

# CITY OF HAM LAKE

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

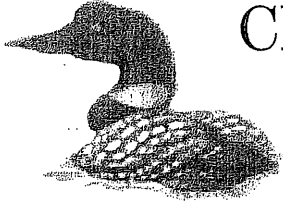
## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, APRIL 3, 2023

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

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

- 4.1 Approval of minutes of March 20, 2023
- 4.2 Approval of claims
- 4.3 Approval to award seal coating, striping/symbols and crack sealing to the low bidders, Allied Blacktop Company, Warning Lites and Allied Blacktop Company
- 4.4 Approval of a Resolution accepting a \$9,000 donation from the Ham Lake Chamber of Commerce
- 4.5 Approval of a Large Assembly License for the Ham Lake Chamber of Commerce at Lion's Park (1220 157<sup>th</sup> Avenue NE) for Freedom Festival on Saturday, July 1, 2023
- 4.6 Approval of a Temporary One-Day Liquor License for the Ham Lake Lion's at Lion's Park (1220 157<sup>th</sup> Avenue NE) for Freedom Festival on Saturday, July 1, 2023.
- 4.7 Approval of a Resolution for the American Rescue Plan Act (ARPA) Funding of equipment for the City of Ham Lake Public Works Department
- 4.8 Road Committee Recommendations:
  - 1) To recommend that the City Council authorize appraisals of the following properties: PIN 32-32-23-31-0013; 32-32-23-31-0018; 32-32-23-31-0014; 32-32-23-31-0003; and 32-32-23-31-0019

- 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 Announcements and future agenda items



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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MARCH 20, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, March 20, 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; 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.

Mayor Kirkham called for a moment of silence in remembrance of Bill Nelson the City of Ham Lake former Mayor and Police Chief.

### **2.0 PUBLIC COMMENT** - None

### **3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**

#### **3.1 Commander Paul Lenzmeier, Anoka County Sheriff's Office Monthly Report**

Commander Lenzmeier gave a summary of the Sheriff's Report for the month of February 2023. Commander Lenzmeier stated that Lieutenant Derek Schuldt will be taking over as the City's Liaison.

### **4.0 CONSENT AGENDA**

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

4.1 Approval of minutes of March 6, 2023

4.2 Approval of claims in the amount of \$335,953.36

4.3 Approval of Resolution No. 23-14 for a variance request for the design speed for the Crosstown Shopping Center reconstruction project (rescinding Resolution No. 23-10)

4.4 Approval of Excluded Bingo for four dates (April 15<sup>th</sup>, May 20<sup>th</sup>, September 9<sup>th</sup> and October 14<sup>th</sup>, 2023) for Blaine Central Alano, 13536 Highway 65 NE

4.5 Approval of a Services Agreement with Kings III Emergency Communications for the elevator phone

- 4.6 Approval of recommendation to Chief Judge of the 10<sup>th</sup> Judicial District to appoint David Ross and Tara Lanigan for a term of March 20, 2023 to February 4, 2024 to the Ham Lake Charter Commission

**Motion by Wilken, seconded by Parranto, to approve the March 20, 2023 consent agenda as written. All in favor motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Sherry Saxon, Flamingo Terrace MHC, LLC, requesting site plan approval to expand Flamingo Terrace mobile home park by 16 units at 17100 Highway 65 NE

**Motion by Kirkham, seconded by Doyle, to concur with the Planning Commission and approve the site plan submitted by Sherry Saxon to expand Flamingo Terrace manufactured home park by sixteen units at 17100 Highway 65 NE subject to removal of the house, accessory building and shed from the proposed expansion area, abandoning the Highway 65 NE access point for the house that will be demolished, Flamingo Terrace MCH LLC's waste water treatment system meeting Minnesota Pollution Control Agency (MPCA) standards for design, construction, and operation, the City being provided with a copy of the MPCA State Disposal System (SDS) permit for the wastewater treatment system on location, and any subsequent renewals of the MPCA SDS permit, all new potable water lines and wastewater piping meeting Minnesota Plumbing Code and State Plumbing review notes, (Contractor/installer must obtain all required permits and all inspections must be done before covering the lines and piping.), the storm shelter meeting state specifications, all City Code requirements being met, permit renewals or extensions being provided for the MnDOT Drainage Permit, the Minnesota Department of Health (MDH) Watermain Extension permit and the MPCA Disposal System Permit prior to construction and meeting all City, State and County 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

Councilmember Doyle stated that the Road Committee met prior to the City Council Meeting.

- 11.3 Announcements and future agenda items - None

**Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:08 p.m. All in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE**  
**CLAIMS SUBMITTED TO COUNCIL**  
**April 3, 2023**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>		<b>03/21/23 - 04/03/23</b>	
EFT	# 1832 - 1838		\$ 5,352.06
REFUND CHECKS	#		
CHECKS	# 64881 - 64919		\$ 98,933.54
BANK DRAFTS	DFT0002516 -DFT0002522		\$ 29,517.78
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>			<u>\$ 133,803.38</u>

<b>PAYROLL CHECKS</b>			
03/24/23	Direct Deposits		\$ 47,819.11

**TOTAL PAYROLL CHECKS** \$ 47,819.11

**TOTAL OF ALL PAYMENTS** \$ 181,622.49

<b>VOID CHECKS</b>			
CHECKS	#64918	\$	-
ZERO EFT		\$	-
BANK DRAFTS		\$	-

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 3RD DAY OF APRIL 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



Payment Dates 3/21/2023 - 4/3/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1832	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.59
1832	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1832	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	51.34
1832	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.59
1832	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1832	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	49.68
1832	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	74.88
1832	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1832	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	47.35
1833	BRODIN PRESS	APRIL HAM LAKER	Editing	211-41704-3125	900.00
1834	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	130.00
1834	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	520.00
1834	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	136.00
1834	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	128.00
1834	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	125.00
1834	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	254.00
1835	DELTA DENTAL PLAN OF MINN	JAN - APRIL DENTAL COBRA D	COBRA receivable	100-11502	204.16
1835	DELTA DENTAL PLAN OF MINN	APRIL DENTAL	Dental insurance	100-21711	1,051.99
1836	MATT SCHOMMER	SAFETY BOOTS	Clothing & personal protectiv	100-44101-2210	150.00
1837	O'REILLY AUTOMOTIVE STORE	#90 REFRIGERANT & OIL	Vehicle parts & supplies	100-43101-2340	373.82
1837	O'REILLY AUTOMOTIVE STORE	#90 HUB CAP	Vehicle parts & supplies	100-43101-2340	9.10
1837	O'REILLY AUTOMOTIVE STORE	T-3 BATTERIES	Vehicle parts & supplies	100-42201-2340	287.26
1837	O'REILLY AUTOMOTIVE STORE	T-3 BATTERIE CORES	Vehicle parts & supplies	100-42201-2340	44.00
1837	O'REILLY AUTOMOTIVE STORE	#90 HEATER HOSE	Vehicle parts & supplies	100-43101-2340	5.05
1837	O'REILLY AUTOMOTIVE STORE	T-3 CORE RETURNS	Vehicle parts & supplies	100-42201-2340	-44.00
1838	WICK COMMUNICATIONS-LEA	APRIL HAM LAKER	Printing	211-41704-3970	667.25
64881	AKER DOOR SALES INC	CHAIN GEAR KIT FIRE #2 STOR	Building repair & maintenanc	100-42202-2310	42.39
64882	ANOKA COUNTY PROPERTY	FIRE #2 WASTE MANAGEMEN	Waste management & recycli	100-42202-3630	155.54
64883	ANOKA COUNTY PROPERTY	HAM LAKE PARK WASTE MAN	Waste management & recycli	100-44102-3630	69.14
64884	ANOKA COUNTY PROPERTY	CITY HALL WASTE MANAGEM	Waste management & recycli	100-41702-3630	181.72
64884	ANOKA COUNTY PROPERTY	FIRE #1 WASTE MANAGEMEN	Waste management & recycli	100-42202-3630	181.72
64884	ANOKA COUNTY PROPERTY	SR CENTER WASTE MANAGE	Waste management & recycli	100-44202-3630	181.72
64885	ANOKA COUNTY PROPERTY	HAM LAKE BOAT LAUNCH	Waste management & recycli	100-44102-3630	53.24
64886	ANOKA COUNTY PROPERTY	PW WASTE MANAGEMENT	Waste management & recycli	100-43104-3630	77.77
64886	ANOKA COUNTY PROPERTY	LION'S WASTE MANAGEMENT	Waste management & recycli	100-44102-3630	77.77
64887	ANOKA COUNTY PROPERTY	TNT	Assessing/property tax admin	100-41101-3105	1,814.08
64887	ANOKA COUNTY PROPERTY	2023 STREET LIGHTS	Assessing/property tax admin	232-43701-3105	1,614.00
64887	ANOKA COUNTY PROPERTY	NAPLES	Assessing/property tax admin	431-43301-3105	64.02
64887	ANOKA COUNTY PROPERTY	LEXINGTON	Assessing/property tax admin	431-43301-3105	58.17
64887	ANOKA COUNTY PROPERTY	ROSECREST	Assessing/property tax admin	431-43301-3105	52.32
64887	ANOKA COUNTY PROPERTY	BERKSHIRE MANOR	Assessing/property tax admin	431-43301-3105	38.28
64888	ANOKA COUNTY TREASURY D	MARCH BROADBAND	Internet & website	100-41301-3220	37.50
64888	ANOKA COUNTY TREASURY D	MARCH BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
64889	BAKER TILLY US, LLP	2022 CONTINUING DISCLOSU	Agent fees	370-47101-6130	1,700.00
64890	BLAINE BROTHERS INC	BATTERY JUMP STARTER	Covid 19	100-41701-4153	750.00
64890	BLAINE BROTHERS INC	#90 HYDRAULIC HOSE ADAPT	Vehicle parts & supplies	100-43101-2340	14.05
64891	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Other professional services	100-42201-3190	11.23
64892	COMPASS MINERALS AMERIC	27.78 TN SALT	Salt & sand	100-43102-2710	2,366.58
64892	COMPASS MINERALS AMERIC	98.71 TN SALT	Salt & sand	100-43102-2710	8,409.10
64893	CORPORATE 4 INS AGENCY	AGENCY RENEWAL FEE	Other professional services	100-41701-3190	2,250.00
64894	DEARBORN LIFE INS CO	APRIL LIFE	Life Insurance	100-21714	54.40
64894	DEARBORN LIFE INS CO	APRIL VOL LIFE	Life Insurance	100-21714	195.30
64895	DEHN OIL CO	138 GAL DIESEL	Fuel	100-43101-2230	471.96
64895	DEHN OIL CO	345 GAL DIESEL	Fuel	100-43101-2230	1,210.95

Council Approval List

Payment Dates: 3/21/2023 - 4/3/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64895	DEHN OIL CO	523.9 GAL DIESEL	Fuel	100-43101-2230	1,823.17
64895	DEHN OIL CO	700 GAL GASOLINE	Fuel	100-43101-2230	2,103.50
64896	DELL MARKETING L.P.	(3) OPTIFLEX 700 COMPUTER	Controllable assets	100-41701-5120	2,160.00
64896	DELL MARKETING L.P.	(1) OPTIFLEX 700 COMPUTER	Controllable assets	100-43101-5120	720.00
64897	FIRE SAFETY USA INC	A-1 DIESEL FUEL COOLER REP	Fire apparatus repair & maint	100-42201-3450	1,615.50
64898	FLEETPRIDE	#90 FILTER	Vehicle parts & supplies	100-43101-2340	48.68
64899	HAM LAKE HARDWARE INC	BATTERIES	Operating supplies	100-43101-2290	21.98
64899	HAM LAKE HARDWARE INC	PAINT TRAY LINERS & ROLLER	Operating supplies	100-43101-2290	10.96
64900	I-STATE TRUCK CENTER INC	#90 RADIATOR	Vehicle parts & supplies	100-43101-2340	1,556.89
64900	I-STATE TRUCK CENTER INC	#90 COOLANT HOSE	Vehicle parts & supplies	100-43101-2340	150.29
64901	JUAN CABRAL	BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
64902	LEAGUE OF MINNESOTA CITIE	MN CITIES STORMWATER COA	Dues & subscriptions	100-43201-3920	820.00
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41101-3940	253.23
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41201-3940	150.45
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41301-3940	139.65
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41401-3940	285.68
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41601-3940	140.85
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41701-3940	11,706.61
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-41703-3940	244.11
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42101-3940	333.14
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42201-3940	7,072.68
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42302-3940	164.20
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-42401-3940	735.76
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-43101-3940	7,756.12
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-44101-3940	8,736.74
64903	LEAGUE OF MN CITIES INS. TR	PROPERTY/CASUALTY INS	Insurance	100-44201-3940	114.53
64904	LITTLE FALLS MACHINE INC	#54 PIVOT SHAFT, NUTS, COTT	Vehicle parts & supplies	100-43101-2340	355.17
64904	LITTLE FALLS MACHINE INC	#54 BOLT, NUTS	Vehicle parts & supplies	100-43101-2340	257.34
64904	LITTLE FALLS MACHINE INC	#71 COIL	Equipment parts & supplies	100-43101-2320	145.23
64905	MACQUEEN EQUIPMENT/MA	SCBA BOTTLES	Operating supplies	100-42201-2290	8,274.77
64905	MACQUEEN EQUIPMENT/MA	SCBA BOTTLES	Operating supplies	100-42201-2290	-8,274.77
64905	MACQUEEN EQUIPMENT/MA	O-RINGS	Equipment repair & maintena	100-42201-3440	24.00
64905	MACQUEEN EQUIPMENT/MA	FIT TESTING	Personnel testing & recruitme	100-42201-3150	170.00
64906	MINNESOTA EQUIPMENT	#71KIT	Equipment parts & supplies	100-43101-2320	289.33
64906	MINNESOTA EQUIPMENT	BARS & OIL	Operating supplies	100-43101-2290	65.98
64907	MN FIRE SERVICE CERT BOAR	FIRE OFFICER I CERT EXAM - S	Training/conferences/schools	100-42201-3510	252.00
64908	MN METRO NORTH TOURISM	FEBRUARY LODGING TAX	Convention bureau	263-46101-4120	1,567.13
64908	MN METRO NORTH TOURISM	ARPA GRANT	Covid 19	100-41701-4153	10,000.00
64909	NCPERS GROUP LIFE INSURAN	APRIL LIFE	Life Insurance	100-21714	96.00
64910	SIEGFRIED FAMILY TOOLS INC	#93 RECHARGE LED HEADLA	Vehicle parts & supplies	100-43101-2340	179.90
64911	SPS WORKS INC	CAPTAIN & DISTRICT CHIEF BA	Clothing & personal protectiv	100-42201-2210	443.89
64912	SUMMIT COMPANIES	FIRE DEPT EXTINGUISHER REC	Equipment repair & maintena	100-42201-3440	37.50
64912	SUMMIT COMPANIES	CITY HALL FIRE EXTINGUISHER	Equipment repair & maintena	100-41701-3440	75.00
64913	TASC	MAY COBRA ADMINISTRATIO	Other professional services	100-41701-3190	25.00
64914	TDS METROCOM INC	763-434-0454 ELEVATOR	Phones/radios/pagers	100-41701-3210	39.66
64914	TDS METROCOM INC	763-434-9605 FIRE #2	Phones/radios/pagers	100-42201-3210	37.66
64915	THE MPX GROUP	APRIL HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
64916	UNLIMITED SUPPLIES INC	BUTANE,THRDLKER,GLASS CLE	Operating supplies	100-43101-2290	421.63
64917	US BANK CORPORATE PAYME	ZOOM-MARCH ZOOM-DW	Dues & subscriptions	100-41201-3920	12.84
64917	US BANK CORPORATE PAYME	IOS-binder clips-NW	Office supplies	100-41701-2110	2.08
64917	US BANK CORPORATE PAYME	IOS-copier paper-NW	Office supplies	100-41701-2110	103.46
64917	US BANK CORPORATE PAYME	AMAZON-COFFEE-NW	Operating supplies	100-41701-2290	51.92
64917	US BANK CORPORATE PAYME	AMAZON-stain remover-NW	Operating supplies	100-41701-2290	32.37
64917	US BANK CORPORATE PAYME	AMAZON-CREAMER-NW	Operating supplies	100-41701-2290	17.39
64917	US BANK CORPORATE PAYME	IOS-hand soap-NW	Operating supplies	100-41701-2290	55.67
64917	US BANK CORPORATE PAYME	PANTHEON-March website-N	Software licenses & upgrades	100-41701-2510	600.00
64917	US BANK CORPORATE PAYME	HARBOR FREIGHT-Shop Tool b	Covid 19	100-41701-4153	9,529.80
64917	US BANK CORPORATE PAYME	DRIVERGENT-ALCOHOL WIPES	Operating supplies	100-42201-2290	38.61
64917	US BANK CORPORATE PAYME	AMAZON-memory card-NW	Operating supplies	100-42201-2290	72.99
64917	US BANK CORPORATE PAYME	AMAZON-hand wipes-NW	Operating supplies	100-42201-2290	48.52

Council Approval List

Payment Dates: 3/21/2023 - 4/3/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
64917	US BANK CORPORATE PAYME	DRIVERGENT-ALCOHOL WIPES	Operating supplies	100-42201-2290	-38.61
64917	US BANK CORPORATE PAYME	LIVE ACTION SAFETY-AED REP	Equipment parts & supplies	100-42201-2320	128.99
64917	US BANK CORPORATE PAYME	HOMEDEPOT-WET/DRY VAC-	Small tools	100-42201-2410	138.19
64917	US BANK CORPORATE PAYME	MNIAAI-2023 DUES - MR-MR	Dues & subscriptions	100-42201-3920	25.00
64917	US BANK CORPORATE PAYME	IOS-3 hole punch-NW	Office supplies	100-42401-2110	31.88
64917	US BANK CORPORATE PAYME	AMAZON-hand vacuum-NW	Operating supplies	100-43101-2290	128.99
64917	US BANK CORPORATE PAYME	AMAZON-#80 headlights-NW	Vehicle parts & supplies	100-43101-2340	89.99
64917	US BANK CORPORATE PAYME	AMAZON-#80 & spare steerin	Vehicle parts & supplies	100-43101-2340	53.82
64917	US BANK CORPORATE PAYME	AMAZON-cell phone chargers	Phones/radios/pagers	100-43101-3210	31.96
64917	US BANK CORPORATE PAYME	MN NURSERY-Shade Tree Sho	Training/conferences/schools	100-43101-3510	250.00
64917	US BANK CORPORATE PAYME	NORTHLAND CDL-CDL Trainin	Training/conferences/schools	100-43101-3510	895.00
64917	US BANK CORPORATE PAYME	HARBOR FREIGHT-SHOP TOOL	Capital assets	100-43101-5110	-9,529.80
64917	US BANK CORPORATE PAYME	HARBOR FREIGHT-SHOP TOOL	Capital assets	100-43101-5110	9,529.80
64917	US BANK CORPORATE PAYME	IOS-urinal screens-NW	Operating supplies	100-44201-2290	46.62
64919	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.14
64919	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.30
64919	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	293.71
64919	VERIZON WIRELESS	DH, AC, MS	Phones/radios/pagers	100-44101-3210	158.82
DFT0002516	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	40.30
DFT0002517	US POSTMASTER	HAM LAKER POSTAGE	Postage	211-41704-2120	1,139.09
DFT0002518	COMPENSATION CONSULTAN	Health Savings Account	Flexible spending	100-21705	225.00
DFT0002519	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,905.00
DFT0002519	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002520	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,487.44
DFT0002520	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,947.24
DFT0002520	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,728.30
DFT0002521	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,617.65
DFT0002522	PERA	Retirement-Coordinated	PERA	100-21703	7,114.65
DFT0002522	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002522	PERA	Retirement-Police & Fire	PERA	100-21703	1,181.43

Grand Total: 133,803.38



City of Ham Lake, MN

# EFT Payroll Check Register Report Summary

Pay Period: 3/5/2023-3/18/2023

Packet: PYPKT01460 - PPE 3/18/23 PAID 3/24/23

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	71	47,819.11
<b>Total</b>	<b>71</b>	<b>47,819.11</b>



## Memorandum

Date: March 21, 2023  
To: Mayor and Councilmembers  
From: Tom Collins, City Engineer *TPC*  
Subject: 2023 Street Maintenance Program bids

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**Introduction:**

The City of Ham Lake has entered into a Joint Powers Agreement with fifteen other local cities to form the North Metro Regional Street Materials Regional Group. The group of cities has a Joint Powers Agreement to combine certain bid items to reduce the number of contracts needed and hopefully achieve lower bids from contractors.

**Discussion:**

The results of the March 17<sup>th</sup> bid opening for the 2023 street maintenance are attached. The bid results and recommendation has been discussed with Superintendent John Witkowski.

Allied Blacktop is the low bidder for FA-1 1/8" seal coat aggregate and CRS-2P seal coat oil, with a bid of \$1.38 per square yard and \$1.75 per gallon respectively. The bid amounts to \$61,888.86 for the 44,847 square yards of seal coat aggregate and \$21,190.75 for the 12,109 gallons of polymer seal coat oil for a total of \$83,079.61. The total seal cost low bid is 5.58% over the estimated cost \$78,685.10.

Warning Lites is the low bidder for latex paint markings, parking lot markings and symbols, with bids of \$27.73, \$101.60 and \$101.60 per gallon respectively. The 1,200 gallons is enough paint to re-stripe the existing striped MSA streets centerline, turn lanes and fog lines, the 12 gallons is enough to stripe the City Hall, Fire Station #1, Senior Center and Tennis Court parking lots and the 20 gallons is enough paint for stop lines, single arrows, double arrows and crosswalks. The bid amounts to \$36,527.20. The striping low bid is 9.94% under the estimated cost of \$40,560.00.

Allied Blacktop Company is the low bidder for crack sealing, with a "route and seal" bid of \$0.56 per lineal foot. For the 41,315 lineal foot quantity, the bid amounts to \$23,136.4. The crack sealing low bid is 9.68% under the estimated cost of \$25,615.3.

The total of the three low bids is \$142,734.21. This is 1.46% under the total estimated cost of \$144,860.40.

**Recommendation:**

It is recommended that the City concur by motion to award to the low bidders for seal coating, striping/symbols and crack sealing to Allied Blacktop Company, Warning Lites and Allied Blacktop Company respectively.

**2023 STREET MAINTENANCE  
PROGRAM SUMMARY OF BIDS**

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**Sealcoating – Bid Schedule 1**

	<b><u>Base Bid</u></b>	<b><u>Alternate</u></b>
Allied Blacktop Company	\$305,760.84	\$304,130.84
Asphalt Surface Technologies	\$354,758.60	\$354,269.60
Pearson Bros. Inc.	\$ 386,164.20	\$ 386,164.20

**Pavement Markings – Bid Schedule 2**

Warning Lites	\$ 227,645.38
Sir Lines-A-Lot Inc.	\$ 322,973.00

**Crack Sealing – Bid Schedule 3**

Allied Blacktop Company	\$438,248.28
Northwest Asphalt & Maintenance	\$450,463.14
Fahrner Asphalt Sealers Asphalt	\$679,134.35
American Pavement Solutions Inc.	\$ 819,655.65

**Fog Sealing, Streets – Bid Schedule 4**

Pearson Bros. Inc.	\$161,269.75
Asphalt Surface Technologies	\$ 166,472.00
Allied Blacktop Company	\$ 173,755.15

**Fog Sealing, Trails & Parking Lots – Bid Schedule 5**

Allied Blacktop Company	\$104,068.20
Pearson Bros. Inc.	\$121,888.00
Asphalt Surface Technologies	\$ 159,392.00



RESOLUTION NO. 23-XX  
RESOLUTION APPROVING CONTRIBUTIONS

WHEREAS, the City of Ham Lake is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens, and

WHEREAS, the following persons and entities have offered to contribute the cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Ham Lake Chamber of Commerce <i>(Freedom Festival)</i>	\$9,000.00

WHEREAS, all such sums have been contributed to assist the City in the establishment and operation of programs within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, Minnesota, as follows:

1. The contributions described above are hereby accepted by the City of Ham Lake and shall be used to establish and operate programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Ham Lake this 3rd day of April, 2023.

\_\_\_\_\_  
Brian Kirkham, Mayor

\_\_\_\_\_  
Denise Webster, City Clerk

# LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

## ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: <u>MUSCC</u>	License Number: <u>02948</u>
---------------------------------	------------------------------

Address: <u>15544 Central Ave. NE</u>	City/State/Zip: <u>Ham Lake MN 55304</u>
---------------------------------------	--

- Amount of proposed lawful purpose expenditure: \$ 9,000.00
- Check one expenditure category:
  - A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
  - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
  - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
  - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
  - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Freedom Festival

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: [www.pca.state.mn.us](http://www.pca.state.mn.us)

<u>Tim Sofie</u> Chief Executive Officer's Signature	<u>3-15-23</u> Date
<u>Tim Sofie</u> Print Name	<u>763-767-3034</u> Daytime Phone

## GOVERNMENT APPROVAL/ACKNOWLEDGMENT

- Contribution amount: \$ 9,000.00. Government use of contribution (check one):
- Wildlife**—DNR approves the wildlife management project or activity.
  - Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
  - Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
  - Water quality testing**—MPCA approves the surface water quality testing project.
  - Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

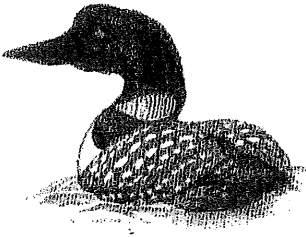
Unit of Government: <u>City of Ham Lake</u>	Phone: <u>763-434-9555</u>
---	----------------------------

Address: <u>15544 Central Ave NE</u>	City/State/Zip: <u>Ham Lake MN 55304</u>
--------------------------------------	--

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

<u>Nicole Wheeler</u> Signature	<u>3-20-23</u> Date
<u>Nicole Wheeler</u> Print Name	<u>Admin Assistant</u> Title

**Questions?** Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



# CITY OF HAM LAKE

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

Receipt # 95633  
Fee \$100.00

## CITY OF HAM LAKE LARGE ASSEMBLY LICENSE APPLICATION

Name of Organization Ham Lake Area Chamber of Commerce

Contact Person (1) Kari Lund Phone 612-209-0539 cell

Contact Person (2) Tim Sofie Phone 763-767-3034

Contact Person (3) \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Address 15544 Central Ave NE, Ham Lake, MN 55304

Name & Address of Person(s) responsible for payment of bills: same as above

I, Kari Lund hereby make application of behalf of Ham Lake Area Chamber of Commerce

Corporation  Partnership  Society, Group of Association  Other \_\_\_\_\_

**(In the case of a corporation or LLC, a certified copy of the Articles of Incorporation/Organization together with the name, date of birth, residence, and mailing address of each person holding 10 percent or more of the stock or membership of said corporation or LLC)**

to the City of Ham Lake for a license to permit the lawful assembly of over 200 persons on the following described property:

Ham Lake Lions Park

The nature and purpose of the assembly will be as follows: Freedom Festival

The assembly will be held on the 1st day of July, 2023 between the hours of 3:00pm AM/PM and 11:00pm AM/PM.

The maximum number of persons I will permit to attend are 3000 persons. The maximum number of event tickets to be sold, if applicable are no tickets.

OUTDOOR MUSIC – Will there be outdoor music?  Yes  No

If yes, please describe: band in the pavilion

Outdoor music: Start Time 7:00pm AM/PM End Time 10:00pm AM/PM

1. MY PLANS FOR FENCING the location of the assembly and the gates contained in such fence:  
we are not adding any fencing

2. MY PLANS FOR SUPPLYING POTABLE WATER, including the source, amount available and location of outlets:

water will be offered for sale by our food vendors for drinking and attendees can use the drinking fountain

connected to the restroom/concession facilities

3. MY PLANS FOR PROVIDING TOILET AND LAVATORY FACILITIES including the source, number, location, type and means of disposing of waste. Advise of number of portable restrooms to be supplied on premises:

we will utilize the existing restroom/concession building and will also be ordering

additional port-a potties - estimating 10 additional

4. MY PLANS FOR HOLDING, collecting and disposing of solid waste material:

We will have extra trash receptacle placed around the park including

dumpsters placed in strategic locations - will partner with public works on this

5. MY PLANS TO PROVIDE FOR MEDICAL FACILITIES, including the location and the construction of a medical structure, the names, addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance service:

we will have our cell phones on hand to call and an info booth for anyone to report emergencies

both the ACSO and Fire dept are anticipated to be in attendance with vehicle demos as well and could respond if needed

6. MY PLANS, IF ANY, TO ILLUMINATE the location of the assembly, including the amount of power and the location of lights:

will use the existing park lighting and pavilion lighting

7. MY PLANS FOR PARKING VEHICLES, including size and location of lots, points of highway access and interior routes between highway access and parking lots:

vehicles will park in the Lions park lot, city hall lot, Glen Cary, and side street parking where permitted

---

8. MY PLANS FOR TELEPHONE SERVICE, including the source, number and location of telephones:

we will use our cell phones. All food vendors have phones on hand as well as our event committee

---

9. MY PLANS FOR SECURITY, including the number of guards, their employment, their names, addresses, credentials and hours of availability:

ACSO will be in attendance to facilitate the safety of patrons during the ruck and roll as well as direct traffic

---

at the end of the night

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10. MY PLANS FOR FIRE PROTECTION:

fire dept will be reachable if needed. All food vendors have fire extinguishers inside their trailers as well.

---

11. MY PLANS FOR SOUND CONTROL AND SOUND AMPLIFICATION, if any, including number and location and power of amplifiers and speakers:

the band in the pavilion will have their own sound system. Bingo prior to band also in the pavilion will have speakers.

---

12. MY PLANS FOR FOOD CONCESSIONS and concessionaires who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit numbers:

we have 7 food vendors anticipated all have been here before: Now That's Waffles, Route 65, The Parlor ice cream

---

KCM Eggrolls, Taulelle Concessions, Ham Lake Lions, and Blue Corn Company

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13. MY PLANS FOR AREA TRAFFIC CONTROL for egress from and exit onto public roads and highway:

ACSO has been requested per previous years to assist with traffic after the end of fireworks

---



14. MY PLANS FOR COMPLYING WITH THE INSURANCE REQUIREMENT (Article 7-622 (F):  
we have event and general liability insurance. Will request a certificate of insurance

with the city named on it as well. *- Attached ☺*

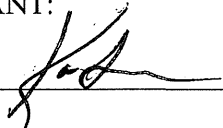
15. I HAVE ATTACHED A SITE PLAN DRAWN AT SCALE OF 1INCH = 50 FEET. (The site plan shows the dimensioned locations of all activities, structures, parking and driveways, concession areas, restrooms/toilets facilities, vendor booths, tents or other vendor areas, and any other physical features to be involved.)

16. I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ ARTICLE 7-620 OF THE HAM LAKE CITY CODE pertaining to Large Assembly rules/regulations.

I, Kari Lund being duly sworn upon oath, hereby make application for a license to permit a large assembly in the City of Ham Lake, Minnesota.

Applicant knows the contents of this application and supporting affidavits and that the statements herein are true or his/her own knowledge, save as to such as are herein stated information and belief, and as to those, he/she believes them to be true.

APPLICANT:

  
Signature

3-28-23  
Date

OWNER OF RECORD of the above- described property, if different than applicant, must grant permission to hold an assembly of 200 or more persons by signing this form.

PROPERTY OWNER: (if different than applicant)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Julie Evans	
Insurance Specialists Team		<b>PHONE (A/C, No, Ext):</b> 763-244-3735	<b>FAX (A/C, No):</b>
530 Jefferson Blvd		<b>E-MAIL ADDRESS:</b> julie@istmn.com	
Big Lake MN 55309		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> United States Liability Insurance Company	<b>NAIC #</b>
<b>INSURED</b>		<b>INSURER B:</b>	
Ham Lake Chamber of Commerce		<b>INSURER C:</b>	
15544 Central Ave NE		<b>INSURER D:</b>	
Andover MN 55304-5609		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		NBP021C1116	01/19/2023	01/19/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b>						PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					EACH OCCURRENCE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N	N/A				AGGREGATE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>					PER STATUTE
	If yes, describe under DESCRIPTION OF OPERATIONS below						OTHER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Freedom Festival  
Event is July 1st held at the Ham Lake Lions Park in Ham Lake (1220 157th Ave NE, Ham Lake 55304)

**CERTIFICATE HOLDER****CANCELLATION**

City of Ham Lake	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
1544 Central Ave NE	
Ham Lake MN 55304	
	AUTHORIZED REPRESENTATIVE
	<i>Julie Evans</i>

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# Freedom Festival Event Map



APPROVED WITH THESE CONTINGENCIES:

All food vendors must obtain Permit from Anoka County, and Transient Sales merchants must obtain License from the City of Ham Lake.

- Applicant must pay the Anoka County Sheriff's Office for \_\_\_\_\_ Deputies.
- Applicant must provide \_\_\_\_\_ portable restrooms.
- Applicants must install barricades and remove barricades.
- Applicant is responsible for picking up litter from the park immediately after the event.
- The hours of outdoor music are limited to \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

Other:

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APPROVAL OF THE LARGE ASSEMBLY PERMIT

Approved by the Planning Commission

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by the Anoka County Sheriff's Office

\_\_\_\_\_  
Signature

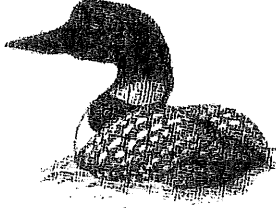
\_\_\_\_\_  
Date

Referred and Approved by \_\_\_\_\_

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

Approved by the Ham Lake City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 .



# CITY OF HAM LAKE

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

## NOTICE TO ALL APPLICANTS FOR MUNICIPAL PERMITS, LICENSES, OR OTHER MUNICIPAL ACTION

1. If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.
2. The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.
3. The information you supply will be public and available to any entity requesting to inspect the information.

### DATA PRACTICES ADVISORY

### TENNESSEN WARNING

REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04

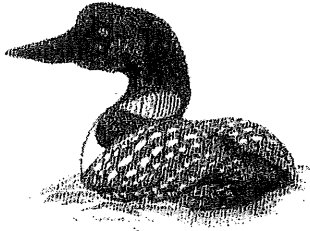
SIGNED BY: \_\_\_\_\_

COMPANY/TITLE: \_\_\_\_\_

Ham Lake Charles Stammers

DATE: \_\_\_\_\_

3-28-23



# CITY OF HAM LAKE

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

## ACKNOWLEDGEMENT OF RESPONSIBILITY TO REIMBURSE EXPENSES

The undersigned, Kari Lund, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

Large Assembly Permit for Freedom Festival  
acknowledges that the sum of \$ \_\_\_\_\_, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not know to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this request, and further acknowledges that in the event that the undersigned fails to promptly remit and amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Applicant Signature \_\_\_\_\_

Dated \_\_\_\_\_

3-28-23

The following statement must be signed if the applicant is not the property owner:

\_\_\_\_\_, as owner of the property involved in the foregoing application, agrees to be jointly and severally liable for payment of the foregoing fees.

Property Owner Signature \_\_\_\_\_

Dated \_\_\_\_\_

**Meeting Date: April 3, 2023**



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

**To: Mayor and Councilmembers**

**From: Dawnette Shimek, Deputy City Clerk**

**Item/Title/Subject: Temporary One-Day Liquor License for Freedom Fest**

**Introduction/Discussion:** Attached is an application from the Ham Lake Lion's requesting a Temporary One-Day Liquor License at Lions Park 1220 157<sup>th</sup> Avenue NE, Ham Lake for Saturday, July 1, 2023.

**Recommendation:** I recommend approval of the Temporary One-Day Liquor License for the Ham Lake Lion's for July 1, 2023.

APPLICATION FOR ON-SALE/OFF-SALE  
3.2 PERCENT MALT LIQUOR

TO: Ham Lake City Council  
Of the City of Ham Lake  
County of Anoka, State of Minnesota

William Vokovan, whose name and address is subscribed hereto, hereby make application for an On sale/Off sale license to sell 3.2 percent malt liquor on those certain premises in the City of Ham Lake, County of Anoka, State of Minnesota known and described as follows:

Lion's Park, 1220 157<sup>th</sup> Avenue NE, Ham Lake, MN, in connection with the Ham Lake Lions business there now and therefore conducted by said applicant since 1985.

Applicant states and represents:

(a – if an individual or partnership) That they are a citizen of the United States of America, who is of good moral character and repute and has attained the age of twenty one years and who is proprietor of the establishment for which this license is applied.

(b – if a corporation) That it is a corporation organized under the laws of Minnesota. That said corporation is an affiliate or subsidiary of the \_\_\_\_\_ . That the application is made on behalf of said corporation by the undersigned (officer of manager)  
\_\_\_\_\_.

(c – if a club) That it is a bona fide club and is an organization for social or business purposes – or for intellectual improvement – or for the promotion of sports – where the serving of such 3.2 percent malt liquor is incidental and not the major purpose of the club.

Date of Event: Saturday, July 1, 2023

The applicant represents that no manufacturer or wholesaler of 3.2 percent malt liquor has any ownership, in whole or in part, in the business of applicant.

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

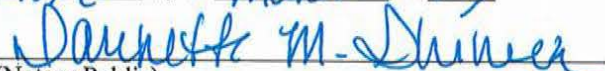
William Vokovan \_\_\_\_\_ (Name)  
14951 Leyte Street NE \_\_\_\_\_ (Address)  
Ham Lake, MN 55304 \_\_\_\_\_

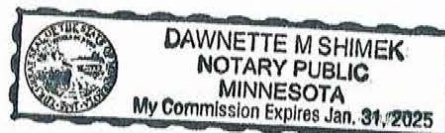
STATE OF MINNESOTA  
COUNTY OF ANOKA

William Vokovan being duly sworn on oath says that he/she is the person who made and signed the foregoing application, that he/she has read said application and knows the contents thereof, and that the same is true of his/her own knowledge.

  
\_\_\_\_\_  
William Vokovan

Subscribed and sworn to before me this  
23rd day of March, 2023.

  
\_\_\_\_\_  
(Notary Public)





License Fee \$25.00

License No. 23-01

State of Minnesota }

**TEMPORARY**

County of Anoka }

**"ON SALE" 3.2 PERCENT MALT LIQUOR LICENSE  
CITY OF HAM LAKE**

LICENSE IS HEREBY GRANTED TO: HAM LAKE LION'S

A TEMPORARY "ON SALE" 3.2 PERCENT MALT LIQUOR LICENSE

FOR CONSUMPTION ON THE PREMISES LOCATED AT

Lions Park – 1220 157<sup>th</sup> Avenue NE

In the City of Ham Lake

County of Anoka, State of Minnesota

FOR THE PERIOD COMMENCING SATURDAY, JULY 2, 2023 UNTIL MIDNIGHT

This license is granted pursuant to application and payment of fee therefor and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale, and is revocable for the violation thereof. This License is Not transferable.

Witness the Governing Body of the Municipality of the City of Ham Lake and the Seal Thereof this 3<sup>rd</sup> Day of April 2023.

Attest: \_\_\_\_\_  
Denise Webster, City Clerk

\_\_\_\_\_  
The Mayor of the City of Ham Lake  
Brian Kirkham

Meeting Date: April 3, 2023



**CITY OF HAM LAKE**  
**MEMO**

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

**From:** Andrea Murff, Finance/HR Director

**Subject:** Approval of the American Rescue Plan Act Funding for Public Works Equipment

**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.

As of March 29, 2023 there was approximately \$121,188 of unallocated ARPA funds for use. There currently has been \$558,771 expended from the ARPA funds with \$1.1M earmarked for the Revolving Street Fund and another \$54,124 earmarked for approved Public Works Department Expenditures and Sirens.

Public Works is requesting to use an additional \$2,100 of the funding for a Dell Rugged Laptop with docking station in order to run their new vehicle scanning software to help track vehicle maintenance.

The approval of these items would bring the amount of unallocated ARPA funds to \$119,089.

**Recommendation:**

**Approval of the Resolution to allocate \$2,100 of ARPA funding for a Dell Rugged Laptop with docking station.**

**RESOLUTION NO. 23-XX**

**CITY OF HAM LAKE**

**RESOLUTION APPROVING AMERICAN RESCUE PLAN ACT FUNDS FOR PUBLIC  
WORKS RUGGED LAPTOP**

**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 \$2100.00  
for a Dell Rugged Laptop with docking station.

Adopted by the City Council of the City of Ham Lake this 3rd day of April, 2023.

\_\_\_\_\_  
Brian Kirkham, Mayor

\_\_\_\_\_  
Denise Webster, City Clerk

## Andrea Murff

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**From:** MI Helpdesk  
**Sent:** Tuesday, March 21, 2023 1:23 PM  
**To:** Andrea Murff  
**Subject:** RE: New computers, Ham Lake [Request ID :##159510##]

Hi, Andrea!

My apologies for the delay.

Here are the quote details for the rugged laptop:

Dell Latitude 5430 Rugged  
i5-1135G7 @ 3.8 GHz processor  
16GB RAM  
256GB Hard Drive  
14" screen  
\$1,860.86

Thunderbolt dock \$239.07.

Please let me know if you have any questions or if you'd like to proceed with the order.

Thanks!

Ashley

----- Andrea Murff : [AMurff@ci.ham-lake.mn.us](mailto:AMurff@ci.ham-lake.mn.us) On Mar 21, 2023 13:02:07 -0500 -----  
Hello!

Just checking the status of this.

Thank you!

Andrea Murff, Finance/Human Resource Director  
City of Ham Lake  
15544 Central Avenue NE  
Ham Lake, MN 55304  
(763) 235-1668  
[amurff@ci.ham-lake.mn.us](mailto:amurff@ci.ham-lake.mn.us)



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**From:** MI Helpdesk <[support@metro-inet.us](mailto:support@metro-inet.us)>  
**Sent:** Tuesday, March 14, 2023 5:19 PM  
**To:** Andrea Murff <[AMurff@ci.ham-lake.mn.us](mailto:AMurff@ci.ham-lake.mn.us)>  
**Subject:** RE: New computers, Ham Lake [Request ID :##159510##]

Hi!

**CITY OF HAM LAKE  
ROAD COMMITTEE NOTES  
MARCH 20, 2023**

The Road Committee met on Monday, March 20, 2023 at 5:00 p.m. Present were Councilmember Gary Kirkeide; Councilmember Jim Doyle; City Engineer Tom Collins; City Engineer Dave Krugler; City Attorney Mark Berglund; Deputy City Clerk Dawnette Shimek.

- 1) The property owners of PIN 32-32-23-31-0013; 32-32-23-31-0018; 32-32-23-31-0014; 32-32-23-31-0003; and 32-32-23-31-0019 were present to discuss the proposed 136<sup>th</sup> Lane NE and Lincoln Street NE connection between Johnson Street and CSAH 116 (Bunker Lake Boulevard NE). Engineer Collins displayed the Anoka County Highway Department ultimate design for CSAH 116 along with the preliminary layout by the ACHD of a 136<sup>th</sup> Lane NE and Lincoln Street NE connection between Johnson Street and CSAH 116. Engineer Collins stated that the timing of the County upgrade is unknown. **It is the Road Committee's recommendation that the City Council authorize appraisals of the following properties: PIN 32-32-23-31-0013; 32-32-23-31-0018; 32-32-23-31-0014; 32-32-23-31-0003; and 32-32-23-31-0019.**

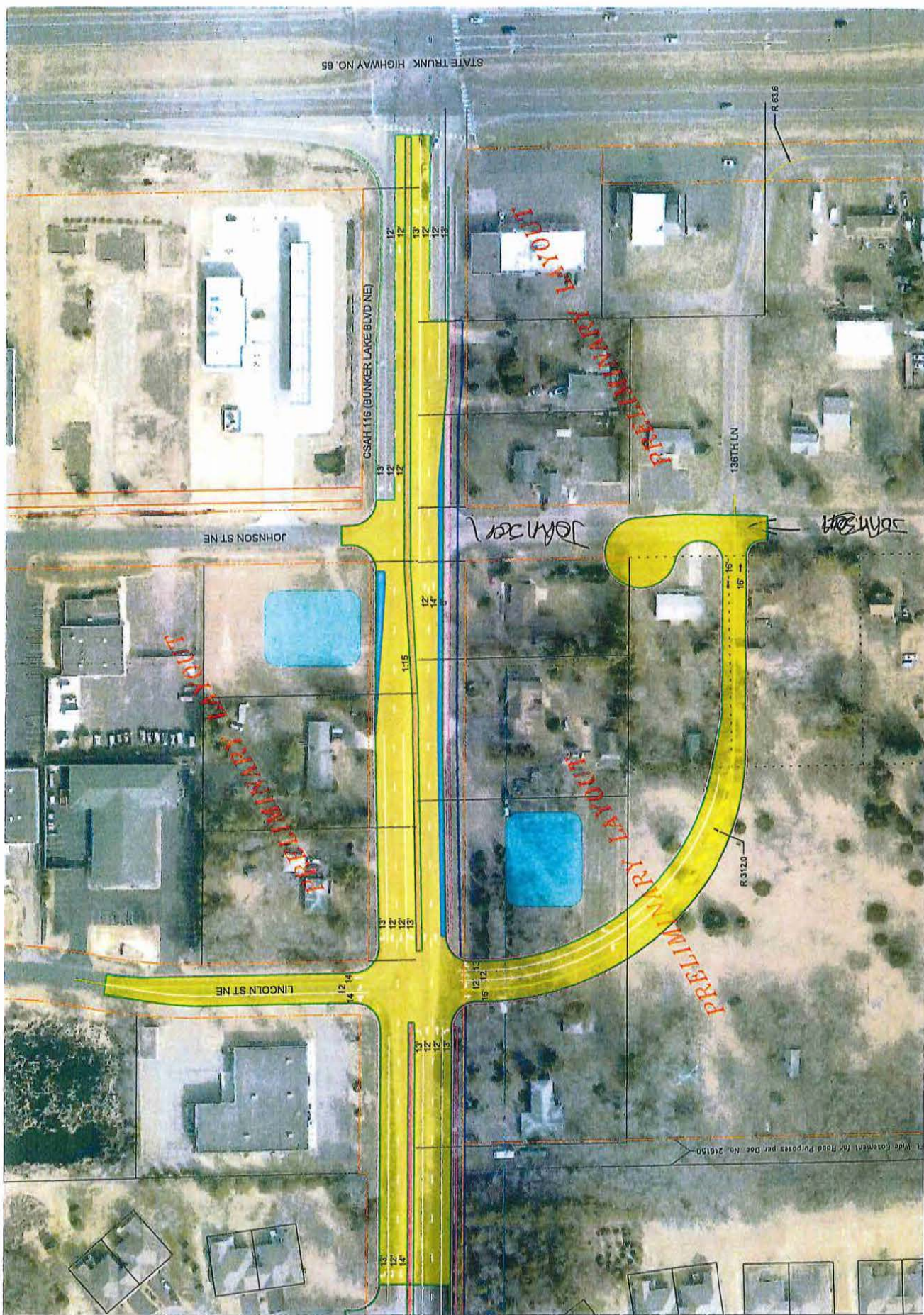


↑ NORTH

1" = 100'

Barkfield

County layout



Bartfield