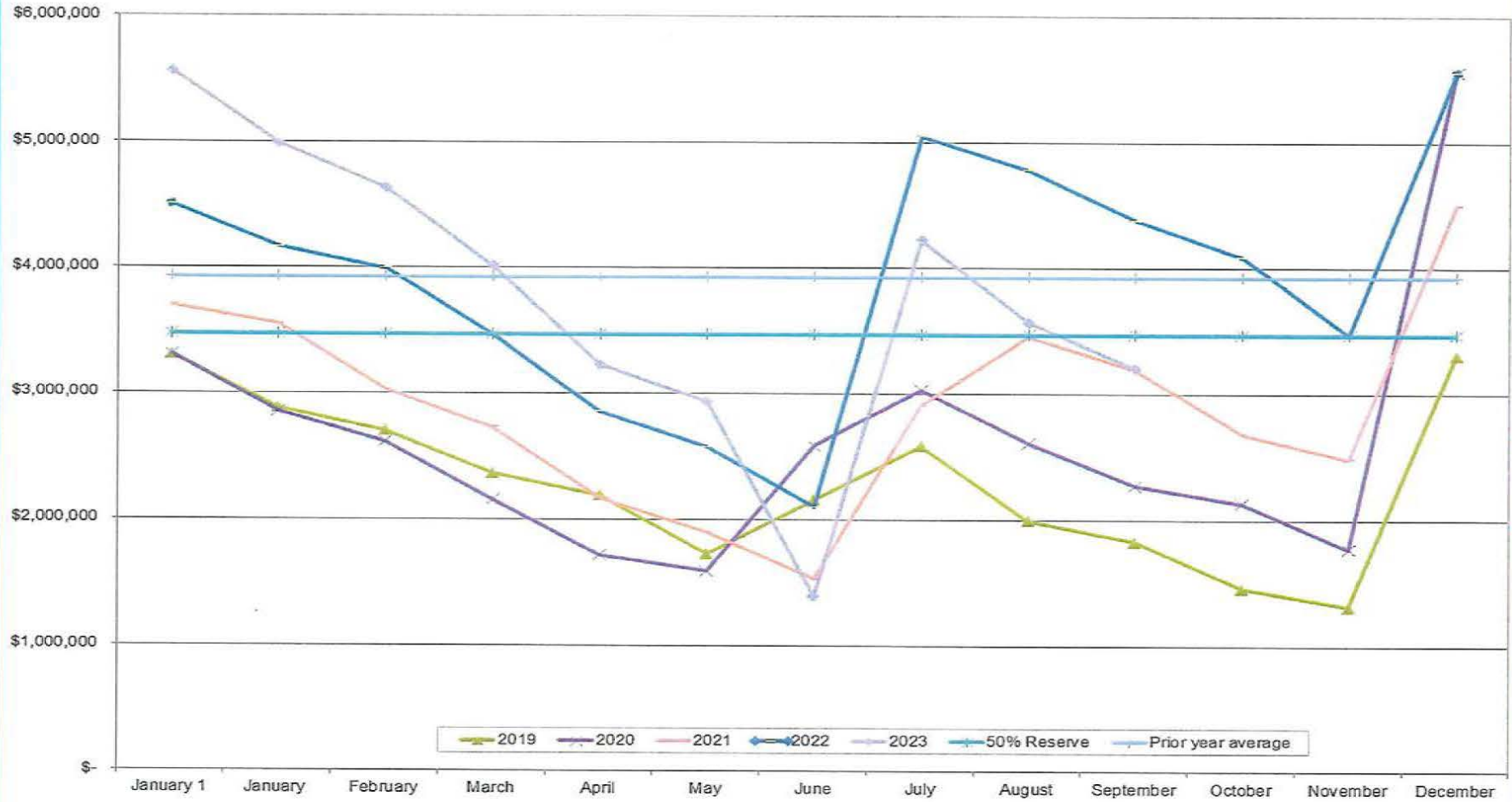


Maturity	Unadjusted Market Value 12/31/2023	Market Value 12/31/2023	Variance 12/31/2023
Current	\$ 8,719,987.74	\$ 8,749,484.57	\$ 29,496.83
< 1 year	1,432,304.91	1,443,992.10	11,687.19
1-2 years	687,104.41	704,866.77	17,762.36
2-3 years	216,774.42	223,539.75	6,765.33
3-4 years	206,216.82	213,283.44	7,066.62
5+ years	-	-	-
	<u>\$ 11,262,388.30</u>	<u>\$ 11,335,166.63</u>	<u>\$ 72,778.33</u>

Investment Type	Market Value 12/31/2023
Money Market	\$ 7,023,676.48
Brokered CD	\$ 4,211,468.92
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.23
	<u>\$ 11,335,166.63</u>

Operating Account	
O/S Deposits	\$ 1,907.94
O/S Checks	(50,371.77)
Reconciled Balance	<u>\$ 11,286,702.80</u>

General Fund Cash Balances 2019 -2023



GENERAL FUND BUDGET TO ACTUAL

	Annual Budget	Budget Thru 12/31/2023 100%	Actual Thru 12/31/2023	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 12/31/2023
Revenues					
Taxes	\$ 6,038,283	\$ 6,038,283	\$ 5,915,039	\$ (123,244)	97.96 %
Special Assessments	-	-	-	-	N/A
Licenses and permits	528,600	528,600	463,755	(64,845) (1)	87.73
Intergovernmental	176,000	176,000	955,698	779,698 (2)	543.01
Charges for services	154,985	154,985	198,281	43,296 (3)	127.94
Fines and forfeitures	30,000	30,000	38,548	8,548	128.49
Interest on investments	1,000	1,000	194,226	193,226 (4)	19,422.57
Miscellaneous	10,500	10,500	36,411	25,911 (5)	346.78
Total Revenues	6,939,368	6,939,368	7,801,958	862,590	
Expenditures					
Council	\$ 78,060	\$ 78,060	\$ 116,075	\$ (38,015) (6)	148.70 %
Administration/Clerk	296,657	296,657	294,273	2,384	99.20
Finance	389,810	389,810	369,190	20,620	94.71
Planning & Zoning	102,239	102,239	91,752	10,488	89.74
General Government	131,051	131,051	1,430,614	(1,299,563) (7)	1091.65
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