

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, MAY 15, 2023

- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**
 - 3.1 Lt. Schuldt, Anoka County Sheriff's Office Monthly Report
 - 3.2 Approval of a Resolution and acceptance of the retirement of Mark Kollman after 39 active years of service to the Ham Lake Fire Department
 - 3.3 Approval of a Resolution and acceptance of the retirement of Joseph Thomas after 24 active years of service to the Ham Lake Fire Department
- 4.0 CONSENT AGENDA**

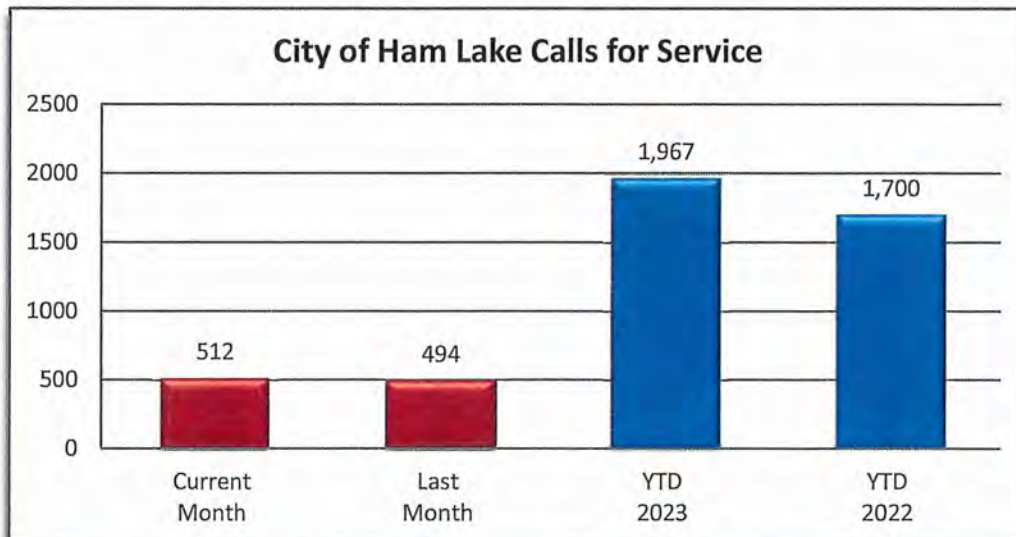
These items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in normal sequence. (All items listed on the Consent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

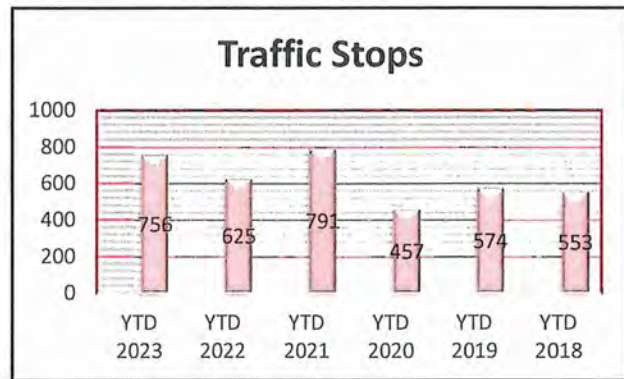
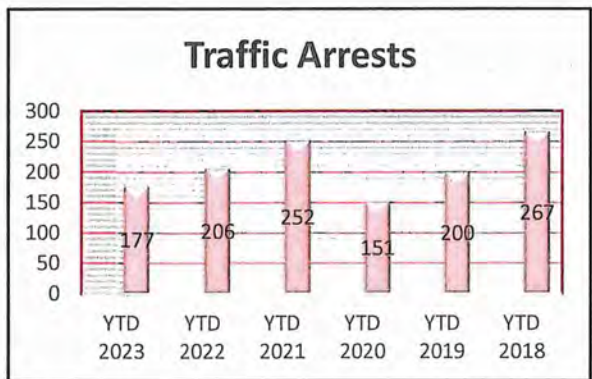
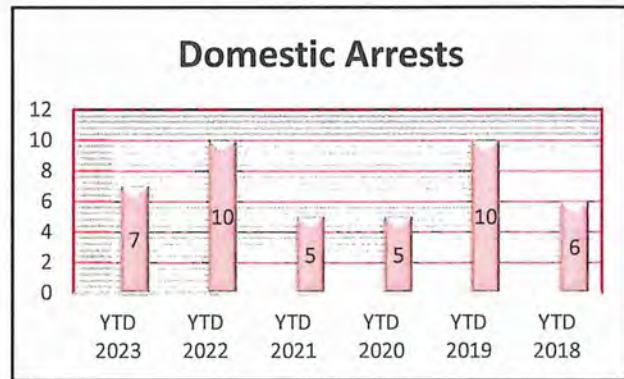
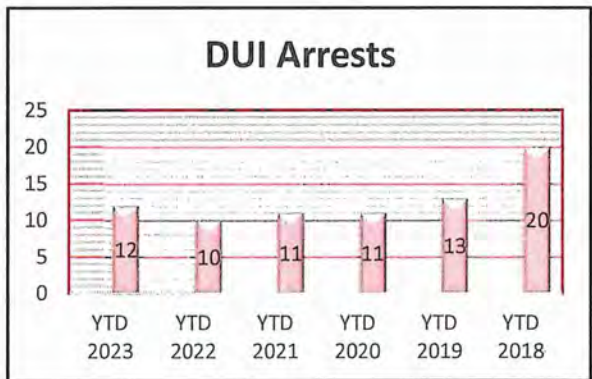
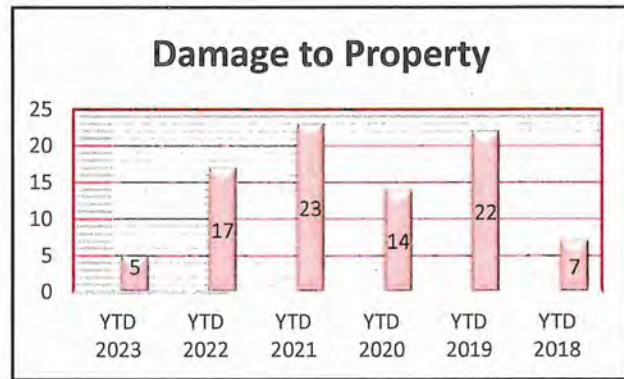
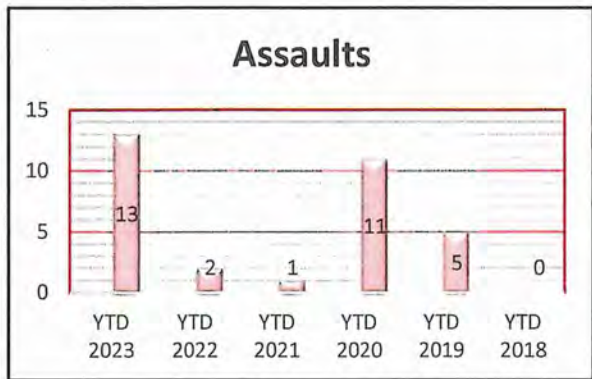
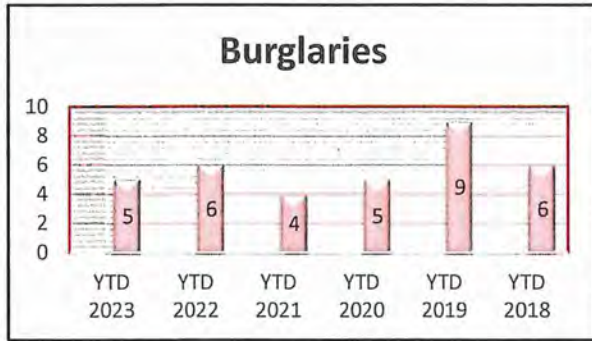
 - 4.1 Approval of minutes of May 1, 2023
 - 4.2 Approval of claims
 - 4.3 Approval of re-appointment of Safety Committee Members Mike Raczkowski, Andrea Murff and Jim Kappelhoff
 - 4.4 Approval of the First Reading of an Ordinance regarding chickens
 - 4.5 Approval of hiring summer season employees in Public Works
 - 4.6 Approval of a Letter requesting Coon Creek Watershed District and Sunrise Watershed Management Organization review the hydrologic boundary of parcels in the City of Ham Lake
 - 4.7 Approval of a Resolution scheduling a public hearing to vacate a portion of the drainage and utility easements located on Lot 12, Block 1, Timber Woods and Lot 1, Block 1, Sherman Woods
- 5.0 PLANNING COMMISSION RECOMMENDATIONS**
 - 5.1 Hany Omar, YSMN Properties LLC, and Faiz Jameel and Sami Sekhi of GT Auto Sales, requesting a Conditional Use Permit to operate GT Auto Sales, an auto sales and service, car repair and auto body shop, at 16905 Baltimore Street NE and adoption of a Resolution
- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**
- 7.0 APPEARANCES**
 - 7.1 Finance Director Andrea Murff, 1st Quarter Financial Report
- 8.0 CITY ATTORNEY**
- 9.0 CITY ENGINEER**
- 10.0 CITY ADMINISTRATOR**
- 11.0 COUNCIL BUSINESS**
 - 11.1 Committee Reports
 - 11.2 Announcements and future agenda items

PATROL DIVISION

CITY OF HAM LAKE - APRIL 2023

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	505	456	494	512									1,967	1,700
Burglaries	3	0	1	1									5	6
Thefts	17	11	10	7									45	51
Crim Sex Conduct	0	0	0	0									0	3
Assault	2	3	1	7									13	2
Dam to Property	0	3	1	1									5	17
Harass Comm	0	0	0	0									0	1
PI Accidents	5	6	5	4									20	19
PD Accidents	27	26	33	29									115	112
Medical	68	63	60	62									253	197
Animal Complaint	28	36	19	25									108	85
Alarms	19	26	29	21									95	112
Felony Arrests	6	2	2	3									13	19
GM Arrests	4	4	6	6									20	11
Misd Arrests	3	5	7	7									22	15
DUI Arrests	0	6	3	3									12	10
Domestic Arrests	1	1	1	4									7	10
Warrant Arrests	6	1	4	5									16	22
Traffic Stops	223	145	228	160									756	625
Traffic Arrests	53	35	51	38									177	206



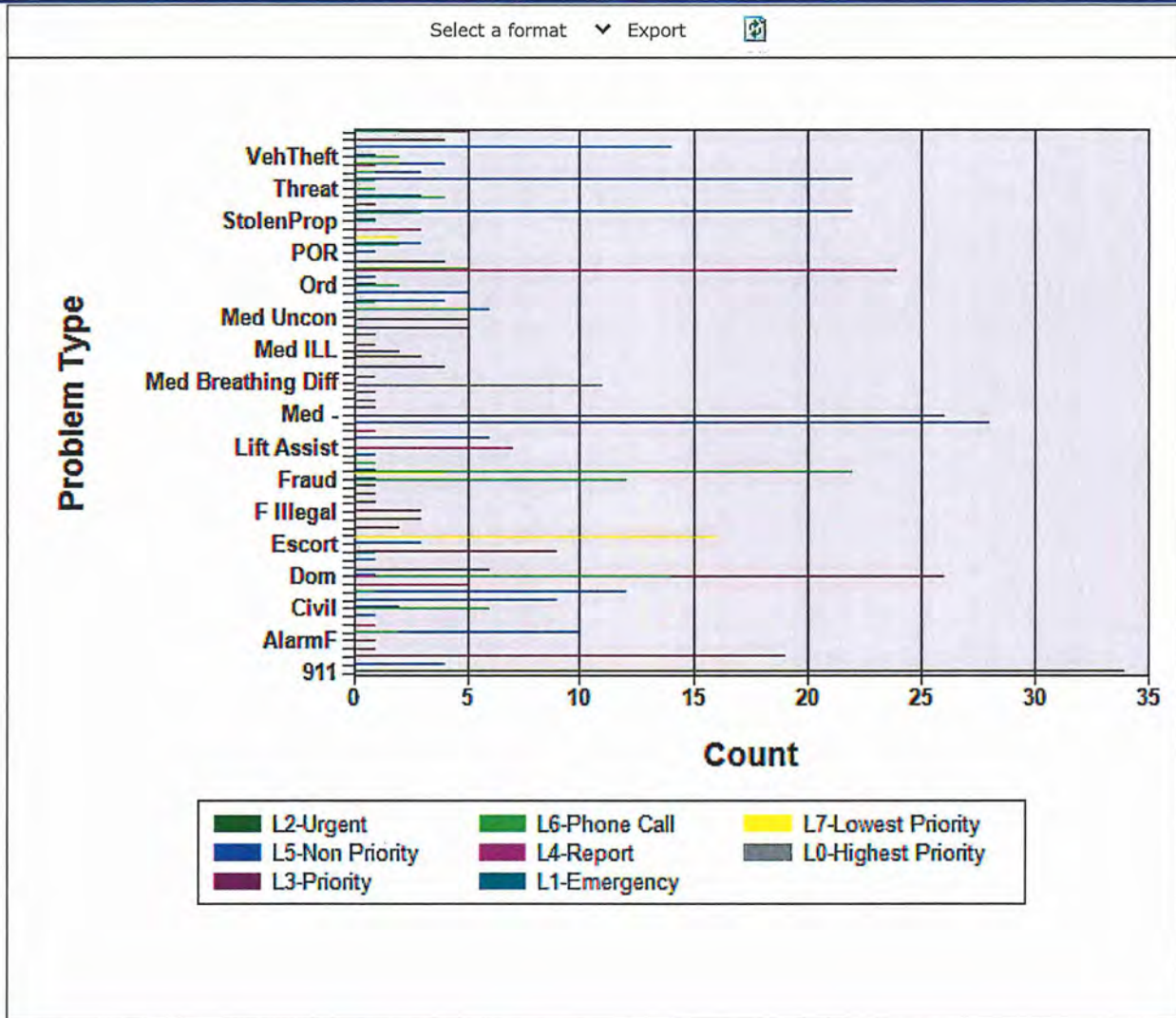


Problem Type Summary

10:47 AM 05/02/2023

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Ham Lake Law
Day Range:	Date From 4/1/2023 To 4/30/2023
Exclusion:	• Calls canceled before first unit assigned



Priority	Description
0	L0-Highest Priority
1	L1-Emergency
2	L2-Urgent
3	L3-Priority
4	L4-Report
5	L5-Non Priority
6	L6-Phone Call
7	L7-Lowest Priority

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	34	0	0	0	0	0	34
Abandon	0	0	0	0	0	4	0	0	4
Abuse	0	0	0	0	0	0	0	0	0
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	19	0	0	0	0	19

AlarmCO	0	0	0	0	0	0	0	0	0
AlarmCOIII	0	0	0	1	0	0	0	0	1
AlarmF	0	0	0	1	0	0	0	0	1
AlarmFsmoke	0	0	0	0	0	0	0	0	0
AlarmHoldup	0	0	0	0	0	0	0	0	0
AlarmV	0	0	0	0	0	0	0	0	0
AlarmWF	0	0	0	0	0	0	0	0	0
Animal	0	0	0	0	0	10	2	0	12
AnimalResc	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Assault	0	0	0	0	1	0	1	0	2
AssaultP	0	0	0	0	0	0	0	0	0
Boat Assist	0	0	0	0	0	0	0	0	0
Bomb	0	0	0	0	0	0	0	0	0
BombP	0	0	0	0	0	0	0	0	0
Broadcast	0	0	0	0	0	0	0	0	0
Burg	0	0	0	0	0	1	0	0	1
BurgP	0	0	0	0	0	0	0	0	0
Civil	0	0	0	0	0	2	6	0	8
CivilP	0	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	0	0	0
Debris	0	0	0	0	0	9	0	0	9
Deer	0	0	0	0	0	12	1	0	13
Disorderly	0	0	0	0	5	0	0	0	5
Dom	0	0	0	26	1	1	14	0	42
DomP	0	6	0	0	0	0	0	0	6
Drugs	0	0	0	0	0	1	0	0	1
DUI	0	0	0	9	0	0	1	0	10
Dumping	0	0	0	0	0	0	0	0	0
Escort	0	0	0	0	0	3	0	0	3
ExPat	0	0	0	0	0	0	0	16	16
F Aircraft	0	0	0	0	0	0	0	0	0
F Assist	0	0	0	0	0	0	0	0	0
F CleanUp	0	0	0	0	0	0	0	0	0
F Collapse	0	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	0	0	0	0	0	0
F Expl	0	0	0	0	0	0	0	0	0
F Gas Odor In	0	0	0	2	0	0	0	0	2
F Gas Odor Out	0	0	0	0	0	0	0	0	0
F Grass fire	0	0	3	0	0	0	0	0	3
F Illegal	0	0	0	3	0	0	0	0	3
F Misc	0	0	0	0	0	0	0	0	0
F Mutual Aid	0	0	0	0	0	0	0	0	0
F Oven	0	0	1	0	0	0	0	0	1
F Powerlines	0	0	0	0	0	0	0	0	0
F SmokeIn	0	0	0	0	0	0	0	0	0
F SmokeOut	0	0	0	0	0	0	0	0	0
F Structure	0	0	1	0	0	0	0	0	1
F Train	0	0	0	0	0	0	0	0	0
F Veh	0	0	0	0	0	0	0	0	0
F Water Rescue	0	0	0	0	0	0	0	0	0
Fight	0	0	1	0	0	0	0	0	1
Flood in	0	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	1	12	0	13
FraudP	0	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	1	22	4	27
PW	0	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	0	1	0	1
Info	0	0	0	0	0	1	0	0	1
Lift Assist	0	0	0	0	7	0	0	0	7
Liq	0	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	6	0	0	6
LockoutP	0	0	0	0	1	0	0	0	1

MA	0	0	0	0	0	28	0	0	28
MASS	0	0	0	0	0	0	0	0	0
Med -	0	26	0	0	0	0	0	0	26
Med Alarm	0	1	0	0	0	0	0	0	1
Med Allergic	1	0	0	0	0	0	0	0	1
Med Assault	1	0	0	0	0	0	0	0	1
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	11	0	0	0	0	0	0	0	11
Med Breathing Not	1	0	0	0	0	0	0	0	1
Med Choking	0	0	0	0	0	0	0	0	0
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	4	0	0	0	0	0	0	4
Med Hold	0	0	3	0	0	0	0	0	3
Med ILL	0	2	0	0	0	0	0	0	2
Med Info	0	0	0	0	0	0	0	0	0
Med OB	1	0	0	0	0	0	0	0	1
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	1	0	0	0	0	0	0	1
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	5	0	0	0	0	0	0	5
Med Uncon	0	5	0	0	0	0	0	0	5
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	6	5	0	11
MiscO	0	0	0	0	0	4	1	0	5
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	5	0	0	5
NoTag	0	0	0	0	0	0	0	0	0
Ord	0	0	0	0	0	1	2	0	3
Other	0	0	0	0	0	0	0	0	0
Park	0	0	0	0	0	1	0	0	1
PD	0	0	0	0	24	0	5	0	29
Person	0	0	0	0	0	0	0	0	0
PI	0	4	0	0	0	0	0	0	4
POR	0	0	0	0	0	1	0	0	1
Property	0	0	0	0	0	3	2	0	5
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	2	2
RJ	0	0	0	0	0	0	0	0	0
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	0	0	0	0	0	0
Slumper	0	0	0	0	3	0	0	0	3
StolenProp	0	0	0	1	0	1	1	0	3
Suicide	0	0	0	0	0	0	0	0	0
SuicideP	0	0	0	0	0	0	0	0	0
Susp	0	0	0	0	0	22	3	0	25
SuspP	0	0	0	1	0	0	0	0	1
Traffic	0	0	0	0	0	3	4	0	7
TheftP	0	0	0	0	0	0	0	0	0
Threat	0	0	0	0	0	0	1	0	1
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	0	0	22	1	0	23
Tres	0	0	0	0	0	3	1	0	4
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	1	4	2	0	7
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	1	2	0	3
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	14	0	0	14
WelfareP	0	0	0	4	0	0	0	0	4

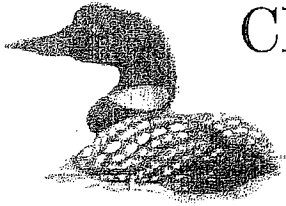
WT

Total

0	0	0	5	0	0	2	0	7
15	54	43	72	43	171	92	22	512

Go Back

Close



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
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RESOLUTION NO. 23-XX

WHEREAS, it is the privilege of the Ham Lake City Council to recognize the public service of the members of the Ham Lake Fire Department; and

WHEREAS, Mark Kollmann began his service to the citizens of Ham Lake as a member of the Ham Lake Fire Department on April 1, 1983; and

WHEREAS, Mark Kollmann has accrued 39 years of active service time with the Ham Lake Fire Department; and

WHEREAS, he serves in the position of Firefighter, he had served as a Ham Lake Relief Trustee for many years, Certified Emergency Responder, Maintained the fire department buildings and volunteered for many community events with the Fire Department; and

WHEREAS, during his tenure he has served the City and the residents in an excellent manner, performing his duties with the highest degree of professionalism, knowledge and proficiency.

NOW THEREFORE, BE IT RESOLVED that the City Council and Staff extends its gratitude and appreciation to Mark Kollmann for his loyal years of service and his continued service, to the citizens of the City of Ham Lake.

Adopted by a unanimous vote of the Ham Lake City Council this 15th day of May, 2023.

Brian Kirkham, Mayor

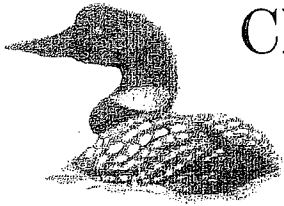
Jim Doyle, Councilmember

Al Parranto, Councilmember

Gary Kirkeide, Councilmember

Jesse Wilken, Councilmember

Michael Raczowski, Fire Chief



CITY OF HAM LAKE

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RESOLUTION NO. 23-XX

WHEREAS, it is the privilege of the Ham Lake City Council to recognize the public service of the members of the Ham Lake Fire Department; and

WHEREAS, Joseph Thomas began his service to the citizens of Ham Lake as a member of the Ham Lake Fire Department on October 8, 1998; and

WHEREAS, Joseph Thomas has accrued 24 years of active service time with the Ham Lake Fire Department; and

WHEREAS, he has previously served as a Firefighter, Fire Investigator, and Captain, obtained EMT certification and held positions such as Ham Lake Relief President and served as a board member in past years ; and

WHEREAS, he currently serves in the position of District Chief; and

WHEREAS, during his tenure he has served the City and the residents in an excellent manner, performing his duties with the highest degree of professionalism, knowledge and proficiency.

NOW THEREFORE, BE IT RESOLVED that the City Council and Staff extends its gratitude and appreciation to Joseph Thomas for his loyal years of service and his continued service, to the citizens of the City of Ham Lake.

Adopted by a unanimous vote of the Ham Lake City Council this 15th day of May, 2023.

Brian Kirkham, Mayor

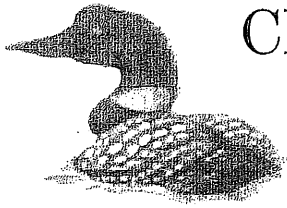
Jim Doyle, Councilmember

Al Parranto, Councilmember

Gary Kirkeide, Councilmember

Jesse Wilken, Councilmember

Mike Raczkowski, Fire Chief



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MAY 1, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 1, 2023 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; and Finance Director, Andrea Murff

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 17, 2023

4.2 Approval of claims in the amount of \$141,445.98

4.3 Approval of the copier rental agreement for the Workroom and Building Department with Metro Sales (on State Contract)

4.4 Approval of the 2024 Facility Use Agreement with Soderville/Blaine Athletic Association (SBAA)

4.5 Approval of amending the Employee Handbook

4.6 Approval of accepting the resignation of Administrative Assistant II Teri McMahon

4.7 Approval of accepting the Radisson Sunset Estates Development project and commencing the one-year warranty period

4.8 Approval of accepting the Catchers Creek of Ham Lake project and commencing the one-year warranty period

Motion by Parranto, seconded by Doyle, to approve the May 1, 2023 consent agenda removing Item 4.5. All in favor motion carried.

Councilmember Wilken asked for clarification on how the Post-Retirement Health Care Savings Plan (HCSP) was previously funded. Finance Director Murff stated previously any accrued Paid Time Off (PTO)

was transferred into an account for the employee upon separation with the City. Finance Director Murff continued the new plan would pay out PTO directly to an employee up to 80 hours and any other PTO would be deposited into the HCSP. **Motion by Wilken, seconded by Doyle to approve Item 4.5 of the consent agenda. All in favor, motion carried.**

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Andrew Buddensiek of ANB Auto LLC requesting a Certificate of Occupancy to operate a used car dealership at 15903 Lincoln Street NE

Motion by Doyle, seconded by Parranto, to concur with the Planning Commission and approve the request of Andy Buddensiek for a Certificate of Occupancy to operate a used car dealership at 15903 Lincoln Street NE per the business and site plans provided subject to installing a ventilation system compliant with the 2020 Minnesota Mechanical Code, meeting the 2020 Minnesota State Fire Code for indoor storage of vehicles, striping the parking lot, adding an assessible parking space and meeting all City, State and County requirements. All in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Parranto stated that he, Mayor Kirkham and Councilmember Wilken attended the Fire Department Relief Banquet. Councilmember Parranto stated it good to see the Fire Fighters be honored for their hard work.

11.2 Discussion of Conduit Bonding Request

Mayor Kirkham explained that Conduit Bonding is done for non-profits in order for them to get a better rate when borrowing by using the City's credit rating for a project in exchange for a fee. Mayor Kirkham continued that the City was offered this opportunity in order for a non-profit to re-open a treatment center in East Bethel. Mayor Kirkham stated he spoke to some residents of East Bethel about the disapproval of the project and to the St. Francis School District about their reservations since they would have to staff the building, and upon gathering this information is opposed to the Conduit Bonding. Councilmember Doyle stated he also spoke to residents of East Bethel and is opposed to going forward. **It was the consensus of the City Council to not participate in the Conduit Bonding Request.**

11.3 Discussion of the Position Classification and Compensation Study

Finance Director Murff explained the City's pay structure and how it aligns with the State of Minnesota's Job Evaluation System in order to get a salary range for each position. Finance Director Murff stated that every three years the City does a Pay Equity reporting to make sure the City is compliance with the Job Evaluation System. Finance Director Murff stated the last compensation pay study was completed in 2004 by the former City Administrator and the last update to the Job Evaluation System was in 2019 and that the City might be outdated. Finance Director Murff stated that the study would help to make sure all positions are up-to-date, help with reorganization of positions with new tasks, and help to ensure positions with multiple job functions are being paid fairly. There was discussion if the staff could complete the study.

Councilmember Doyle stated this could be a very time-consuming task for staff and that the firm hired should complete the study so it would be unbiased. **It was the consensus of the City Council to directed Finance Director Murff to obtain new quotes showing the full cost of the study and the cost if the City took on some of the work and add it to the next agenda for discussion.**

11.4 Announcements and future agenda items

Mayor Kirkham stated the Family of Christ Church is looking to sell land that would benefit the community and wanted to know the City's needs. Mayor Kirkham continued he believed a food shelf would be beneficial. Councilmember Kirkeide directed City Staff to make sure there was not an assessment on the property.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:25 p.m. All in favor, motion carried.

Andrea Murff, Finance Director

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
May 15, 2023

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		05/02/23 - 05/15/23	
EFT	# 1855 - 1861		\$ 2,414.00
REFUND CHECKS	#		
CHECKS	# 65007 - 65052		\$ 109,736.75
BANK DRAFTS	DFT0002535 -DFT0002542		\$ 28,771.88
TOTAL EFTS, CHECKS, AND BANK DRAFTS			<u>\$ 140,922.63</u>
PAYROLL CHECKS			
05/05/23	Direct Deposits		\$ 38,260.35
TOTAL PAYROLL CHECKS			<u>\$ 38,260.35</u>
TOTAL OF ALL PAYMENTS			<u><u>\$ 179,182.98</u></u>
VOID CHECKS			
CHECKS			\$ -
ZERO EFT			\$ -
BANK DRAFTS			\$ -

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 15TH DAY OF MAY 2023

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 4/16/2023-4/29/2023

Packet: PYPKT01473 - PPE 4/29/23 PAID 5/05/23

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	35	38,260.35
Total	35	38,260.35



Payment Dates 5/2/2023 - 5/15/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1855	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.59
1855	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1855	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	51.12
1855	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.59
1855	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1855	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	50.61
1855	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.59
1855	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1855	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	50.61
1855	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.59
1856	MATT SCHOMMER	FOOD - CDL TRAINING - MS	Training/conferences/schools	100-43101-3510	87.98
1856	MATT SCHOMMER	CITY VEHICLE FUEL - CDL TRAI	Mileage	100-43101-3960	25.00
1857	O'REILLY AUTOMOTIVE STORE	#70 MARINE & BATTERY TER	Vehicle parts & supplies	100-43101-2340	19.95
1857	O'REILLY AUTOMOTIVE STORE	OIL FILTER AND OIL	Operating supplies	100-42201-2290	43.17
1857	O'REILLY AUTOMOTIVE STORE	#70 CONNECTOR	Vehicle parts & supplies	100-43101-2340	10.99
1857	O'REILLY AUTOMOTIVE STORE	#70 BATTERY CORE	Vehicle parts & supplies	100-43101-2340	22.00
1857	O'REILLY AUTOMOTIVE STORE	#70 BATTERY	Vehicle parts & supplies	100-43101-2340	135.90
1857	O'REILLY AUTOMOTIVE STORE	SOLDER	Operating supplies	100-43101-2290	12.99
1858	STAR TRIBUNE MEDIA COMPA	GT AUTO SALES	Legal notices/publications/bid	890-90001-3950	129.56
1859	WICK COMMUNICATIONS-LEA	MAY HAM LAKER	Printing	211-41704-3970	667.25
1860	WRUCK SEWER & PORTABLE	SBAA HAM LAKE BALL FIELD T	Rentals-other	100-44101-3390	19.75
1860	WRUCK SEWER & PORTABLE	SBAA PATRICIA'S WILDERNESS	Rentals-other	100-44101-3390	12.50
1860	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	12.50
1860	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	19.75
1860	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	25.00
1860	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	54.00
1860	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	25.00
1860	WRUCK SEWER & PORTABLE	LUND'S PINE CREEK	Rentals-other	100-44101-3390	25.00
1860	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	27.00
1860	WRUCK SEWER & PORTABLE	SBAA SODERVILLE PARK TOILE	Rentals-other	100-44101-3390	27.00
1860	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1860	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	79.00
1860	WRUCK SEWER & PORTABLE	SBAA LION'S PARK TOILET REN	Rentals-other	100-44101-3390	79.00
1860	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1860	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	12.50
1860	WRUCK SEWER & PORTABLE	SBAA TWIN BIRCH PARK TOILE	Rentals-other	100-44101-3390	12.50
1860	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	12.50
1860	WRUCK SEWER & PORTABLE	SBAA WISEN'S PARK TOILET R	Rentals-other	100-44101-3390	12.50
1860	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	12.50
1860	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	25.00
1860	WRUCK SEWER & PORTABLE	SBAA PINGER'S PARK TOILET R	Rentals-other	100-44101-3390	12.50
1861	NICOLE WHEELER	AMAZON - CERTIFICATE FRAM	Operating supplies	100-41701-2290	42.40
65007	ACCESS	APRIL SHREDDING	Waste management & recycli	231-43601-3630	137.20
65008	ACE SOLID WASTE INC	MAY ORGANICS	Waste management & recycli	231-43601-3630	355.46
65009	ADAM'S PEST CONTROL, INC	WASP TREATMENT - CITY HAL	Building repair & maintenanc	100-41702-3420	219.00
65010	AKER DOOR SALES INC	WASH BAY DOOR REPAIR	Building repair & maintenanc	100-43104-3420	184.00
65011	ALL SEASONS RENTAL	FLOOR STRIPPER RENTAL - PA	Controllable assets	440-44103-5120	130.07
65011	ALL SEASONS RENTAL	TURBO GRINDER RENTAL - PA	Controllable assets	440-44103-5120	248.28
65012	BERGLUND, BAUMGARTNER,	4/3 MEETING & PREP	Attorney	100-41101-3110	177.40
65012	BERGLUND, BAUMGARTNER,	1360 CONSTANCE	Attorney	100-41101-3110	362.56
65012	BERGLUND, BAUMGARTNER,	4/17 MEETING & PREP	Attorney	100-41101-3110	342.20
65012	BERGLUND, BAUMGARTNER,	ORDINANCE UPDATES	Attorney	100-41102-3110	1,450.24

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65012	BERGLUND, BAUMGARTNER,	MARCH PROSECUTION	Attorney	100-41501-3110	6,695.00
65012	BERGLUND, BAUMGARTNER,	PLANNING MEETING	Attorney	100-41601-3110	82.40
65012	BERGLUND, BAUMGARTNER,	SRWMO	Attorney	100-43201-3110	510.88
65012	BERGLUND, BAUMGARTNER,	SBAA CONTRACT	Attorney	100-44101-3110	626.24
65012	BERGLUND, BAUMGARTNER,	JAKES AUTO MALL	Attorney	262-46101-3110	1,845.76
65012	BERGLUND, BAUMGARTNER,	TWIN BIRCH/NEW LOOK	Attorney	431-43301-3110	131.84
65012	BERGLUND, BAUMGARTNER,	SWEDISH DRIVE	Attorney	431-43301-3110	230.72
65013	BLUE CROSS BLUE SHIELD OF	JUNE VISION	Vision Insurance	100-21715	31.65
65013	BLUE CROSS BLUE SHIELD OF	JUNE VISION - TM	Vision Insurance	100-21715	11.88
65014	BUSINESS ESSENTIALS	PAPER TOWELS AND TOILET P	Operating supplies	100-44101-2290	904.36
65015	CITY OF COLUMBUS	MARCH SIGNAL LEXINGTON &	Electricity	100-43401-3610	25.79
65016	CONNEXUS ENERGY	MAR/APR AERATOR	Electricity	100-44101-3610	135.87
65017	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	982.84
65017	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	32.97
65017	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	15.56
65017	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	251.56
65017	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	364.36
65017	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	202.57
65017	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
65017	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	797.80
65017	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	73.00
65017	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	74.30
65017	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	73.47
65017	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	47.54
65017	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	62.81
65017	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	79.99
65017	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	274.09
65017	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	23.71
65017	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	64.24
65017	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	116.33
65017	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	130.47
65017	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.50
65017	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	36.77
65017	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	59.33
65017	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.89
65017	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	25.28
65017	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	19.00
65017	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	126.04
65017	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	529.22
65017	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,569.05
65019	DELL MARKETING L.P.	DELL LATITUDE 5430 RUGGED	Covid 19	100-41701-4153	2,099.93
65020	ELECTRICAL SERVICES EMERG	WOOD POLES FOR NEW SIRE	Covid 19	100-41701-4153	21,645.00
65020	ELECTRICAL SERVICES EMERG	WOOD POLES FOR NEW SIRE	Capital assets	422-42302-5110	-21,645.00
65020	ELECTRICAL SERVICES EMERG	WOOD POLES FOR NEW SIRE	Capital assets	422-42302-5110	21,645.00
65021	EMERGENCY AUTOMOTIVE TE	#70 HIDEAWAY LIGHT ADAPTE	Vehicle parts & supplies	100-43101-2340	31.19
65022	FLEETPRIDE	#68 FILTERS	Equipment parts & supplies	100-43101-2320	24.76
65022	FLEETPRIDE	#86 FILTERS	Equipment parts & supplies	100-43101-2320	38.29
65022	FLEETPRIDE	#61 FILTER	Equipment parts & supplies	100-43101-2320	9.52
65022	FLEETPRIDE	#61 AIR ELEMENTS	Equipment parts & supplies	100-43101-2320	70.46
65023	HAM LAKE FIRE RELIEF ASSN	ADDITIONAL STATE PENSION	Fire relief state aid	100-48101-4135	1,000.00
65024	HAM LAKE HARDWARE INC	ELECTRICAL TAPE, GROUNDE	Controllable assets	440-44103-5120	7.18
65024	HAM LAKE HARDWARE INC	DISPOSABLE CATCH BAG	Operating supplies	100-44101-2290	15.99
65025	HAM LAKE HAULERS INC	1ST QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
65026	JANE FABOZZI	06/25/23 HAM LAKE PARK RE	Sales tax	100-21801	7.13
65026	JANE FABOZZI	06/25/23 HAM LAKE PARK RE	Park/pavilion rentals	100-34702	100.00
65027	KENDRA ENOCHSON	REFUND 06/11/23 HAM LAKE	Sales tax	100-21801	7.13
65027	KENDRA ENOCHSON	REFUND 06/11/23 HAM LAKE	Park/pavilion rentals	100-34702	100.00
65028	KINGS III EMERGENCY COMM	MAY ELEVATOR PHONE 630-8	Phones/radios/pagers	100-41701-3210	45.70
65028	KINGS III EMERGENCY COMM	ELEVATOR PHONE INSTALLATI	Building repair & maintenanc	100-41702-3420	184.00
65029	LINCOLN NATIONAL LIFE INSU	MAY LT DISABILITY - TM	STD/LTD	100-21713	-21.02

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65029	LINCOLN NATIONAL LIFE INSU	JUNE ST DISABILITY	STD/LTD	100-21713	814.75
65029	LINCOLN NATIONAL LIFE INSU	MAY ST DISABILITY - TM	STD/LTD	100-21713	-38.01
65029	LINCOLN NATIONAL LIFE INSU	JUNE LT DISABILITY	STD/LTD	100-21713	512.40
65030	MACQUEEN EQUIPMENT/MA	#52 FLANGE REPLACEMENT	Vehicle repair & maintenance	100-43101-3470	4,319.38
65031	MCCLELLAN SALES INC	GLOVES, SAFETY VESTS	Safety supplies	100-43101-2240	246.00
65031	MCCLELLAN SALES INC	FACESHIELDS, VISORS, SAFETY	Safety supplies	100-43101-2240	105.37
65032	MENARDS-BLAINE	LATH, STAIN, PAINT - PAVILIO	Controllable assets	440-44103-5120	94.91
65032	MENARDS-BLAINE	PAVILION REMODEL SUPPLIES	Controllable assets	440-44103-5120	95.42
65032	MENARDS-BLAINE	CLEANING BRUSH, SOLDER KI	Small tools	100-44101-2410	68.86
65032	MENARDS-BLAINE	HAM LAKE PARK WATER HEAT	Building repair & maintenanc	100-44102-2310	344.78
65032	MENARDS-BLAINE	LION'S PARK WATER HEATER	Building repair & maintenanc	100-44102-2310	404.76
65032	MENARDS-BLAINE	LIONS PARK WATER HEATER S	Building repair & maintenanc	100-44102-2310	120.32
65032	MENARDS-BLAINE	PAINT SUPPLIES - PAVIION RE	Controllable assets	440-44103-5120	78.91
65032	MENARDS-BLAINE	FISH TAPE	Small tools	100-43101-2410	19.99
65032	MENARDS-BLAINE	EXIT SIGNS	Building repair & maintenanc	100-43104-2310	4.85
65032	MENARDS-BLAINE	PAVILION REMODEL SUPPLIES	Controllable assets	440-44103-5120	128.66
65033	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	39.36
65033	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	31.76
65033	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.93
65033	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	24.16
65033	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	124.00
65033	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	5,370.00
65033	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.93
65033	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	52.00
65033	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	95.30
65033	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	62.00
65033	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	21.56
65033	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	31.00
65033	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	10.00
65033	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	41.00
65034	METRO SALES INC	FEB - APR COPIER LEASE	Equipment rentals	100-41701-3320	993.78
65034	METRO SALES INC	COLOR COPIES	Equipment rentals	100-41701-3320	143.19
65034	METRO SALES INC	FEB - APR COPIER LEASE	Equipment rentals	100-42401-3320	774.54
65034	METRO SALES INC	COLOR COPIES	Equipment rentals	100-42401-3320	141.70
65035	MINNEAPOLIS OXYGEN COMP	OXYGEN, WELDING GLOVES	Safety supplies	100-43101-2240	34.62
65035	MINNEAPOLIS OXYGEN COMP	OXYGEN, WELDING GLOVES	Operating supplies	100-43101-2290	32.55
65035	MINNEAPOLIS OXYGEN COMP	WELDING JACKET	Safety supplies	100-43101-2240	40.57
65036	MINNESOTA EQUIPMENT	FILTER ELEMENTS	Operating supplies	100-43101-2290	91.83
65036	MINNESOTA EQUIPMENT	#68 V-BELTS	Equipment parts & supplies	100-43101-2320	99.19
65037	MN METRO NORTH TOURISM	MARCH LODGING TAX	Convention bureau	263-46101-4120	2,062.60
65038	MN PEIP	MAY HEALTH INSURANCE TM	Health Insurance	100-21710	-1,373.15
65038	MN PEIP	JUNE HEALTH INSURANCE	Health Insurance	100-21710	10,227.60
65039	NORTHERN TOOL & EQUIPME	WATER PUMP/1YR ACC. DAM.	Small tools	100-43101-2410	869.98
65039	NORTHERN TOOL & EQUIPME	CAMLOCKS	Small tools	100-43101-2410	152.94
65039	NORTHERN TOOL & EQUIPME	DISCHARGE HOSE	Small tools	100-43101-2410	269.98
65039	NORTHERN TOOL & EQUIPME	CAMLOCKS	Small tools	100-43101-2410	-152.94
65039	NORTHERN TOOL & EQUIPME	CAMLOCKS	Small tools	100-43101-2410	-51.98
65039	NORTHERN TOOL & EQUIPME	HEAVY-DUTY WIRE SHELF	Building repair & maintenanc	100-43104-2310	189.99
65039	NORTHERN TOOL & EQUIPME	STRAINER, CAMLOCKS	Small tools	100-43101-2410	89.97
65040	NUSS EQUIPMENT GROUP LL	#79 ANTENNA & COVER	Vehicle parts & supplies	100-43101-2340	87.32
65040	NUSS EQUIPMENT GROUP LL	#80 ARMREST	Vehicle parts & supplies	100-43101-2340	72.86
65041	PREMIUM WATERS INC	WATER	Equipment rentals	100-41701-3320	20.10
65041	PREMIUM WATERS INC	MAY WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
65042	RJ KOOL MIDWEST INC	FIRE #1 WASHER	Grant expenditures	100-42201-3930	8,648.00
65042	RJ KOOL MIDWEST INC	FIRE #1 WASHER	Capital assets	100-42201-5110	8,648.00
65042	RJ KOOL MIDWEST INC	FIRE #1 WASHER	Capital assets	100-42201-5110	-8,648.00
65042	RJ KOOL MIDWEST INC	FIRE #2 WASHER	Grant expenditures	100-42201-3930	8,648.00
65042	RJ KOOL MIDWEST INC	FIRE #2 WASHER	Capital assets	100-42201-5110	-8,648.00
65042	RJ KOOL MIDWEST INC	FIRE #2 WASHER	Capital assets	100-42201-5110	8,648.00
65043	ROY C INC	SR CTR DOOR REPAIR	Building repair & maintenanc	100-44202-3420	190.00

Council Approval List

Payment Dates: 5/2/2023 - 5/15/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65044	SIEGFRIED FAMILY TOOLS INC	#90 CIRCUIT TESTER	Vehicle parts & supplies	100-43101-2340	74.95
65044	SIEGFRIED FAMILY TOOLS INC	WELDING PLIERS	Small tools	100-43101-2410	34.88
65045	SMITH BROTHERS DECORATIN	HEATED PAVILION REMODEL -	Controllable assets	440-44103-5120	65.55
65046	SYSCO MINNESOTA	DETERGENT	Operating supplies	100-42201-2290	93.94
65047	THE MPX GROUP	MAY HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
65048	UNLIMITED SUPPLIES INC	COUPLINGS, GLOVES, MISC	Operating supplies	100-43101-2290	105.20
65049	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.11
65049	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.24
65049	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	293.56
65049	VERIZON WIRELESS	DH, AC, M5	Phones/radios/pagers	100-44101-3210	123.33
65050	WRIGHT-HENNEPIN COOPERA	MAY ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
65050	WRIGHT-HENNEPIN COOPERA	MAY SECURITY MONITORING	Monitoring	100-41702-3145	33.95
65050	WRIGHT-HENNEPIN COOPERA	MAY PW FIRE PANEL MONITO	Monitoring	100-43104-3145	52.95
65050	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL REPAIR	Building repair & maintenanc	100-43104-3420	200.00
65051	CZARS OF TAR INC	50% DOWN EAGLE RIDGE BAS	Controllable assets	440-44103-5120	2,497.50
65051	CZARS OF TAR INC	50% DOWN FOX RUN BASKET	Controllable assets	440-44103-5120	2,497.50
65052	NCPERS GROUP LIFE INSURAN	MAY LIFE	Life Insurance	100-21714	96.00
DFT0002535	MN STATE DEPT OF REVENUE-	L1489537696	Garnishments	100-21707	355.12
DFT0002536	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002537	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,905.00
DFT0002537	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002538	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,852.16
DFT0002538	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,669.06
DFT0002538	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,640.48
DFT0002539	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,599.75
DFT0002540	PERA	Retirement-Coordinated	PERA	100-21703	7,114.65
DFT0002540	PERA	Retirement-Police & Fire	PERA	100-21703	1,181.43
DFT0002541	MN STATE DEPT OF REVENUE-	APRIL FUEL TAX	Fuel	100-43101-2230	115.14
DFT0002542	US POSTMASTER	MAY HAM LAKER POSTAGE	Postage	211-41704-2120	1,139.09
Grand Total:					140,922.63

Meeting Date: May 15, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Subject: Safety Committee Re-Appointments

Introduction/Discussion: The Safety Program for the City of Ham Lake established a Safety Committee that meets quarterly to discuss and recommend all issues relating to employee safety.

Recommendation: I am recommending the following re-appointments to the Safety Committee:

<u>Members</u>	<u>Appointment Expires</u>
Mike Raczkowski, Safety Coordinator	June 30, 2025
Jim Kappelhoff, Public Works Streets/Parks Supervisor	June 30, 2026
Andrea Worcester, Finance/Human Resource Director	June 30, 2026

****Safety Committee members have a term of 3 years.**

Meeting Date: May 15, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator, on behalf of the Code Review Committee

Subject: Chicken Ordinance

Introduction/Discussion: Councilmembers Kirkeide and Wilken of the Code Review Committee and Building Official Mark Jones were asked to review the Chicken Ordinance and have made several changes.

Recommendation: The Code Review Committee is recommending the First Reading of the Chicken Ordinance.

ORDINANCE NO. 23-XX

An Ordinance Amending ARTICLE 5, EXCEPTIONS FOR CHICKENS relating to the raising of chickens in areas zoned R-1 and RS-1, subject to certain conditions.

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

5-330 Exception for Chickens

The keeping or raising of chickens in areas zoned R-1 and RS-1 shall be allowed, subject to the following terms, limitations, and conditions.

1) The following conditions shall apply to every person who owns, controls, keeps, or maintains chickens on a residential city lot in areas zoned R-1 and RS-1:

- a) No more than 15 chickens shall be allowed.
- b) No roosters or other poultry shall be allowed.
- c) ~~The chickens shall be housed in a coop, which shall be of wood frame construction, with a pitched roof. Roofing and siding shall match the house. The chickens shall be housed in a coop of sturdy construction which is weather tight, ventilated to insure air circulation and properly sized for the number of chickens that are housed. Roofing and siding shall be similar to existing building on the property.~~
- d) The chicken coop shall be located in the rear or side yard, not in the front or street side of the lot and shall meet the same setback as the house.
- e) ~~The area in which the chickens are allowed to roam shall contain no more than 400 square feet, An outside pen or chicken run which allows chickens to roam shall be no more than 400 square feet, and shall be completely enclosed by chicken wire mesh, including mesh over the top to prevent any escape by the chickens. The frame of the enclosure shall be of wood construction, painted to blend with the colors of the other buildings, be made of decaying resistant material and the enclosure of the coop shall be maintained to present a neat and orderly appearance at all times.~~
- f) ~~At no time shall chickens be allowed out of the enclosed screened area or coop. Chickens may be allowed outside of the coop or run if the free-range area is completely fenced to prevent escape of the chicken or attacks from predators.~~
- g) So long as the structure comprising the coop is less than 150 square feet or less at the foundation level, no building permit shall be required, and the structure shall not be considered an "accessory building". The coop shall be a freestanding building, and may not be attached to or be a part of a garage or house. The coop and screened enclosure shall be located at least fifty ten feet from any well, and at least thirty ten feet from any other building on the property.
- h) ~~Removal and proper disposal of all manure shall be completed at least every four days. Manure shall not be deposited in household trash bins. Removal of manure shall be performed as needed to prevent odors and elevated ammonia levels. Manure shall not be deposited in household trash bins.~~
- i) If eggs are harvested, they may not be sold to others.

- j) Every person owning, keeping, controlling, or maintaining chickens shall be responsible for the care and the welfare of the chickens on a daily basis, and shall not violate any code, rule or regulation of any governmental entity relating to the raising of animals.
- 2) The City Council may impose additional conditions at any time, including the requirement that opaque fencing or vegetative screening be installed to prevent the coop and enclosure from being viewed by nearby residential uses. Such additional conditions may be imposed after providing notice to the person raising chickens on a particular lot and providing that person an opportunity to be heard. ~~If, however, the City, in its sole discretion, believes in good faith that the chickens on a particular lot pose a threat to public health, safety or welfare, the City may order the immediate removal of the chickens. Every person owning, keeping, controlling, or maintaining chickens shall allow unlimited access to the City's agents, without notice, for the purpose evaluating the threat of communicable diseases or other public health threat associated with the presence of the chickens. For the purpose of Code Enforcement, normal due process procedures will be followed by the City.~~

Presented the Ham Lake City Council on May 15, 2023 and adopted by a unanimous vote this _____ of _____, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: May 15, 2023

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 two 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 two 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 and Steven Schack at a pay rate of \$15.00 per hour.

Meeting Date: May 15, 2023

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator and City Engineer Collins

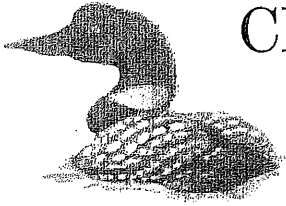
Subject: Hydrologic Boundary of parcels in Ham Lake

Introduction/Discussion: On March 1, 2023, myself, Mayor Kirkham, Councilmember Kirkeide and Engineer Collins, along with Coon Creek Watershed District officials and staff attended a meeting hosted by the Board of Water and Soil Resources (BWSR). The subject of the meeting was Ham Lake's membership in the Sunrise River Watershed Management Organization. During the meeting, the inaccuracy of the boundary between the two watershed was raised. There appeared to be agreement by all parties that it needs to be corrected. Also raised was the 2014 and 2016 boundary evaluations, and the process to amend the boundary was briefly discussed.

On April 13, 2023, Engineer Collins, Jamie Schurbon (SRWMO representative) and Coon Creek Watershed District staff met to discuss the process and options for correcting the boundary between the two watersheds. It was agreed that:

1. The 2016 evaluation would serve as the foundation for a current boundary evaluation
2. The methodology would use the height of land method for determining direction of flow.
3. The entire boundary as identified in 2016 would be reviewed and updated, including the area west of Coon Lake and south of the City boundary.
4. The City of Ham Lake Council or mayor would submit a formal request in writing to evaluate the boundary.

Recommendation: I am recommending approving the attached letter requesting that the Coon Creek Watershed District and Sunrise River Watershed Management Organization review the hydrologic boundary of parcels in the City of Ham Lake to determine if the jurisdiction of any properties need to be revised to/from the CCWD and SRWMO.



CITY OF HAM LAKE

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

May 15, 2023

Tim Kelly, Administrator
Coon Creek Watershed District
13632 Van Buren Street
Ham Lake, Minnesota 55304

Candice Kantor, Chair
Sunrise River Watershed Management Organization
5660 South Linwood Lake Drive
Wyoming, Minnesota 55092

Dear Mr. Kelly and Ms. Kantor:

The City of Ham Lake is requesting that the Coon Creek Watershed District (CCWD) and Sunrise River Watershed Management Organization (SRWMO) review the hydrologic boundary of parcels in the City of Ham Lake to determine if the jurisdiction of any properties need to be revised to/from the CCWD and SRWMO. The review is being requested to achieve an accurate alignment between the hydrologic and legal boundaries between the CCWD and SRWMO, per the Minnesota Statutes 103B.205 definition of a watershed.

Sincerely,

Brian Kirkham
Mayor

cc: Jamie Schurbon, Anoka Conservation District
cc: Tom Collins, City Engineer
cc: Ham Lake City Council

Meeting Date: May 15, 2023



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

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Item/Title/Subject: Vacation of a portion of the Drainage and Utility Easements as dedicated on Lot 12, Block 1, Timber Woods and on Lot 1, Block 1, Sherman Woods

Introduction/Discussion:

The easement as described has no public purpose. Engineer Collins has reviewed the legal description and has no issue with this vacation.

Recommendation:

I recommend approval of a Resolution scheduling a Public Hearing for June 5, 2023 to vacate a portion of the drainage and utility easements on Lot 12, Block 1, Timber Woods and on Lot 1, Block 1, Sherman Woods.

RESOLUTION NO. 23-XX

WHEREAS, the Ham Lake City Council, on its own motion, wishes to consider the vacation of the following described land in the City of Ham Lake, pursuant to Minnesota Statutes Chapter 412.851:

EASEMENT VACATION LEGAL DESCRIPTION

That portion of the drainage and utility easement as dedicated on Lot 12, Block 1, TIMBER WOODS, and on Lot 1, Block 1, SHERMAN WOODS, Anoka County, Minnesota, described as follows:

Commencing at the southeast corner of said Lot 12, Block 1; thence on an assumed bearing of North 01 degree 01 minute 10 seconds West, along the east line of said Lot 12, Block 1 a distance of 38.55 feet; thence North 57 degrees 20 minutes 19 seconds West a distance of 12.02 feet to the west line of the east 10 feet of said Lot 12, Block 1 and the point of beginning of the easement to be vacated; thence North 57 degrees 20 minutes 19 seconds West a distance of 268.19 feet to the east line of the west 10 feet of said Lot 12, Block 1; thence South 17 degrees 10 minutes 57 seconds East along said east line a distance of 37.22 feet; thence South 57 degrees 20 minutes 19 seconds East a distance of 255.74 feet to said west line of the east 10 feet of said Lot 12, Block 1; thence North 01 degree 01 minute 10 seconds West along said west line a distance of 28.84 feet to the point of beginning.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the City Clerk is directed to post in a conspicuous place in the City Hall between the dates of May 16, 2023 and June 5, 2023 and to cause publication of a NOTICE OF PUBLIC HEARING, a copy of which is attached to this Resolution, for a public hearing to be held on June 5, 2023, with publication to occur in the Star Tribune on May 18, 2023.

Adopted by the City Council of the City of Ham Lake this 15th day of May 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk

NOTICE OF PUBLIC HEARING
VACATION OF PUBLIC LAND

NOTICE IS HEREBY GIVEN, that a Public Hearing will be held before the Ham Lake City Council on June 5, 2023 at 6:01 p.m. in the City Council Chambers, City Hall, 15544 Central Avenue N.E. Ham Lake, Minnesota 55304, to hear comments and questions concerning the proposed vacation of the following described land within the City of Ham Lake, Minnesota:

EASEMENT VACATION LEGAL DESCRIPTION

That portion of the drainage and utility easement as dedicated on Lot 12, Block 1, TIMBER WOODS, and on Lot 1, Block 1, SHERMAN WOODS, Anoka County, Minnesota, described as follows:

Commencing at the southeast corner of said Lot 12, Block 1; thence on an assumed bearing of North 01 degree 01 minute 10 seconds West, along the east line of said Lot 12, Block 1 a distance of 38.55 feet; thence North 57 degrees 20 minutes 19 seconds West a distance of 12.02 feet to the west line of the east 10 feet of said Lot 12, Block 1 and the point of beginning of the easement to be vacated; thence North 57 degrees 20 minutes 19 seconds West a distance of 268.19 feet to the east line of the west 10 feet of said Lot 12, Block 1; thence South 17 degrees 10 minutes 57 seconds East along said east line a distance of 37.22 feet; thence South 57 degrees 20 minutes 19 seconds East a distance of 255.74 feet to said west line of the east 10 feet of said Lot 12, Block 1; thence North 01 degree 01 minute 10 seconds West along said west line a distance of 28.84 feet to the point of beginning.

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: May 18, 2023

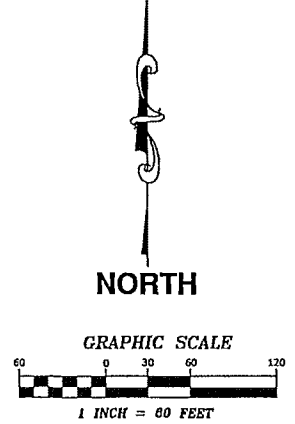
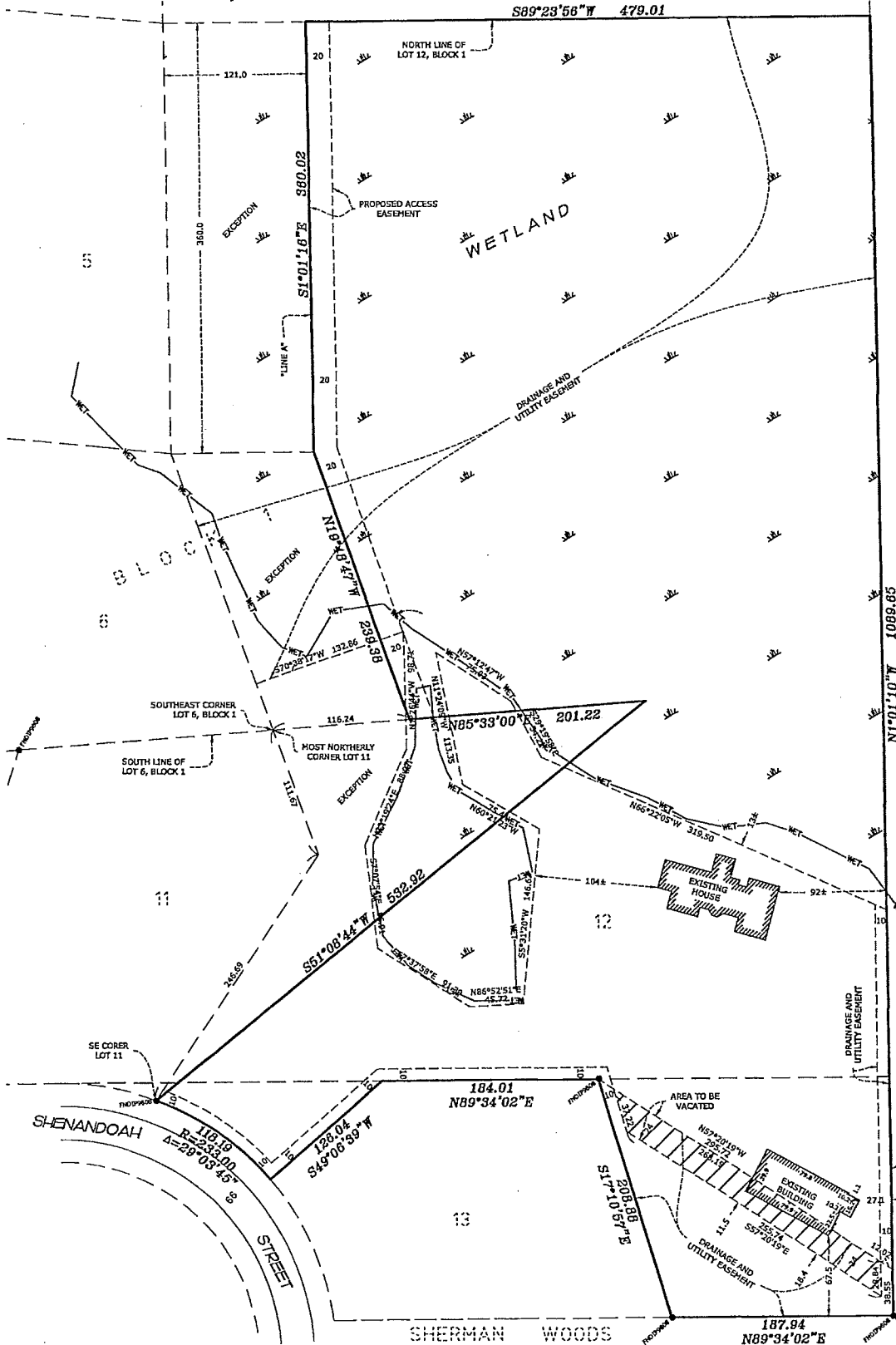
Dawnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of May 16, 2023 and June 5, 2023.

Published in the Star Tribune on May 18, 2023

SKETCH AND DESCRIPTION / EASEMENT VACATION

~for~ **TIM AND PAULA LANG**
 ~of~ **3705 139TH AVE NE**
HAM LAKE, MN



EXISTING LEGAL DESCRIPTION

Lot 12, Block 1, TIMBER WOODS, Anoka County, Minnesota EXCEPT the West 121.00 feet of the North 360.00 feet thereof, ALSO EXCEPT that part of said lot described as follows: Beginning at the most northerly corner of said Lot 11, thence North 85 degrees 33 minutes 00 seconds East, assumed bearing, along the easterly extension of the northerly line of said Lot 11, a distance of 317.46 feet; thence South 51 degrees 08 minutes 44 seconds West, a distance of 532.92 feet, to the Southeast corner of said Lot 11; thence North 33 degrees 48 minutes 41 seconds East, along the easterly line of said Lot 11, a distance of 246.69 feet; thence North 20 degrees 18 minutes 53 seconds West along said easterly line, a distance of 111.67 feet to the point of beginning, all in TIMBER WOODS, according to the recorded plat thereof, ALSO EXCEPT that part of said Lot 12 described as follows: Beginning at the southeast corner of said Lot 6; thence North 85 degrees 33 minutes 00 seconds East, assumed bearing, along the easterly extension of the southeasterly line of said Lot 6, a distance of 116.24 feet; thence North 19 degrees 48 minutes 47 seconds West, a distance of 239.38 feet to the southeast corner of the West 121.00 feet of the North 360.00 feet of said Lot 12; thence South 89 degrees 23 minutes 56 seconds West, parallel with the north line of said Lot 12, a distance of 121.00 feet to the northeast corner of said Lot 6; thence South 20 degrees 18 minutes 53 seconds East a distance of 248.41 feet to the point of beginning, all in TIMBER WOODS, according to the recorded plat thereof.

SURVEY NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 04/14/23.
- Bearings shown are on plat datum.

EASEMENT VACATION LEGAL DESCRIPTION

That portion of the drainage and utility easement as dedicated on Lot 12, Block 1, TIMBER WOODS, and on Lot 1, Block 1, SHERMAN WOODS, Anoka County, Minnesota, described as follows:

Commencing at the southeast corner of said Lot 12, Block 1; thence on an assumed bearing of North 01 degree 01 minute 10 seconds West, along the east line of said Lot 12, Block 1 a distance of 38.55 feet; thence North 57 degrees 20 minutes 19 seconds West a distance of 12.02 feet to the west line of the east 10 feet of said Lot 12, Block 1 and the point of beginning of the easement to be vacated; thence North 57 degrees 20 minutes 19 seconds West a distance of 268.19 feet to the east line of the west 10 feet of said Lot 12, Block 1; thence South 17 degrees 10 minutes 57 seconds East along said east line a distance of 37.72 feet; thence South 57 degrees 20 minutes 19 seconds East a distance of 255.74 feet to said west line of the east 10 feet of said Lot 12, Block 1; thence North 01 degree 01 minute 10 seconds West along said west line a distance of 28.84 feet to the point of beginning.

DENOTES AREA TO BE VACATED (6,287.24 S.F.)

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD
 Date: 4/17/2023 License No. 411578

DRAWN BY: RAF	JOB NO: 220567ED	DATE: 06-27-22
CHECK BY: JER	FIELD CREW: BH/BJ	
1 04-17-23	ADDED FIELD INFO.	RAF
2		
3		
NO.	DATE	DESCRIPTION
		BY

E.G. RUD & SONS, INC.
 Professional Land Surveyors
 6776 Lake Drive NE, Suite 110
 Lino Lakes, MN 55014
 Tel. (651) 361-8200 Fax (651) 361-8701



CITY OF HAM LAKE

**REQUEST FOR
AN APPEARANCE
BEFORE THE
CITY COUNCIL**

**15544 Central Avenue NE
Ham Lake, MN 55304
Phone (763) 434-9555
Fax (763) 434-9599**

Date of application 4-18-23
Date of City Council appearance _____
60-day review deadline _____

RA#95764

**APPLICANT'S
NAME** Tim Lang

**STREET
ADDRESS** 3705 159th Avenue NE

**CITY, STATE
ZIP** Ham Lake MN 55304

PHONE (daytime) 763-567-3166

NATURE OF REQUEST
Requesting Vacation of An Existing Easement

You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

[Signature] 4/18/23
Signature of applicant Date

Please attach any relevant information including maps, diagrams, and/or a descriptive narrative.

This form must be submitted to the City staff by 4:00 p.m. on the Monday prior to the Council meeting at which you will be appearing.

**CITY OF HAM LAKE
ACKNOWLEDGMENT OF RESPONSIBILITY
TO REIMBURSE EXPENSES**

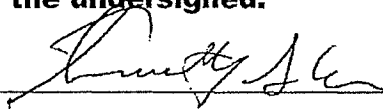
The undersigned, TIM LANG, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

EASEMENT VACATION

Type of Application

acknowledges that the sum of \$ 200, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this requires, and further acknowledges that in the event that the undersigned fails to promptly remit any amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Applicant Signature



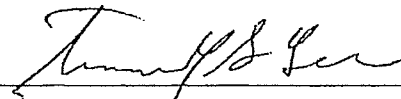
Dated

4/17/23

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

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

Property Owner Signature



Dated

4/17/23

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

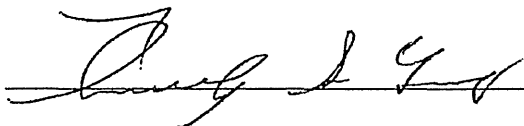
1. *If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.*

2. *The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.*

3. *The information you supply will be public and available to any entity requesting to inspect the information.*

**DATA PRACTICES ADVISORY
TENNESSEN WARNING
REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04**

SIGNED BY

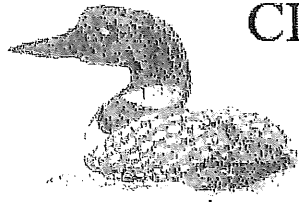
 _____

COMPANY/TITLE:

N/A

DATE:

4/17/23



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, MAY 8, 2023

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: April 24, 2023

PUBLIC HEARINGS:

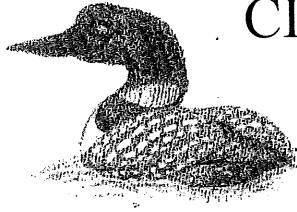
6:01 p.m. Hany Omar, YSMN Properties LLC, and Faiz Jameel and Sami Sekhi of GT Auto Sales, requesting a Conditional Use Permit to operate GT Auto Sales, an auto sales and service, car repair and auto body shop, at 16905 Baltimore Street NE

NEW BUSINESS:

1. None

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, MAY 8, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, May 8, 2023 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Scott Heaton, Jonathan Fisher and Jeff Entsminger

MEMBERS ABSENT: Commissioners Dave Ringler and Erin Dixon

OTHERS PRESENT: Building and Zoning Official Mark Jones and Building and Zoning Clerk Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Heaton, seconded by Entsminger, to approve the minutes of the April 24, 2023 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Hany Omar, YSMN Properties LLC, and Faiz Jameel and Sami Sekhi of GT Auto Sales, requesting a Conditional Use Permit to operate GT Auto Sales, an auto sales and service, car repair and auto body shop, at 16905 Baltimore Street NE

Mr. Hany Omar and Mr. Fiaz Jameel from GT Auto Sales were present. Mr. Omar stated he and his partners are interested in purchasing the 16905 Baltimore Street NE parcel, which they currently lease from the current owner but want to be sure the City approves of their plans for future business operations before they actually purchase the property. Mr. Omar stated they want to improve the visual appearance of the property to present a more positive image to the community. Mr. Omar stated the location is perfect for the business and he hopes they will be able to operate at the location for a long time. Mr. Omar stated the business currently buys and sells used cars, some of the cars have been damaged and are repaired before they are sold. Mr. Omar stated they are presenting a multi-year plan showing how and when they will add additional services, construct a fence for screening of damaged vehicles they acquire, and expand the sales display area. Chair Pogalz read a memo written by Building and Zoning Official, Mark Jones conveying that

the property is zoned Commercial Development II (CD-2); used car sales is a permitted use and auto repair is a conditionally permitted use. Chair Pogalz stated Building and Zoning Official Jones has provided a list of conditions for the commissioners to consider for this Conditional Use Permit (CUP). Commissioner Entsminger completed the inspection; a copy which is on file. Commissioner Entsminger stated the applicants have provided a three-phase plan for expanding services and modifying the parking area. Commissioner Entsminger stated there is not a fence on the property currently and there are two handicap parking spaces marked by signs posted on the building in front of them. Commissioner Lejonvarn asked how tall the proposed fence will be and how high the vehicles that will be stored inside of the fenced area are. Mr. Omar stated SUV's, vans and cars will be stored in the fenced in area; there will be no commercial vehicles. Commissioner Entsminger stated Building and Zoning Official Jones would like the commissioners to discuss business hours, especially Sunday business hours. Commissioner Lejonvarn stated motor vehicles sales are not allowed on Sundays. Mr. Omar stated business hours have been requested on Sundays to allow them to wash and detail vehicles that have been sold and scheduled for pick-up on Mondays. Mr. Omar stated he wants neighbors to be informed that there may be activity at the location on Sundays. Commissioner Lejonvarn asked for verification that no mechanical or auto body work will be done on Sundays. Mr. Omar stated that type of work will not be done on Sundays. Chair Pogalz asked Mr. Omar to explain the paint booth setup listed in Phase Two. Mr. Omar stated they would like to have a paint booth to paint and finish cars that need touching up after exterior work has been done so they don't have to transport them to another location to be painted. Commissioner Lejonvarn asked Mr. Omar to discuss the expanded parking area shown in the southeast corner in Phase Three and asked if the area would be paved. Mr. Omar stated if the business grows enough, they want to expand the sales display area; the expanded display area would be in the southeast corner of the parcel along 169th Avenue NE; it would be paved. Mr. Omar asked the commissioners if he and his partners could modify their plans related to when and where fencing was constructed. Mr. Omar stated they would like to construct fencing in the northeast corner of the lot in Phase One rather than in the northwest corner. The commissioners stated that was acceptable. Building and Zoning Official Jones stated it was acceptable to him but any natural screening removed would need to be replaced with fencing. Building and Zoning Official Jones stated he would like a completion date for when the fence would be constructed; there are currently compliance issues at the location due to outdoor storage of damaged vehicles. Building and Zoning Official Jones stated the City's motor vehicle sales lot license states all vehicles at a dealership must be capable of obtaining a license and shall be completely assembled as customarily delivered from the factory. Building and Zoning Official Jones stated GT Auto Sales LLC's request for a CUP will allow them to come into compliance with City Code in regard to storage of damaged vehicles. Commissioner Lejonvarn asked if a six-foot or eight-foot high fence would be high enough to conceal the vehicles; the City has had visual and noise issues with car dealerships in the past. Building and Zoning Official Jones stated an eight-foot fence should be high enough to screen a light-duty truck. The commissioners asked Mr. Omar when he could have the fence construction completed. Mr. Omar stated August 31, 2023.

Chair Pogalz opened the public hearing at 6:21 p.m. and asked for public comment.

Tim Mulcahy, 16915 Chisholm St NE. Mr. Mulcahy stated he has been a resident for over 30 years. Mr. Mulcahy stated he has some concerns about the proposed use of the property. Mr. Mulcahy stated Chisholm Street NE is used by the dealership as an area to photograph cars when the cars are ready to sell; cars get parked in the middle of the street and block traffic when they are being photographed. Mr. Mulcahy stated 169th Avenue NE often gets used as a test track; many of the cars are high performance cars and he believes the speed cars are driven at, is at least twice the speed limit. Mr. Mulcahy stated his neighbor, that has property right next to the lot, often has garbage from the dealership blow into his yard because the dumpster lid does not get closed. Mr. Mulcahy stated when people come to look at cars, they drive north on Baltimore Street NE to 170th Lane NE and come south on Chisholm Street NE through his neighborhood; people test driving vehicles stop on Chisholm Street NE to look under the hood and over the cars. Mr. Mulcahy stated he is asking for separation of the business from the neighborhood. Mr. Mulcahy stated an eight-foot fence may not be tall enough if all of the trees are cleared from the east side of the property; neighbors have decks facing the parcel and when the sun shines from the west onto the windshields of cars he feels it will create an issue. Mr. Mulcahy stated he does not feel GT Auto Sales has been the best of neighbors; if they are going to get permission to expand their business operations, the commission needs to look at what is happening now and correct these issues.

Chair Pogalz closed the public hearing at 6:27 p.m.

Commissioner Lejonvarn asked Building and Zoning Official Jones what type of fence he would like installed. Building and Zoning Official Jones stated he would like a sturdy fence that is code compliant. Chair Pogalz asked Building and Zoning Official Jones how often CUP's were reviewed by the City. Building and Zoning Official Jones stated CUP holders need to comply with the conditions listed on their permit; if CUP holders are not in compliance with the conditions of their permit, inspections are done and a notification is sent to them informing them of issues to address to come into compliance with the conditions of the permit. There was discussion on how the dealership could address current issues. Chair Pogalz asked Mr. Omar if a sales representative accompanied people when they test drive cars. Mr. Omar stated if a family is looking at a vehicle, the dealership holds a driver's license but does not ride with them during the test drive; if an individual is test driving a car, a sales representative will ride along with them. Chair Pogalz stated sales representatives need to be aware of the neighbors' concerns and encourage customers to do test drives on Highway 65 NE. Building and Zoning Official Jones stated Baltimore Street NE will be extended to the north in the future and will connect to a future new section of Chisholm Street NE that will outlet to Crosstown Boulevard NE; this may minimize test drive traffic in the neighborhoods near GT Auto Sales. Commissioner Entsminger stated there is not an enclosure around the dumpster currently but Phase One plans indicate one will be constructed this year. The commissioners discussed proposed Sunday business hours and what business activity could take place on Sundays. Commissioner Heaton reminded the applicants that working on vehicles outside is strictly prohibited anytime. Commissioner Lejonvarn clarified that fencing will be constructed in the northeast corner of the lot in Phase One

rather than the northwest corner and asked if there was a hard-surfaced area in the northwest corner of the property. Building and Zoning Official Jones stated the fenced areas shown in Phase One and Phase Three are currently just a dirt surface; the parking areas shown in Phases One and Two are currently paved. Building and Zoning Official Jones stated if the hard surface parking area is expanded, with either Class V or asphalt, drainage on the property will change and the applicants must contact the Coon Creek Watershed District. **Motion by Entsminger, seconded by Fisher, to recommend approval of the request of Hany Omar, YSMN Properties LLC, and Faiz Jameel and Sami Sekhi of GT Auto Sales, requesting a Conditional Use Permit to operate GT Auto Sales, an auto sales and service, car repair and auto body shop, at 16905 Baltimore Street NE subject to:**

1. **Constructing an eight-foot fence along the entire eastern property line, constructing a fenced enclosure in the northeast corner of the lot with fencing being at least six-feet high on the northern, western and southern sides, constructing an enclosure for the dumpster and striping the parking lot before any damaged or repairable vehicles can be kept outdoors on the property; repairable vehicles must be kept indoors during construction. Fence and trash enclosure construction and striping of the parking lot are to be completed by August 31, 2023.**
2. **Ensuring the primary and secondary septic areas are protected.**
3. **All damaged vehicles being parked within the screened in area and maintaining a 12-foot drive aisle between rows of cars.**
4. **No outside storage of liquids, tires, parts, etc.**
5. **No "parts" cars (vehicles bought for the sole purposes of removing parts for other vehicles).**
6. **Performing all repair work inside the building including work such as body work or replacement of headlights.**
7. **Containing and disposing of all fluids according to State and County requirements.**
8. **All auto sales activities being kept separate from the auto repair activity and adhering to all requirements of Article 7-900 for auto sales.**
9. **Business hours of 9 am to 9 pm Monday through Sunday with business activity on Sunday being limited to activity that creates no audible noise outside of the building.**
10. **Meeting all City, County, and State requirements.**

Mr. Omar stated what he heard was that they are not able to operate until the fence and the trash enclosure is constructed and striping of the parking lot is complete. Mr. Omar asked if they could operate while constructing the screened area and getting the parking lot striped. Commissioner Entsminger stated they can operate but cannot store damaged vehicles outside of the building; damaged cars must be stored inside of the building. There was discussion about how handicap parking spaces must be marked on the pavement. Mr. Omar stated they will have multiple dealers utilizing the office space in the future. Building and Zoning Official Jones stated other dealers can operate at the location as long as they are properly licensed. **All present in favor, motion carried. This application will be placed on the City Council's May 15, 2023 agenda.**

Chair Pogalz addressed Mr. Mulcahy and informed him some of his concerns are beyond the control of the Planning Commission. Chair Pogalz asked Mr. Mulcahy to contact the Anoka County Sheriff's Office if speeding continues on residential streets and to contact the City if some of his other concerns persist.

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Chair Pogalz stated the City Council concurred with the recommendation to approve the Certificate of Occupancy for ANB Auto LLC at the May 1, 2023 meeting. Commissioner Entsminger will attend the May 15, 2023 City Council meeting.

ADJOURNMENT:

Motion by Heaton, seconded by Fisher, to adjourn the Planning Commission meeting at 6:53 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk

RESOLUTION NO. 23-XX

**APPROVAL OF CONDITIONAL USE PERMIT
16905 BALTIMORE STREET NE**

WHEREAS, YSMN Properties LLC and GT Auto Sales filed an application dated April 22, 2023, Receipt #95806, requesting a conditional use permit to operate YSMN Properties LLC/ GT Auto Sales, an auto sales and service, car repair and auto body shop on property located at 16905 Baltimore Street NE. The subject property (PIN # 08-32-23-13-0029) is legally described as follows:

That part of the South 272.00 feet, as measured along the Westerly line of the plat of BIRCH VIEW ACRES, according to the recorded plat thereof, of the Southwest Quarter of the Northeast Quarter of Section 8, Township 32, Range 23, Anoka County, Minnesota, lying West of said Westerly line of BIRCH VIEW ACRES and lying Easterly of the following described centerline: Commencing at the Southwest corner of said plat of BIRCH VIEW ACRES; thence North 89 degrees 07 minutes 31 seconds West, assumed bearing along the South line of said Southwest Quarter of the Northeast Quarter, a distance of 273.41 feet to the point of beginning of the centerline to be described; thence North 0 degrees 52 minutes 29 seconds East, a distance of 72.70 feet to a point of curve; thence Northerly along a curve concave to the West having a radius of 590.41 feet, a central angle of 9 degrees 40 minutes 53 seconds, an arc length of 99.76 feet and a chord which bears North 3 degrees 57 minutes 50 seconds West to a point of reverse curve; thence Northerly along a curve concave to the East having a radius of 521.57 feet, a central angle of 10 degrees 57 minutes 07 seconds, an arc length of 99.70 feet and a chord which bears North 3 degrees 19 minutes 50 seconds West to a point of tangency; thence North 2 degrees 08 minutes 43 seconds East to a point on the North line of the said South 272.00 feet of the Southwest Quarter of the Northeast Quarter and there terminating. Subject to easements of record. (the "Property")

WHEREAS, the Property is located in the Commercial Development II (CD-2) Zoning District; and

WHEREAS, CD-2 Zoning Districts are located adjacent to the CD-1 Zoning Districts, and constitute a second tier of commercial activities along the Trunk Highway 65 corridor. CD-2 Zoning Districts also have importance in presenting a visually pleasing image to the traveling public, but are less visible from the Trunk Highway 65 roadway than the CD-1 Zoning Districts; and

WHEREAS, the intended use of the Property is for a combination auto sales and service, car repair and auto body shop; and

WHEREAS, the intended use will include the outside storage of damaged vehicles awaiting repair at the Property, but said vehicles will not include commercial vehicles and the vehicles will be screened by fencing to be installed on the Property; and

WHEREAS, the proposed hours of operation are 9am to 9pm, seven days per week, but no mechanical or auto body work will be performed on Sundays; and

WHEREAS, under Section 9-220.3 (b) of the Ham Lake City Code, used vehicle sales is a permitted use in the CD-2 Zoning District; and

WHEREAS, under Section 9-220.3 (c) of the Ham Lake City Code, automobile repair shops are a conditional use in CD-2 Zoning Districts; and

WHEREAS, pursuant to Section 9-310.2 of the Ham Lake City Code, the Ham Lake Planning Commission reviewed the conditional use application and held a public hearing at their regular meeting on May 8, 2023, and recommended approval of the Conditional Use Permit with the following conditions:

1. Constructing an eight-foot fence along the entire eastern property line.
2. Constructing a fenced enclosure in the northeast corner of the lot with fencing being at least six-feet high on the northern, western and southern sides.
3. Constructing an enclosure for the dumpster and striping the parking lot before any damaged or repairable vehicles can be kept outdoors on the property; repairable vehicles must be kept indoors during construction.
4. Fence and trash enclosure construction and striping of the parking lot are to be completed by August 31, 2023.
5. Ensuring the primary and secondary septic areas are protected.
6. All damaged vehicles being parked within the screened in area and maintaining a 12-foot drive aisle between rows of cars.
7. No outside storage of liquids, tires, parts, etc.
8. No “parts” cars (vehicles bought for the sole purpose of removing parts for other vehicles).
9. Performing all repair work inside the building including work such as body work or replacement of headlights.
10. Containing and disposing of all fluids according to State and County requirements.
11. All auto sales activities being kept separate from the auto repair activity and adhering to all requirements of Article 7-900 for auto sales.
12. Business hours of 9 am to 9 pm Monday through Sunday with business activity on Sunday being limited to activity that creates no audible noise outside of the building.
13. Meeting all City, County, and State requirements.

WHEREAS, the Ham Lake Planning Commissions meeting minutes and materials from its May 8, 2023 meeting shall be used to support the findings of fact.

NOW, THEREFORE, BE IT RESOLVED that the Ham Lake City Council hereby approves the Conditional Use Permit for the property located at 16905 Baltimore Street NE subject to the conditions and approval as recommended by the Planning Commission and stated herein, and further subject to the following condition:

1. Written receipt by the City, and approval by the City Attorney, of acknowledgement and approval of the Conditional Use Permit by the owner of the property located at 16905 Baltimore Street NE.
2. Compliance with all applicable Ham Lake City Code requirements.

Adopted by the Ham Lake City Council this the 15th day of May 2023.

ATTEST:

Brian Kirkham, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

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

Fax: (763) 434-9599

****Notice of Correction – Parcel Outline on Map Corrected****

NOTICE OF PUBLIC HEARING
CITY OF HAM LAKE
COUNTY OF ANOKA
STATE OF MINNESOTA

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, May 8, 2023 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE, for the purpose of considering the application of Hany Omar, YSMN Properties LLC and Faiz Jameel and Sami Sekhi, GT Auto Sales, requesting a Conditional Use Permit to operate GT Auto Sales, an auto sales, service and repair shop, at 16905 Baltimore Street NE, such land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

08-32-23-13-0029

That part of the South 272.00 feet, as measured along the Westerly line of the plat of BIRCH VIEW ACRES, according to the recorded plat thereof, of the Southwest Quarter of the Northeast Quarter of Section 8, Township 32, Range 23, Anoka County, Minnesota, lying West of said Westerly line of BIRCH VIEW ACRES and lying Easterly of the following described centerline: Commencing at the Southwest corner of said plat of BIRCH VIEW ACRES; thence North 89 degrees 07 minutes 31 seconds West, assumed bearing along the South line of said Southwest Quarter of the Northeast Quarter, a distance of 273.41 feet to the point of beginning of the centerline to be described; thence North 0 degrees 52 minutes 29 seconds East, a distance of 72.70 feet to a point of curve; thence Northerly along a curve concave to the West having a radius of 590.41 feet, a central angle of 9 degrees 40 minutes 53 seconds, an arc length of 99.76 feet and a chord which bears North 3 degrees 57 minutes 50 seconds West to a point of reverse curve; thence Northerly along a curve concave to the East having a radius of 521.57 feet, a central angle of 10 degrees 57 minutes 07 seconds, an arc length of 99.70 feet and a chord which bears North 3 degrees 19 minutes 50 seconds West to a point of tangency; thence North 2 degrees 08 minutes 43 seconds East to a point on the North line of the said South 272.00 feet of the Southwest Quarter of the Northeast Quarter and there terminating. Subject to easements of record.

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

DATED: April 28, 2023

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake



16905 Baltimore Street NE





CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

Phone (763) 434-9555 Fax (763) 235-1697

Date of Application 4/22/2023

Date of Receipt 4-25-23
Receipt # 95806

Meeting Appearance Dates:
Planning Commission 5-8-23

City Council 5/15/23

Please check request(s):

- Metes & Bounds Conveyance
- Sketch Plan
- Preliminary Plat Approval*
- Final Plat Approval
- Rezoning*
- Multiple Dog License*

- Commercial Building Permit
- Certificate of Occupancy
- Home Occupation Permit
- Conditional Use Permit (New)*
- Conditional Use Permit (Renewal)
- Other grandfathered for auto dealer mechanic

***NOTE: Advisory Signage is required for land use alterations and future road connections. This application also requires a Public Hearing. Such fees shall be deducted from deposit.**

Development/Business Name: YSMN properties LLC / GT Auto Sales

Address/Location of property: 16905 Baltimore, Ham Lake, MN

Legal Description of property: _____

PIN # _____ Current Zoning CD2 Proposed Zoning _____

Notes: _____

Applicant's Name: Hany Omar / Faeg Faeg / Sami Sekhi

Business Name: YSMN properties LLC / GT Auto Sales

Address 16905 Baltimore St., Ham Lake, MN

City Ham Lake State MN Zip Code 55304

Phone 612 730 7424 Cell Phone 612 730 7424 Fax _____

Email address hanyomar02@gmail.com / GT. Faeg@yahoo.com

You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

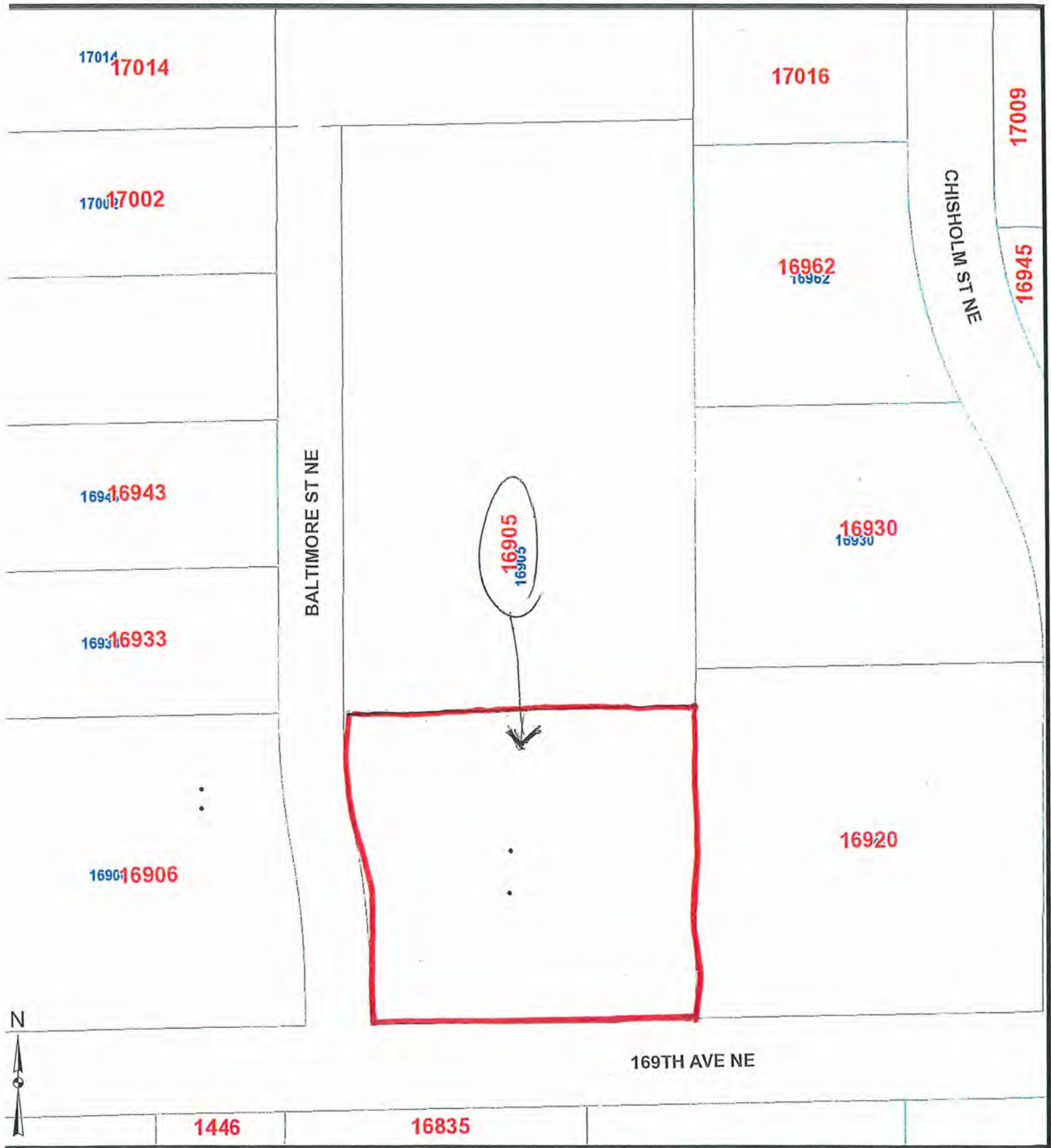
SIGNATURE [Signature] DATE 4/22/2023

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 5/8/23
City Council _____

PROPERTY TAXES CURRENT (YES) NO

Anoka County Parcel Viewer



Parcel Information:
 01-32-23-44-0001
 17340 LEXINGTON AVE NE
 HAM LAKE
 MN 55304
 Plat:

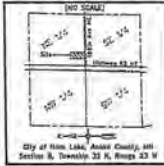
Approx. Acres: 10.38009032
 Commissioner: JULIE BRAASTAD

Owner Information:
 CLAFLIN RONALD L & CONNIE M
 17340 LEXINGTON AVE NE
 HAM LAKE
 MN
 55304

Anoka County GIS 1:1,200 Date: 5/5/2023

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

VICINITY MAP

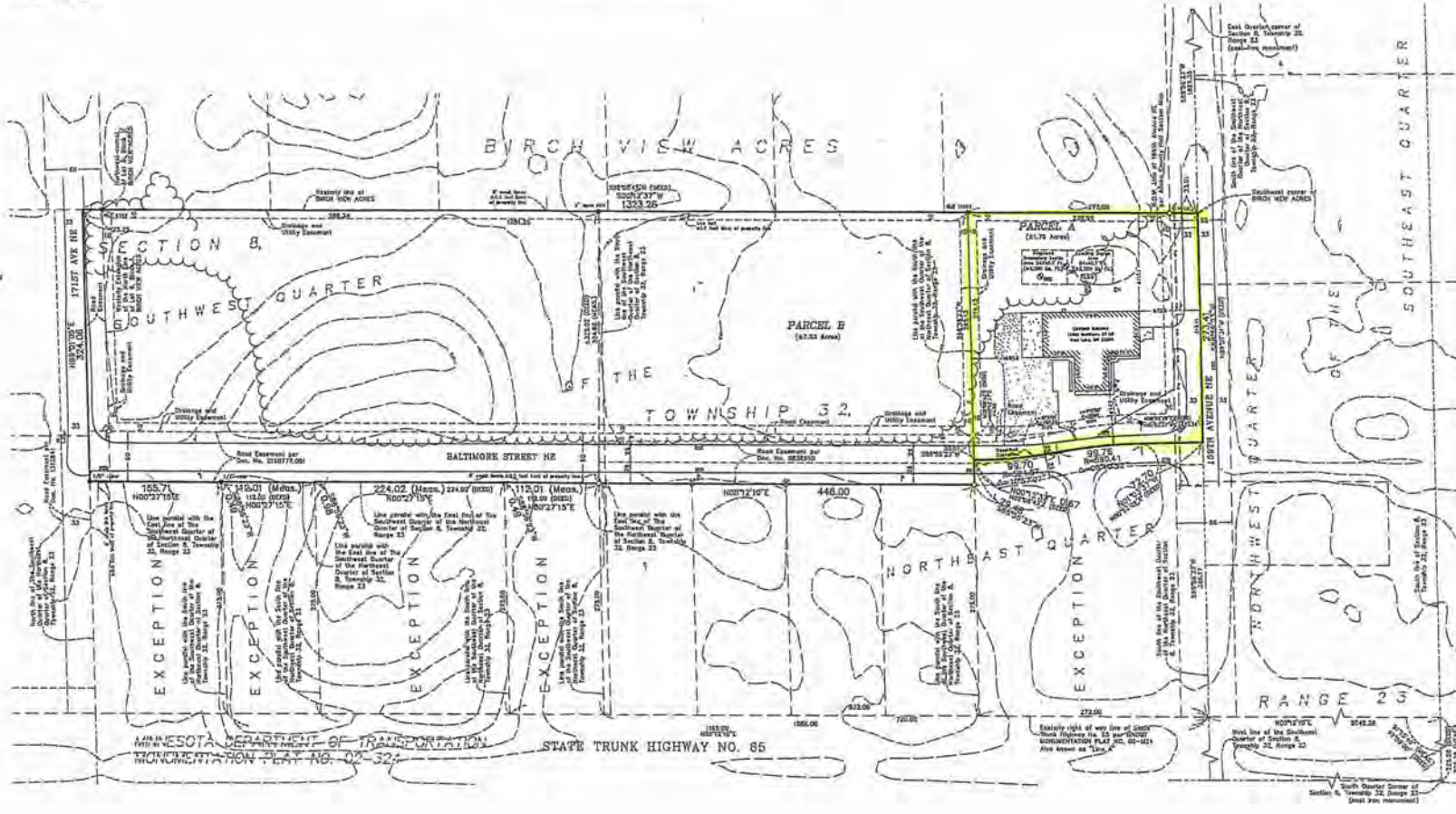


PARCEL LINE ADJUSTMENT

PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 8, TOWNSHIP 32, RANGE 23, ANOKA COUNTY, MINNESOTA

LEGEND

- - - - - Delineates Overhead Utility Lines
- ⊕ Delineates Fenced/Not Fenced Land Mark, as noted
- ⊙ Delineates Anoka County Monument, as noted
- ⊙ Delineates Fenced Iron Monument, as noted
- ⊙ Delineates 3/8" Bush by 1/4" Stud, marked with REF 24630
- ⊙ Delineates Miscellaneous Sign
- ⊙ Delineates Fenced Rod Section
- ⊙ Delineates Circuit
- ⊙ Delineates Existing Well
- ⊙ Delineates Utility Pole
- ⊙ Delineates Well Box
- ⊙ Delineates Telephone Pole
- ⊙ Delineates Electric Pole
- ⊙ Delineates Catch Basin
- ⊙ Delineates Gas Meter
- ⊙ Delineates Sewer Backflow
- ⊙ Delineates Ground Surface
- ⊙ Delineates Concrete Surface
- ⊙ Delineates Bituminous Surface
- ⊙ Delineates Existing 2 Ft. Contour per 2015 LDMR
- ⊙ Delineates Proposed Primary/Secondary Septic Area



SITE DATA

TOTAL SITE AREA	94.29 AC.
PARCEL A AREA	26.76 AC.
(LESS ROAD EASEMENT)	21.41 AC.
PARCEL B AREA	67.53 AC.
(LESS ROAD EASEMENT)	55.25 AC.

- GENERAL NOTES:
- Boundary shown herein are based on the South line of the Southwest Quarter of the Northeast Quarter of Section 8, Township 32, Range 23, which is located in Assn 58252215E.
 - The north-south line of any line for State Trunk Highway No. 85 per MINNESHOTA DEPARTMENT OF TRANSPORTATION MONUMENTATION PLAT NO. 02-32 was used for "Line A".
 - Days and nights may vary along the boundary property line. The owner's records may wish to provide this matter further, as to its dimension and the source, this may vary.

CARLSON MCCAIG
ENGINEERING SURVEYING ENVIRONMENTAL

3550 PISCATAWAY DR NW
SUITE 100
BLAINE, MN 55449
763.264.3200
FAX: 763.264.3210
CARLSONMCCAIG.COM

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Professional Seal

Professional Name: **Steve F. Hayes, L.S.**
Signature: *Steve F. Hayes*
Date: **08/21/23** License #: **54815**

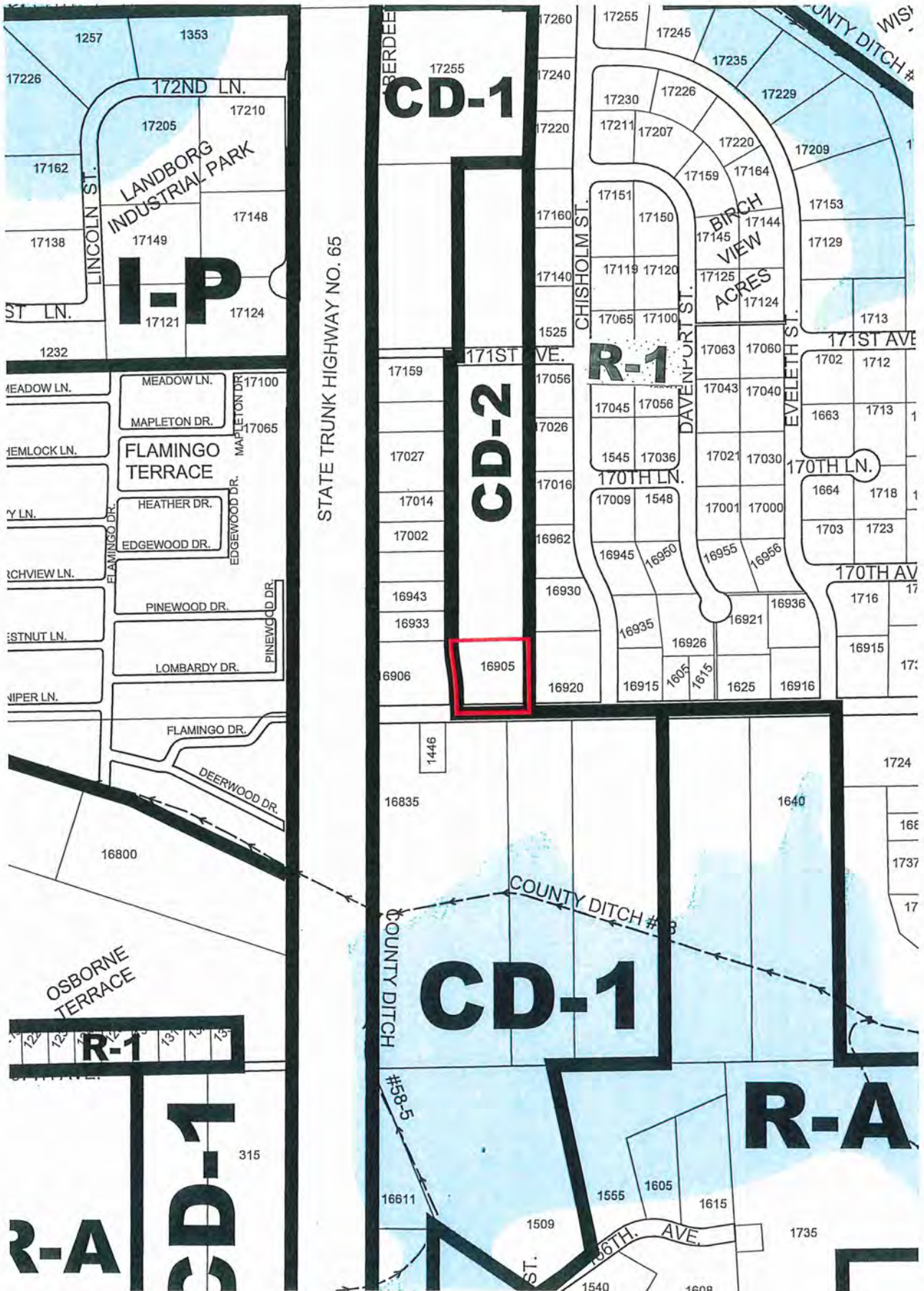
OWNER: **HJR FAMILY L.L.P.**
ADDRESS: **16905 Baltimore Street NE Ham Lake, Minnesota 55304**

PROJECT: **Parcel Line Adjustment**

ISSUE DATE: **08/22/23**

16905 Baltimore Street NE Ham Lake, Minnesota 55304

PARCEL LINE ADJUSTMENT



CD-1

I-P

CD-2

R-1

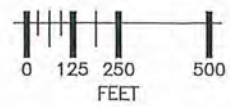
CD-1

R-A

R-A

CD-1

STATE TRUNK HIGHWAY NO. 65



May 8, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building Official

**Subject: Conditional Use Permit for GT Auto Sales for auto repair at 16905
Baltimore St. NE**

Introduction/Discussion:

Currently GT Auto Sales is operating a used car sales lot. The property is zoned Commercial Development II (CD-2). GT Auto Sales also wants to offer auto repair services. Auto sales is a permitted use for CD-2, auto repair requires a Conditional Use Permit (CUP).

Per Article 7-905.E and 7-905.F, a business holding a Motor Vehicle Sales Lot License, must ensure *all motor vehicles be currently capable of obtaining applicable licenses, and all motor vehicles shall be completely assembled motor vehicles as customarily delivered from the factory. No junk cars, parts stockpiling or storage of dismantled cars shall be permitted.* GT Auto Sales obtains some vehicles that require repair prior to selling them and wants to be able to do the repair work on-site. They will be providing a screened in area to store damaged vehicles waiting to be repaired. GT Auto Sales plans to phase in service offerings and modify the parking configuration and fencing in each phase per what is stated in the narrative and shown on the sketches in the packet.

Recommendation:

I recommend approval of the Conditional Use Permit (CUP) for GT Auto Sales with these conditions:

1. That all damaged vehicles be parked within the screened in area and that a 12-foot drive aisle be maintained between rows of cars.
2. No outside storage of liquids, tires, parts, etc.
3. No "parts" cars (vehicles bought for the sole purposes of removing parts for other vehicles)
4. All repairs to be done inside the building. This includes any type of repair work such as body work or replacement of headlights.
5. All fluids to be contained and disposed of according to State and County requirements.
6. That proper screening be provided between commercial and residential property and that the primary and secondary septic area and septic tanks be protected.
7. That all auto sales activities be kept separate from the auto repair, and all requirements of Article 7-900 be adhered to for auto sales.
8. Meeting all City, county, and State requirements.
9. Work hours. I suggest the Planning Commission discuss proposed work hours, especially proposed hours on Sunday.

To whom it may concern
City of Ham Lake

Date: 4/22/2023

This plan / form is for the Property.

16905 BALTIMORE ST NE HAM LAKE, MN, 55304

Currently the property is being used to buy and sell new / used cars / vehicles. The future plan is to buy/sell used and new cars/vehicles plus vehicle repair.

Vehicle repair will include: Mechanical work, Body repair, Oil change, detailing, paint and tires. Such services will be opened as potentially separate entities on the premises to provide full repair service for damaged vehicles.

Current employees: total count is 4

Future employees: total count is 7 however we are expecting 4 employees to be available per shift. For example: Mechanic shop (1), Body Shop / paint booth (3), oil change (1), Detailing (1), Tire shop (1)

Current Customers: 5 per day

Potential future customers: 10 per day (not at same time)

Current work days: Mon thru Sun

Current work hours: Start at 9 am and end by 6 pm

Future work days: Mon thru Sun

Future work hours: start at 9 am and end by 9 pm

Our plans to get the place setup for such services submitted via multiple drawings.

Phase 1 (drawing 3): in 2023

- Build a fence 6 feet high Wood or Chain-link fence to house damaged vehicles in the northwest corner of the parcel. The ground will be covered with grade 5 surface
- Build wood fence 6 feet high around trash container
- Get approval for Mechanic, Body shop, Oil change, Detailing and tire shop

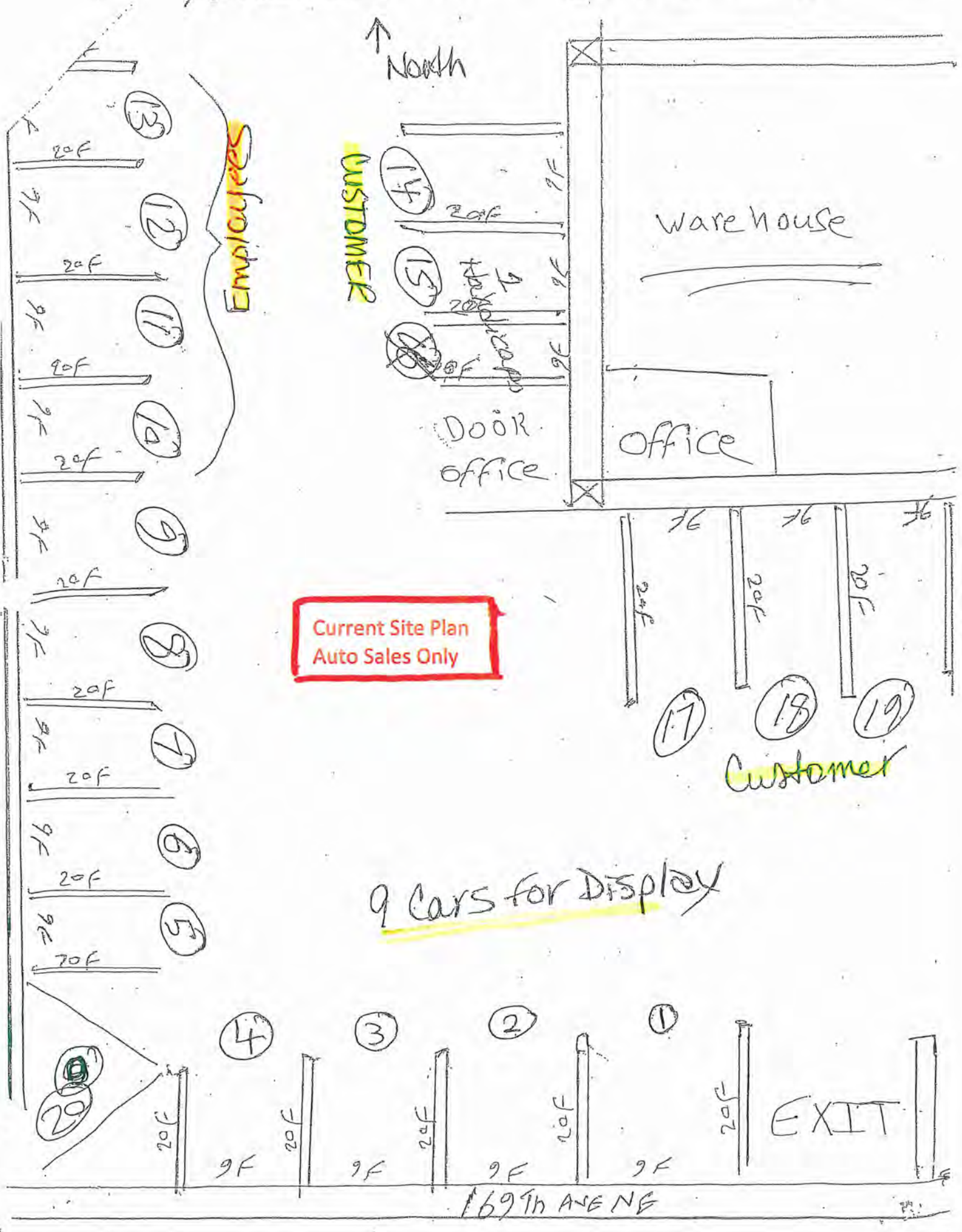
Phase 2 (drawing 4): 2024

- Setup paint booth
- Extended fence that is 6 feet high wood or chain-link fence around the perimeter of the lot to give privacy to the property.
- Setup 3 separate offices. This means the site will have up to 5 separate dealer licenses.

Phase 3: 2025 or after

- Based on business growth, the fence will be moved to the north east corner of the parcel so property West and South sides (facing streets) would be used to display vehicles. The ground for the displayed vehicle will be asphalt however the ground for the fenced area will be covered with grade 5 surface.

16905 Baltimore - GT Auto Sales

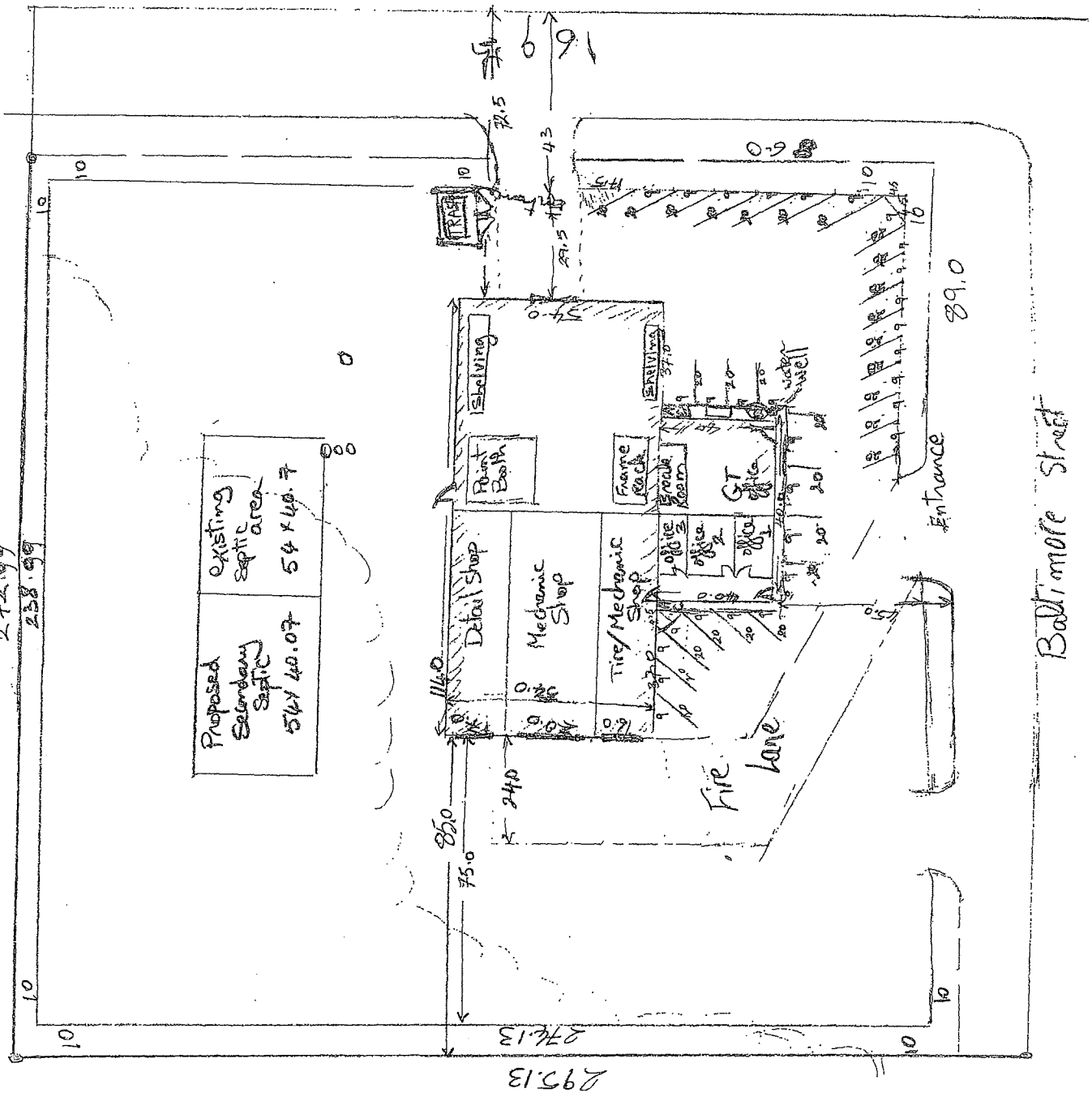


Current Site Plan
Auto Sales Only

9 Cars for Display

Current

2-12-1977
258.99

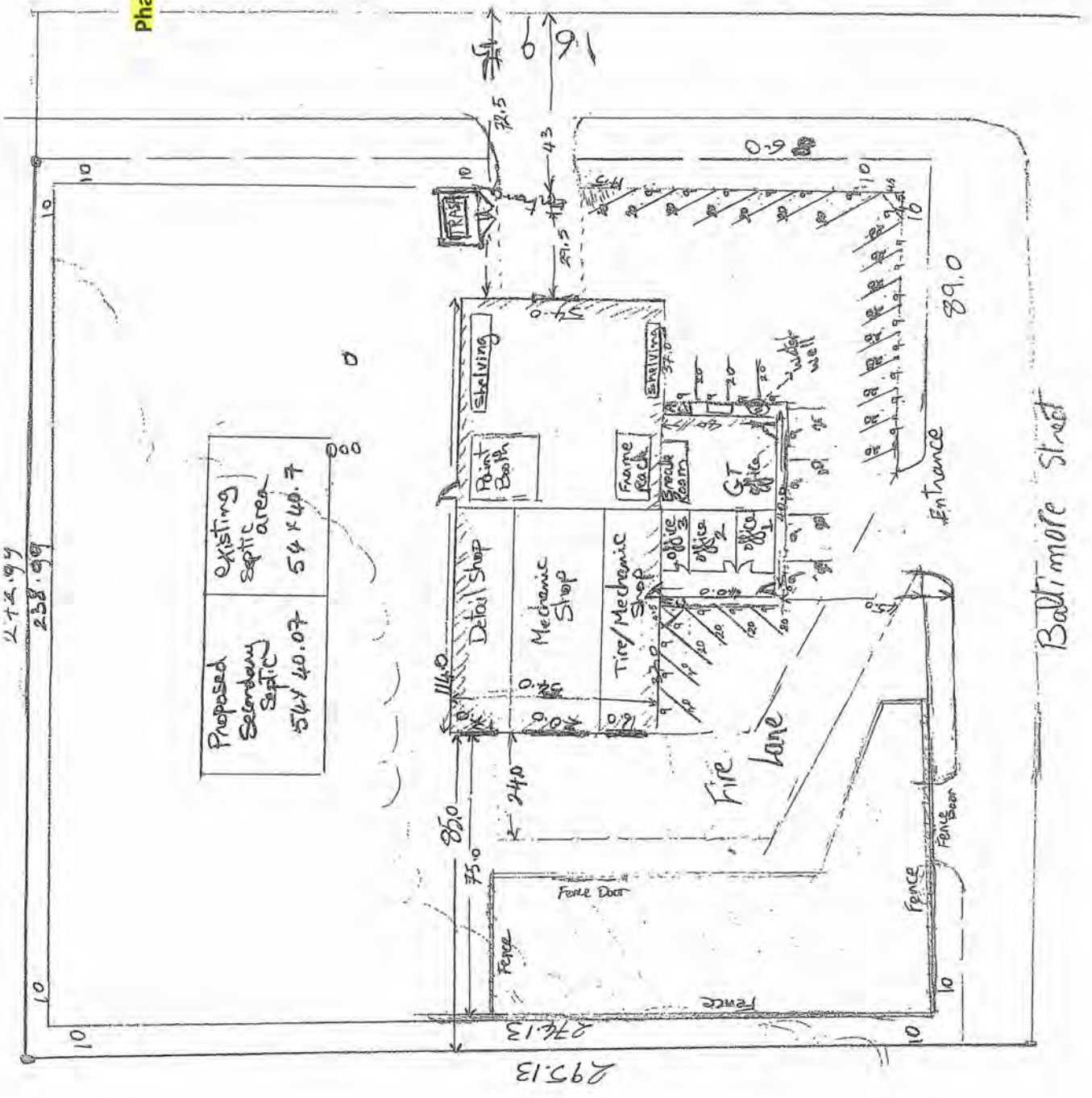


Baltimore Street

Phase 1

2-7-2-1974
238.99

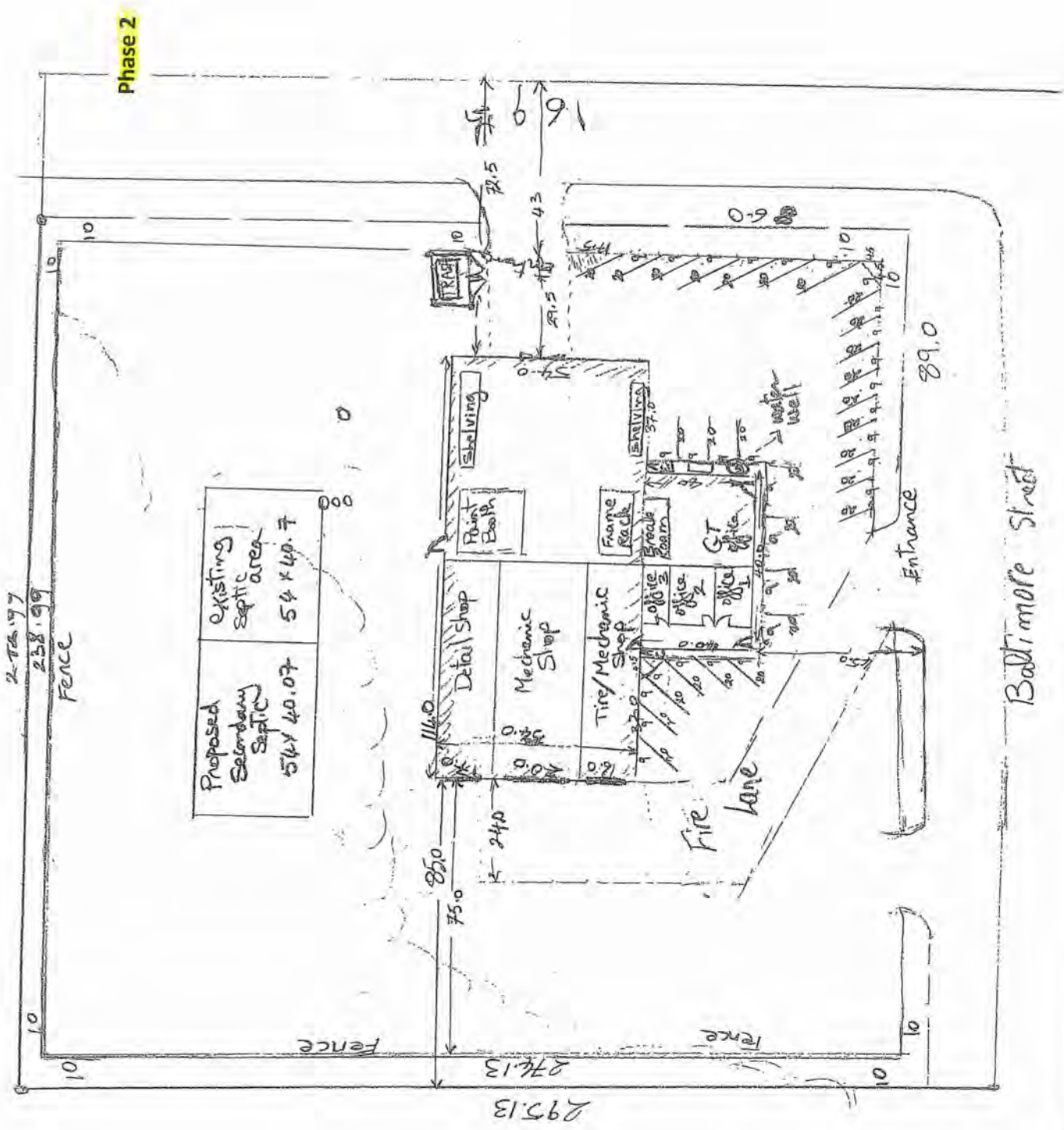
Phase 1



Phase 2

Handwritten notes:

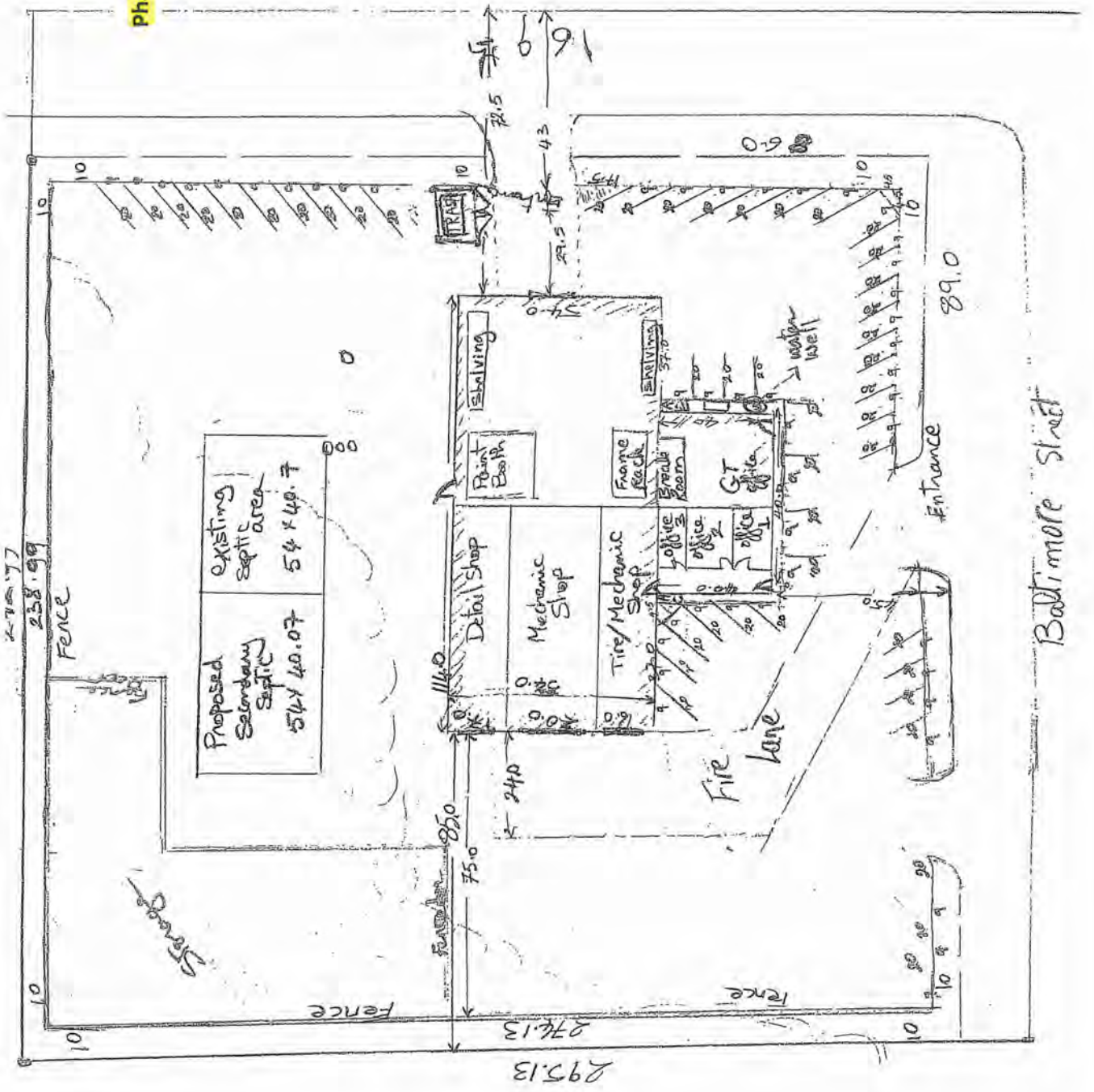
- 1. No change
- 2. No change
- 3. No change



Phase 2

Baltimore Street

Phase 3



278.77
258.99
Fence

Proposed Secondary Septic
54 x 40.07

Existing Septic Area
54 x 40.7

Detail Shop

Mechanic Shop

Tire/Mechanic Shop

Lobby

Office

GT Office

Frame Room

Break Room

Paint Booth

Sanding

Exhausts

water well

Fire lane

Entrance

89.0

Phase 3

Phase 3

Baltimore Street

295.13

276.13

850

750

240

116.0

116.0

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Privacy Wood Fence



Privacy Link Chain Fence



Excerpt from Article 7 of the Ham Lake City Code

...

7-900 Motor Vehicle Sales Lots

7-901 License Required

A license shall be required for any person operating a motor vehicle sales lot. Application for such license shall be made in writing to the City Clerk on such form as the Clerk may from time to time designate and shall include such information as may be required by the Clerk including the following:

- A. The correct legal description of the premises.
- B. The name and address of the applicant and owner of the land.
- C. The number of motor vehicles intended to be displayed thereon.
- D. Such other information as may be required by the City Council.

7-902 Prohibited Conduct

It shall be unlawful within the City of Ham Lake for any person to conduct the business of a motor vehicle sales lot unless he meets the requirements of this Ordinance and other applicable provisions of the City Code except that the owner or lessee of any premises may offer to show one motor vehicle for sale on those premises as long as the business of a motor vehicle sales lot is not engaged in on those premises.

7-903 Definitions

Whenever used in this ordinance unless a different meaning appears from the context, the following definitions shall be applied.

- A. **Motor Vehicle Sales Lot**
Premises outside a building whereon one or more motor vehicles are offered for sale.
- B. **Motor Vehicle**
The word motor vehicle shall include passenger cars, snowmobiles, trucks, motor scooters, motor cycles, trailers, and all other equipment customarily moved on and touching the streets and highways.

7-904 Fee. An annual license fee shall be charged.

7-905 Additional Requirements

The following requirements shall be followed:

- A. There shall be sufficient space provided so that the total space will accommodate each motor vehicle parked, stored, or displayed as determined by the City Council.
- B. The parking, storing, and display area shall be paved, according to the recommendations of the City Engineer.
- C. Lighting shall be such as not to disturb the users of adjoining land.
- D. Any signs constructed shall conform to the requirements of the City Code.
- E. All motor vehicles be currently capable of obtaining applicable licenses, and all motor vehicles shall be completely assembled motor vehicles as customarily delivered from the factory.

- F. No junk cars, parts stockpiling or storage of dismantled cars shall be permitted.
- G. Such other requirements as the City Council may impose.

7-906 Insurance

No license shall be issued hereunder unless there is in full force and effect a liability insurance policy issued by an insurance company authorized to do business in the State of Minnesota covering all vehicles to be driven by prospective customers and others members of the public with limits of one hundred thousand (\$100,000) dollars for bodily injury to any one person. Three hundred thousand (\$300,000) dollars for each accident and fifty thousand (\$50,000) dollars property damage.

Excerpt from Article 9 of the Ham Lake City Code

9-220 Mercantile Districts The land uses described in Article 9-220 are intended to be applicable to developments which utilize subsurface sewage treatment systems (SSTS), and to developments which use approved combined sewage treatment systems. All building permits and Certificates of Occupancy in the Mercantile Districts shall require the review and approval of the City Council, after review and recommendation by the Planning Commission, excepting building permits and/or certificates of occupancy being issued for an alteration to an existing structure under circumstances in which the land use will be unchanged, and in which the alteration will not materially affect parking requirements, stormwater runoff, traffic, sewage treatment needs or aesthetics.

9-220.1 Standards Common to All Mercantile Districts

The following standards shall apply to all of the mercantile districts as listed in Article 9-220.

- a) **Paving** All parking lots, drives and surfaces upon which the general public and employees shall have access shall be paved according to specifications to be established by the city's engineer;
- b) **Drainage** Surface water drainage and ponding needs shall be implemented in the manner directed by the city's engineer;
- c) **Landscaping** Landscaping shall be implemented in the manner provided in Article 11-1800;
- d) **Setbacks for Paved Areas** There shall be a ten-foot setback between any lot line and the back of curb of any parking lot or driveway, and a six-foot setback between the back of curb of any parking lot and any building;
- e) **Buffering** When any mercantile land use is located adjacent to a residential area, it shall be screened by opaque fencing, vegetation, or both;
- f) **Refuse Containers** Refuse containers shall be stored in locations which are completely screened from outside view; hazardous materials shall be stored and disposed of in the manner provided by law;
- g) **Parking Lots and Lighting** Off-street parking shall be provided for the general public and employees. The *Zoning Officer* shall maintain a schedule of parking requirements, to be ratified from time to time by resolution of the City Council, to serve as the general guideline for the establishment of parking requirements, subject to modification by the City Council where merited. Security lighting shall be permitted, and may be required on review of site plans, but shall be

directed away from adjacent properties. No light or combination of lights that cast light upon a Residential Land Use shall exceed 4-foot candle meter reading as measured at the residential property line. All measurements shall be made after dark at the property line or edge of roadway.

- h) Off-Street Loading** All deliveries and bulk pickups of merchandise, inventory and supplies shall be made to loading facilities preferably located in the rear of the building, which loading facilities shall be sufficient to enable the prompt and safe transfer of goods.
- i) Signage** All signage shall conform to the provisions of Article 11-300.
- j) Special Considerations** Notwithstanding the limitations as to building styles, construction types and exterior treatments, the City Council, after Planning Commission review, may depart from strict adherence to the standards found in Article 9-220, where special conditions merit such departure, and where certain standards are met. Such special conditions and standards may include, without limitation, the following items.

 - i)** The departure is not being requested for purely economic reasons;
 - ii)** The nature of the business is such that it requires a specific type of building construction in order to improve the business function, such as requirements for sunlight, specialty equipment, interior lighting or the like;
 - iii)** The business is a permitted or conditional use in the zoning district;
 - iv)** The applicant proposes the usage of special aesthetic treatments which provide a superior exterior view, such as landscaping, vegetation screening, berming, or the like;
 - v)** The property contains unusual topography, mature vegetation or other features which can be preserved or enhanced to produce an overall superior appearance;
 - vi)** The property contains unusual accessibility problems to or from adjacent roadways;
 - vii)** The applicant offers to implement more stringent design limitations in certain site plan features than would normally be required, in exchange for being

permitted less stringent design limitations in other site plan features.

- k) **Outside Storage** Outside storage and activities for areas zoned CD-3, CD-4, Industrial Park (I-P) and Light Industrial (I-1) shall be as specifically detailed in the Code Sections dealing with those land uses (Articles 9-220.4 through 9-220.7). For areas zoned CD-1 and CD-2, the following provisions shall apply to outside storage, excepting Fireworks sales and storage, which are governed by the provisions of Article 9-330.6. **Unless specifically permitted by this Article 220.1(k), no Outside Storage shall be allowed in any area zoned CD-1 or CD-2.**

1) **Definitions**

- aa) **Outside Storage** – personal property (not fixtures) that are located within the Approved Property Lines of any parcel bearing a CD zoning classification, but which are found outside of an enclosed, roofed building (including temporary structures). Outside Storage does not include Refuse Containers, customer vehicles, employee vehicles parked while the employee is on duty, delivery vehicles while in the process of delivery or pickup, construction materials or vehicles being used in an active construction project on the parcel, legal signs or banners, or legal temporary structures. Except where specifically excepted, Outside Storage does include inventory of the business occupying the parcel.
- bb) **Inventory** - goods, except Vehicle Inventory, that are offered for sale in the ordinary course of business of any business occupying the parcel. For auto repair shops, inventory shall also be deemed to mean passenger vehicles or pickup trucks awaiting repair services.
- cc) **Vehicle Inventory** – Automobiles, Trucks, Trailers, Manufactured Homes, Recreational Vehicles, Campers, Camper Tops, Truck Toppers, Boats or other wheeled conveyances that are offered for retail sale at a legal business location whose primary business is the retail sale of one or more of the above items. Rental equipment that may be offered for sale is not Vehicle Inventory. Vehicle Inventory that bears obvious signs that the vehicle is not presently capable of being legally operated or conveyed on a public road is not Vehicle Inventory, including, but not limited to vehicles lacking wheels or inflated tires, operable drive train components, broken windows or lights, required current vehicle registration, missing body parts, such as fenders, doors, hood lids, trunk lids, bumpers, lights or trim.

- dd) **Aesthetically Screened Outside Storage** - Inventory or Vehicle Inventory behind an opaque barrier constructed of masonry or brick, attached to and matching or complementary to the main building, and of sufficient height and design so as to give the appearance that the barrier is a part of the main building. No object shall be stored inside of such a barrier if the object protrudes above the height of the barrier. Any gates through the barrier shall be opaque and of aesthetic design.
- ee) **Limited Outdoor Displays** - Temporary displays of merchandise which are normally sold or displayed from within an enclosed retail store location, but which are temporarily placed not more than ten feet from an outside wall of the main retail sales building during business hours, and then returned to inside storage during non-business hours.”
- ff) **Improvement Stores** – Businesses that have as their primary source of revenue the retail sale of plants, seeds, landscaping supplies, produce, or yard statuary.
- gg) **24-Hour Convenience Stores** – Businesses that sell gasoline at retail, and, from the same store location, also sell groceries, auto supplies, sundries, over-the-counter medications and personal products, sundries and other items for human consumption, and which remain open for business at all times of every day.
- hh) **Approved Property Lines** – Are the outside perimeter of the real estate parcel or parcels which were shown on the site plan used for the initial municipal approval of a certificate of occupancy or conditional use permit for a particular operation.
- ii) **Pool Stores** – retail stores that engage in the retail sales of above ground or below ground recreational swimming pools that contain electric filtration devices providing water circulation and filtration in the pool, and under conditions where an inventory of above ground or in ground swimming pools is maintained, connected by water and electricity to a source originating in a permanent retail building located on the same parcel. A Pool Store shall not be considered a retail store for the purposes of determining permitted uses under Article 9-220.2 (b) or 9-220.3(b).
- jj) **Screened Outside Storage** – is Inventory or Vehicle Inventory behind an opaque barrier constructed of wood, metal, plastic, masonry, brick or earthen berm, or which is behind an opaque barrier composed of existing buildings or other structures on the property, or which is behind a semi-opaque barrier of vegetation that substantially conceals the storage from outside view.

2) Permitted Outside Storage

- aa) Vehicle Inventory is permitted Outside Storage on any CD-1 or CD-2 parcel in connection with a business that is legally permitted to sell Vehicle Inventory. If specifically permitted by the conditions of any Conditional Use Permit or Temporary Conditional Use Permit for any such parcel, vehicles that do not meet the definition of Vehicle Inventory may also be permitted Outside Storage.
- bb) Aesthetically Screened Outside Storage is permitted outside storage if used as a condition of approval of any site plan, Conditional Use Permit or Temporary Conditional Use Permit on any CD-1 or CD-2 parcel in connection with the new construction of a main commercial building on the parcel.
- cc) Limited Outdoor Displays are permitted Outside Storage in both the CD-1 and CD-2 districts. If the business is a 24-Hour Convenience Store, the Limited Outdoor Display need not be moved indoors, but the business shall at all times maintain a clear pedestrian path on sidewalks that is at least 36 inches in width.
- dd) Inventory is permitted Outside Storage for Improvement Stores and Manufactured/Prefabricated Structure Sales but must be separately identified on the initial site plan submitted with the initial request for certificate of occupancy or conditional use permit, and must be stored only in conformance with that site plan. Bins or containers housing the Inventory shall also be permitted Outside Storage for Improvement Stores and Manufactured/Prefabricated Structure Sales as shall be other items necessarily incident to the storage, maintenance or protection of the Inventory.
- ee) No Outside Storage shall be permitted for any business unless the storage is within the Approved Property Lines.
- ff) Pool Stores may display above ground or below ground swimming pools as Permitted Outside Storage only on property under conditional use permit, subject to conditions to be established by the City Council, which must include, at a minimum, the following:
 - 1) Pool water must be maintained in a sanitary condition;
 - 2) Below ground pools must be surrounded by code-compliant fencing;
 - 3) Above ground pools must be constructed in a code-compliant method relative to either fencing or sufficient elevation to prevent accidental entry into the pool;
 - 4) Adequate security fencing around the storage display area must be installed to discourage after-hours entry into the pool storage area;

- 5) Reasonable screening from outside view shall be installed;
 - 6) All sources of water and electricity shall be connected to the pools in a code-compliant manner;
 - 7) Only pools that are intended for use with circulating filters shall be permitted outside; no "kiddy pools", wading pools or inflatable pools shall be permitted to be displayed outside.
 - 8) Winter storage of outside pools shall be done in a manner that covers the pool surface and prevents the accidental entry into the pool;
- gg) Screened Outside Storage is permitted outside storage if used as a condition of approval of any site plan, Conditional Use Permit or Temporary Conditional Use Permit on any CD-1 or CD-2 parcel involving pre-existing main buildings or structures that:
- 1) Historically utilized outside storage in connection with business operating on the property, and which uses were never abandoned;
 - 2) Do not involve replacement or major remodeling of the existing structures, but utilizes the existing structures for the business to be operated;

Approval of Screened Outside Storage is discretionary with the City Council.

- hh) **Revocation** All permits and certificates of occupancy issued in the mercantile districts are subject to revocation under the provisions of Article 9-240.

- 3) **Office/Warehouses** Office/Warehouse is a term given to a structure that is designed to have office space in front, behind which is situated an open bay or bays, with the office and bay space to be occupied by a single business. The office space and the bay space may also include area for retail sales. The bay space may also be used for manufacturing, other industrial activity, or warehousing. Building Permits may be issued for Office/Warehouses in any Mercantile District as found in Article 9-220. However, specific uses within each Office/Warehouse are subject to the Permitted Use, Conditional Use and Temporary Conditional Use restrictions for the given zoning district in which the Office/Warehouse is constructed. The issuance of a building permit for an Office/Warehouse does not confer upon the property owner the right to use any portion of the structure in a manner inconsistent with the use restrictions for the zoning district in which the structure is located. All new tenants or occupants of any Office/Warehouse must observe the same conditions for site plan or other approval, as would any other occupant. Further, if the zoning district in which the Office/Warehouse is to

be constructed contains restrictions on building materials or design, those restrictions must be followed. No outside storage unless permitted by Conditional Use Permit, Temporary Conditional Use Permit, or by the given zoning district in which the Office/Warehouse is constructed.

9-220.2 Commercial Development I (CD-1)

The CD-1 zone is intended to apply to certain commercial uses on lands abutting the city's only major thoroughfare, Trunk Highway 65. In that these lands have high visibility to the traveling public, it is considered important to the preservation of land values in general, as well as important to the continuing ability of the city to generate the establishment of quality commercial development and the concomitant tax and employment base, that structures in the CD-1 zones observe specific construction and aesthetic standards, which are listed below. No usage shall be permitted in the CD-1 zone which does not observe the standards found in Article 9-220.2 (a) below.

a) Standards for Site and Building Construction

- i) Except for structures housing public utility feature, no metal or pole-type building shall be permitted;
- ii) Exterior wall surfaces shall be of brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco, architectural metal panel with hidden fasteners, or wood framed with horizontal lap siding;
- iii) No galvanized surfaces shall be permitted, either on roofs or siding;
- iv) All roofs shall be colored and shall incorporate a minimum 18-inch soffit on the eave edge of the roof;
- v) All roofs shall have a minimum 12-inch overhang on the gable ends;
- vi) All roofs have a minimum 6-inch fascia;
- vii) Standing metal seam roofing shall be permitted (minimum 24-gauge, non-galvanized);

b) Permitted Uses (Including uses that are ancillary to the main use)

- Clubs and Lodges
- Medical Facilities
 - Assisted Living Facilities
 - Chiropractic
 - Clinics of all medical disciplines
 - Dental
 - Diagnostic Facilities
 - Hospitals
 - Laboratories

- Nursing Homes
- Residential Treatment Centers
- Treatment Rooms and Centers
- Veterinary Clinics
- Hotels, Motels and Lodging Houses under Article 11-1100
- Light Manufacturing, defined as follows: The fabrication or processing of goods for sale to retailers, wholesalers, other manufacturers or at retail that takes place entirely within an enclosed building and that meets the following criteria:
 - a) The business does not generate any noise, odor or vibration detectable from adjoining properties, other than that which occurs in the normal course of business during shipping and receiving activities;
 - b) There is no outside storage of any item except Aesthetically Screened Outside Storage as defined in Article 9-220(k)(1)(dd) of this Code.
 - c) No outside cranes or booms are located on the site;
 - d) Retail sales of the business products can occur on the premises if the commodities are the commodities manufactured on site.
- Offices and Office Buildings
- Office Warehouses
- Park and Ride Lots
- Post Offices
- Public Utilities (metal or pole type construction allowed)
- Recreational Facilities (indoor unless noted)
 - Batting Cages
 - Billiard Parlors
 - Bowling Alleys
 - Dance/Gymnastic Studios
 - Health Clubs
 - Martial Arts Studios
 - Miniature Golf Courses (outdoor)
 - Paintball or Laser Tag Facilities
 - Parks (outdoor/publicly owned)
 - Roller Skating Facilities
 - Shooting Range
 - Skateboard Facilities
 - Virtual Golf Facilities
- Restaurants, including liquor service
- Retail Facilities - engaged in the sale of goods (Excluding Motor Vehicle/ Boat/RV/Camper Sales), from freestanding one-store locations, shopping centers, strip malls or enclosed malls, including, but not limited to:
 - Antique Stores
 - Appliance Stores

- Automobile Parts Stores (new parts only)
- Bakeries
- Bicycle Stores
- "Big Box" Stores (subject to Article 9-400)
- Book Stores
- Butcher Shops/Meat Markets
- Camera Stores
- Candy Stores
- Carpet Stores
- Clothing Stores
- Coin Stores
- Convenience Stores
- Cosmetic Stores
- Discount Stores
- E-Cig Stores
- Electrical, HVAC and Plumbing Equipment Stores
- Electronics Stores
- Fireworks (under Article 9-330.6)
- Floral Stores
- Furniture Stores
- Gift Shop
- Grocery Stores
- Hardware Stores
- Health Stores
- Hobby/Game Stores
- Housewares Stores
- Improvement Stores (Lawn & Garden) as defined in Article 9-220.1 (k)(1)(ff)
- Jewelry Stores
- Liquor Stores
- Luggage Stores
- Music Stores
- Office Supply Stores
- Optical Supply Stores
- Paint/Wallpaper Stores
- Pet Stores
- Petroleum product sales (excluding vehicle repair)
- Pharmacies
- Shoe Stores
- Sporting Goods Stores
- Souvenir Stores
- Thrift Stores
- Tobacco Stores
- Video Stores
- Schools and Colleges
- Service Businesses with no outside storage or displays

- Service Businesses
 - Appliance Repair Shops
 - Barber Shops
 - Beauty Shops
 - Car Washes
 - Day Cares (licensed)
 - Dry Cleaners
 - Electronics Repair Shops
 - Financial Institutions
 - Funeral Homes
 - Government Buildings
 - Insurance Agencies
 - Law Offices
 - Locksmiths
 - Manicure/Pedicure/Nail Care shops
 - Pet Grooming Shops
 - Photography Studios
 - Print Shops
 - Shoe Repair Shops
 - Specialty Retail Shops
 - Tailor Shops
 - Tanning Facilities
 - Travel Agencies
- Small Engine Sales and Repair
 - Air Compressors
 - Chain Saws
 - Garden Tractors
 - Lawn Mowers
 - Leaf Blowers
 - Other Motorized Gardening Equipment
 - Power Rakes
 - Power Washers
 - Rototillers
 - Shop Vacs
 - Snowblowers
 - Woodchippers
 - Wood-splitters
- Theatres
- Therapeutic Massage where the business meets the following criteria:
 - a) *Therapeutic Massage* means the practice of administering physical therapy through the massaging, rubbing, kneading or other manipulations of the body, administered solely for therapeutic purposes, but not intended to result in the sexual gratification of the recipient.
 - b) No person shall engage in *Therapeutic Massage* who is not a *Massage Therapist* (defined as a person who maintains

certification with the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), has passed the MBLEx examination given by the Federation of State Massage Therapy Boards, is a member in good standing in the American Massage Therapy Association (AMTA), or is a member in good standing in the Associated Bodywork and Massage Professionals (ABMP);

- c) Hours of operation shall be limited to 8:00 am to 10:00 pm;
- d) The business shall at all times maintain a complete listing of all persons engaged as *Massage Therapists* and shall on request of City staff furnish evidence that each such person meets the qualifications to be a *Massage Therapist*.
- Worship Centers and ancillary features owned by the entity that owns the Worship Center, including classrooms, recreational features, residences for staff, offices and kitchen/dining.

c) Conditional Uses

- **Automobile Repair Shops** (Passenger Vehicles, Pickup Trucks, ATVs, Snowmobiles, Motorcycles, Jet-skis, Boats and other Marine Equipment)
- Equipment Rental Businesses
- Event Center/Convention Center defined as a structure or area used for the purposes of public performances, sporting events, private receptions or parties, conventions, shows, or similar attractions that may generate heavy traffic
- Indoor Agricultural Facility
- Manufactured Home Sales (including, without limitation, housing units, gazebos, storage sheds, playhouses, screened porches, and shelters) together with incidental furnishings such as lawn chairs and picnic tables
- New Vehicle Sales (must have indoor showroom) limited to the following:
 - **Note:** Where the word "vehicle" is used, the term is hereby defined to exclude manufactured homes, busses, semi-tractors, semi-trailers over 30 feet in length, and heavy construction equipment, such as bulldozers, backhoes, road graders, earth moving equipment, cranes and excavators.
 - ATV's (all-terrain vehicles)
 - Automobiles
 - Boats
 - Campers
 - Golf Carts
 - Motorcycles, Motorbikes and Scooters
 - Recreational Vehicles
 - Snowmobiles
 - Commercial Trucks

- Pickup Trucks
- Trailers less than 30 feet in length
- Pool Stores
- Service Businesses with outside storage or displays
 - Landscaping
- Sexually Oriented Business under Article 9-330.3
- Self-Storage Facilities, limited to properties on which self-storage facilities were in existence as of January 1, 2014. "Properties" as used herein is intended to include "Expansion Parcels", which are tax parcels that were on said date contiguous to and in common ownership or control with the parcel on which self-storage facilities were in use on said date and which were lacking a permanent structure/usage and/or providing a parking area or driveway serving the parcel on which the self-storage units were located. Expansion Parcels do not include parcels that are separated by public roads from the parcel on which the self-storage units were located on said date. It is the intent of this language that the self-storage use be permitted to expand onto the Expansion Parcels if a Conditional Use Permit for such expansion is approved. Notwithstanding these provisions, all self-storage uses shall be considered non-conforming uses and if abandoned or damaged and unrepaired, are subject to the same criteria for termination of allowed usage status as for other non-conforming uses as provided in Article 9-150.1 of this Code.
- Temporary Commercial Structures under Article 9-330.7
- Transportation Facilities
- Used Vehicle Sales limited as follows
 - Collector Cars
 - Motor Homes and Recreational Vehicle Trailer Sales*
 - *(A "Trailer", for the purposes of this code, shall mean a conveyance which is primarily designed to be towed behind a motor vehicle on public highways for usage in camping at bona fide campgrounds or RV parks. The conveyance commonly known in the industry as a "Park Model" is not to be considered a Trailer.)
 - Facilities that meet the following criteria:
 - The lot on which the use is proposed is presently and lawfully used by a business whose primary business is in the automotive industry such as automobile specialty shop, auto repair or recreational vehicle sales lot; and
 - The sales are limited to passenger cars and pickup trucks; and
 - The primary business activity in the automotive industry that qualified the lot to be used for Used Vehicle Sales

- must continue to be the primary business activity on the lot; Used Vehicle Sales shall be an incidental use only, and shall not replace the primary business activity; or
- o The used vehicle inventory is part of the overall inventory of a New Vehicle Sales operation, limited to vehicles that have been taken in trade by the owner

d) Temporary Conditional Uses Only

Modular or prefabricated housing sales lots may be allowed as Temporary Conditional Uses in the CD-1 areas under the following limited conditions:

- i) The permit shall be for no longer than five years;
- ii) No housing units shall be permitted which are manufactured homes, which were at one time manufactured homes, or which could become manufactured homes with the addition of wheels installed in a pre-engineered or pre-planned receptacle. It is the intention of this usage that the only housing units permitted for display in such areas are single family dwellings of wood frame construction, designed for placement on a permanent foundation in a typical single-family residential neighborhood, and not designed for or commonly found in manufactured home parks.
- iii) A single housing unit may be used as a sales office.
- iv) Marketing of housing units shall be only to consumer-homeowners, and not to retailers or wholesalers;
- v) All units shall be placed on concrete blocks, at least two courses in height, giving the appearance of a full basement.
- vi) All units shall be completely finished on the exterior to give the appearance that the unit is inhabited as a part of a quality single family neighborhood. Units may be assembled from pre-constructed component parts on site, but may not be constructed from scratch on the site. Assembly of any display unit shall be complete (weather permitting) within 14 days after commencement of assembly. Each display unit shall obtain a building permit from the City prior to commencement of assembly. vii) All surfaces upon which the public is expected to drive, park or walk shall be paved with bituminous or concrete material according to specifications to be established by the City's engineer.
- vii) A Site Plan shall be reviewed and approved by the City Council, after review and comment by the Planning Commission, which plan shall limit the number of units to be displayed, provide a landscaping plan, show the

locations of all drives, walkways and parking areas, and provide photographic samples of the styles of units to be displayed.

- ix) The City Council may attach such other conditions to the Temporary Conditional Use Permit as are deemed appropriate or necessary to protect public safety, health or welfare, or to protect nearby property values.

9-220.3 Commercial Development II (CD-2)

The CD-2 Districts are located adjacent to the CD-1 Districts, and constitute a second tier of commercial activities along the T.H. 65 corridor. These districts also have importance in presenting a visually pleasing image to the traveling public, but are less visible from the T.H. 65 roadway than the CD-1 districts.

a) Standards for Site and Building Construction

- i) Metal or pole-type buildings shall be permitted if surfaces meet the requirements of ii below, and, provided that no galvanized surface may appear, all roofs shall be colored and incorporate a minimum 18-inch soffit on eave edges, 12-inch overhang on gable ends, and 6-inch fascia.
- ii) Metal panel with exposed fasteners or architectural metal panel with hidden fasteners may be used for roof surfaces. All wall surfaces may be composed of metal panel, brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco or wood framed with horizontal lap siding. The exterior wall surface facing or with the most exposure to a public street or right-of-way, shall have a wainscot at least 42-inches in height which is composed of a contrasting color or material.

b) Permitted Uses (Including uses that are ancillary to the main use)

- All Permitted Uses in the CD-1 District
- Broadcasting Studios
- Building Supply Yards/Lumber Yards
- Enclosed Storage and Office/Warehousing
- Landscaping Businesses
- Manufacturing involving no non-enclosed storage
- Public Utilities (metal or pole type construction allowed)
- Research laboratories
- **Used Vehicle Sales - limited to the following:**
 - ATV's (all-terrain vehicles)
 - Automobiles
 - Boats

- Campers
- Golf Carts
- Motorcycles, Motorbikes and Scooters
- Recreational Vehicles
- Snowmobiles
- Commercial Trucks
- Pickup Trucks
- Trailers less than 30 feet in length
- Utility Companies

c) Conditional Uses

- All conditional uses or temporary conditional uses in the CD-1 District
- Construction Service Contractors such as Concrete Masonry, Roofing, Siding, and Landscaping Contractors
- Flea Markets under Article 11-1500
- Kennels
- Pawn Shops under Article 11-1300
- Truck Terminals – as defined as a location where commercial trucks load and unload cargo on a regular basis with Large Truck and Equipment Repair (Body and Driveline Repair) as a secondary use
- Self-storage facilities, but not including the limitations and conditions imposed for such facilities as found in Article 9-220.2 (c).

Excerpt from Article 11 of the Ham Lake City Code

11-200 FENCES AND HEDGES

11-210 Definitions

For the purposes of this Code, the following terms shall have the meanings herein stated:

- A. **Fence.** Any structure which is 36 inches or more in height, and a length of 6 feet or more, which is composed on non-living materials which cover the entire area bounded by said height and length criteria;
- B. **Hedge.** Any grouping of vegetation which creates a visual barrier of a substantially opaque nature for a length of 6 feet or more and for a height of from ground level to 36 inches above ground level;
- C. **Front Yard.** The area between the public street right-of-way line and the minimum required building setback line, as measured along any side of a lot. Lakeshore properties shall be considered on both lakeside and roadside to be front yards.
- D. **Side Yard.** The area between the front yard and back yard of any lot;
- E. **Back Yard.** The area lying to the rear of the rear building line of the principal structure on any lot;
- F. **Principal Structure.** In the case of property used wholly or partially for residential purposes, the principal structure shall be the structure housing any dwelling unit. In all other cases, the principal structure shall be the structure located closest to any adjacent street, or, in the case of more than one building equidistant from such street, the building containing the greater square footage shall be deemed the principal structure.

11-220 Height

Fences and hedges shall not exceed the following heights unless a variance from this ordinance is granted by the City Council.

11-220.1 Varied Height Requirements

The above fence height requirements may be varied by resolution of the City Council, where the following conditions are met:

- a) The fence will not present any public safety problems;
- b) The height requested will not deprive adjoining properties of air, light, or ventilation, sight lines or create aesthetic problems.

Zoning Classification	Front Yard	Side yard	Back Yard
R-1, R-2, RS-1, RS-2, ML-PUD, PUD	4 feet	6 feet	6 feet
R-A, C-A	4 feet	6 feet	6 feet

Zoning Classification	Front Yard	Side yard	Back Yard
CD-1-2-3 & 4	• 6-12 feet	• 6-12 feet	• 6-12 feet
I-1, I-2	• 6-12 feet	• 6-12 feet	• 6- 12 feet

- Height marked with an asterisk may be increased by two feet to accommodate a barbed wire security arm top.

11-230 Permit Required. No person, firm, or corporation shall hereafter construct or erect or cause to be constructed or erected within any Commercial or Industrial Zoning District any fence which is intended to be a permanent structure on the premises, without first securing a building permit.

11-240 Construction and Maintenance of Fences Generally. Every fence shall be constructed in a substantial, workmanlike manner and of substantial material reasonably suited for the purpose for which the fence is proposed to be used. Fences shall be constructed so that their more attractive side faces neighboring property. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance, public or private. Any such fence which is, or has become dangerous to the public safety, health or welfare, is a public nuisance and the Ham Lake Building Inspector shall commence proper proceedings for the abatement thereof. Link fences, wherever permitted, shall be constructed in such a manner that no barbed ends shall be at the top except in Industrial and Commercial Districts. Electric and barbed wire fences shall be permitted only on agriculturally zoned property (R-A), and shall be permitted only when necessary to further so bona fide agricultural purpose.

...

11-260 Commercial and Industrial Fences.

Fences in all Commercial and Industrial Zoning shall not be less than 6 (six) feet and not exceed twelve (12) feet in height and may be increased to accommodate a barbed wire security arm top except that:

- (1) Special Purpose Fences. Fences for special purposes and fences differing in construction, height or length may be permitted in any district in the City of Ham Lake with approval by the Planning and Zoning Commission and City Council. Findings shall be made that the fence is necessary to protect, buffer or improve the premises for which the fence is intended.

- (2) Metal panel and chain link fencing are not appropriate in Commercial Development Tier 1 (CD-1) zoning. Fencing is not appropriate in front yard area facing Highway 65.

...

11-1800 LANDSCAPING IN COMMERCIALLY ZONED AREAS

In all areas of the City zoned CD-1, CD-2, CD-3 or CD-4, the following conditions shall apply to landscaping and ground cover.

11-1810 Landscape Plan Required No building permit shall be issued for construction on a vacant lot, nor for any addition to an existing building involving the addition of 500 square feet or more of additional building space, unless the applicant shall have first submitted and obtained approval of the City Council, after review by the Planning Commission, of a landscaping plan meeting the requirements of this code.

11-1820 Installation Required No certificate of occupancy shall be issued for any construction which required a landscaping plan unless the applicant has installed all of the elements of the landscaping plan, or unless the applicant has posted security acceptable to the City to guarantee timely installation of all landscaping.

11-1830 Time for Submission The landscaping plan shall be submitted, whenever possible, at the time of site plan approval. If the landscaping plan is not submitted at the time of site plan approval, it must be separately reviewed by the Planning Commission and approved by the City Council prior to the issuance of any building permits.

11-1840 Contents and Specifications

The landscaping plan shall be a quality document prepared at a scale of one-inch equals thirty feet, showing all relevant dimensions. Fifteen copies of the plan shall be submitted by the applicant. The following data shall be displayed on the plan, legibly labeled:

- A. Perimeter of all buildings, signs or other structures;
- B. Parking lots and walkways, identifying pavement material;
- C. Areas of decorative rock, identifying type of rock;
- D. Areas of lawn;
- E. Other areas where other than natural wooded vegetation is to be used as ground cover, identifying the ground cover to be used;
- F. Locations, trunk size, height and species of all trees to be planted;
- G. Locations where existing natural wooded vegetation will remain undisturbed;
- H. All other landscaping features to be used.

11-1850 MINIMUM LANDSCAPING REQUIREMENTS

11-1851 Paved Surfaces All surfaces upon which motor vehicles will be parked or driven, and all areas in which pedestrians will be walking from point to point shall be surfaced with asphalt or concrete, to specifications established by the City's engineer.

11-1852 Ground Cover On any side of a lot which abuts a public road, the area from the road right-of-way to the nearest building side shall be entirely covered with ground cover consisting of pavement, decorative rock bordered with edging, lawn grass intended for regular mowing, mulch, bark, wood chips or other commonly used landscaping ground cover. Shingles, aggregate and clay mixtures such as Class V material, recycled concrete or asphalt, and other non-conventional ground covers shall not be permitted. Loose ground cover shall be installed to a depth of at least three inches. Any area which is covered by landscaping ground cover (not lawn or pavement) shall also include one decorative shrub for each ten square feet of ground cover.

Side yards and rear yards which do not contain existing natural wooded vegetation shall either be covered with ground cover in the manner stated above for front yards, or shall be planted so as to encourage the emergence of natural wooded vegetation, through the planting of tree species expected to reach a height of at least twenty five feet. Areas so prepared shall not be required to have mown lawn areas, but may be allowed to return to a natural state.

11-1853 Tree Plantings Trees which are planted outside of areas intended to return to a natural wooded state shall be of a variety indigenous to the local climate. Deciduous trees shall, when planted, have a trunk size of at least one and one half inches at a height of four feet from ground level. Conifers shall have a height of at least five feet. Tree locations are subject to review and approval of the City in the landscaping plan review process, and while no specific number of trees are required, the following general principles shall be observed;

- A.** Where property lines are adjacent to residential areas, a planting screen of conifers shall be required, of sufficient size and proximity to provide an intermingled screen within five years;
- B.** Decorative trees shall be planted along the right of way lines of adjacent public roadways;
- B.** The use of conifers shall be encouraged and preferred.
- C.** Whenever possible, an attempt will be made to preserve stands of existing vegetation, particularly treed or wooded areas.

11-1860 Case by Case Evaluation

Recognizing that the City contains a wide variety of commercial land, the landscape approval process shall be on a case by case basis. Where wetlands are present, or where large distances separate a commercial lot from adjacent lands, for example, strict adherence to screening requirements may be unnecessary. Likewise, strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial

relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan.



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Andrea Murff, Finance Director
Item/Title/Subject: 2023 1st Quarter Financials

INTRODUCTION/DISCUSSION:

Bank accounts have been reconciled through March 31, 2023 as well as a review of all activity in all funds has been performed. The following is a summary of my observations on the City’s financial position at the end of the 1st Quarter of 2023. All information presented is unaudited and is subject to end of year adjustments.

Cash and Investments

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

	03/31/2023	12/31/2022	Increase/ (Decrease)
Checking	\$ 97,088	\$ 1,494,224	\$ (1,397,198)
Investments (at Market Value)	11,992,991	11,580,629	412,362
Total Cash and Investments	\$ 12,090,079	\$ 13,074,854	\$ (984,836)

Investment Type	03/31/2023	12/31/2022	Increase/ (Decrease)
Checking	\$ 97,088	\$ 1,494,224	\$ (1,397,198)
Money Market	6,807,057	7,785,636	(978,578)
Negotiable CDs	5,185,933	3,794,994	1,390,940
Municipal Bond	-	-	-
Government Agency Securities	-	-	-
Total Cash and Investments	\$ 12,090,079	\$ 13,074,854	\$ (984,836)

Investment Summary As of 03/31/2023 (unaudited)

Institution	Description	Type	Rate	Market Value	Deposits -	Expenditures -	Transfers	Interest	Unadjusted	Market Value	Unrealized
				1/1/2023	Purchases	Sales			Market Value	3/31/2023	gain / loss
RBC	RBC	Money Market	0.00%	-	-	-	-	-	-	-	-
RBC	Ally Bank Midvale Utah	Brokered CD	1.80%	245,633.46	246,000.00	(246,000.00)	(248,232.20)	2,232.20	(366.54)	-	366.54
RBC	Freddie Mac	Brokered CD	3.00%	235,222.74	-	-	-	-	235,222.74	237,857.40	2,634.66
RBC	Bank Hapoalim New York	Brokered CD	2.90%	226,248.33	-	-	(3,321.97)	3,321.97	226,248.33	226,105.11	(143.22)
RBC	BMO Harris BK NATL ASSN	Brokered CD	0.50%	227,379.33	-	-	(306.99)	306.99	227,379.33	228,046.65	667.32
RBC	Merrick BK South Jordan Utah	Brokered CD	0.40%	222,498.93	-	-	(245.59)	245.59	222,498.93	222,952.11	453.18
RBC	Texas Exchange Bk Crowley	Brokered CD	0.70%	216,774.42	-	-	(429.79)	429.79	216,774.42	216,515.46	(258.96)
RBC	Malaga BK Palos Verdes Calf	Brokered CD	0.50%	206,216.82	-	-	(412.73)	412.73	206,216.82	205,681.47	(535.35)
				1,579,974.03	246,000.00	(246,000.00)	(252,949.27)	6,949.27	1,333,974.03	1,337,158.20	3,184.17
US Bank	US Bank	Money Market		10,750.94	-	-	27,558.13	345.71	38,654.78	38,654.78	-
US Bank	Federal Farm Credit	Brokered CD		495,220.00	-	-	(7,187.50)	7,187.50	495,220.00	496,780.00	1,560.00
US Bank	Federal Home Loan	Brokered CD	3.00%	297,756.00	-	-	(4,500.00)	4,500.00	297,756.00	298,536.00	780.00
US Bank	American Express National Bank	Brokered CD	3.10%	239,519.35	-	-	(3,828.71)	3,828.71	239,519.35	239,036.70	(482.65)
US Bank	Apple Bank	Brokered CD	2.75%	240,900.48	-	-	-	-	240,900.48	241,337.88	437.40
US Bank	Bankwell Bank New Canaan Conn	Brokered CD		238,261.80	-	-	-	-	238,261.80	237,281.24	(980.56)
US Bank	Bmo Harris Bank Natl Assn	Brokered CD	4.30%	242,706.80	-	-	-	-	242,706.80	241,408.72	(1,298.08)
US Bank	Discover Bank	Brokered CD	3.25%	237,226.15	-	-	(4,013.97)	4,013.97	237,226.15	236,143.25	(1,082.90)
US Bank	Israel Dis Bk New York	Brokered CD	4.25%	242,711.68	-	-	-	-	242,711.68	241,621.00	(1,090.68)
US Bank	Security First Bank - Nebraska	Brokered CD	3.15%	240,991.80	-	-	(3,890.47)	3,890.47	240,991.80	240,812.95	(178.85)
US Bank	State Bank India - Illinois	Brokered CD	3.35%	240,126.95	-	-	(4,137.48)	4,137.48	240,126.95	239,440.95	(686.00)
				2,726,171.95	-	-	-	27,903.84	2,754,075.79	2,751,053.47	(3,022.32)
Falcon National Bank	Falcon National Bank	Money Market	0.25%	73,866.36	-	-	919.78	82.31	74,868.45	74,868.45	-
Falcon National Bank	CD 88834 (renewed)	Brokered CD	0.60%	200,000.00	-	-	(197.27)	197.27	200,000.00	200,000.00	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	0.60%	300,000.00	-	-	(193.97)	193.97	300,000.00	300,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	0.60%	535,876.55	-	-	(528.54)	528.54	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	0.60%	100,500.00	-	-	-	-	100,500.00	100,500.00	-
				1,210,242.91	-	-	-	1,002.09	1,211,245.00	1,211,245.00	-
21st CENTURY BANK	ICS	Money Market	0.70%	1,981,234.24	164,280.64	(1,989,470.70)	-	9,336.41	165,380.59	165,380.59	-
21st CENTURY BANK	CD			-	-	-	-	-	-	-	-
				1,981,234.24	164,280.64	(1,989,470.70)	-	9,336.41	165,380.59	165,380.59	-
4 M	4M Liquid Assets-101	Money Market	0.02%	84,415.91	-	-	-	926.04	85,341.95	85,341.95	-
4 M	4M Plus Fund-101	Money Market	0.05%	5,396,307.70	727,239.78	-	252,949.27	66,314.96	6,442,811.71	6,442,811.71	-
				5,480,723.61	727,239.78	-	252,949.27	67,241.00	6,528,153.66	6,528,153.66	-
21st CENTURY BANK	General/Checking	Checking	0.25%	100,021.23	2,326,871.39	(2,326,933.04)	-	61.65	100,021.23	100,021.23	-
				100,021.23	2,326,871.39	(2,326,933.04)	-	61.65	100,021.23	100,021.23	-
				\$ 13,078,367.97	\$ 3,464,391.81	\$ (4,562,403.74)	\$ 0.00	\$ 112,494.26	\$ 12,092,850.30	\$ 12,093,012.15	\$ 161.85

Deposits in Transit	5,530.89
O/S Checks	(16,823.97)
Total	\$ 12,081,719.07

Investment Summary (continued)
As of 12/31/2022 (unaudited)

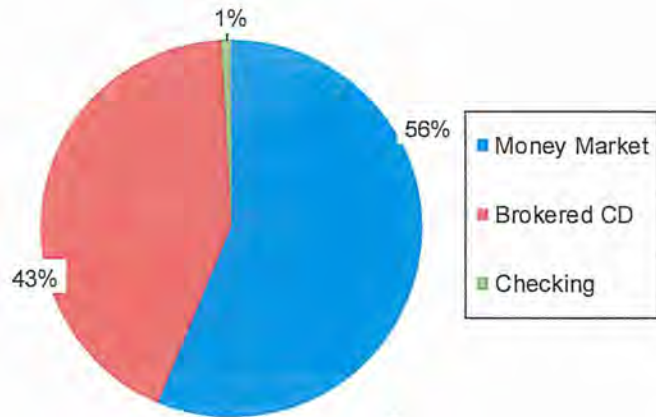
Maturities



Maturity	Unadjusted Market Value 3/31/2023	Market Value 3/31/2023	Variance 3/31/2023
Current	\$ 7,147,612.65	\$ 7,148,416.59	\$ 803.94
< 1 year	1,836,595.42	1,839,688.01	3,092.59
1-2 years	707,025.63	706,524.30	(501.33)
2-3 years	459,725.08	459,095.36	(629.72)
3-4 years	216,774.42	216,515.46	(258.96)
5+ years	206,216.82	205,681.47	(535.35)
	<u>\$ 10,573,950.02</u>	<u>\$ 10,575,921.19</u>	<u>\$ 1,971.17</u>

Weighted average Rate of return	#REF!	3/31/2023
Average Maturity (years)	(1.80)	3/31/2023

Investment Type	Market Value 3/31/2023
Money Market	\$ 6,807,057.48
Brokered CD	\$ 5,185,933.44
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.23
	<u>\$ 12,093,012.15</u>



Operating Account	
O/S Deposits	\$ 5,530.89
O/S Checks	(16,823.97)
	<u>\$ 12,081,719.07</u>

Investment Summary (continued)

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

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
12/31/2016	0.44	0.51	0.62	0.85	1.20	1.47	1.93	2.25	2.45
12/31/2017	1.28	1.39	1.53	1.76	1.89	1.98	2.20	2.33	2.40
06/30/2018	1.77	1.93	2.11	2.33	2.52	2.63	2.73	2.81	2.85
09/30/2018	2.12	2.19	2.36	2.59	2.81	2.88	2.94	3.01	3.05
12/31/2018	2.44	2.45	2.45	2.56	2.63	2.48	2.46	2.51	2.59
03/29/2019	2.43	2.44	2.40	2.44	2.40	2.27	2.21	2.23	2.31
06/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
09/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	2.12
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.74	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
09/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/31/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
03/31/2023	4.60	4.65	4.76	4.68	4.81	4.83	4.99	4.72	4.91

<https://home.treasury.gov/resource-center/data-chart-center/interest-rates>

Cash Balance Summary by Fund
As of 03/31/2022, 12/31/22 and 03/31/2023 (unaudited)

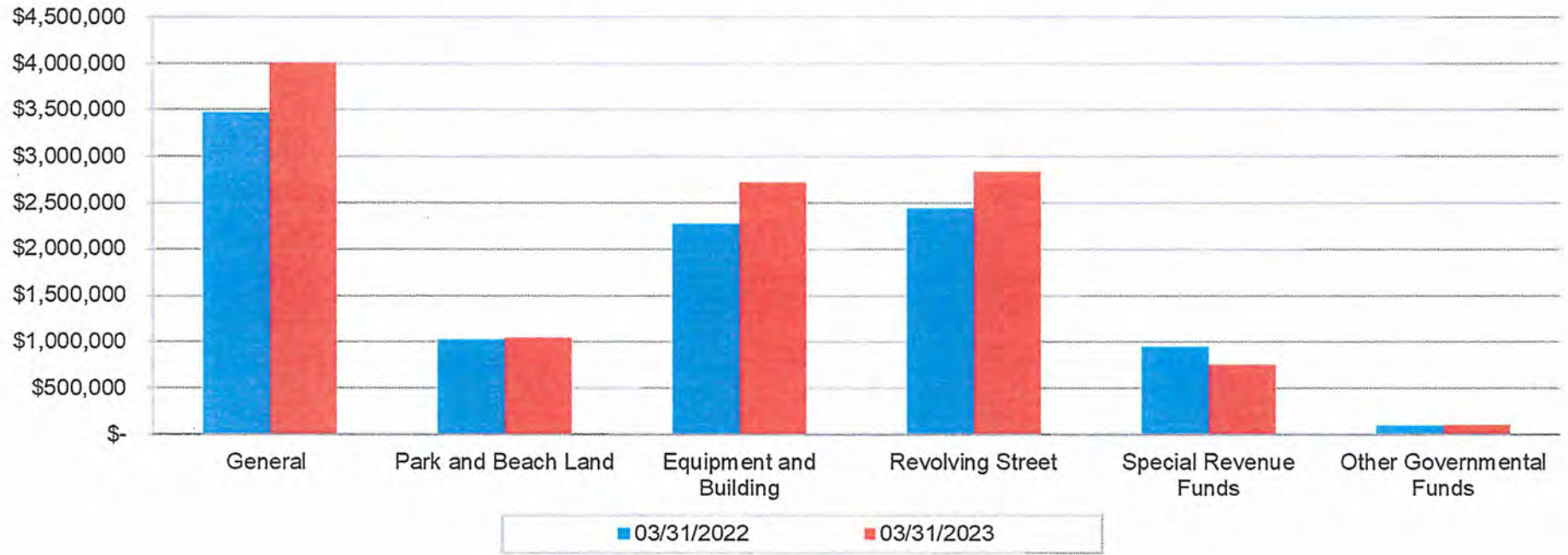
		Balance 03/31/2022	Balance 12/31/2022	Balance 03/31/2023	YTD Change From 12/31/2022
100	General Fund	\$ 3,467,803	\$ 5,563,661	\$ 4,009,355	\$ (1,554,305) ⁽¹⁾
210	Cable TV Fund	436,782	237,275	191,548	(45,727)
211	Ham Laker Fund	(6,380)	19,409	22,422	3,013
212	Lawful Gambling Contributions Fund	38,718	120,272	126,883	6,611
217	CARES Act Grant	4	4	-	(4)
230	Future Drainage Fund	123,559	122,452	124,765	2,313
231	Recycling Fund	67,518	35,708	69,251	33,544
232	Street Light Fund	153,328	200,540	189,175	(11,365)
250	Oakwilt Fund	11,276	11,173	11,279	106
261	Economic Development Fund	1,651	1,658	1,674	16
262	Ham Lake EDA Fund	117,865	54,186	17,454	(36,732)
263	Lodging Tax Fund	5,156	5,051	5,206	155
370	2010 Cip Bond Debt Service Fund	92,025	290,028	103,787	(186,241) ⁽²⁾
371	2016 Go Capital Note Debt Service Fund-Nmtc	26	26	26	-
410	General Govt Equipment Fund	62,829	67,311	69,324	2,013
411	Election Equipment Fund	3,593	3,219	3,924	705
412	Building Fund	246,081	253,828	250,822	(3,006)
420	Fire Department Equipment Fund	1,511,919	1,652,069	1,734,912	82,843 ⁽³⁾
421	Emergency Operations Center Fund	35,635	36,257	36,601	344
422	Siren Replacement Fund	37,138	37,267	33,829	(3,438)
428	Building Inspection Equipment Fund	493	5,810	8,866	3,055
430	Public Works Equipment Fund	282,521	396,359	450,119	53,760 ⁽³⁾
431	Revolving Street Fund	2,438,967	2,118,268	2,833,457	715,190 ⁽³⁾
440	Park And Beach Land Fund	1,023,580	1,039,328	1,051,096	11,767
441	Parks Equipment Fund	91,361	121,796	132,952	11,155
890	Trust	780,942	681,902	611,355.80	(70,546) ⁽⁴⁾
	Total	<u>\$ 11,024,390</u>	<u>\$ 13,074,854</u>	<u>\$ 12,090,079</u>	<u>\$ (984,774)</u>

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

- (1) See rev/exp for the General Fund for further explanation.
- (2) Annual bond payment and first payment of interest on bond.
- (3) Cash increased due to budgeted transfers from General Fund.
- (4) Refunds of escrow accounts and more trust activity.

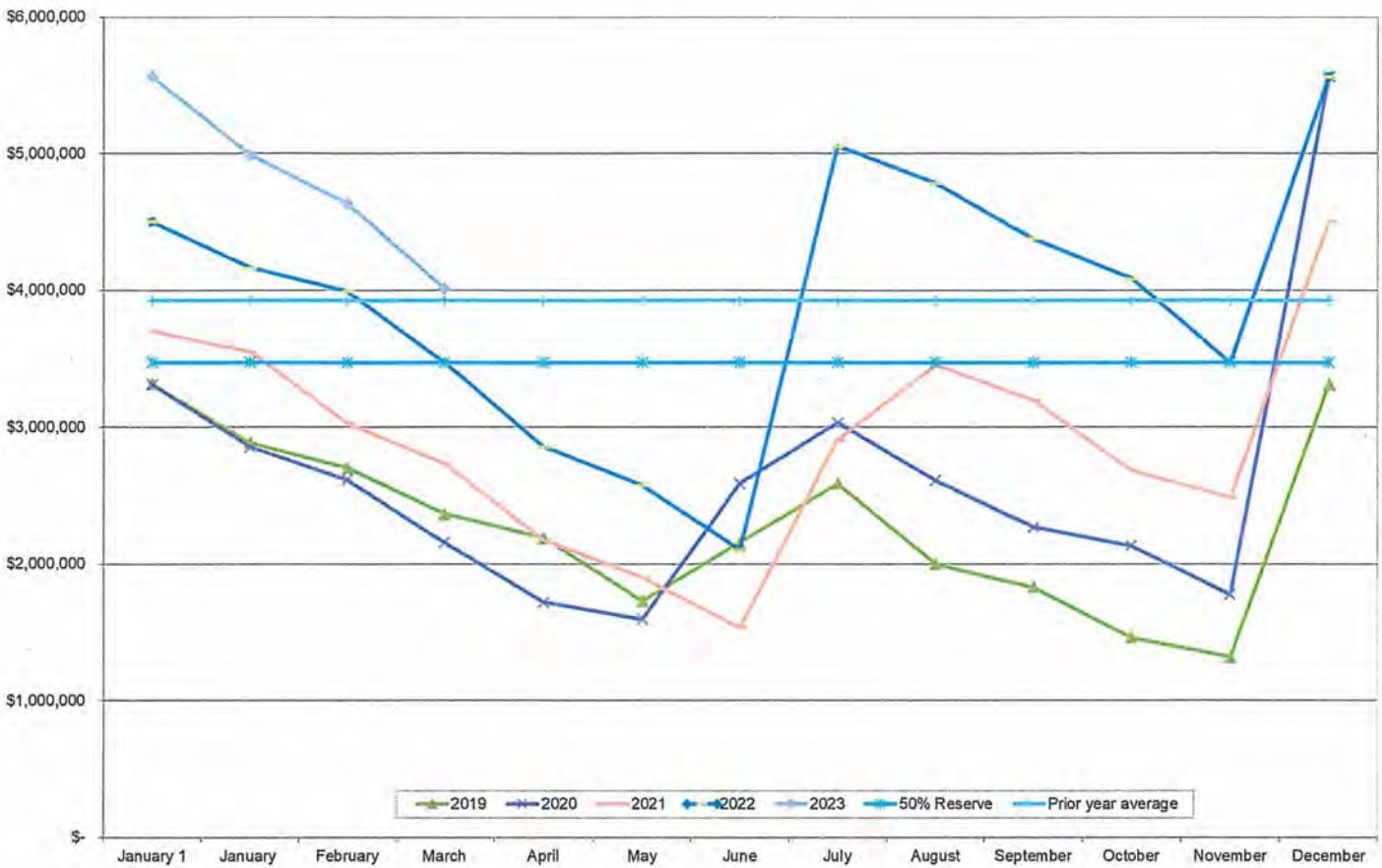
Cash Balance by Fund Compared to Prior Year (unaudited)

Cash Balance by Fund Compared to Prior Year



General Fund Budget Cash Summary (unaudited)

General Fund Cash Balances 2019 -2023



Receipts	YTD Budget	YTD Actual	Percent of YTD Budget	Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget
Taxes	\$ 1,509,571	\$ -	- %	Council	\$ 19,515	\$ 31,552	161.7 %
Special Assessments	-	-	100.0	Administration/Clerk	74,164	64,122	86.5
Licenses and permits	132,150	79,349	60.0	Finance	97,453	83,296	85.5
Intergovernmental	44,000	27,562	62.6	Planning & Zoning	25,560	16,004	62.6
Charges for services	38,746	54,720	141.2	General Government	32,763	207,619	633.7
Fines and forfeitures	7,500	6,336	84.5	Information Technology	15,603	16,110	103.2
Interest on investments	250	27,910	11,164.0	Public Safety	564,067	499,642	88.6
Miscellaneous	2,625	14,146	538.9	Building Department	114,912	80,054	69.7
Transfers in	500	-	-	Public Works	290,627	273,966	94.3
	<u>\$ 1,735,342</u>	<u>\$ 210,023</u>	<u>12.1 %</u>	Parks and recreation	83,005	18,132	21.8
				Senior Center	3,548	3,854	108.6
				Transfers Out	414,125	414,125	100.0 %
					<u>\$ 1,735,342</u>	<u>\$ 1,708,476</u>	<u>98.5</u>

Key

- Varies more than 10% than budget positively
- Varies more than 10% than budget negatively
- Within 10% of budget

General Fund Budget Summary
As of 03/31/2023 (unaudited)

	Annual Budget	Budget Thru 3/31/2023 25%	Actual Thru 3/31/2023	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 3/31/2023
Revenues					
Taxes	\$ 6,038,283	\$ 1,509,571	\$ -	\$ (1,509,571) ^{¶(1)}	- %
Special Assessments	-	-	-	-	N/A
Licenses and permits	528,600	132,150	79,349	(52,801) ^{¶(2)}	60.04
Intergovernmental	176,000	44,000	27,562	(16,438)	62.64
Charges for services	154,985	38,746	54,720	15,973	141.23
Fines and forfeitures	30,000	7,500	6,336	(1,164)	84.49
Interest on investments	1,000	250	27,910	27,660 ^{¶(3)}	11,164.02
Miscellaneous	10,500	2,625	14,146	11,521 ^{¶(4)}	538.91
Total Revenues	6,939,368	1,734,842	210,023	(1,524,819)	
Expenditures					
Council	\$ 78,060	\$ 19,515	\$ 31,552	\$ (12,037)	161.68 %
Administration/Clerk	296,657	74,164	64,122	10,042	86.46
Finance	389,810	97,453	83,296	14,157	85.47
Planning & Zoning	102,239	25,560	16,004	9,556	62.61
General Government	131,051	32,763	207,619	(174,857) ^{¶(5)}	633.71
Information Technology	62,413	15,603	16,110	(507)	103.25
Public Safety	2,256,270	564,067	499,642	64,425 ^{¶(6)}	88.58
Building Department	459,650	114,912	80,054	34,859 ^{¶(7)}	69.67
Public Works	1,162,508	290,627	273,966	16,661	94.27
Parks and recreation	332,021	83,005	18,132	64,873 ^{¶(8)}	21.84
Senior Center	14,190	3,548	3,854	(306)	108.63
Total Expenditures	5,284,868	1,321,217	1,294,351	26,866	97.97
Excess Revenues (Expenditures)	1,654,500	413,625	(1,084,328)	(1,497,953)	
Other Financing Sources (Uses)					
Transfers in	2,000	500	-	-	-
Transfers out	(1,656,500)	(414,125)	(414,125)	0	100.00
TOTAL OTHER FINANCING SOURCES (USES)	(1,654,500)	(413,625)	(414,125)	0	
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	\$ (0)	\$ (0)	\$ (1,498,453)	\$ (1,497,953)	

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

- ¶(1) Tax Settlements are received in June, December, and January
- ¶(2) Permits are coming in lower than anticipated for the 1st quarter, which may be due to our extreme winter. They are currently 43% below 2022 1st Quarter revenues.
- ¶(3) Money market rates have been higher than last several years resulting in higher monthly interest revenue.
- ¶(4) Received a total of \$14,000 from the Ham Lake Chamber of Commerce for Fireworks.
- ¶(5) ARPA spending is not budgeted and we have currently expensed \$175,215 on Sirens, a grant to the Tourism Board, and Public Works equipment.
- ¶(6) The variance is due to no expenditures going to the Ham Lake Fire Relief for pension contributions from the City nor State aid. This happens during the 4th quarter.
- ¶(7) A third building inspector was budgeted for in 2023 causing an favorable variance due to less payroll expenditures than anticipated.
- ¶(8) The favorable variance is due to seasonal activity with park projects and activity.

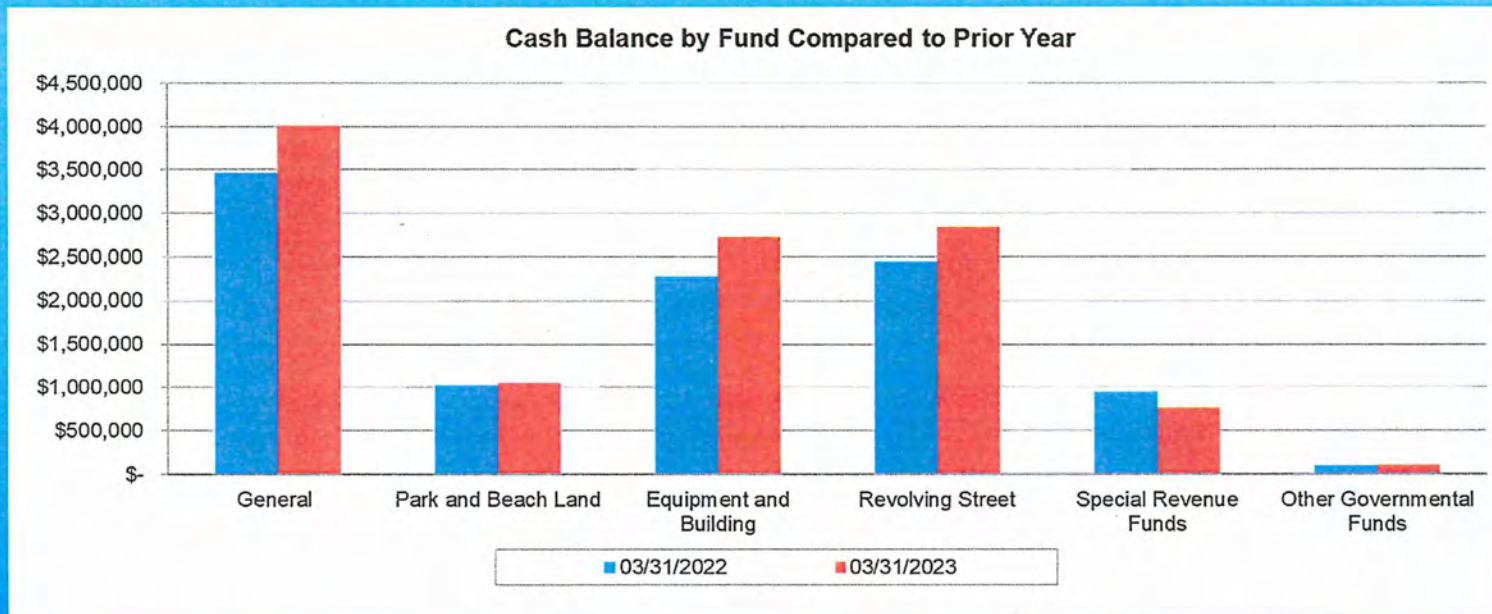
A detailed report of revenues and expenditures can be provided upon request.

CITY OF HAM LAKE 1ST QUARTER REPORT

Presented by Finance Director, Andrea Murff

OVERALL CASH POSITION

		Balance 03/31/2022	Balance 12/31/2022	Balance 03/31/2023	YTD Change From 12/31/2022
100	General Fund	\$ 3,467,803	\$ 5,563,661	\$ 4,009,355	\$ (1,554,305) (1)
210	Cable TV Fund	436,782	237,275	191,548	(45,727)
211	Ham Laker Fund	(6,380)	19,409	22,422	3,013
212	Lawful Gambling Contributions Fund	38,718	120,272	126,883	6,611
217	CARES Act Grant	4	4	-	(4)
230	Future Drainage Fund	123,559	122,452	124,765	2,313
231	Recycling Fund	67,518	35,708	69,251	33,544
232	Street Light Fund	153,328	200,540	189,175	(11,365)
250	Oakwilt Fund	11,276	11,173	11,279	106
261	Economic Development Fund	1,651	1,658	1,674	16
262	Ham Lake EDA Fund	117,865	54,186	17,454	(36,732)
263	Lodging Tax Fund	5,156	5,051	5,206	155
370	2010 Cip Bond Debt Service Fund	92,025	290,028	103,787	(186,241) (2)
371	2016 Go Capital Note Debt Service Fund-Nmtc	26	26	26	-
410	General Gov't Equipment Fund	62,829	67,311	69,324	2,013
411	Election Equipment Fund	3,593	3,219	3,924	705
412	Building Fund	246,081	253,828	250,822	(3,006)
420	Fire Department Equipment Fund	1,511,919	1,652,069	1,734,912	82,843 (3)
421	Emergency Operations Center Fund	35,635	36,257	36,601	344
422	Siren Replacement Fund	37,138	37,267	33,829	(3,438)
428	Building Inspection Equipment Fund	493	5,810	8,866	3,055
430	Public Works Equipment Fund	282,521	396,359	450,119	53,760 (3)
431	Revolving Street Fund	2,438,967	2,118,268	2,833,457	715,190 (3)
440	Park And Beach Land Fund	1,023,580	1,039,328	1,051,096	11,767
441	Parks Equipment Fund	91,361	121,796	132,952	11,155
890	Trust	780,942	681,902	611,355.80	(70,546) (4)
	Total	<u>\$ 11,024,390</u>	<u>\$ 13,074,854</u>	<u>\$ 12,090,079</u>	<u>\$ (984,774)</u>



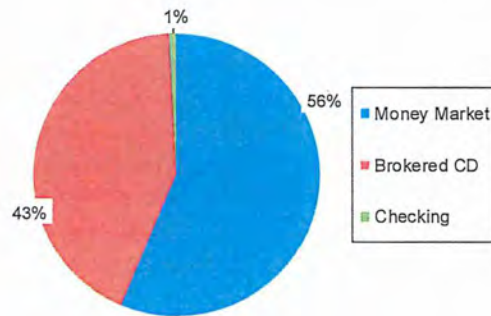
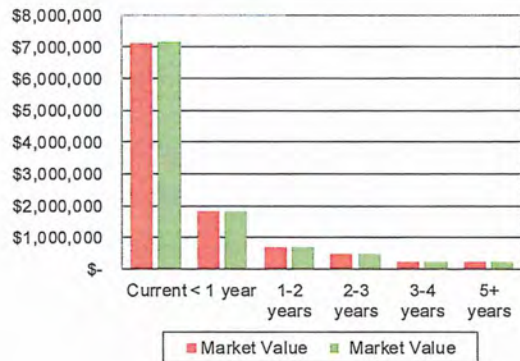
GRAPH OF OVERALL CASH POSITION BY FUND TYPE

INVESTMENT SUMMARY

Institution	Description	Type	Rate	Market Value	Deposits -	Expenditures -	Transfers	Interest	Unadjusted	Market Value	Unrealized
				1/1/2023	Purchases	Sales			Market Value	3/31/2023	
RBC	RBC	Money Market	0.00%	-	-	-	-	-	-	-	-
RBC	Ally Bank Midvale Utah	Brokered CD	1.80%	245,633.46	246,000.00	(246,000.00)	(248,232.20)	2,232.20	(366.54)	-	366.54
RBC	Freddie Mac	Brokered CD	3.00%	235,222.74	-	-	-	-	235,222.74	237,857.40	2,634.66
RBC	Bank Hapoalim New York	Brokered CD	2.90%	226,248.33	-	-	(3,321.97)	3,321.97	226,248.33	226,105.11	(143.22)
RBC	BMO Harris BK NATL ASSN	Brokered CD	0.50%	227,379.33	-	-	(306.99)	306.99	227,379.33	228,046.65	667.32
RBC	Memck BK South Jordan Utah	Brokered CD	0.40%	222,498.93	-	-	(245.59)	245.59	222,498.93	222,952.11	453.18
RBC	Texas Exchange Bk Crowley	Brokered CD	0.70%	216,774.42	-	-	(429.79)	429.79	216,774.42	216,515.46	(258.96)
RBC	Malaga BK Palos Verdes Calif	Brokered CD	0.50%	206,216.82	-	-	(412.73)	412.73	206,216.82	205,681.47	(535.35)
				1,579,974.03	246,000.00	(246,000.00)	(252,949.27)	6,949.27	1,333,974.03	1,337,158.20	3,184.17
US Bank	US Bank	Money Market		10,750.94	-	-	27,558.13	345.71	38,654.78	38,654.78	-
US Bank	Federal Farm Credit	Brokered CD		495,220.00	-	-	(7,187.50)	7,187.50	495,220.00	496,780.00	1,560.00
US Bank	Federal Home Loan	Brokered CD	3.00%	297,756.00	-	-	(4,500.00)	4,500.00	297,756.00	298,536.00	780.00
US Bank	American Express National Bank	Brokered CD	3.10%	239,519.35	-	-	(3,828.71)	3,828.71	239,519.35	239,036.70	(482.65)
US Bank	Apple Bank	Brokered CD	2.75%	240,900.48	-	-	-	-	240,900.48	241,337.88	437.40
US Bank	Bankwell Bank New Canaan Conn	Brokered CD		238,261.80	-	-	-	-	238,261.80	237,281.24	(980.56)
US Bank	Bmo Harris Bank Natl Assn	Brokered CD	4.30%	242,706.80	-	-	-	-	242,706.80	241,408.72	(1,298.08)
US Bank	Discover Bank	Brokered CD	3.25%	237,226.15	-	-	(4,013.97)	4,013.97	237,226.15	236,143.25	(1,082.90)
US Bank	Israel Dis Bk New York	Brokered CD	4.25%	242,711.68	-	-	-	-	242,711.68	241,621.00	(1,090.68)
US Bank	Security First Bank - Nebraska	Brokered CD	3.15%	240,991.80	-	-	(3,890.47)	3,890.47	240,991.80	240,812.95	(178.85)
US Bank	State Bank India - Illinois	Brokered CD	3.35%	240,126.95	-	-	(4,137.48)	4,137.48	240,126.95	239,440.95	(686.00)
				2,726,171.95	-	-	-	27,903.84	2,754,075.79	2,751,053.47	(3,022.32)
Falcon National Bank	Falcon National Bank	Money Market	0.25%	73,866.36	-	-	919.78	82.31	74,868.45	74,868.45	-
Falcon National Bank	CD 88834 (renewed)	Brokered CD	0.60%	200,000.00	-	-	(197.27)	197.27	200,000.00	200,000.00	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	0.60%	300,000.00	-	-	(193.97)	193.97	300,000.00	300,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	0.60%	535,876.55	-	-	(528.54)	528.54	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	0.60%	100,500.00	-	-	-	-	100,500.00	100,500.00	-
				1,210,242.91	-	-	-	1,002.09	1,211,245.00	1,211,245.00	-
21st CENTURY BANK	ICS	Money Market	0.70%	1,981,234.24	164,280.64	(1,989,470.70)	-	9,336.41	165,380.59	165,380.59	-
21st CENTURY BANK	CD			-	-	-	-	-	-	-	-
				1,981,234.24	164,280.64	(1,989,470.70)	-	9,336.41	165,380.59	165,380.59	-
4 M	4M Liquid Assets-101	Money Market	0.02%	84,415.91	-	-	-	926.04	85,341.95	85,341.95	-
4 M	4M Plus Fund-101	Money Market	0.05%	5,396,307.70	727,239.78	-	252,949.27	66,314.96	6,442,811.71	6,442,811.71	-
				5,480,723.61	727,239.78	-	252,949.27	67,241.00	6,528,153.66	6,528,153.66	-
21st CENTURY BANK	General/Checking	Checking	0.25%	100,021.23	2,326,871.39	(2,326,933.04)	-	61.65	100,021.23	100,021.23	-
				100,021.23	2,326,871.39	(2,326,933.04)	-	61.65	100,021.23	100,021.23	-
				\$ 13,078,367.97	\$ 3,464,391.81	\$ (4,562,403.74)	\$ 0.00	\$ 112,494.26	\$ 12,092,850.30	\$ 12,093,012.15	\$ 161.85

INVESTMENT SUMMARY

Maturities



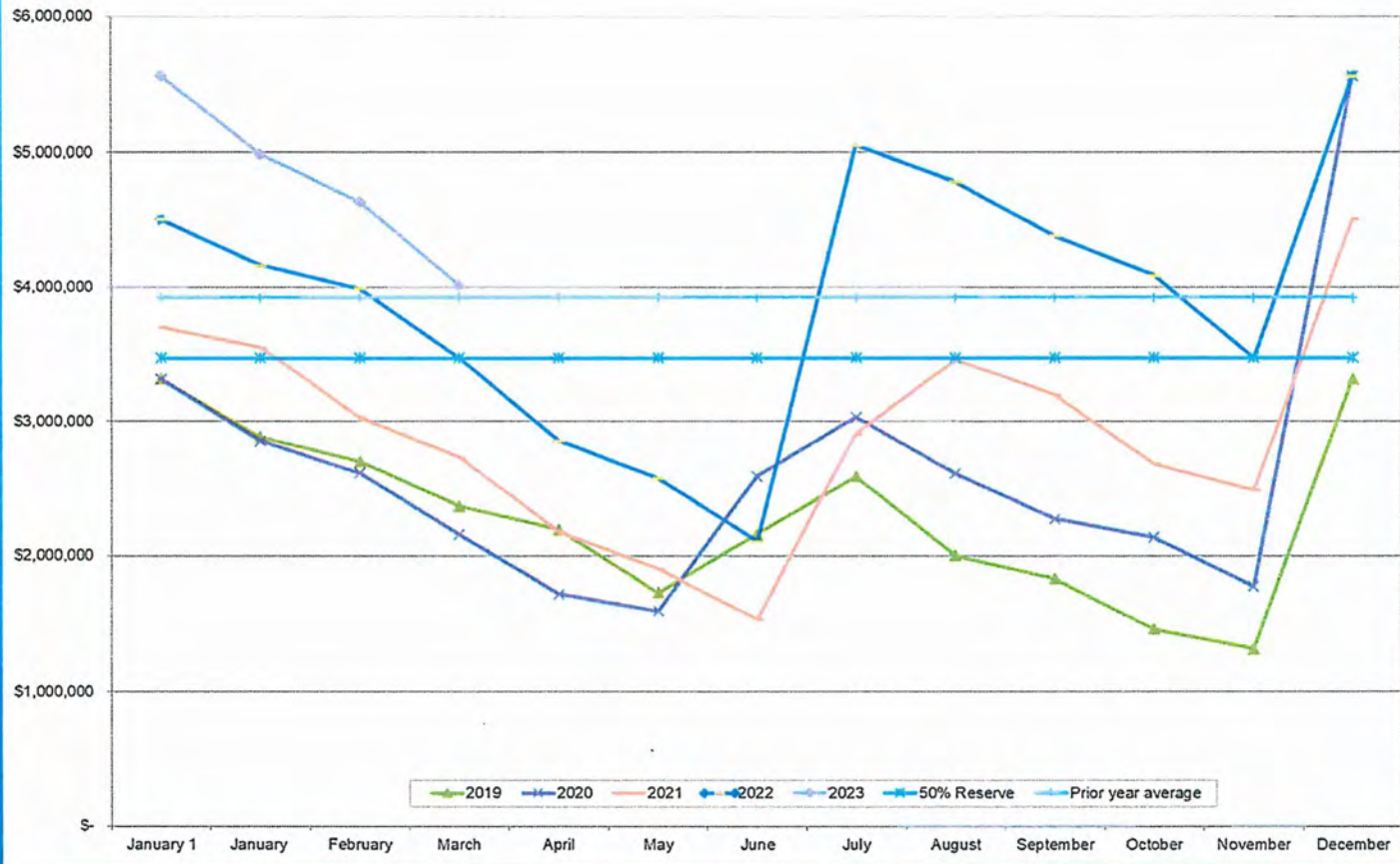
Maturity	Unadjusted Market Value 3/31/2023	Market Value 3/31/2023	Variance 3/31/2023
Current	\$ 7,147,612.65	\$ 7,148,416.59	\$ 803.94
< 1 year	1,836,595.42	1,839,688.01	3,092.59
1-2 years	707,025.63	706,524.30	(501.33)
2-3 years	459,725.08	459,095.36	(629.72)
3-4 years	216,774.42	216,515.46	(258.96)
5+ years	206,216.82	205,681.47	(535.35)
	<u>\$ 10,573,950.02</u>	<u>\$ 10,575,921.19</u>	<u>\$ 1,971.17</u>

Weighted average Rate of return	#REF!	3/31/2023
Average Maturity (years)	(1.80)	3/31/2023

Investment Type	Market Value 3/31/2023
Money Market	\$ 6,807,057.48
Brokered CD	\$ 5,185,933.44
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.23
	<u>\$ 12,093,012.15</u>

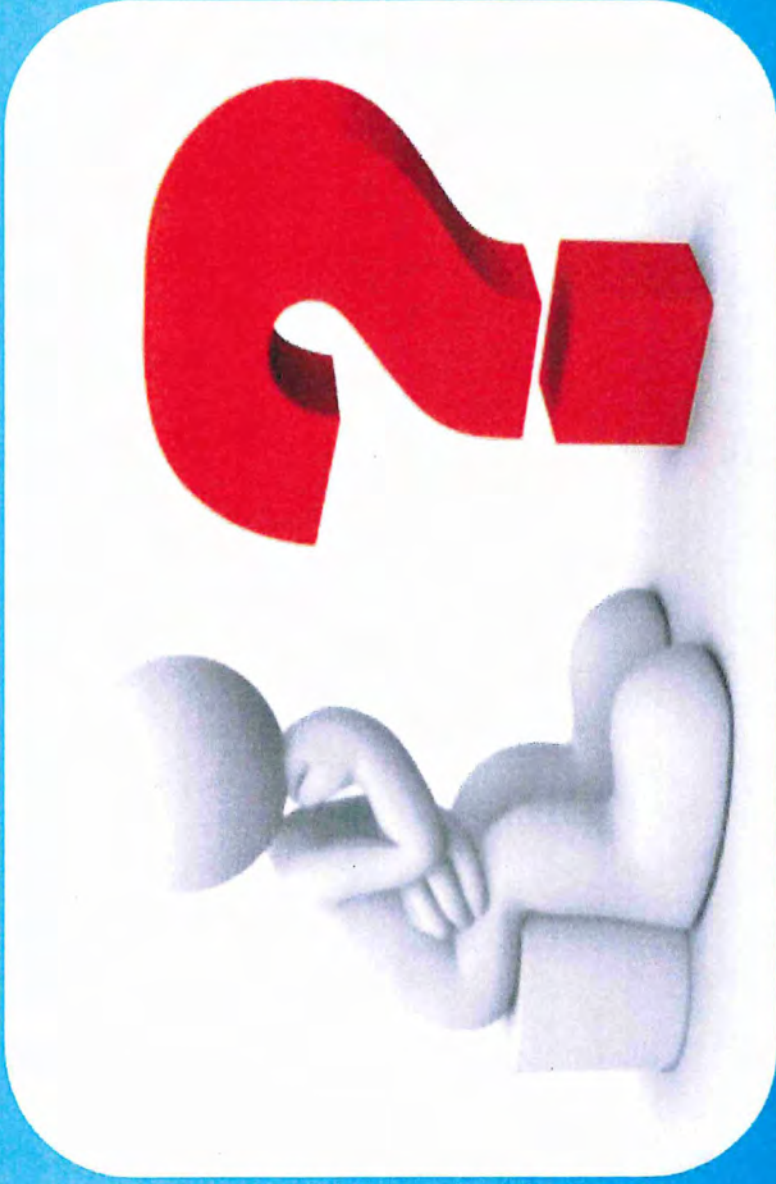
Operating Account	
O/S Deposits	\$ 5,530.89
O/S Checks	<u>(16,823.97)</u>
Reconciled Balance	<u>\$ 12,081,719.07</u>

General Fund Cash Balances 2019 -2023



GENERAL FUND BUDGET TO ACTUAL

	Annual Budget	Budget Thru 3/31/2023 25%	Actual Thru 3/31/2023	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 3/31/2023
Revenues					
Taxes	\$ 6,038,283	\$ 1,509,571	\$ -	\$ (1,509,571) ^{¶(1)}	- %
Special Assessments	-	-	-	-	N/A
Licenses and permits	528,600	132,150	79,349	(52,801) ^{¶(2)}	60.04
Intergovernmental	176,000	44,000	27,562	(16,438)	62.64
Charges for services	154,985	38,746	54,720	15,973	141.23
Fines and forfeitures	30,000	7,500	6,336	(1,164)	84.49
Interest on investments	1,000	250	27,910	27,660 ^{¶(3)}	11,164.02
Miscellaneous	10,500	2,625	14,146	11,521 ^{¶(4)}	538.91
Total Revenues	6,939,368	1,734,842	210,023	(1,524,819)	
Expenditures					
Council	\$ 78,060	\$ 19,515	\$ 31,552	\$ (12,037)	161.68 %
Administration/Clerk	296,657	74,164	64,122	10,042	86.46
Finance	389,810	97,453	83,296	14,157	85.47
Planning & Zoning	102,239	25,560	16,004	9,556	62.61
General Government	131,051	32,763	207,619	(174,857) ^{¶(5)}	633.71
Information Technology	62,413	15,603	16,110	(507)	103.25
Public Safety	2,256,270	564,067	499,642	64,425 ^{¶(6)}	88.58
Building Department	459,650	114,912	80,054	34,859 ^{¶(7)}	69.67
Public Works	1,162,508	290,627	273,966	16,661	94.27
Parks and recreation	332,021	83,005	18,132	64,873 ^{¶(8)}	21.84
Senior Center	14,190	3,548	3,854	(306)	108.63
Total Expenditures	5,284,868	1,321,217	1,294,351	26,866	97.97
Excess Revenues (Expenditures)	1,654,500	413,625	(1,084,328)	(1,497,953)	
Other Financing Sources (Uses)					
Transfers in	2,000	500	-	-	-
Transfers out	(1,656,500)	(414,125)	(414,125)	0	100.00
TOTAL OTHER FINANCING SOURCES (USES)	(1,654,500)	(413,625)	(414,125)	0	
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses	\$ (0)	\$ (0)	\$ (1,498,453)	\$ (1,497,953)	



QUESTIONS?