

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, MAY 6, 2024

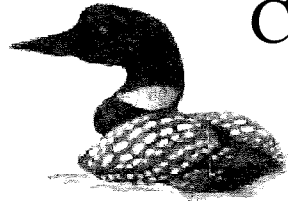
- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS – None**
- 4.0 CONSENT AGENDA**

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 April 15, 2024 and Workshop Minutes of April 15, 2024
- 4.2 Approval of claims
- 4.3 Approval of appointing Andrea Murff as the Finance and Human Resource Director
- 4.4 Approval of a Resolution to appoint signers and authorized traders for bank and investment accounts
- 4.5 Approval of a Temporary On-Sale Liquor License for the Ham Lake Lion's at Lion's Park, 1220 157th Avenue NE, for the Freedom Festival on Saturday, June 29, 2024
- 4.6 Approval of an Exempt Permit for Special Olympics Minnesota to hold a raffle on July 22, 2024 at Majestic Oaks Golf Club, 701 Bunker Lake Boulevard NE
- 4.7 Approval of an Ordinance rezoning portions of land from R-M (Residential-Manufactured Mobile Home) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to R-A (Rural Single Family Residential) in Section 8
- 4.8 Approval of hiring summer season employees in Public Works
- 4.9 Approval of a Resolution accepting a \$2,500 donation from the Ham Lake Chamber of Commerce
- 4.10 Approval of a Change Order for the 2024 Bituminous Overlay Project
- 4.11 Approval of a Resolution accepting the low bid for the Meadow Park North of Constance Boulevard NE (163rd Lane NE from Hasting Street NE to Isanti Street NE and Isanti Street NE from 163rd Lane NE to 164th Lane NE) Street Reconstruction Project

- 5.0 PLANNING COMMISSION RECOMMENDATIONS – None**
- 6.0 ECONOMIC DEVELOPMENT AUTHORITY**
- 6.1 Discussion of property PIN # 05-32-23-42-0003

- 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, APRIL 15, 2024

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, April 15, 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, Tom Collins; 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 – 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 April 1, 2024

4.2 Approval of claims in the amount of \$802,789.83

4.3 Approval of a lot line adjustment for Jesse Osborne located at Pin #08-32-23-23-0002 and 16759 Polk Street NE in Section 8

4.4 Approval of accepting the Catchers Creek of Ham Lake Development project and releasing the maintenance security

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

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Jesse Osborne of Storage World, requesting rezoning of portions of land from R-M (Residential – Manufactured Mobile Home) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to R-A (Rural Single Family Residential) in Section 8

This is considered the First Reading of a Rezoning Ordinance.

5.2 Wesam Alkubaisy of Ewaz LLC, dba Pioneer Auto Tronics, requesting a Conditional Use Permit to operate an automobile repair shop at 15903 Central Ave NE (PID# 17-32-23-34-0019) and adoption Resolution No. 24-16

Motion by Kirkham, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve the request of Wesam Alkubaisy of Ewaz LLC, dba Pioneer Auto Tronics, for a Conditional Use Permit to operate an automobile repair shop at 15903 Central Ave NE (PID# 17-32-23-34-0019) and adoption of Resolution No. 24-16, subject to:

1. **Limiting repairs to repairing seatbelts, repair or replacement of airbags and other Advanced Driver Assistance Systems (ADAS) safety programming services. No other auto repair services will be allowed, including the changing of any vehicle fluids or mechanical repairs.**
2. **A maximum of ten vehicles in need of repair (six parked inside of the building and four parked outside of the building) will be allowed on the site at any given time.**
3. **Hours of operation from 9:00 am to 5:00 pm Monday thru Saturday.**
4. **A maximum of five employees.**
5. **Meeting all City, County and State requirements.**
6. **Any change of use will require review by the Planning Commission and approval by the City Council.**

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 Announcements and future agenda items

Mayor Kirkham stated that he received positive information regarding the progress of the Highway 65 NE and Bunker Lake Boulevard NE road improvement project.

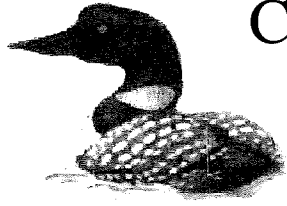
CLOSED MEETING - Pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) to discuss the purchase of real property identified as PIN #17-32-23-24-0014 (during a recess of the regularly scheduled City Council meeting)

Mayor Kirkham called a recess at 6:03 p.m. in order to conduct a closed meeting.

Mayor Kirkham called the closed meeting to order at 6:04 p.m. The closed meeting was adjourned at 6:18 p.m.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:19 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY WORKSHOP MEETING MINUTES MONDAY, APRIL 15, 2024

The Ham Lake City Council met on Monday, April 15, 2024 at 5:00 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 Administrator, Denise Webster; Building Official, Mark Jones; and Deputy City Clerk, Dawnette Shimek

1.0 Call to Order

Mayor Kirkham called the meeting to order at 5:00 p.m.

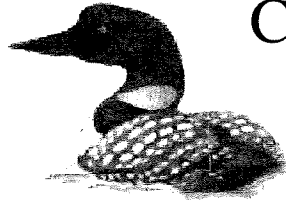
2.0 Discussion of Foster Trucking and Excavation located at 1561 Bunker Lake Boulevard NE

Attorney Berglund stated that he has recently had productive conversations with Noel Foster regarding the background of his business. Attorney Berglund stated that all concerns with Mr. Foster's cancelled CUP (Conditional Use Permit) have been met, other than the requirement to construct a building. Attorney Berglund stated that Mr. Foster is not wanting to run a truck terminal where trucks load or unload on site. Attorney Berglund stated that Mr. Foster's trucks work off-site, the trucks leave the site empty and return empty. Attorney Berglund stated that the noise study showed that the trucks do not exceed noise standards. Attorney Berglund stated that Mr. Foster's business is a permitted use with a CUP. Attorney Berglund stated that the concerns raised during the public hearing, when Mr. Foster originally applied for the CUP, were by people that had moved into the area while Mr. Foster's business was operating. Mr. Foster reviewed history regarding his business. Mr. Foster stated that he spoke with former Attorney Dorn before he moved to the property. Mr. Foster stated that Attorney Dorn had said that the home located on the property was a non-conforming use because the property is located in CD-2 Zoning (Commercial Development Tier 2). Mr. Foster stated that Attorney Dorn said that he could operate a business there and also have his homestead there. Mr. Foster stated Attorney Dorn said that Mr. Foster would be limited with improving the house and once the house no longer was used as a residential home, the residential use would terminate. Mr. Foster stated Attorney Dorn also told him that the City would not approve a building addition because the property was a non-conforming use. Mr. Foster stated that he made site improvements required by the CUP including construction of a varying fence height insulated stockade fence to create screening from the north and east sides of the property. Mr. Foster stated that Larson Systems recently constructed a building and the loading docks face a residential home. Mr. Foster stated that in 2019, he did not trust the economy and decided not to construct a building. Mr. Foster stated that he rents a shop in Spring Lake Park where truck repairs are done, but he will change tires on site if necessary. Mr. Foster stated he is a sewer and water contractor and that he has seven trucks but runs three to five trucks a day, sometimes more in the winter in case of emergencies. Mr. Foster knows other business owners in the city and asked why his business is being

picked out from other similar businesses. Attorney Berglund stated that if he gets a CUP, everyone will be satisfied. Mr. Foster stated he wants a good relationship with the City. Attorney Berglund stated that once a CUP is in place and the conditions are being complied with, the CUP will not expire. Zoning Official Jones stated that the past issue was that Mr. Foster's trucks are semi-tractors and semi-trailers and there were noise concerns. Attorney Berglund stated he will follow-up with Mr. Foster regarding his request for a Conditional Use Permit.

Motion by Kirkham, seconded by Parranto, to adjourn the City Council Workshop Meeting at 5:33 p.m. All in favor, motion carried

Dawnette Shimek, Deputy City Clerk



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY WORKSHOP MEETING MINUTES MONDAY, APRIL 15, 2024

The Ham Lake City Council met on Monday, April 15, 2024 at 5:30 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 Administrator, Denise Webster; Building Official, Mark Jones; and Deputy City Clerk, Dawnette Shimek

1.0 Call to Order

Mayor Kirkham called the meeting to order at 5:33 p.m.

2.0 Discussion of B&L Farms located at 2461 Crosstown Boulevard NE

Attorney Berglund stated that Mr. and Mrs. Wawers are operating B&L Farm Wedding Venue from their property zoned R-A (Rural Single Family Residential) located at 2461 Crosstown Boulevard NE. Attorney Berglund stated that this business is operating without a Conditional Use Permit and the City is concerned that the business/property does not meet commercial standards as required by the building code. Building Official Jones stated that bathrooms need to be constructed, the building and property need to be brought into compliance with building codes and city code. Building Official Jones stated that hard surfaced parking is also required, and approval from the Anoka County Highway Department is required because the business accesses on Crosstown Boulevard NE (County State-Aid Highway 18). Mrs. Wawers stated that it is not a business because they have less than 100 people for events held 10 times a year. Mrs. Wawers stated that it is not a commercial building because it is not commercial property. Councilmember Kirkeide stated if they are holding events, and being paid, it is a business. Mrs. Wawers stated the county assessor said it is not a commercial building. Councilmember Kirkeide stated that the Building Official can allow an exemption to not require a building permit for construction of a building that is for a bonafide agricultural purpose, not a commercial purpose. Mrs. Wawers stated the building is not used as commercial, it is cold storage. Mrs. Wawers stated that she spoke with someone from the state, off the record, and were told that if they are only using the building 3% of the time, they would not need to follow commercial plumbing requirements. Councilmember Kirkeide stated that they should have gotten the information in writing. Attorney Berglund stated that the City has an obligation to follow code. Mrs. Wawers stated their use is not any different than Anoka County Farms or the winery. Attorney Berglund stated there is no reason for them to continue comparing themselves to other businesses. Mrs. Wawers stated that all they receive is lies, incorrect and inaccurate information from the City. Building Official Jones stated that they need one bathroom for every 40 people. Attorney Berglund asked the Wawers if they would install the bathrooms required. Mr. and Mrs. Wawers stated they would not install bathrooms. Mrs. Building Official Jones stated that the commercial plumbing code requires bathrooms in the building or in the building with access

from outside. Mrs. Wawers stated that that is what they have, a portable restroom with a holding tank and running water. Building Official Jones stated that they would also need 35 hard-surface parking spaces for an occupancy of 99 people. Attorney Berglund stated that the Wawers are disagreeing with all of the requirements needed to obtain a CUP and do not intend to meet code and city requirements. Mrs. Wawers stated that City Code allows for a Temporary Conditional Use Permit where they could use tents, so they would start using tents instead of the building. Building Official Jones stated that having a minimum of 20 acres is one of the requirements for a Seasonal Temporary Use Permit.

Motion by Kirkham, seconded by Kirkeide, to adjourn the workshop meeting at 5:57 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
May 6, 2024

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		04/16/24 - 05/06/24	
EFT	# 2046 - 2054	\$	6,470.71
REFUND CHECKS	# 66010 - 66017	\$	25,431.71
CHECKS	# 66018 - 66059	\$	74,962.55
BANK DRAFTS	DFT0002702 -DFT0002712	\$	60,027.76
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$</u>	<u>166,892.73</u>
PAYROLL CHECKS			
04/19/24	Direct Deposits	\$	50,855.43
05/03/24	Direct Deposits	\$	38,306.56
TOTAL PAYROLL CHECKS		<u>\$</u>	<u>89,161.99</u>
VOID CHECKS			
CHECKS	#66031, 66032, 66056, 66057	\$	-
ZERO CHECKS		\$	-
ZERO EFT		\$	-
BANK DRAFTS		\$	-
TOTAL VOIDS		<u>\$</u>	<u>-</u>
TOTAL OF ALL PAYMENTS		<u>\$</u>	<u>256,054.72</u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 6TH DAY OF MAY 2024

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Packet: ARPKT01053 - 04/18/24 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00048	MARK SMITH	4/18/2024	66010	13,431.71
00489	BECKY BOBB	4/18/2024	66011	150.00
			Total Refund Amount:	13,581.71

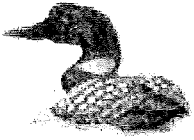
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	150.00
TR - PERF BOND - PERFORMANCE BOND DEPOSIT	13,321.55
TR - PERF INT - PERFORMANCE BOND INTEREST	110.16
Revenue Totals:	13,581.71

General Ledger Distribution

Posting Date: 04/18/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-13,581.71	Yes
890-11501	Misc receivables	150.00	
890-22804	Performance bonds	13,431.71	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-13,581.71	
999-20702	Due to other funds	13,581.71	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Packet: ARPKT01064 - 04/25/24 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00516	KABAOJLTH HER	4/25/2024	66012	150.00
00519	NITTI ROLLOFF SERVICES	4/25/2024	66013	9,000.00
Total Refund Amount:				9,150.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	9,150.00
Revenue Totals:	9,150.00

General Ledger Distribution

Posting Date: 04/25/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-9,150.00	Yes
890-11501	Misc receivables	9,150.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-9,150.00	
999-20702	Due to other funds	9,150.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Packet: ARPKT01072 - 04/30/24 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00389	H&H CONTRACTORS	4/30/2024	66014	2,250.00
00502	KRISTIN SCHWAB	4/30/2024	66015	150.00
00511	KRISTEN ANDERSON	4/30/2024	66016	150.00
00515	LAURA LASZLO	4/30/2024	66017	150.00
Total Refund Amount:				2,700.00

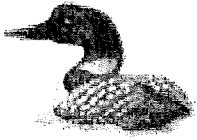
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,700.00
Revenue Totals:	2,700.00

General Ledger Distribution

Posting Date: 04/30/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-2,700.00	Yes
890-11501	Misc receivables	2,700.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-2,700.00	
999-20702	Due to other funds	2,700.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Payment Dates 4/16/2024 - 5/6/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2046	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.48
2046	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
2046	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.01
2047	BRODIN PRESS	MAY HAM LAKER	Editing	211-41704-3125	900.00
2048	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2048	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2048	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2048	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2048	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2048	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2049	DELTA DENTAL PLAN OF MINN	COBRA - DK	COBRA receivable	100-11502	51.04
2049	DELTA DENTAL PLAN OF MINN	MAY DENTAL	Dental Insurance	100-21711	810.03
2050	O'REILLY AUTOMOTIVE STORE	MOTOR OIL	Equipment parts & supplies	100-43101-2320	27.99
2050	O'REILLY AUTOMOTIVE STORE	MOTOR OIL	Equipment parts & supplies	100-43101-2320	-27.99
2050	O'REILLY AUTOMOTIVE STORE	ADAPTER	Operating supplies	100-43101-2290	26.99
2050	O'REILLY AUTOMOTIVE STORE	ABSORBENT	Operating supplies	100-43101-2290	47.96
2050	O'REILLY AUTOMOTIVE STORE	CLEVIS PIN, ABSORBENT	Operating supplies	100-43101-2290	75.95
2050	O'REILLY AUTOMOTIVE STORE	FUSES	Operating supplies	100-43101-2290	11.58
2050	O'REILLY AUTOMOTIVE STORE	#55 OIL FILTER	Equipment parts & supplies	100-43101-2320	11.20
2050	O'REILLY AUTOMOTIVE STORE	WD-40	Operating supplies	100-42201-2290	15.98
2050	O'REILLY AUTOMOTIVE STORE	EXTREME GLUE	Operating supplies	100-43101-2290	10.49
2050	O'REILLY AUTOMOTIVE STORE	HEATER HOSE	Operating supplies	100-43101-2290	12.81
2050	O'REILLY AUTOMOTIVE STORE	#66 STARTER FLUID, BATTERY	Equipment parts & supplies	100-43101-2320	153.98
2050	O'REILLY AUTOMOTIVE STORE	#68 LIGHT	Equipment parts & supplies	100-43101-2320	7.11
2050	O'REILLY AUTOMOTIVE STORE	#65 OIL FILTER, DRAIN PAN	Equipment parts & supplies	100-44101-2320	29.91
2051	QUADIANT FINANCE USA INC	INK CARTRIDGE	Office supplies	100-41701-2110	173.85
2051	QUADIANT FINANCE USA INC	POSTAGE	Postage	100-41701-2120	500.00
2052	SUSAN KNOUSE	JAN - MAR 21ST	Mileage	100-41401-3960	6.03
2053	UNLIMITED SUPPLIES INC	NUTSETS, MISC	Operating supplies	100-43101-2290	532.58
2053	UNLIMITED SUPPLIES INC	J-CASE CARTRIDGES, THREADL	Operating supplies	100-43101-2290	152.74
2054	WICK COMMUNICATIONS-LEA	MAY HAM LAKER SUMMER IN	Reimbursable expense	100-48101-4150	560.00
2054	WICK COMMUNICATIONS-LEA	MAY HAM LAKER	Printing	211-41704-3970	690.00
66018	ALLDATA LLC	DATABASE SUBSCRIPTION 7/8	Software licenses & upgrades	100-43101-2510	1,500.00
66019	ANCOM COMMUNICATIONS I	RADIO, BATTERIES	Phones/radios/pagers	100-42201-3210	1,571.85
66020	ANIMAL HUMANE SOCIETY	1ST QTR ANIMAL CONTROL	Other professional services	100-42501-3190	52.00
66020	ANIMAL HUMANE SOCIETY	DANGEROUS DOG QUARANTI	Reimbursable expense	100-48101-4150	630.00
66021	ANOKA COUNTY PROPERTY	DONATED LAND PROPERTY TA	Property taxes	262-46101-4140	5,497.22
66022	ANOKA COUNTY TREASURY D	APRIL BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
66022	ANOKA COUNTY TREASURY D	APRIL BROADBAND	Internet & website	100-41301-3220	37.50
66023	ARCHITECT MECHANICAL INC	MAINT - CITY HALL	Building repair & maintenanc	100-41702-3420	731.00
66023	ARCHITECT MECHANICAL INC	MAINT - FIRE #1	Building repair & maintenanc	100-42202-3420	398.00
66023	ARCHITECT MECHANICAL INC	MAINT - FIRE #2	Building repair & maintenanc	100-42202-3420	268.00
66023	ARCHITECT MECHANICAL INC	MAINT - PUBLIC WORKS	Building repair & maintenanc	100-43104-3420	559.00
66023	ARCHITECT MECHANICAL INC	MAINT - PARK BUILD	Building repair & maintenanc	100-44102-3420	194.00
66024	BUSINESS ESSENTIALS	TOILET BOWL CLEANER	Operating supplies	100-44101-2290	-179.26
66024	BUSINESS ESSENTIALS	TOILET PAPER, PAPER TOWLES	Operating supplies	100-44101-2290	1,214.90
66024	BUSINESS ESSENTIALS	TOILET BOWL CLEANER	Operating supplies	100-44101-2290	179.26
66025	CITY OF COLUMBUS	SIGNAL LEXINGTON & BROAD	Electricity	100-43401-3610	22.36
66026	CITY OF ST PAUL	2 TN ASPHALT MIX	Street repair & maintenance s	100-43101-2330	178.18
66027	CLOSING HUB	3908 - 162ND LANE STREETLI	Street light fees	232-34303	45.00
66028	COMCAST BUSINESS	MAY FIRE #1 ADD'L CABLE BO	Rentals-other	100-42201-3390	11.33
66029	COMPASS MINERALS AMERIC	288.05 TN SALT	Salt & sand	100-43102-2710	28,283.63
66030	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	780.09
66030	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	33.50

Council Approval List

Payment Dates: 4/16/2024 - 5/6/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66030	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	15.63
66030	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	276.33
66030	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	290.50
66030	CONNEXUS ENERGY	FIRE #3	Electricity	100-42202-3610	257.83
66030	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	391.98
66030	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
66030	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	808.51
66030	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	63.44
66030	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	73.67
66030	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	79.82
66030	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	263.84
66030	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	117.94
66030	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	64.89
66030	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	22.93
66030	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	72.88
66030	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	72.20
66030	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	48.96
66030	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	120.91
66030	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	35.42
66030	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	14.50
66030	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.50
66030	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	137.11
66030	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	19.73
66030	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	20.42
66030	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	72.95
66030	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	28.95
66030	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	119.02
66030	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	420.05
66030	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,448.59
66033	DEARBORN LIFE INS CO	MAY VOL LIFE	Life Insurance	100-21714	171.60
66033	DEARBORN LIFE INS CO	MAY LIFE	Life Insurance	100-21714	54.40
66034	DEHN OIL CO	238 GAL. GASOLINE	Fuel	100-43101-2230	651.83
66034	DEHN OIL CO	155.9 GAL DIESEL	Fuel	100-43101-2230	447.15
66035	DIESEL COMPONENTS, INC	#55 DIESEL FUEL INJECTION P	Equipment parts & supplies	100-44101-2320	529.49
66036	FIRE INSTRUCTION & RESCUE	SOLAR POWER AWARENESS	Training/conferences/schools	100-42201-3510	650.00
66036	FIRE INSTRUCTION & RESCUE	CALL THE MAYDAY - RIT/RADI	Training/conferences/schools	100-42201-3510	650.00
66036	FIRE INSTRUCTION & RESCUE	OFFICER I - CS, PD, DB, AS	Training/conferences/schools	100-42201-3510	2,300.00
66037	FIRE SAFETY USA INC	G3 NOX SENSOR	Fire apparatus repair & maint	100-42201-3450	382.50
66038	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - JW, J	Personnel testing & recruitme	100-43101-3150	73.42
66039	GRAINGER	IMPACT SOCKET	Small tools	100-43101-2410	13.14
66039	GRAINGER	DOOR CLOSER	Building repair & maintenanc	100-41702-2310	392.22
66039	GRAINGER	FOUNTAIN AERATOR	Controllable assets	440-44103-5120	3,433.22
66040	HEALTH PARTNERS INC	APRIL EAP	Other professional services	100-41701-3190	25.50
66041	HYDRAULIC SPECIALTY CO INC	#68 REPAIR PARTS	Equipment parts & supplies	100-43101-2320	279.17
66042	KINGS III EMERGENCY COMM	APRIL ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
66042	KINGS III EMERGENCY COMM	MAY ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
66043	MACQUEEN EQUIPMENT/MA	#68 OIL SEAL	Equipment parts & supplies	100-43101-2320	39.51
66043	MACQUEEN EQUIPMENT/MA	#68 REBUILD KIT, COMPRESSI	Equipment parts & supplies	100-43101-2320	3,214.95
66044	MENARDS-BLAINE	LIFTING SLINGS	Operating supplies	100-42201-2290	99.96
66044	MENARDS-BLAINE	OIL DRY	Operating supplies	100-43101-2290	159.80
66044	MENARDS-BLAINE	TILE SAMPLES	Operating supplies	100-44201-2290	9.51
66044	MENARDS-BLAINE	BLEACH	Operating supplies	100-44101-2290	21.54
66044	MENARDS-BLAINE	CEILING TILES	Building repair & maintenanc	100-44102-2310	52.80
66044	MENARDS-BLAINE	TILE SAMPLES	Operating supplies	100-44201-2290	-7.05
66044	MENARDS-BLAINE	SOIL THERMOMETER	Operating supplies	100-44101-2290	11.99
66044	MENARDS-BLAINE	VINYL TILES	Building repair & maintenanc	100-44102-2310	49.80
66044	MENARDS-BLAINE	CATCH BASIN PLUG	Operating supplies	100-44101-2290	3.79
66044	MENARDS-BLAINE	HAM LAKE CONCESSION STAN	Building repair & maintenanc	100-44102-2310	222.47
66045	MINNESOTA CONCRETE LIFTI	LION'S PARK DUGOUT PAD LIF	Other repair & maintenance s	100-44101-3490	975.00
66046	MN DEPARTMENT OF LABOR	1ST QTR SURCHARGE	Surcharge	100-22801	1,941.58

Council Approval List

Payment Dates: 4/16/2024 - 5/6/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
66047	NCPERS GROUP LIFE INSURAN	MAY LIFE	Life Insurance	100-21714	96.00
66048	NORTHLAND CHEMICAL CORP	TOILET CLEANER	Operating supplies	100-44101-2290	178.64
66049	PARK SUPPLY OF AMERICA IN	LION'S PARK BATHROOM REP	Building repair & maintenanc	100-44102-2310	152.93
66050	SIEGFRIED FAMILY TOOLS INC	FLOOD LIGHT	Covid 19	100-41701-4153	204.95
66051	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	22.00
66052	TASC	JUNE COBRA ADMINISTRATIO	Other professional services	100-41701-3190	26.74
66053	THE MPX GROUP	APRIL HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
66053	THE MPX GROUP	MAY HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
66054	TURFWERKS	#65 FILTERS, CARTRIDGE	Equipment parts & supplies	100-44101-2320	257.11
66055	US BANK CORPORATE PAYME	ZOOM-Zoom April-DW	Dues & subscriptions	100-41201-3920	13.83
66055	US BANK CORPORATE PAYME	MN STATE COLLEGES-Nicole	Training/conferences/schools	100-41301-3510	560.00
66055	US BANK CORPORATE PAYME	IOS-report covers, stapler-NW	Office supplies	100-41401-2110	47.82
66055	US BANK CORPORATE PAYME	IOS-report cover-NW	Office supplies	100-41401-2110	3.06
66055	US BANK CORPORATE PAYME	IOS-susan toner-NW	Office supplies	100-41401-2110	157.41
66055	US BANK CORPORATE PAYME	IOS-pens, rubber bands, small	Office supplies	100-41701-2110	14.08
66055	US BANK CORPORATE PAYME	IOS-whiteout,paper,folders,po	Office supplies	100-41701-2110	191.34
66055	US BANK CORPORATE PAYME	IOS-envelopes-NW	Office supplies	100-41701-2110	46.16
66055	US BANK CORPORATE PAYME	IOS-folders, files, envelopes-N	Office supplies	100-41701-2110	106.05
66055	US BANK CORPORATE PAYME	IOS-tork paper towels, toilet p	Operating supplies	100-41701-2290	218.87
66055	US BANK CORPORATE PAYME	AMAZON-disinfectant wipes-	Operating supplies	100-41701-2290	14.97
66055	US BANK CORPORATE PAYME	IOS-mouse pads, kleenex, pap	Operating supplies	100-41701-2290	69.59
66055	US BANK CORPORATE PAYME	PANTHEON-website-NW	Software licenses & upgrades	100-41701-2510	350.00
66055	US BANK CORPORATE PAYME	AMAZON-jumbo wrench set,	Covid 19	100-41701-4153	175.49
66055	US BANK CORPORATE PAYME	AMAZON-wrench set-NW	Covid 19	100-41701-4153	65.48
66055	US BANK CORPORATE PAYME	AMAZON-monitor cable-NW	Office supplies	100-42201-2110	7.95
66055	US BANK CORPORATE PAYME	AMAZON-monitor cable-NW	Office supplies	100-42201-2110	-7.95
66055	US BANK CORPORATE PAYME	AMAZON-push pins, dry erase	Office supplies	100-42201-2110	22.33
66055	US BANK CORPORATE PAYME	AMAZON-bulletin board-NW	Office supplies	100-42201-2110	46.65
66055	US BANK CORPORATE PAYME	AMAZON-monitor cable-NW	Office supplies	100-42201-2110	7.89
66055	US BANK CORPORATE PAYME	AMAZON-white board-NW	Office supplies	100-42201-2110	188.06
66055	US BANK CORPORATE PAYME	PROPPER-WILDLAND PANTS	Clothing & personal protectiv	100-42201-2210	497.68
66055	US BANK CORPORATE PAYME	AMAZON-hose nozzle sprayer	Operating supplies	100-42201-2290	52.51
66055	US BANK CORPORATE PAYME	AMAZON-storage shelves-NW	Operating supplies	100-42201-2290	171.95
66055	US BANK CORPORATE PAYME	AMAZON-lithium batteries-N	Operating supplies	100-42201-2290	38.78
66055	US BANK CORPORATE PAYME	AMAZON-cardstock-NW	Operating supplies	100-42201-2290	22.39
66055	US BANK CORPORATE PAYME	AMAZON-garden hoses, dish s	Operating supplies	100-42201-2290	186.45
66055	US BANK CORPORATE PAYME	AMAZON-rechargeable batter	Operating supplies	100-42201-2290	19.99
66055	US BANK CORPORATE PAYME	CLAREY'S-PREMIX HOLDERS-	Equipment parts & supplies	100-42201-2320	199.00
66055	US BANK CORPORATE PAYME	BIG MIKE'S-T3 oil drain plug-J	Vehicle parts & supplies	100-42201-2340	6.50
66055	US BANK CORPORATE PAYME	BIG MIKE'S-T3 filter kit-JC	Vehicle parts & supplies	100-42201-2340	197.45
66055	US BANK CORPORATE PAYME	CAMBRIDGE MOTORS-C1 LIG	Fire apparatus repair & maint	100-42201-3450	161.67
66055	US BANK CORPORATE PAYME	AMAZON-highlighters-NW	Office supplies	100-42401-2110	37.78
66055	US BANK CORPORATE PAYME	CROW RIVER FARM EQUIP-sa	Operating supplies	100-43101-2290	553.33
66055	US BANK CORPORATE PAYME	CENTRAL TRAILER-Trailer part	Equipment parts & supplies	100-43101-2320	70.19
66055	US BANK CORPORATE PAYME	AMAZON-#83 headlights-NW	Vehicle parts & supplies	100-43101-2340	69.99
66055	US BANK CORPORATE PAYME	AMAZON-locking tool holder-	Small tools	100-43101-2410	40.00
66055	US BANK CORPORATE PAYME	HARBOR FRT-RIVETER,TEST LE	Small tools	100-43101-2410	204.94
66055	US BANK CORPORATE PAYME	AMAZON-case cover replace	Small tools	100-43101-2410	9.99
66055	US BANK CORPORATE PAYME	DAKOTA FENCE-Dock Posts-J	Operating supplies	100-44101-2290	139.72
66055	US BANK CORPORATE PAYME	IOS-tork paper towels-NW	Operating supplies	100-44201-2290	74.50
66058	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.22
66058	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.46
66058	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	294.13
66058	VERIZON WIRELESS	DH, AC, MS	Phones/radios/pagers	100-44101-3210	123.64
66059	WRIGHT-HENNEPIN COOPERA	MAY ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
66059	WRIGHT-HENNEPIN COOPERA	MAY SECURITY MONITORING	Monitoring	100-41702-3145	33.95
66059	WRIGHT-HENNEPIN COOPERA	MAY PW FIRE PANEL MONITO	Monitoring	100-43104-3145	52.95
DFT0002702	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002703	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,210.00
DFT0002703	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00

Council Approval List

Payment Dates: 4/16/2024 - 5/6/2024

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002704	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,448.32
DFT0002704	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,104.86
DFT0002704	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	8,360.32
DFT0002705	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,794.27
DFT0002706	PERA	Retirement-Coordinated	PERA	100-21703	7,341.70
DFT0002706	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002706	PERA	Retirement-Police & Fire	PERA	100-21703	1,280.53
DFT0002707	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002708	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,260.00
DFT0002708	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002709	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,524.02
DFT0002709	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,712.44
DFT0002709	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,784.20
DFT0002710	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,760.89
DFT0002711	PERA	Retirement-Coordinated	PERA	100-21703	7,341.70
DFT0002711	PERA	Retirement-Police & Fire	PERA	100-21703	1,280.53
DFT0002712	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	42.30
Grand Total:					141,461.02

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	125,646.99
211 - HAM LAKER	2,390.00
232 - STREET LIGHT	4,493.59
262 - HAM LAKE EDA	5,497.22
440 - PARK & BEACH LAND	3,433.22
Grand Total:	141,461.02

Account Summary

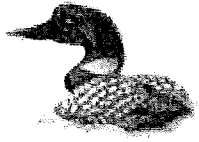
Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	51.04
100-20203	Fire Extinguisher	22.00
100-20204	Postage Liability	42.30
100-21701	Federal WH/FICA/MC	31,934.16
100-21702	State W/H	5,555.16
100-21703	PERA	17,326.14
100-21704	Deferred compensation	4,870.00
100-21711	Dental Insurance	810.03
100-21712	HSA Account	300.00
100-21714	Life Insurance	322.00
100-22801	Surcharge	1,941.58
100-41201-3920	Dues & subscriptions	13.83
100-41301-3220	Internet & website	112.50
100-41301-3510	Training/conferences/sc	560.00
100-41401-2110	Office supplies	208.29
100-41401-3960	Mileage	6.03
100-41701-2110	Office supplies	531.48
100-41701-2120	Postage	500.00
100-41701-2290	Operating supplies	303.43
100-41701-2510	Software licenses & upgr	350.00
100-41701-3190	Other professional servi	52.24
100-41701-3210	Phones/radios/pagers	78.34
100-41701-4153	Covid 19	445.92
100-41702-2310	Building repair & mainte	392.22
100-41702-3145	Monitoring	43.95
100-41702-3420	Building repair & mainte	731.00
100-41702-3430	Cleaning service	765.00
100-41702-3610	Electricity	813.59
100-41703-3610	Electricity	291.96
100-42201-2110	Office supplies	264.93
100-42201-2210	Clothing & personal prot	497.68
100-42201-2290	Operating supplies	608.01
100-42201-2320	Equipment parts & suppl	199.00
100-42201-2340	Vehicle parts & supplies	203.95
100-42201-3210	Phones/radios/pagers	1,613.07
100-42201-3390	Rentals-other	11.33
100-42201-3450	Fire apparatus repair &	544.17
100-42201-3510	Training/conferences/sc	3,600.00
100-42202-3420	Building repair & mainte	666.00
100-42202-3430	Cleaning service	312.00
100-42202-3610	Electricity	940.31
100-42302-3610	Electricity	68.25
100-42401-2110	Office supplies	37.78
100-42401-3210	Phones/radios/pagers	162.46
100-42501-3190	Other professional servi	52.00
100-43101-2210	Clothing & personal prot	91.48
100-43101-2230	Fuel	1,098.98
100-43101-2240	Safety supplies	14.99

Account Summary

Account Number	Account Name	Payment Amount
100-43101-2290	Operating supplies	1,584.23
100-43101-2320	Equipment parts & suppl	3,776.11
100-43101-2330	Street repair & mainten	178.18
100-43101-2340	Vehicle parts & supplies	69.99
100-43101-2410	Small tools	268.07
100-43101-2510	Software licenses & upgr	1,500.00
100-43101-3150	Personnel testing & recr	73.42
100-43101-3210	Phones/radios/pagers	294.13
100-43102-2710	Salt & sand	28,283.63
100-43104-3145	Monitoring	52.95
100-43104-3420	Building repair & mainte	559.00
100-43104-3430	Cleaning service	148.00
100-43104-3610	Electricity	808.51
100-43401-3610	Electricity	902.93
100-44101-2210	Clothing & personal prot	59.01
100-44101-2290	Operating supplies	1,570.58
100-44101-2320	Equipment parts & suppl	816.51
100-44101-3210	Phones/radios/pagers	123.64
100-44101-3490	Other repair & maintena	975.00
100-44101-3610	Electricity	322.44
100-44102-2310	Building repair & mainte	478.00
100-44102-3420	Building repair & mainte	194.00
100-44102-3610	Electricity	261.07
100-44201-2290	Operating supplies	76.96
100-44202-3430	Cleaning service	300.00
100-44202-3610	Electricity	420.05
100-48101-4150	Reimbursable expense	1,190.00
211-41704-3125	Editing	900.00
211-41704-3970	Printing	690.00
211-41704-3990	Other services and charg	800.00
232-34303	Street light fees	45.00
232-43701-3610	Electricity	4,448.59
262-46101-4140	Property taxes	5,497.22
440-44103-5120	Controllable assets	3,433.22
	Grand Total:	141,461.02

Project Account Summary

Project Account Key	Payment Amount
None	141,461.02
Grand Total:	141,461.02



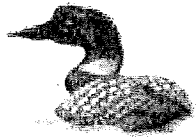
City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 3/31/2024-4/13/2024

Packet: PYPKT01610 - PPE 04/13/24 PAID 04/19/24
Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	81	50,855.43
Total	81	50,855.43



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 4/14/2024-4/27/2024

Packet: PYPKT01613 - PPE 04/27/24 PAID 05/03/24
Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	30	38,306.56
Total	30	38,306.56

Meeting Date: May 6, 2024



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers

From: Denise Webster, on behalf of the Personnel Committee

Item/Title/Subject: Hiring a Full-Time Finance and Human Resource Director

Introduction/Discussion: Per the Personnel Policy, every newly hired employee is subject to a probationary period of six months. The Personnel Committee met and have decided to terminate employment of the City's Finance and Human Resource Director, who started on November 13, 2023.

The Personnel Committee is recommending re-hiring Andrea Murff as the full-time Finance and Human Resource Director. The position has a comp worth rating of 308 and will be starting at the four year pay scale of \$9,405/per month, with bridging her past three years of service for PTO.

Recommendation: The Personnel Committee recommends appointing Andrea Murff as the full-time Finance and Human Resource Director effective immediately.

Meeting Date: May 6, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Item/Title/Subject: Signers for bank and investment accounts

Introduction/: Discussion:

With the hiring of full-time Finance Director Andrea Murff, we need to designate her as a signer on the City's bank accounts and an authorized trader on the City's investment accounts. Angela Brumbaugh will be removed as an authorized signer on the bank accounts and replace with Finance Director Andrea Murff.

The signers/authorized traders are currently as follows:

21st Century Bank:

General Checking – Angela Brumbaugh, Finance Director, Denise Webster, City Administrator, Mayor Kirkham, Councilmember Wilken, and Dawnette Shimek, Deputy City Clerk

Falcon Bank:

Money Market Account and Certificates of Deposit – Finance Director, Angela Brumbaugh, City Administrator, Denise Webster, Mayor Kirkham, and Councilmember Wilken

4M Funds, RBC, US Bank, and ICS:

Finance Director Angela Brumbaugh and City Administrator Denise Webster

Recommendation:

I recommend that Council adopt the Resolution removing Angela Brumbaugh and adding Andrea Murff, Finance Director, as a signer to the 21st Century General Checking Bank Account, the Falcon Bank Accounts, 4M Fund accounts, US Bank Accounts and ICS Accounts.

RESOLUTION NO. 24-XX

RESOLUTION RELATING TO APPOINTING SIGNERS AND AUTHORIZED TRADERS FOR
THE CITY'S CASH AND INVESTMENT ACCOUNTS

WHEREAS, Angela Brumbaugh, Finance/Human Resource Director, will be removed as a signer for the following accounts:

- 21st Century – General Checking
- ICS – Money Market Account
- Falcon Bank – Money Market and Certificate of Deposits
- RBC – Money Market and Investment Accounts
- US Bank – Money Market and Investment Accounts
- 4M Fund – Money Market Accounts

WHEREAS, Andrea Murff, Finance/Human Resource Director will be added as a signer for the following accounts:

- 21st Century – General Checking
- ICS – Money Market Account
- Falcon Bank – Money Market and Certificate of Deposits
- RBC – Money Market and Investment Accounts
- US Bank – Money Market and Investment Accounts
- 4M Fund – Money Market Accounts

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

That the City Council hereby appoints Andrea Murff, Finance/Human Resource Director to replace Angela Brumbaugh, Finance/Human Resource Director as a signer to the 21st Century General Checking Bank Account, the Falcon Bank accounts, 4M Fund accounts, RBC accounts, US Bank Accounts and ICS accounts.

Adopted by the City Council of the City of Ham Lake this 6th day of May, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: May 6, 2024



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

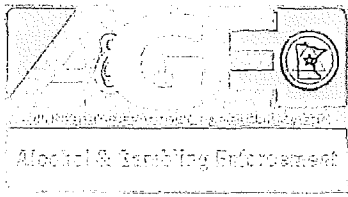
To: Mayor and Councilmembers

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 157th Avenue NE, Ham Lake for Saturday, June 29, 2024.

Recommendation: I recommend approval of the Temporary One-Day Liquor License for the Ham Lake Lion's for June 29, 2024.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: HAM LAKE LIONS Date of organization: 1985 Tax exempt number: 41-1580295

Organization Address (No PO Boxes): P.O. Box 1 City: CEDAAR State: MN Zip Code: 55304

Name of person making application: WILLIAM VOKOVAN Business phone: Home phone: 657-376-9557

Date(s) of event: 6-29-2024 Type of organization: Microdistillery Small Brewer
 Club Charitable Religious Other non-profit

Organization officer's name: ES Dols City: HAM LAKE State: MN Zip Code: 55304

Organization officer's name: PAUL WILC City: HAM LAKE State: MN Zip Code: 55304

Organization officer's name: BOB ANDERSON City: HAM LAKE State: MN Zip Code: 55304

Location where permit will be used. If an outdoor area, describe.
LIONS PARK HAM LAKE MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Scottsdale Insurance Co, \$1,000,000

APPROVAL
 APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license: _____ Date Approved: _____
 Fee Amount: _____ Permit Date: _____
 Event in conjunction with a community festival Yes No
 City or County E-mail Address: _____
 Current population of city: _____

Please Print Name of City Clerk or County Official: _____ Signature City Clerk or County Official: _____

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
 No Temp Applications faxed or mailed. Only emailed.
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL.

CITY OF HAM LAKE
TENNESSEN WARNING

In connection with your request for a license the City of Ham Lake has asked that you provide information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

4-10-24
Date


Signature of Applicant

Print Name

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Special Olympics Minnesota Previous Gambling Permit Number: X- X-27051-24-043

Minnesota Tax ID Number, if any: 6438036 Federal Employer ID Number (FEIN), if any: 41-1228157

Mailing Address: 900 Second Avenue South, Suite 300

City: Minneapolis State: MN Zip: 55402 County: Hennepin

Name of Chief Executive Officer (CEO): David E Dorn

CEO Daytime Phone: 763-270-7130 CEO Email: dornd@somn.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): louann.kelly@somn.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Majestic Oaks Golf Club

Physical Address (do not use P.O. box): 701 Bunker Lake Boulevard NE, Ham Lake, MN 55304

Check one:

City: Ham Lake Zip: 55304 County: Anoka

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 22, 2024

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

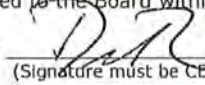
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized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

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 4/17/2029

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

Print Name: David E Dorn

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

ORDINANCE NO. 24-XX

AN ORDINANCE AMENDING A PORTION OF CHAPTER 9 OF THE CITY OF HAM LAKE, COUNTY OF ANOKA, STATE OF MINNESOTA.

The City Council of the City of Ham Lake does hereby ordain as follows, pursuant to Article 9 of the Ham Lake City Code.

That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated from R-M (Residential – Manufactured Mobile Home) to R-A (Rural Single Family Residential) and portions of land from CD-2 (Commercial Development II) to R-A (Rural Single Family Residential) in Section 8.

That part of the Northwest Quarter of the Southwest Quarter of Section 8, Township 32, Range 23, Anoka County, Minnesota, described as follows:

Beginning at the Northeast corner of said Northwest Quarter of the Southwest Quarter; thence South 00 degrees 08 minutes 57 seconds West, assumed bearing, along the East line of said Northwest Quarter of the Southwest Quarter, a distance of 255.43 feet; thence North 89 degrees 30 minutes 01 seconds West, 551.76 feet; thence South 01 degree 45 minutes 07 seconds West, 381.90 feet; thence South 78 degrees 41 minutes 27 seconds West, 364.11 feet; thence South 16 degrees 46 minutes 04 seconds East, a distance of 363.68 feet; thence North 89 degrees 09 minutes 19 seconds East, 813.58 feet to said East line of the Northwest Quarter of the Southwest Quarter; thence South 00 degrees 08 minutes 57 seconds West, along said East line of the Northwest Quarter of the Southwest Quarter, 283.72 feet to the Southeast corner of said Northwest Quarter of the Southwest Quarter; thence South 88 degrees 49 minutes 45 seconds West, along said South line of the Northwest Quarter of the Southwest Quarter, 1338.03 feet to the West line of said Northwest Quarter of the Southwest Quarter; thence North 00 degrees 05 minutes 31 seconds East, along said West line of the Northwest Quarter of the Southwest Quarter, 1326.25 feet to the North line of said Northwest Quarter of the Southwest Quarter; thence North 88 degrees 56 minutes 23 seconds East, along said North line of the Northwest Quarter of the Southwest Quarter, 1339.30 feet to said point of beginning.

EXCEPT that part of said Northwest Quarter of the Southwest Quarter described as follows:

Commencing at the Northeast corner of the said Northwest Quarter of the Southwest Quarter; thence South 00 degrees 08 minutes 57 seconds West, assumed bearing, along the East line of said Northwest Quarter of the Southwest Quarter, a distance of 255.43 feet; thence North 89 degrees 30 minutes 01 seconds West, a distance of 551.76 feet; thence South 01 degrees 45 minutes 07 seconds West, a distance of 381.90 feet; thence South 78 degrees 41 minutes 27 seconds West, 364.11 feet; thence South 16 degrees 46 minutes 04 seconds East, a distance of 363.68 feet to the point of beginning of the exception to be described; thence North 89 degrees 09 minutes 19 seconds East, a distance of 813.58 to the East line of said Northwest Quarter of the Southwest Quarter; thence South 00 degrees 08 minutes 57 seconds West, along said East line of the Northwest Quarter of the Southwest Quarter, a distance of 283.72 feet to the Southeast corner of said Northwest Quarter

of the Southwest Quarter; thence South 88 degrees 49 minutes 45 seconds West, along the South line of the Northwest Quarter of the Southwest Quarter, a distance of 959.77 feet; thence North 00 degrees 00 minutes 00 seconds East 5.82 feet; thence northwesterly a distance of 220.82 feet along a tangential curve concave to the southwest, said curve having a radius of 279.00 feet and a central angle of 45 degrees 20 minutes 52 seconds; thence northwesterly a distance of 95.15 feet along a reverse curve concave to the northeast said curve having a radius of 345.00 feet and a central angle of 15 degrees 48 minutes 08 seconds; thence northwesterly, easterly, and southeasterly, a distance of 306.85 feet on a non-tangential curve concave to the southeast, having a radius of 60.00 feet, a central angle of 293 degrees 01 minutes 14 seconds and a chord bearing of North 64 degrees 36 minutes 05 seconds East; thence southeasterly a distance of 23.64 feet on a non-tangential curve concave to the northeast, having a radius of 279.00 feet, a central angle of 04 degrees 51 minutes 15 seconds and a chord bearing of South 32 degrees 57 minutes 22 seconds East; thence North 89 degrees 09 minutes 19 seconds East, a distance of 214.75 to the point of beginning.

AND

Outlot A, CREEKSIDE FARMS Anoka, County, Minnesota.

Presented to the Ham Lake City Council on April 15, 2024 and adopted by a unanimous vote this 6th day of May, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: May 6, 2024

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Subject: Hiring Seasonal Maintenance Workers

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

Recommendation: Listed below are four individuals that are being recommended for the Public Works part-time seasonal maintenance position.

Joseph Mathes is a returning employee at a pay rate of \$17.00 per hour. John Hentges, Dale Zeinert and Benjamin Magnuson are new employees at a pay rate of \$15.00 per hour.

RESOLUTION NO. 24-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>(2024 Freedom Festival Fireworks)</i>	\$2,500.00

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 6th day of May, 2024.

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>Ham Lake chamber of Commerce</u>	License Number: <u>02948</u>
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Address: <u>15644 Central Ave.</u>	City/State/Zip: <u>Ham Lake, MN - 55304</u>
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1. Amount of proposed lawful purpose expenditure: \$ 2500.00
2. 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:

Money donated for Freedom Festival Fireworks

- **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

Timothy B Sothe
 Chief Executive Officer's Signature
Timothy B Sothe
 Print Name

4-17-24
 Date
(763) 767-3034
 Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 2500.00. 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>
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Address: <u>15544 Central Ave NE</u>	City/State/Zip: <u>Ham Lake, MN 55304</u>
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Nicole Wheeler
 Signature
Nicole Wheeler
 Print Name

4/17/24
 Date
Administrative Assistant
 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.

Memorandum

Date: May 1, 2024
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: 2024 Bituminous Overlay Project

Introduction:

The Bituminous Overlay Project was awarded at the January 2nd Council meeting to GMH Asphalt. The Project includes the overlay of the residential subdivisions of Eagle Ridge Estates South, Lever Street from 173rd Avenue to 177th Avenue, Naples Estates, Radisson Meadows, Royal Woods and Woodland Bluffs 3rd Addition.

Discussion:


The attached March 18th Road Committee recommendation to expand the Project to include Idlewood 1st Addition, Idlewood 3rd Addition and 175th Lane West of Swedish Drive, Wisen's 11th Addition, Westlund's Creekside and a portion of McKay Drive was approved at the April 1st Council meeting. The Council meeting minutes are attached. The attached Change Order expands the Project to include the additional locations, at the January 2nd Contract unit prices. The Project cost increases by \$457,610.17, from \$955,542.76 to \$1,413,152.93.

Recommendation:

It is recommended to approve the Change Order.

**CITY OF HAMLAKE
ROAD COMMITTEE NOTES
MARCH 18, 2024**

The Road Committee met on Monday, March 18, 2024 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 and Deputy City Clerk Dawnette Shimek.

 1. Potential expansion of the 2024 bituminous overlay project

Engineer Collins stated that the streets that received a bituminous overlay in 2002 or prior were field evaluated with Public Works Superintendent Witkowski to determine whether reconstruction was warranted or if another bituminous overlay could be completed, similar to the 2023 bituminous overlay of the streets within Wildwood Park. Engineer Collins recommended that the 2024 bituminous overlay project be expanded to include Idlewood 1st Addition, Idlewood 3rd Addition and 175th Lane West of Swedish Drive, Wisen's 11th Addition along with McKay Drive and Westlund's Creekside. Engineer Collins stated that the 2025 bituminous overlay project will include Ravenwood Estates and Pinger's Plaza Metes and Bounds and 7th Street from 168th Avenue to 170th Avenue. **It was the consensus of the Road Committee to expand the 2024 bituminous overlay project per the recommendations of Engineer Collins.**

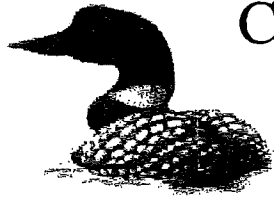
2. Revolving Street Fund projections

Engineer Collins summarized the 5-year Revolving Street Fund projections that did not reflect the expansion of the bituminous overlay projects for 2024 or 2025, which showed a 2028 deficit of 2.5 million dollars. Engineer Collins summarized a revised 5-year Revolving Street Fund projections that included the bituminous overlay expansion, which showed a 2028 surplus of \$700,000. Engineer Collins stated that the projections did not include any sand and gravel street upgrades.

3. Potential fiscal year 2026 (July 2025-June 2026) MnDOT Local Partnership Program grant applications

Engineer Collins stated that the MnDOT solicitation announcement for the fiscal year 2026 Local Partnership Program (LPP) grant is anticipated to be in early April, with project proposals anticipated to be due late May. Engineer Collins stated that the likely grant amount is anticipated to be one-million dollars, similar to the fiscal year 2025 solicitation. Engineer Collins summarized two projects that could be submitted for grant funding, with the first project being construction of the 162nd Lane and Buchanan Street backage road in the southwest corner of Constance Boulevard and Highway 65 and the second project being the extension of Central Avenue from 177th Avenue to 181st Avenue.

Engineer Collins stated that the Council previously approved directing the City Attorney to negotiation 162nd Land and Buchanan Street acquisitions of roadway, drainage and utility easements acquisition from the 1222 Constance Boulevard parcel and the 16339 Buchanan Street parcel. Attorney Berglund stated that a meeting is anticipated to be facilitated within three weeks with the owner of 17-32-23-24-0014, and that based on prior correspondence with the



CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, APRIL 1, 2024

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, April 1, 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 – 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 18, 2024
- 4.2 Approval of claims in the amount of \$247,078.70
- 4.3 Approval of the Ham Lake Member City Grant Agreement with Twin Cities Gateway
- 4.4 Approval of a Temporary On-Sale Liquor License for the Brown Boys Benefit (non-profit) at the Willow Tree Winery, 828 Constance Boulevard NE on July 19 and July 20, 2024
- 4.5 Approval of a Large Assembly License for the Ham Lake Chamber of Commerce at Lion’s Park, 1220 157th Avenue NE, for the Freedom Festival on Saturday, June 29, 2024
- 4.6 Approval of an Off-Site Gambling Permit for the Ham Lake Chamber of Commerce to conduct bingo and pull-tabs on June 29, 2024 at Lion’s Park, 1220 157th Avenue NE, for the Freedom Festival
- 4.7 Approval of a Field Party Permits for Maxx Bar & Grill, 17626 Central Avenue NE on May 17, 18 & 19, 2024 and September 27, 28 & 29, 2024
- 4.8 Approval of Resolution No. 24-11 for the application to the Minnesota Department of Natural Resources (DNR) for an Outdoor Recreation Grant Program for the proposed park upgrade in Hidden Forest East Park
- 4.9 Approval of Resolution No. 24-12 requesting the use of Anoka County Housing and Redevelopment Authority (HRA) funds to pay for the 2024 Voluntary Cost Sharing Agreement

- 4.10 Approval of Resolution No. 24-13 accepting a \$5,000 donation from the Ham Lake Fire Relief Association
- 4.11 Approval of Resolution No. 24-14 accepting the low bid for the replacement of County Ditch 58 cross-culvert underneath 152nd Avenue NE Project
- 4.12 Approval of Plans and Specifications and authorization to advertise for bids for the Meadow Park North of Constance Boulevard NE reconstruction project
- 4.13 Approval to award seal coating, striping/symbols and crack sealing to the low bidders, Allied Blacktop Company, Sir Lines-A-Lot, and Allied Blacktop Company
- 4.14 Approval of purchasing a used 2013 GMC 1-Ton Pick-up for the Fire Department
- 4.15 Road Committee Recommendations:
1. Approval of the Expansion of the 2024 bituminous overlay project to include Idlewood 1st Addition, Idlewood 3rd Addition, 175th Lane NE West of Swedish Drive NE, Wisen's 11th Addition, Westlund's Creekside and a portion of McKay Drive NE
 2. Approval to Authorize the City Engineer to prepare the fiscal year 2026 LPP grant application for construction of the 162nd Lane NE and Buchanan Street NE backage road
 3. Approval of the proposed 901 Bunker Lake Boulevard NE cul-de-sac
 4. Approval of the MSA designation of Aberdeen Street NE and 165th Avenue and adoption of Resolution No. 24-15

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

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

7.1 Angela Brumbaugh, Finance Director – Discussion of Conduit Bonding request

Finance Director Brumbaugh stated that a non-profit has been given permission to build a senior living facility in the City of St. Francis. Finance Director Brumbaugh stated the Cities of St. Francis, Nowthen, and Fairmont have agreed to issue tax-exempt bonds for the project. Finance Director Brumbaugh stated that each city that issues a conduit bond will receive a fee of \$50,000.00. Finance Director Brumbaugh stated that Conduit Bonding does not impact the City's credit rating, has no financial burden for the City and it will not show as a debt for the City of Ham Lake. **Motion by Kirkham, seconded by Doyle, to consider the request for the conduit bonding on behalf of a senior living facility located in St. Francis, Minnesota. All in favor, motion carried.**

8.0 CITY ATTORNEY

Attorney Berglund stated that Noel Foster, Foster Trucking & Excavating at 1561 Bunker Lake Boulevard NE, has reached out to try to come to a resolution with the City Council to operate his business. Attorney Berglund stated that the Council should schedule a future workshop meeting to discuss the operation of Foster Trucking and Excavating with Noel Foster.

9.0 CITY ENGINEER

City Engineer Krugler stated that the contractor at Fire Station 3 is working on the final punch-list and the City should be able to take ownership within a month. Engineer Krugler stated that there is a \$35,000 - \$40,000 change order because the design missed a necessary plumbing element. Attorney Berglund stated that the AIA (American Institute of Architects) is reviewing this as to whether the cost should be to the

City of go back to the architect. Engineer Krugler stated that the error was found early enough during construction that it did not cause additional cost overruns above the missed items.

10.0 CITY ADMINISTRATOR – None

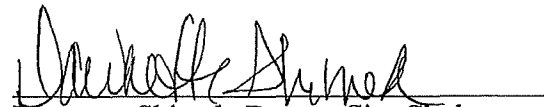
11.0 COUNCIL BUSINESS

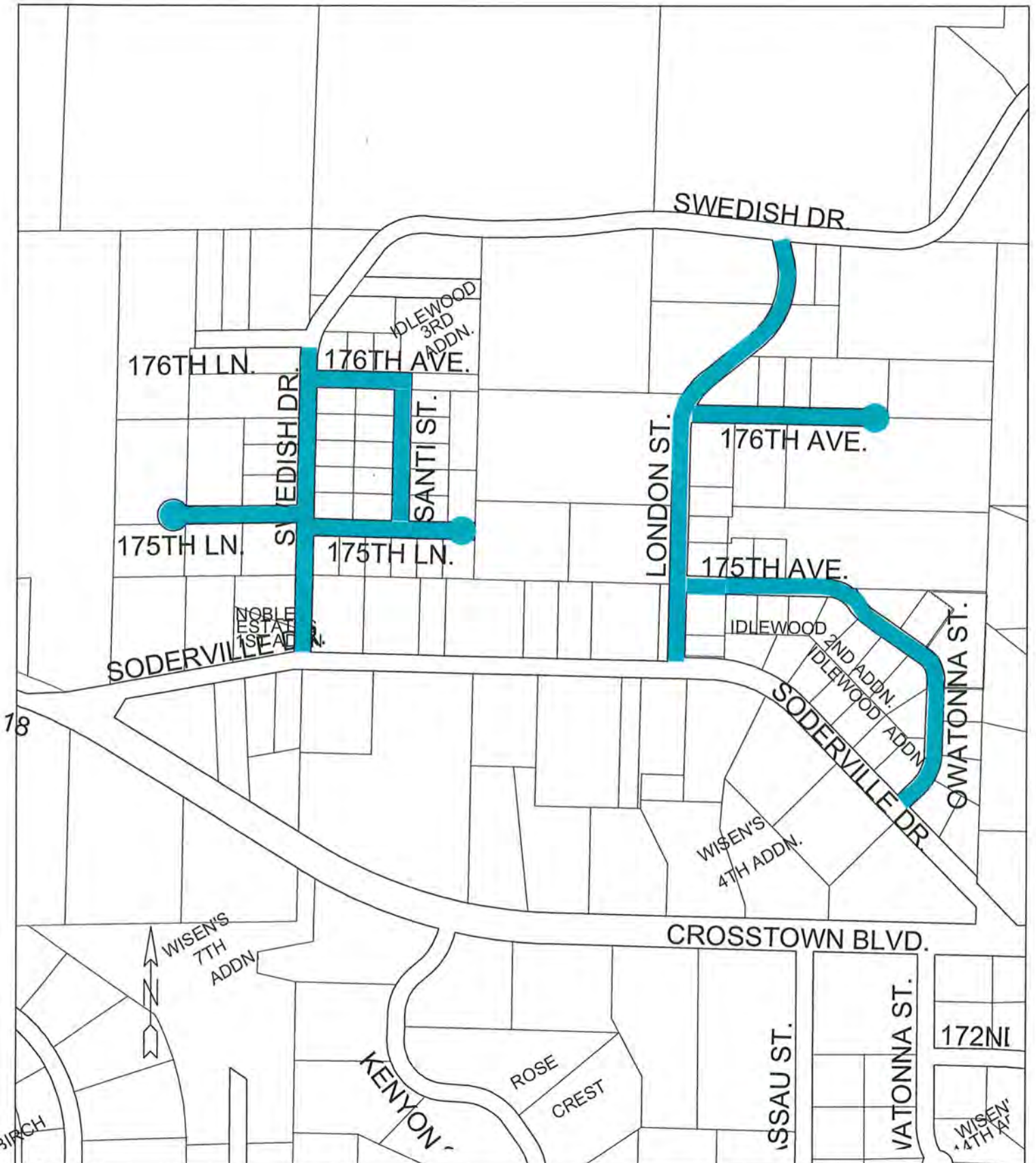
11.1 Committee Reports

Councilmember Kirkeide stated that the Charter Commission held its annual meeting and the Commission had asked if there could be language incorporated into the City's Charter to make it difficult for future Council's to raise taxes on utility fees, sales tax and excise tax. Councilmember Kirkeide stated that there are regulations per Minnesota Statute, some of which include asking the legislature to proceed with a tax increase and also require the City to hold a referendum.

11.2 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:11 p.m. All in favor, motion carried.


Dawnette Shimek, Deputy City Clerk



Sheet Title:
CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY

Date
3/14/24

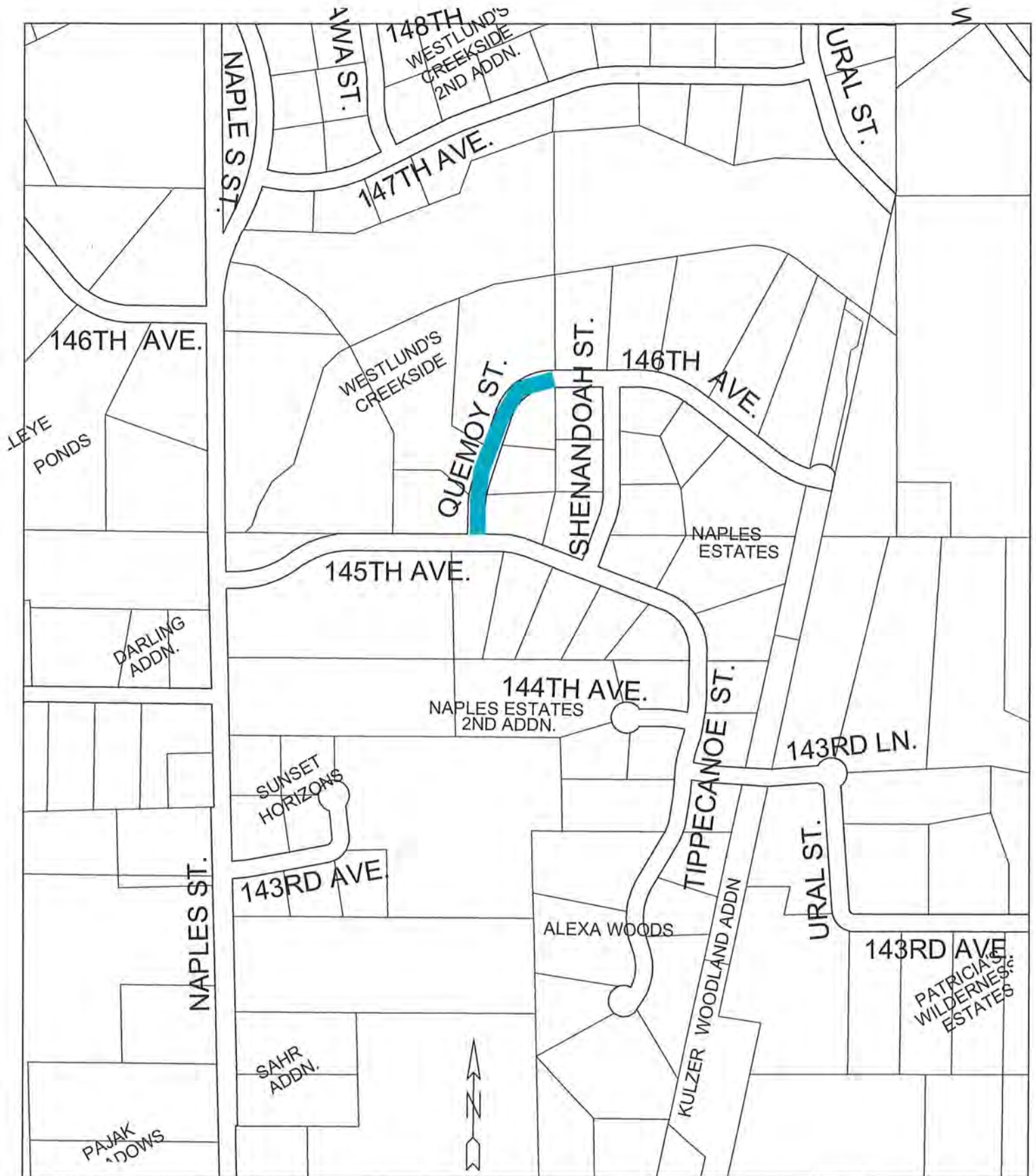
Scale
1" = 500'

Locations:
IDLEWOOD 1ST ADDITION AND IDLEWOOD 3RD ADDITION

RFC ENGINEERING, INC.
Consulting Engineers
13635 Johnson Street
Ham Lake, MN 55304
Telephone (763) 862-8000
Fax (763) 862-8042



Sheet Title: CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY	Date 3/14/24	Scale 1" = 500'
Locations: WISEN'S 11TH ADDITION	RFC ENGINEERING, INC. Consulting Engineers 13635 Johnson Street Ham Lake, MN 55304 Telephone (763) 862-8000 Fax (763) 862-8042	



Sheet Title:
CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY

Date
3/14/24

Scale
1" = 500'

Locations:
WESTLUND'S CREEKSIDE

RFC ENGINEERING, INC.
Consulting Engineers
13635 Johnson Street
Ham Lake, MN 55304
Telephone (763) 862-8000
Fax (763) 862-8042



<p>Sheet Title: CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY</p>	<p>Date 3/14/24</p>	<p>Scale 1" = 500'</p>
<p>Locations: MCKAY DRIVE NE (606 FT. EAST OF JACKSON ST. AND 158 FT. WEST OF CENTRAL AVE.)</p>	<p>RFC ENGINEERING, INC. Consulting Engineers 13635 Johnson Street Ham Lake, MN 55304 Telephone (763) 862-8000 Fax (763) 862-8042</p>	

CHANGE ORDER TO CONSTRUCTION AGREEMENT

This amended Contract Agreement made and entered into this 15th day of May, 2024, by and between the City of Ham Lake, party of the first part, hereinafter referred to as the Owner, and GMH Asphalt Corporation, party of the second part, hereinafter referred to as the Contractor. The purpose is to amend the quantities of the Contract to include six (6) additional portions for the 2024 Overlay project including portions of McKay Drive, Idlewood Addition, Idlewood 3rd Addition, 175th Lane West of Swedish Drive, Westlund's Creekside and Wisen's 11th Addition and to amend Special Provisions 15 of the Specifications to increase the Performance Bond and Payment Bond guarantee for the additional portion of the construction project. The additional items which include nine hundred forty-one (941) square yards 6-foot wide edge mill bituminous surface, thirty six thousand two hundred seventy-one (36,271) square yards milling bituminous surface, one thousand four hundred seventy-nine (1,479) cubic yards haul bituminous pavement reclamation, four thousand three hundred eighty-nine (4,389) tons bituminous SPWEA240C wearing course mixture and thirty six thousand two hundred seventy-one (36,271) square yards bituminous tack coat, herein referred to as the add-on portions of the construction project together with any damage to the project due to the add on portion of the project. In addition, a required increase in the amount of the bonds from nine hundred fifty-five thousand five hundred forty-two dollars and 76 cents (\$955,542.76) to one million four hundred thirteen thousand one hundred fifty-two dollars and 93 cents (\$1,413,152.93), an increase to the contract of four hundred fifty-seven thousand six hundred ten dollars and 17 cents (\$457,610.17).

WHEREAS, the Contractor agrees to and shall furnish all necessary materials, labor, use of tools, equipment and plant and everything necessary to perform the work designated and set forth in the Contract, including all Contractor's superintendence, and to furnish everything necessary for the completion of the project and to put the entire system into complete working condition.

WHEREAS, the Contractor has been contacted on the 8th day of April, 2024, to complete the additional portions of the overlay project to the satisfaction of the Contract and the Owner.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that the Contractor agrees with the Owner to furnish all necessary materials, labor, plant, machinery and appliances, and at the Contractor's own risk and expense, construct and complete the said work within the amended quantities specified herein, TIME BEING OF THE ESSENCE OF THIS CONTRACT, in accordance with the amended Contract amount for the total cost of one million four hundred thirteen thousand one hundred fifty-two dollars and 93 cents (\$1,413,152.93).

THIS AGREEMENT FURTHER WITNESSETH, that the Contractor shall commence work under this Contract on a date acceptable to both parties and the Contractor shall complete all of the work under this Contract as follows: All work shall be completed between July 8, 2024 and August 30, 2024.

THIS AGREEMENT FURTHER WITNESSETH, which the contract documents consist of the following component parts, all of which are as full a part of this Contract as though herein stated verbatim or if not attached, as if hereto attached:

1. Notice to Contractors
2. Proposal
3. Bid Bond
4. Agreement
5. Instructions and Information for Bidders
6. General Conditions
7. Special Provisions
8. Construction Specifications
9. Drawings
10. Performance/Payment Bond
11. All Addenda issued prior to the time for opening Bids
12. Notice of Award
13. Additional Quantities Change Order

The provisions of Minnesota Statutes 181.59 relating to discrimination in employment, and the civil and criminal sanctions for violation, are adopted hereby for reference as if fully set forth herein. Contractor agrees to be bound by

the non-discrimination provisions and to be subject to the criminal and civil sanctions of Minnesota Statutes 181.59 for violation of this clause.

THIS AGREEMENT FURTHER WITNESSETH, that the Contractor agrees to pay all persons furnishing labor and material in and about the performance of this Contract; and the Contractor will, within ten (10) days after the acceptance of the revised quantities, execute this Amended Contract and furnish an amended Performance Bond and Payment Bond to be approved by the Owner in a sum equal to one million four hundred thirteen thousand one hundred fifty-two dollars and 93 cents (\$1,413,152.93). The Performance Bond and Payment Bond shall be kept effective and in full force for one (1) year after the completion and approval of all and including additional work. The Performance Bond shall serve as a guarantee of the function and workmanship of the work and the Payment Bond shall further guarantee the prompt payment by the Contractor of all persons or firms furnishing labor, tools, materials and supplies for the work. These bonds shall make the Contractor's sureties responsible for underwriting the work against faulty workmanship or defective materials and payment to subcontractors. Final acceptance of the work shall not relieve the sureties of responsibility for a period on one (1) year after the final acceptance of the unfinished portion of the construction project. The Contractor shall guarantee all materials and equipment furnished and work performed for a period of one (1) year from date of completion of all and including additional work. The Contractor warrants and guarantees for a period of one (1) year from the date of completion, that work unfinished to date, is free from all defects due to faulty materials or workmanship and the Contractor shall promptly make such corrections as may be necessary by reason of such defects including the repairs of any damage to other parts of the system resulting from such defects. The Owner will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments, or other work that may be made necessary by such defects, or guaranteed prompt payment to by the successful bidder of all persons or firms furnishing labor, tools, materials and supplies for the work. Owner may charge the Contractor the cost thereby incurred. THE PERFORMANCE BOND AND PAYMENT BOND shall remain in full force and effect through the guarantee period. The Contractor further agrees to take all precautions to protect the public against injury and to save the Owner harmless from all damages and claims of the Contractor or the Contractor's Agents or Employees while engaged in the performance of this Contract and will indemnify the Owner against all claims, liens and claims for liens for labor performed or material furnished as aforesaid and against all loss by reason of the failure of the Contractor in any respect to fully perform all obligations of this Contract.

The Contractor and the Owner agree that all of the terms of this Contract shall be binding upon themselves, their heirs, administrator, executors, legal and personal representatives, successors and assigns.

This Contract is entered into under and pursuant to the laws of the State of Minnesota and shall in all respects be construed in accordance with the laws of said State.

IN WITNESS WHEREOF, the parties hereto have executed this instrument under their several seals this ____ day of, _____ 2024, the name and corporate seal of each corporate party being hereto affixed and those present duly signed by its undersigned representative, pursuant to authority of its governing body.

CITY OF HAM LAKE
Owner

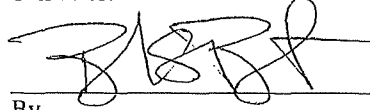
By Mayor

By City Administrator

PARTY OF THE SECOND PART

GMH Asphalt Corporation

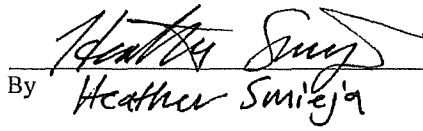
Contractor



By


Title

Witness



By

Office Manager
Title

INDIVIDUAL ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF _____

On this ____ day of _____, 2024, before me personally appeared _____ to me known and known to me to be the individual(s) described in and who executed the above instrument and _he acknowledged to me that _he executed the same.

Notary Public

CORPORATION ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF Carver

On this 1st day of May, 2024, before me personally appeared Brandon Butorac to me known, who being by me duly sworn, did depose and say that _he is the Vice President of GMH Asphalt Corporation corporation described in and which executed the above instrument; that he knows the seal of said corporation, affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.



Heather Smieja
Notary Public Heather Smieja

FIRM ACKNOWLEDGMENT (For Proprietorships and Partnerships)

STATE OF MINNESOTA
COUNTY OF _____

On this ____ day of _____, 2024, before me personally appeared _____
_____ to me known and known to me to be one of
the firm

described in and who executed the foregoing instrument, and _he thereupon acknowledged to me that _he executed the same as and for the act and deed of said firm.

Notary Public

2024 BITUMINOUS OVERLAY PROJECT ADD ON LOCATIONS

MCKAY DR.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	68	\$1.05	\$70.93
2331.604	MILL BITUMINOUS SURFACE	S.Y.	9,732	\$0.77	\$7,493.35
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	392	\$6.72	\$2,632.66
2360.501	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	1,178	\$93.10	\$109,627.75
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	9,732	\$0.28	\$2,724.86
TOTAL					\$122,549.55

IDLEWOOD ADDITION

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	217	\$1.05	\$227.64
2331.604	MILL BITUMINOUS SURFACE	S.Y.	10,756	\$0.77	\$8,282.23
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	437	\$6.72	\$2,936.35
2360.501	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	1,301	\$93.10	\$121,169.02
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	10,756	\$0.28	\$3,011.72
TOTAL					\$135,626.96

IDLEWOOD 3RD ADDITION

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	245	\$1.05	\$257.04
2331.604	MILL BITUMINOUS SURFACE	S.Y.	7,152	\$0.77	\$5,506.83
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	293	\$6.72	\$1,971.16
2360.501	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	865	\$93.10	\$80,564.99
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	7,152	\$0.28	\$2,002.49
TOTAL					\$90,302.51

175TH LANE W OF SWEDISH DRIVE

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	181	\$1.05	\$190.54
2331.604	MILL BITUMINOUS SURFACE	S.Y.	1,355	\$0.77	\$1,043.35
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	59	\$6.72	\$398.68
2360.501	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	164	\$93.10	\$15,264.26
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	1,355	\$0.28	\$379.40
TOTAL					\$17,276.24

WESTLUND'S CREEKSIDE

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	35	\$1.05	\$37.10
2331.604	MILL BITUMINOUS SURFACE	S.Y.	2,268	\$0.77	\$1,746.63
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	92	\$6.72	\$617.31
2360.501	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	274	\$93.10	\$25,553.25
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	2,268	\$0.28	\$635.14
TOTAL					\$28,589.43


WISEN'S 11TH ADDITION

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	195	\$1.05	\$204.54
2331.604	MILL BITUMINOUS SURFACE	S.Y.	5,008	\$0.77	\$3,856.30
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	206	\$6.72	\$1,384.72
2360.501	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	606	\$93.10	\$56,417.62
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	5,008	\$0.28	\$1,402.29
TOTAL					\$63,265.47

TOTAL ADDITIONAL \$457,610.17

TOTAL BID PLUS ADDITIONAL \$1,413,152.93

Memorandum

Date: May 2, 2024
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer 
Subject: Meadow Park North of Constance Boulevard reconstruction

Introduction:

Bids were opened yesterday for the reconstruction of a portion of the streets within the Meadow Park North of Constance Boulevard residential subdivision. Plans were directed to be prepared at the June 7, 2021 City Council meeting. The cost estimate when plans were ordered to be prepared in 2021 was \$843,695.

Discussion:

Four bids were received and are shown in the attached breakdown. The range of bids was \$720,077.40 to \$870,629.10 with an average bid of \$802,962.12. The lowest bidder was Northdale Construction. Northdale Construction was awarded the 152nd Avenue/Ditch #58 box culvert crossing project and is a responsible contractor with recent projects such as the City of Crystal Utility Reconstruction and the City of Robbinsdale Street Reconstruction. Municipal references are attached.

The Engineer's Construction Cost Estimate was \$811,033.05. Major differences between the Engineer's Estimate and the low bid were Mobilization, Turf Establishment and Reclamation. Overall, the low bidder was 11.2% under the Engineer's Construction Cost Estimate.

Recommendation:

It is recommended to adopt the attached Resolution awarding the contract to Northdale Construction in the amount of \$720,077.40 for reconstruction of a portion of the streets within the Meadow Park North of Constance Boulevard residential subdivision.

RESOLUTION NO. 24-XX

WHEREAS, pursuant to an advertisement for bids for the reconstruction of Meadow Park North of Constance Boulevard NE (163rd Lane NE from Hasting Street NE to Isanti Street NE and Isanti Street NE from 163rd Lane NE to 164th Lane NE), bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Northdale Construction Co.	\$720,077.40
Rachel Contracting, LLC	\$779,782.37
Park Construction	\$833,288.66
Douglas-Kerr Underground	\$870,629.10

AND WHEREAS, it appears that Northdale Construction Co, of Albertville, Minnesota is the lowest responsible bidder;

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

1. That the Mayor and Clerk are hereby authorized and directed to enter into a contract with Northdale Construction Co, of Albertville, Minnesota in the name of the City of Ham Lake for the street reconstruction of Meadow Park North of Constance Boulevard NE (163rd Lane NE from Hasting Street NE to Isanti Street NE and Isanti Street NE from 163rd Lane NE to 164th Lane NE) by according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Attorney is hereby directed to review all bids and contracts for the Improvement Project.

Adopted by a unanimous vote of the Ham Lake City Council this 6th day of May, 2024.

Brian Kirkham, Mayor

Denise Webster, City Clerk

BID TABULATION
 North Meadow Street Reconstruction: 163rd Lane & Isanti Street
HAM LAKE IMPROVEMENT PROJECT 21003
 May 1, 2024

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineering Estimate		Northdale Construction		Rachel Contracting		Park Constructon		Douglas-Kerr Underground	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1	\$73,000.00	\$73,000.00	\$20,400.00	\$20,400.00	\$109,187.06	\$109,187.06	\$41,500.00	\$41,500.00	\$106,100.00	\$106,100.00
2101.502	CLEARING	EACH	4	\$300.00	\$1,200.00	\$735.00	\$2,940.00	\$575.00	\$2,300.00	\$1,530.00	\$6,120.00	\$700.00	\$2,800.00
2101.502	GRUBBING	EACH	5	\$100.00	\$500.00	\$315.00	\$1,575.00	\$450.00	\$2,250.00	\$510.00	\$2,550.00	\$300.00	\$1,500.00
2104.502	REMOVE DRAINAGE STRUCTURE	EACH	2	\$900.00	\$1,800.00	\$800.00	\$1,600.00	\$770.00	\$1,540.00	\$430.00	\$860.00	\$1,822.00	\$3,644.00
2104.502	REMOVE SIGN	EACH	2	\$50.00	\$100.00	\$262.50	\$525.00	\$171.00	\$342.00	\$255.00	\$510.00	\$100.00	\$200.00
2104.502	SALVAGE MAILBOX AND SUPPORT	EACH	13	\$110.00	\$1,430.00	\$131.25	\$1,706.25	\$145.00	\$1,885.00	\$128.00	\$1,664.00	\$125.00	\$1,625.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH) DRIVEWAY	LIN FT	47.2	\$5.00	\$236.00	\$5.78	\$272.82	\$6.30	\$297.36	\$5.60	\$264.32	\$3.30	\$165.20
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH) DRIVEWAY	LIN FT	176.8	\$3.00	\$530.40	\$2.05	\$362.44	\$2.25	\$397.80	\$2.00	\$353.60	\$2.60	\$459.68
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	199.0	\$3.00	\$597.00	\$2.05	\$407.95	\$2.25	\$447.75	\$2.00	\$398.00	\$2.60	\$517.40
2104.503	REMOVE METAL PIPE	LIN FT	51	\$14.40	\$734.40	\$10.00	\$510.00	\$27.00	\$1,377.00	\$16.90	\$861.90	\$30.05	\$1,532.55
2104.503	SALVAGE CHAIN LINK FENCE	LIN FT	670	\$6.50	\$4,355.00	\$10.50	\$7,035.00	\$3.35	\$2,244.50	\$7.65	\$5,125.50	\$5.25	\$3,517.50
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	42.7	\$12.30	\$525.21	\$7.00	\$298.90	\$17.45	\$745.12	\$32.80	\$1,400.56	\$15.15	\$646.91
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	418.0	\$7.00	\$2,926.00	\$5.00	\$2,090.00	\$9.00	\$3,762.00	\$14.00	\$5,852.00	\$8.90	\$3,720.20
2106.507	EXCAVATION - COMMON	CU YD	1,466	\$26.50	\$38,849.00	\$24.12	\$35,359.92	\$6.75	\$9,895.50	\$25.00	\$36,650.00	\$31.40	\$46,032.40
2106.507	EXCAVATION - SUBGRADE	CU YD	3,231	\$25.00	\$80,775.00	\$24.12	\$77,931.72	\$14.20	\$45,880.20	\$33.00	\$106,623.00	\$18.55	\$59,935.05
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	3,002	\$26.00	\$78,052.00	\$30.89	\$92,731.78	\$24.35	\$73,098.70	\$36.00	\$108,072.00	\$22.35	\$67,094.70
2106.507	COMMON EMBANKMENT (CV)	CU YD	1,256	\$10.00	\$12,560.00	\$30.89	\$38,797.84	\$9.05	\$11,366.80	\$23.00	\$28,888.00	\$25.10	\$31,525.60
2108.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	4,381	\$3.80	\$16,647.80	\$1.91	\$8,367.71	\$1.10	\$4,819.10	\$2.35	\$10,295.35	\$2.40	\$10,514.40
2211.509	AGGREGATE BASE CLASS 5	TON	100	\$25.00	\$2,500.00	\$28.77	\$2,877.00	\$36.00	\$3,600.00	\$24.70	\$2,470.00	\$24.50	\$2,450.00
2211.604	AGGREGATE BASE (CV) CLASS 5 4.0" THICK-DRIVEWAY	SQ YD	703.3	\$6.50	\$4,571.45	\$7.04	\$4,951.23	\$11.25	\$7,912.13	\$11.60	\$8,158.28	\$9.00	\$6,329.70
2215.504	FULL DEPTH BITUMINOUS PAVEMENT RECLAMATION	SQ YD	4,440	\$6.00	\$26,640.00	\$2.72	\$12,076.80	\$9.40	\$41,736.00	\$11.10	\$49,284.00	\$7.05	\$31,302.00
2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) 2.0" THICK-DRIVEWAY	SQ YD	703.3	\$38.50	\$27,077.05	\$32.59	\$22,920.55	\$35.55	\$25,002.32	\$31.60	\$22,224.28	\$31.00	\$21,802.30
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	329	\$133.00	\$43,757.00	\$116.96	\$38,479.84	\$127.25	\$41,865.25	\$113.00	\$37,177.00	\$111.00	\$36,519.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	329	\$114.00	\$37,506.00	\$102.01	\$33,561.29	\$110.95	\$36,502.55	\$98.70	\$32,472.30	\$96.80	\$31,847.20
2501.502	24" GS PIPE APRON	EACH	1	\$1,163.00	\$1,163.00	\$766.97	\$766.97	\$625.00	\$625.00	\$973.00	\$973.00	\$1,946.00	\$1,946.00
2501.502	15" RC PIPE APRON	EACH	1	\$1,500.00	\$1,500.00	\$1,202.24	\$1,202.24	\$885.00	\$885.00	\$1,280.00	\$1,280.00	\$2,216.00	\$2,216.00
2501.602	TRASH GUARD FOR 15" CP PIPE APRON	EACH	1	\$757.00	\$757.00	\$280.94	\$280.94	\$810.00	\$810.00	\$763.00	\$763.00	\$2,269.00	\$2,269.00
2501.602	TRASH GUARD FOR 24" RC PIPE APRON	EACH	1	\$1,111.00	\$1,111.00	\$1,582.40	\$1,582.40	\$290.00	\$290.00	\$418.00	\$418.00	\$1,735.00	\$1,735.00
2503.503	24" CP PIPE SEWER (SMOOTH)	LIN FT	149	\$70.50	\$10,504.50	\$63.48	\$9,458.52	\$51.55	\$7,680.95	\$68.40	\$10,191.60	\$82.15	\$12,240.55
2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	275	\$76.10	\$20,927.50	\$64.13	\$17,635.75	\$56.50	\$15,537.50	\$65.10	\$17,902.50	\$73.55	\$20,226.25
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	464	\$83.40	\$38,697.60	\$69.64	\$32,312.96	\$64.20	\$29,788.80	\$72.10	\$33,454.40	\$84.45	\$39,184.80
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	672	\$89.80	\$60,345.60	\$73.78	\$49,580.16	\$68.65	\$46,132.80	\$77.20	\$51,878.40	\$89.20	\$59,942.40
2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	275	\$120.00	\$33,000.00	\$99.84	\$27,456.00	\$96.95	\$26,661.25	\$104.00	\$28,600.00	\$118.30	\$32,532.50
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL-2X3	EACH	10	\$3,250.00	\$32,500.00	\$2,907.50	\$29,075.00	\$3,665.00	\$36,650.00	\$2,590.00	\$25,900.00	\$3,549.00	\$35,490.00
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1-48"	EACH	9	\$4,422.00	\$39,798.00	\$3,399.65	\$30,596.85	\$4,625.00	\$41,625.00	\$3,880.00	\$34,920.00	\$4,943.00	\$44,487.00
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2-60"	EACH	1	\$5,000.00	\$5,000.00	\$4,857.90	\$4,857.90	\$6,175.00	\$6,175.00	\$5,190.00	\$5,190.00	\$9,591.00	\$9,591.00
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3-72" SUMP	EACH	2	\$6,708.00	\$13,416.00	\$10,034.39	\$20,068.78	\$11,170.00	\$22,340.00	\$9,440.00	\$18,880.00	\$15,033.00	\$30,066.00

BID TABULATION
 North Meadow Street Reconstruction: 163rd Lane & Isaati Street
 HAM LAKE IMPROVEMENT PROJECT 21003
 May 1, 2024

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	Engineering Estimate		Northlake Construction		Rachel Contracting		Park Construction		Douglas-Kerr Underground	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 4-60"	EACH	1	\$4,422.00	\$4,422.00	\$5,119.50	\$5,119.50	\$6,450.00	\$6,450.00	\$5,770.00	\$5,770.00	\$8,355.00	\$8,355.00
2506.602	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 5-72" SUMP	EACH	1	\$6,708.00	\$6,708.00	\$10,062.73	\$10,062.73	\$11,600.00	\$11,600.00	\$8,480.00	\$8,480.00	\$15,795.00	\$15,795.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	34.2	\$4.70	\$160.74	\$6.09	\$208.28	\$35.00	\$1,197.00	\$4.85	\$165.87	\$4.30	\$147.06
2511.507	RANDOM RIPRAP CLASS III	CU YD	9.5	\$149.00	\$1,415.50	\$180.00	\$1,710.00	\$160.00	\$1,520.00	\$152.00	\$1,444.00	\$159.70	\$1,517.15
2531.503	CONCRETE CURB AND GUTTER DESIGN D312 (MODIFIED)	LIN FT	2,929	\$18.60	\$54,479.40	\$15.75	\$46,131.75	\$17.20	\$50,378.80	\$15.30	\$44,813.70	\$16.60	\$48,621.40
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	41.1	\$125.00	\$5,055.30	\$177.50	\$7,295.25	\$171.95	\$7,067.15	\$153.00	\$6,288.30	\$150.00	\$6,165.00
2540.602	INSTALL MAILBOX WITH SUPPORT	EACH	13	\$275.00	\$3,575.00	\$210.00	\$2,730.00	\$232.50	\$3,022.50	\$204.00	\$2,652.00	\$200.00	\$2,600.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$3,000.00	\$3,000.00	\$2,100.00	\$2,100.00	\$1,500.00	\$1,500.00	\$2,190.00	\$2,190.00	\$1,250.00	\$1,250.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$3,598.00	\$3,598.00	\$2,460.00	\$2,460.00	\$2,073.00	\$2,073.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	24	\$180.00	\$4,320.00	\$150.00	\$3,600.00	\$166.00	\$3,984.00	\$276.00	\$6,624.00	\$223.15	\$5,355.60
2573.502	CULVERT END CONTROLS	EACH	2	\$442.00	\$884.00	\$150.00	\$300.00	\$373.00	\$1,146.00	\$510.00	\$1,020.00	\$385.40	\$770.80
2573.503	SILT FENCE, TYPE MS	LIN FT	268	\$2.70	\$723.60	\$4.73	\$1,267.64	\$4.50	\$1,206.00	\$5.10	\$1,366.80	\$4.00	\$1,072.00
2575.605	TURF ESTABLISHMENT (25-131 SEEDING MIX)	ACRE	1.1	\$7,000.00	\$7,700.00	\$2,362.50	\$2,598.75	\$21,325.00	\$23,457.50	\$8,990.00	\$9,889.00	\$12,000.00	\$13,200.00
TOTAL					\$811,033.05		\$720,077.40		\$779,782.37		\$833,288.66		\$870,629.10

Average Bid \$802,962.12

*Denotes bidder calculation error



Northdale Construction Co. Inc.

9760 71st Street NE, Albertville, MN 55301
(763) 428-4868 FAX (763) 428-4997

JOB REFERENCES

Agency:	City of Excelsior (2020)	Contact:	Brad Reifsteck
Type of Construction:	Street Reconstruction	Title:	Engineer
Value of Construction:	\$2,918,844.75	Phone:	(763) 512-5243
Start Date:	5/1/2020	Completion Date:	7/31/2021
Agency:	City of Coon Rapids (2021)	Contact:	Jason Huebscher
Type of Construction:	Street Reconstruction	Title:	Engineer
Value of Construction:	\$5,154,328.35	Phone:	(612) 709-2704
Start Date:	4/26/2021	Completion Date:	11/6/2021
Agency:	City of Excelsior (2021)	Contact:	Brad Reifsteck
Type of Construction:	Street Reconstruction	Title:	Engineer
Value of Construction:	\$4,362,079.06	Phone:	(763) 512-5243
Start Date:	7/1/2021	Completion Date:	6/30/2023
Agency:	City of Robbinsdale (2022)	Contact:	Robin Verkinnes
Type of Construction:	Street Reconstruction	Title:	Engineer
Value of Construction:	\$1,861,965.33	Phone:	(763) 531-1263
Start Date:	7/1/2022	Completion Date:	5/16/2023
Agency:	City of Montrose	Contact:	Spencer Johnson
Type of Construction:	Downtown Improvements	Title:	Engineer
Value of Construction:	\$2,726,228.59	Phone:	(320) 231-3956
Start Date:	4/18/2022	Completion Date:	6/6/2023
Agency:	City of Crystal	Contact:	Spencer Szymonowicz
Type of Construction:	Utility Reconstruction	Title:	Engineer
Value of Construction:	\$1,639,588.53	Phone:	(952) 912-2600
Start Date:	4/24/2023	Completion Date:	8/30/2023
Agency:	City of Cold Spring	Contact:	Brian Lintgen
Type of Construction:	Sanitary Improvements	Title:	Engineer
Value of Construction:	\$2,676,877.59	Phone:	(320) 529-4397
Start Date:	10/15/2022	Completion Date:	On going
Agency:	City of Henning	Contact:	Bob Schlieman
Type of Construction:	Utility Improvements	Title:	Engineer
Value of Construction:	\$2,585,159.63	Phone:	(218) 844-2585
Start Date:	6/1/2023	Completion Date:	On going
Agency:	City of Richmond	Contact:	David Blommel
Type of Construction:	Utility Improvements	Title:	Engineer
Value of Construction:	\$3,878,683.52	Phone:	(320) 229-4300
Start Date:	6/12/2023	Completion Date:	On going
Agency:	City of Robbinsdale (2023)	Contact:	Robin Verkinnes
Type of Construction:	Street Reconstruction	Title:	Engineer
Value of Construction:	\$4,833,545.02	Phone:	(763) 531-1268
Start Date:	5/15/2023	Completion Date:	On going