

# 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, AUGUST 7, 2023

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

### 4.0 **CONSENT AGENDA**

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

- 4.1 Approval of minutes of July 17, 2023
- 4.2 Approval of claims
- 4.3 Approval of an Ordinance regarding Article 6 – Parking
- 4.4 Approval of accepting the resignation of Scott Heaton from the Planning Commission and advertising the open position in the *Ham Laker*
- 4.5 Approval of a Resolution for the American Rescue Plan Act (ARPA) Funding for Creek Valley Reconstruction Project and equipment for the City of Ham Lake's Fire Department and Public Works Department
- 4.6 Approval of a Resolution changing the name of Erbank Street NE to Urbank Street NE within the plat of Eagle Ridge Estates
- 4.7 Approval of a Resolution accepting a \$5,000 donation from the Ham Laker Chamber of Commerce
- 4.8 Approval of a Resolution accepting a Honda Portable Generator for the Fire Department
- 4.9 Approval of authorizing the completion of Draft Prospectus within the park dedicated with the Hidden Forest East Park Addition
- 4.10 Approval of a Maintenance Security reduction and Warranty Extension for Lund's Lakeview Forest Street Reconstruction Project

### 5.0 **PLANNING COMMISSION RECOMMENDATIONS – None**

### 6.0 **ECONOMIC DEVELOPMENT AUTHORITY – None**

### 7.0 **APPEARANCES**

- 7.1 Finance Director Andrea Murff, 2<sup>nd</sup> Quarter Financial Report

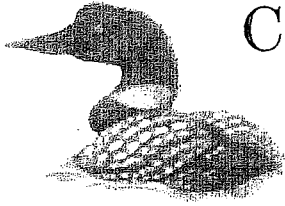
### 8.0 **CITY ATTORNEY**

### 9.0 **CITY ENGINEER**

### 10.0 **CITY ADMINISTRATOR**

### 11.0 **COUNCIL BUSINESS**

- 11.1 Committee Reports
- 11.2 Consideration of the First Reading of an Ordinance Regarding Pigeons
- 11.3 Discussion of the Sunrise Watershed Management Organization (SRWMO)
- 11.4 Announcements and future agenda items



# 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 MINUTES MONDAY, JULY 17, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, July 17, 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 Gary Kirkeide, Jesse Wilken and Al Parranto

**MEMBERS ABSENT:** Councilmember Jim Doyle

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Administrator, Denise Webster; City Engineer, Dave Krugler; Deputy City Clerk, Dawnette Shimek; and Building and Zoning Official, Mark Jones

### 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

Morgan Wester, 3305 168<sup>th</sup> Avenue NE, stated she is a member of Girl Scout Troop #415 and has been a member for 1-1/2 years. Ms. Wester stated that she frequently uses the grass trail between Constance Estates Park and Fox Run Park. Ms. Wester stated she would like to see the trail paved between the two parks. Ms. Wester asked if there are plans in place to pave the trail and how can they help. Mayor Kirkham stated that he and Councilmember Parranto are on the Park Committee and they will discuss paving the trail.

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

#### 3.1 Lt. Schuldt, Anoka County Sheriff's Office Monthly Report

Lt. Schuldt gave a summary of the Sheriff's Report for the month of June 2023.

#### 3.2 State Representative Peggy Scott – Legislative Update

State Representative Peggy Scott gave a brief overview of what happened during the recent legislative session. Representative Scott stated that the legislative session started with a 17 to 20 billion budget surplus and the first bill that was passed in the legislation was that all budgets going forward will be tied to inflation. Representative Scott stated that the entire surplus was spent plus an additional 40% was added to the existing budget. Representative Scott stated that there will be 10 billion in taxes raised over the next four years and anyone expecting to get a \$2,000 check should not expect it as promised by Governor Walz, but there could be some checks sent to taxpayers with certain income guidelines in the amount of \$200.00. Representative Scott stated that any online orders placed under \$100.00 will be charged a fifty-cent fee and there will be a 1% sales tax increase for the 7-metro county area. Representative Scott stated that there will be a substantial increase in vehicle registration; the cost to renew a driver's license has increased \$6.00; and motor vehicle sales tax of 6.875% will be charged. Representative Scott stated that Marijuana was legalized

along with paid family medical leave and safe and sick time. Representative Scott stated that the only good thing to come out of this legislative session was the funding of \$300 million to nursing home facilities, which will allow the facilities to add staff and increase pay. Representative Scott stated that she was disappointed that not taxing Social Security Benefits was not passed, however there was an increase in benefits. Councilmember Wilken stated that he wanted to make it clear that it was the democrats passing and spending our money, and not Representative Scott. The Council thanked Representative Scott for all of her hard work. Representative Scott stated that she is honored to serve the City of Ham Lake and the constituents of Ham Lake.

3.3 6:01 P.M. – Public Hearing – to consider the vacation of a portion of the drainage and utility easements located on Lot 12, Block 1, Timber Woods in Section 35 and adoption of Resolution No. 23-31

**Mayor Kirkham opened the public hearing for comment at 6:16 p.m. and with there being no comment, Mayor Kirkham closed the public hearing at 6:16 p.m.**

**Motion by Kirkham, seconded by Parranto, to adopt Resolution No. 23-31 approving the vacation of a portion of the drainage and utility easements located on Lot 12, Block 1, Timber Woods in Section 35. All present in favor, motion carried.**

#### **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 July 5, 2023
- 4.2 Approval of claims in the amount of \$869,210.92
- 4.3 Approval of Ordinance No. 23-05 rezoning Toby's Trails
- 4.4 Approval of Resolution No. 23-32 for a request for Statement of Concurrence on proposed Boundary Changes between Coon Creek Watershed District and Sunrise River Watershed District Management Organization within the City of Ham Lake
- 4.5 Approval of Resolution No. 23-33 for the American Rescue Plan Act (ARPA) Funding for Creek Valley Street Reconstruction Project and equipment for the City of Ham Lake's Fire Department
- 4.6 Approval of a Proclamation proclaiming October as Domestic Violence Awareness Month
- 4.7 Approval of accepting the CenterPoint Energy Community Safety Grant for purchasing multi-gas monitors for the Fire Department
- 4.8 Approval of scheduling a Budget Workshop Meeting for Monday, August 7, 2023 at 5:00 p.m.

**Motion by Kirkham, seconded by Parranto, to approve the July 17, 2023 consent agenda as written. All present in favor, motion carried.**

#### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

5.1 Josh Williams, Structural Buildings, requesting Commercial Site Plan approval to construct a 9,352 square foot office/warehouse building for H&H Contracting at 15454 Central Avenue NE

**Motion by Kirkham, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve Josh William's request for Commercial Site Plan approval to construct a 9,352 square foot office/warehouse building for H&H Contracting at 15454 Central Avenue NE subject to adding two trees along the right-of-way line of the public roadway, complying with the**

screening requirements of the Building and Zoning Official for the west side of the parcel, meeting the requirements of the City Engineer and the Building Official, and meeting all City, County and State requirements. All present in favor, motion carried. Mr. Williams thanked the Council and stated that the City has been easy to work with.

## 6.0 ECONOMIC DEVELOPMENT AUTHORITY

### 6.1 Approval of the Purchase Agreement for PIN #17-32-23-24-0009 and Temporary Construction Easement Agreement for PIN #17-32-23-24-0009 & #17-32-23-24-0007 (1360 Constance Boulevard NE)

Mayor Kirkham stated that this easement is being purchased for the future service road, which will be constructed by the Dollar General. **Motion by Kirkham, seconded by Kirkeide, to approve the Purchase Agreement for PIN #17-32-23-24-0009 and Temporary Construction Easement Agreement for PIN #17-32-23-24-0009 & #17-32-23-24-0007 (1360 Constance Boulevard NE) in the amount of \$10,000.00. All present in favor, motion carried.**

## 7.0 APPEARANCES – None

## 8.0 CITY ATTORNEY

### 8.1 Discussion of the First Reading of an Ordinance regarding Article 6 – Parking

The City Council reviewed the proposed amendments to the City's parking ordinance. The Council agreed that the hours in the proposed ordinance of 2:00 a.m. and 6:00 a.m. be changed to 12:00 a.m. to 6:00 a.m. to be consistent with the current ordinance. The City Council agreed that this ordinance is good for the sake of safety. **This is considered the First Reading of an Ordinance regarding Article 6 – Parking.**

## 9.0 CITY ENGINEER

Engineer Krugler updated the City Council on the construction progress at Fire Station 3. Engineer Krugler stated that the foundation and footings are in and they are now working on an interior wall.

## 10.0 CITY ADMINISTRATOR – None

## 11.0 COUNCIL BUSINESS

### 11.1 Committee Reports – None

### 11.2 Discussion of Blaine-Ham Lake area well interference

Mayor Kirkham stated that he had spoken to Amanda Yourd, Groundwater Specialist, with the DNR (Department of Natural Resources) today regarding the City of Blaine pumping wells and creating some of the wells in Ham Lake to go dry, due to pumping. Mayor Kirkham stated that Ms. Yourd informed him that there were 50 initial sites, 47 were caused by the City of Blaine and there are 20 more to investigate. Mayor Kirkham stated Ms. Yourd said that this process will probably take up to a year to resolve the issues on these sites. Mayor Kirkham stated that the City of Blaine will be negotiating payment with the property owners whose wells have been affected. Mayor Kirkham stated that it is going to be difficult for the City of Ham Lake prevent this from happening again in the future, but it was recommended by the DNR for Ham Lake residents to conserve water by not watering their lawns and running their washing machine, dishwasher, etc. at the same time. Councilmember Kirkeide stated that the City of Blaine and the DNR are taking responsibility for this issue. Attorney Berglund stated that the City of Blaine has overstepped their boundary as they were given permission to pump one well and were pumping three if not four.



11.3 Announcements and future agenda items

Councilmember Wilken asked about the progress of the pigeon ordinance. Administrator Webster stated she has been working on it and will send the draft to Councilmembers Kirkeide and Wilken to review.

**Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:42 p.m. All present in favor, motion carried.**

---

Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE  
CLAIMS SUBMITTED TO COUNCIL**

August 7, 2023

CITY OF HAM LAKE

<b>EFTS, CHECKS, AND BANK DRAFTS</b>	<b>07/18/23 - 08/07/23</b>	
EFT # 1894 - 1903		\$ 65,902.45
REFUND CHECKS # 65245 - 65254		\$ 23,150.00
CHECKS # 65255 - 65305		\$ 1,310,793.86
BANK DRAFTS DFT0002573 -DFT0002579		\$ 30,550.44
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$ 1,430,396.75</u>
<b>PAYROLL CHECKS</b>		
07/28/23 Direct Deposits		\$ 48,713.35
<b>TOTAL PAYROLL CHECKS</b>		<u>\$ 48,713.35</u>
<b>TOTAL OF ALL PAYMENTS</b>		<u>\$ 1,479,110.10</u>
<b>VOID CHECKS</b>		
CHECKS #65268, 65303		\$ -
ZERO EFT #1899		\$ -
BANK DRAFTS		\$ -

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 7TH DAY OF AUGUST 2023

---

MAYOR

---

COUNCILMEMBER

---

COUNCILMEMBER

---

COUNCILMEMBER

---

COUNCILMEMBER



Packet: ARPKT00823 - 07/13/23 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00342	MARY & RICHARD DOYLE	7/13/2023	65245	2,500.00
00349	LANG BUILDERS	7/13/2023	65246	5,100.00
00364	LANG BUILDERS	7/13/2023	65247	5,100.00
00385	SHARPER HOMES	7/13/2023	65248	2,500.00
Total Refund Amount:				15,200.00

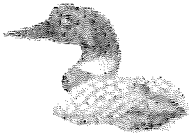
## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	15,200.00
Revenue Totals:	15,200.00

## General Ledger Distribution

Posting Date: 07/13/2023

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-15,200.00	Yes
890-11501	Misc receivables	15,200.00	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-15,200.00	
999-20702	Due to other funds	15,200.00	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



Packet: ARPKT00831 - 7/24/23 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00316	BROVOLD HOME SERVICES	7/24/2023	65249	2,500.00
00317	RENOVATION CONCEPTS	7/24/2023	65250	2,500.00
00367	AMY HAUGEN	7/24/2023	65251	2,500.00
Total Refund Amount:				7,500.00

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	7,500.00
Revenue Totals:	7,500.00

## General Ledger Distribution

Posting Date: 07/24/2023

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-7,500.00	Yes
890-11501	Misc receivables	7,500.00	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-7,500.00	
999-20702	Due to other funds	7,500.00	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



Packet: ARPKT00833 - 07/26/23 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00387	DUSTIN ELLING	7/26/2023	65252	150.00
00391	BETHENY WYANDT	7/26/2023	65253	150.00
00396	JILLAYNE SCHOBBER	7/26/2023	65254	150.00
Total Refund Amount:				450.00

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	450.00
Revenue Totals:	450.00

## General Ledger Distribution

Posting Date: 07/26/2023

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 890 - TRUST FUND</b>			
890-10101	Cash-claim on pooled cash	-450.00	Yes
890-11501	Misc receivables	450.00	
	<b>890 Total:</b>	<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10100	Pooled Cash	-450.00	
999-20702	Due to other funds	450.00	Yes
	<b>999 Total:</b>	<b>0.00</b>	
	<b>Distribution Total:</b>	<b>0.00</b>	



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-A/P BANK						
USPOSTMASTER	US POSTMASTER	07/17/2023	Bank Draft	0.00	42.20	DFT0002578
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
230717	Invoice	07/17/2023	SR CENTER POSTAGE	0.00	42.20	
100-20204		Postage Liability		SR CENTER POSTAGE	42.20	
USPOSTMASTER	US POSTMASTER	07/27/2023	Bank Draft	0.00	1,193.62	DFT0002579
<b>Payable #</b>	<b>Payable Type</b>	<b>Payable Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<b>Account Number</b>		<b>Account Name</b>	<b>Project Account Key</b>	<b>Item Description</b>	<b>Dist Amount</b>	
23-08	Invoice	07/27/2023	AUG HAM LAKER POSTAGE	0.00	1,193.62	
211-41704-2120		Postage		AUG HAM LAKER POSTAGE	1,193.62	

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	1,235.82
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>1,235.82</b>



Payment Dates 7/18/2023 - 8/7/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1894	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	75.59
1894	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1894	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	50.61
1894	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.96
1894	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1894	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.26
1894	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	86.96
1894	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1894	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.26
1895	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
1895	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
1895	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
1895	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
1895	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
1895	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
1896	DELTA DENTAL PLAN OF MINN	COBRA - DK	COBRA receivable	100-11502	51.04
1896	DELTA DENTAL PLAN OF MINN	DENTAL	Dental Insurance	100-21711	905.49
1897	O'REILLY AUTOMOTIVE STORE	U-2 TIE ROD	Vehicle parts & supplies	100-42201-2340	159.47
1897	O'REILLY AUTOMOTIVE STORE	#66 OIL, HYD FILTERS AND OIL	Equipment parts & supplies	100-44101-2320	48.56
1897	O'REILLY AUTOMOTIVE STORE	FUNNELS	Operating supplies	100-43101-2290	8.78
1897	O'REILLY AUTOMOTIVE STORE	#66 AIR FILTER	Equipment parts & supplies	100-44101-2320	19.05
1897	O'REILLY AUTOMOTIVE STORE	#66 AIR FILTER	Equipment parts & supplies	100-44101-2320	22.11
1897	O'REILLY AUTOMOTIVE STORE	OIL ALERT	Operating supplies	100-44101-2290	54.99
1897	O'REILLY AUTOMOTIVE STORE	#75 SNAP RINGS, BRAKE CLA	Vehicle parts & supplies	100-43101-2340	18.73
1897	O'REILLY AUTOMOTIVE STORE	#75 BRAKE CLAMP	Vehicle parts & supplies	100-43101-2340	6.87
1898	RFC ENGINEERING, INC.	ABERDEEN, 144TH - 145TH	Engineering	431-43301-3135	35.05
1898	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	2,335.20
1898	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	281.69
1898	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	652.71
1898	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	5,184.95
1898	RFC ENGINEERING, INC.	TIPPECANOE STREET	Engineering	431-43301-3135	9.01
1898	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	13,456.04
1898	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	9,148.94
1898	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	542.33
1898	RFC ENGINEERING, INC.	2024 CITY HALL PARKING LOT	Engineering	100-41101-3135	1,515.02
1898	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	1,815.75
1898	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	13.07
1898	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	1,228.76
1898	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	419.67
1898	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	828.79
1898	RFC ENGINEERING, INC.	ZEST ST VACATION S OF 139T	Engineering	100-41601-3135	17.53
1898	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	114.17
1898	RFC ENGINEERING, INC.	MADISON STREET EASEMENT	Engineering	100-42401-3135	57.09
1898	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Personnel testing & recruitme	100-42401-3150	401.46
1898	RFC ENGINEERING, INC.	STRUCTURAL CONCERNS - CIT	Engineering	100-43101-3135	180.91
1898	RFC ENGINEERING, INC.	L1 B2 CEDAR ESTATES POND (	Engineering	100-43103-3135	42.82
1898	RFC ENGINEERING, INC.	CULVERT COLLAPSE - SWEDIS	Engineering	100-43103-3135	209.09
1898	RFC ENGINEERING, INC.	SRWMO 2023 BUDGET	Engineering	100-43201-3135	371.08
1898	RFC ENGINEERING, INC.	RUM RIVER HUC 8 WATERSHE	Engineering	100-43201-3135	146.15
1898	RFC ENGINEERING, INC.	CCWD JURISDICTIONAL BOUN	Engineering	100-43201-3135	28.54
1898	RFC ENGINEERING, INC.	STORMWATER POND INVENT	Engineering	100-43201-3135	28.54
1898	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	85.63
1898	RFC ENGINEERING, INC.	FIRE #3	Capital assets	420-42201-5110	6,848.65
1898	RFC ENGINEERING, INC.	2024 TH 65 MILL & OVERLAY	Engineering	431-43301-3135	42.82

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1898	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65	Engineering	431-43301-3135	171.03
1898	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	431-43301-3135	57.09
1898	RFC ENGINEERING, INC.	2023 REHAB	Engineering	431-43301-3135	550.66
1898	RFC ENGINEERING, INC.	162ND LANE CONNECTION TO	Engineering	431-43301-3135	399.61
1898	RFC ENGINEERING, INC.	BUNKER, JEFFERSON - TH65	Engineering	431-43301-3135	14.27
1898	RFC ENGINEERING, INC.	5-YEAR PLAN	Engineering	431-43301-3135	371.07
1898	RFC ENGINEERING, INC.	162ND LANE/BUCHANAN ST	Engineering	431-43301-3135	14.27
1898	RFC ENGINEERING, INC.	HIDDEN FOREST EAST WETLA	Engineering	440-44103-3135	242.62
1898	RFC ENGINEERING, INC.	HIDDEN FOREST EAST PARK U	Engineering	440-44103-3135	85.63
1898	RFC ENGINEERING, INC.	NETTAS PRESERVE	Engineering	890-90001-3135	36.05
1898	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	357.83
1898	RFC ENGINEERING, INC.	HOLIDAY CBP	Engineering	890-90001-3135	8.76
1898	RFC ENGINEERING, INC.	L12 B1 TIMBER WOODS VACA	Engineering	890-90001-3135	71.35
1898	RFC ENGINEERING, INC.	4536 CROSSTOWN BLVD LOT L	Engineering	890-90001-3135	71.36
1898	RFC ENGINEERING, INC.	WHITETAIL CROSSING 2ND	Engineering	890-90001-3135	40.56
1898	RFC ENGINEERING, INC.	H&H LANDSCAPE	Engineering	890-90001-3135	1,417.18
1898	RFC ENGINEERING, INC.	HENTGES	Engineering	890-90001-3135	114.18
1898	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	895.51
1898	RFC ENGINEERING, INC.	JAM HOPS	Engineering	890-90001-3135	424.54
1898	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	753.82
1898	RFC ENGINEERING, INC.	TOBY'S TRAILS	Engineering	890-90001-3135	742.14
1898	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	570.09
1898	RFC ENGINEERING, INC.	L1 B2 ENTERPRISE PLAZA 2ND	Engineering	890-90001-3135	299.72
1898	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 2ND	Engineering	890-90001-3135	506.25
1898	RFC ENGINEERING, INC.	CONSTANCE BLVD TERRACE	Engineering	890-90001-3135	503.24
1898	RFC ENGINEERING, INC.	HOLIDAY	Engineering	890-90001-3135	434.94
1898	RFC ENGINEERING, INC.	BOBBY'S CAR WASH	Engineering	890-90001-3135	146.15
1898	RFC ENGINEERING, INC.	SCHWARTZ ESTATES	Engineering	890-90001-3135	42.82
1898	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	3,961.69
1898	RFC ENGINEERING, INC.	MEADOW PARK 202204-265	Engineering	431-43301-3135	71.36
1898	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	428.16
1900	STAR TRIBUNE MEDIA COMPA	LANG VACATION	Legal notices/publications/bid	890-90001-3950	104.28
1900	STAR TRIBUNE MEDIA COMPA	ORD 23-4 HENTGES REZONE	Legal notices/publications/bid	890-90001-3950	86.90
1900	STAR TRIBUNE MEDIA COMPA	ORD 23-5 TOBY'S TRAILS REZO	Legal notices/publications/bid	890-90001-3950	56.88
1901	TOM DIETRICH	SAFETY BOOTS	Clothing & personal protectiv	100-42401-2210	150.00
1902	WICK COMMUNICATIONS-LEA	AUGUST HAM LAKER	Printing	211-41704-3970	667.25
1903	WRUCK SEWER & PORTABLE	GRANT PARK	Rentals-other	100-44101-3390	50.00
1903	WRUCK SEWER & PORTABLE	SBAA WISEN'S PARK TOILET R	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	SBAA TWIN BIRCH PARK TOILE	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	SBAA PATRICIA'S WILDERNESS	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	SBAA PINGER'S PARK TOILET R	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	25.00
1903	WRUCK SEWER & PORTABLE	SBAA LION'S PARK TOILET REN	Rentals-other	100-44101-3390	158.00
1903	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	158.00
1903	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
1903	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
1903	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1903	WRUCK SEWER & PORTABLE	SBAA SODERVILLE PARK TOILE	Rentals-other	100-44101-3390	54.00
1903	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	54.00
1903	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	50.00
1903	WRUCK SEWER & PORTABLE	SBAA HAM LAKE BALL FIELD T	Rentals-other	100-44101-3390	39.50
1903	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	50.00
1903	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1903	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	50.00
1903	WRUCK SEWER & PORTABLE	FREEDOM FEST TOILET RENTA	Rentals-other	100-44101-3390	550.00
65255	AKER DOOR SALES INC	FIRE #2 GARAGE DOOR REPAI	Building repair & maintenanc	100-42202-3420	887.40
65256	ALL AMERICAN TITLE COMPA	BOTTINEAU SEARCH	ROW Acquisition	431-43301-5130	700.00



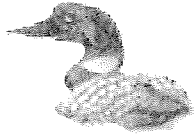
Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65257	ALLIED BLACKTOP CO.	2023 SPRING STREET SWEEPI	Street sweeping	100-43101-2610	19,200.00
65258	ANIMAL HUMANE SOCIETY	2ND QTR ANIMAL CONTROL	Other professional services	100-42501-3190	100.00
65259	ANOKA COUNTY TREASURY D	JULY BROADBAND	Internet & website	100-41301-3220	37.50
65259	ANOKA COUNTY TREASURY D	BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
65260	ANOKA COUNTY TREASURY D	3RD QTR LAW ENFORCEMENT	Police protection	100-42101-3155	357,878.75
65261	CASPER'S EXCAVATING, INC.	HAM LAKE PARK NEW SEPTIC	Building repair & maintenanc	100-44102-3420	750.00
65261	CASPER'S EXCAVATING, INC.	HAM LAKE PARK SEPTIC PUM	Building repair & maintenanc	100-44102-3420	350.00
65262	CFS INSPECTIONS	LADDER INSPECTIONS	Equipment repair & maintena	100-42201-3440	357.00
65262	CFS INSPECTIONS	A1 INSPECTIONS	Fire apparatus repair & maint	100-42201-3450	1,075.00
65263	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Principal	371-47101-6110	29,316.00
65263	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Interest	371-47101-6120	1,186.60
65263	CITY OF CIRCLE PINES	GO CAPITAL NOTE NMTV	Agent fees & misc	371-47101-6130	1,525.13
65264	CITY OF ST PAUL	10 TN ASPHALT MIX	Street repair & maintenance s	100-43101-2330	890.90
65264	CITY OF ST PAUL	13 TN ASPHALT MIX	Blacktop maintenance	100-43101-3410	1,135.85
65265	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Other professional services	100-42201-3190	11.23
65266	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	400.06
65267	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	1,156.28
65267	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	107.56
65267	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	263.49
65267	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	15.24
65267	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	296.06
65267	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	459.10
65267	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
65267	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	741.64
65267	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	60.79
65267	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	44.20
65267	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	64.03
65267	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	22.94
65267	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	72.45
65267	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	114.79
65267	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	74.80
65267	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	72.95
65267	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	263.87
65267	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	80.12
65267	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	35.43
65267	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	14.50
65267	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	19.69
65267	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	110.71
65267	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	87.64
65267	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	120.93
65267	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	96.67
65267	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	163.56
65267	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.97
65267	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	622.61
65267	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,448.79
65269	DEARBORN LIFE INS CO	AUG LIFE	Life Insurance	100-21714	57.60
65269	DEARBORN LIFE INS CO	AUG VOL LIFE	Life Insurance	100-21714	221.70
65270	DEHN OIL CO	214 GAL. GASOLINE	Fuel	100-43101-2230	609.34
65270	DEHN OIL CO	188.1 GAL DIESEL	Fuel	100-43101-2230	521.62
65271	DOUGLAS-KERR UNDERGROU	CREEK VALLEY	Contractors	431-43301-3810	351,464.54
65272	EBERT COMPANIES	FIRE #3	Capital assets	420-42201-5110	457,922.88
65273	ELECTRICAL SERVICES EMERG	PERMIT FEES FOR SIREN INST	Covid 19	100-41701-4153	1,820.00
65273	ELECTRICAL SERVICES EMERG	PERMIT FEES FOR SIREN INST	Capital assets	422-42302-5110	1,820.00
65273	ELECTRICAL SERVICES EMERG	PERMIT FEES FOR SIREN INST	Capital assets	422-42302-5110	-1,820.00
65274	FIRE SAFETY USA INC	GLOVES	Clothing & personal protectiv	100-42201-2210	493.40
65274	FIRE SAFETY USA INC	GAUGE OIL & PLUG	Equipment parts & supplies	100-42201-2320	390.00
65275	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - AC	Personnel testing & recruitme	100-44101-3150	36.71
65276	FLEETPRIDE	#81 BRAKE DIAPHRAGM, CLA	Vehicle parts & supplies	100-43101-2340	18.70
65276	FLEETPRIDE	#75 SLACK ADJUSTER KIT	Vehicle parts & supplies	100-43101-2340	335.22
65276	FLEETPRIDE	#75 YELLOW LAMP	Vehicle parts & supplies	100-43101-2340	32.84

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65277	HAM LAKE HARDWARE INC	WHITE SPRAY PAINT	Operating supplies	100-43101-2290	21.98
65277	HAM LAKE HARDWARE INC	HAM LAKE PARK SPRINKLER -	Operating supplies	100-44101-2290	13.99
65278	HAM LAKE HAULERS INC	2ND QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
65279	INTERSTATE ALL BATTERY CEN	CITY HALL EMERGENCY LIGHT	Building repair & maintenanc	100-41702-2310	48.90
65280	INT'L INSTITUTE OF MUNICIPA	MEMBERSHIP DUES JAN - SEP	Prepaid expense	100-15501	93.75
65280	INT'L INSTITUTE OF MUNICIPA	MEMBERSHIP DUES OCT - DE	Dues & subscriptions	100-41301-3920	31.25
65281	KINGS III EMERGENCY COMM	AUG ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
65282	LEPAGE & SONS INC	7/7 YARDWASTE	Waste management & recycli	231-43601-3630	492.06
65282	LEPAGE & SONS INC	7/14 YARDWASTE	Waste management & recycli	231-43601-3630	492.06
65282	LEPAGE & SONS INC	7/20 YARDWASTE	Waste management & recycli	231-43601-3630	492.06
65283	MARK JONES	SAFETY BOOTS	Clothing & personal protectiv	100-42401-2210	150.00
65284	MCLELLAN SALES INC	SUNSCREEN	Safety supplies	100-43101-2240	133.00
65285	MIDWAY FORD	R-3 '23 FORD F350	Capital assets	420-42201-5110	49,899.16
65286	MINNESOTA EQUIPMENT	AIR FILTER	Operating supplies	100-44101-2290	8.72
65287	MN METRO NORTH TOURISM	JUNE LODGING TAX	Convention bureau	263-46101-4120	3,142.10
65288	NOVAK FLECK	REFUND OVERPAYMENT #202	Refunds & reimbursements	100-37601	200.00
65289	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-43101-3150	124.00
65289	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-44101-3150	67.00
65290	PF PETTIBONE & CO	MINUTE BOOKS	Office supplies	100-41701-2110	193.95
65291	PTL TIRE INC	U-2 ALIGNMENT	Fire apparatus repair & maint	100-42201-3450	122.39
65292	RDO EQUIPMENT CO.	#71 LAMP	Equipment parts & supplies	100-43101-2320	174.83
65293	S & S INDUSTRIAL SUPPLY INC	#75 E-CLIP	Vehicle parts & supplies	100-43101-2340	6.35
65294	SIEGFRIED FAMILY TOOLS INC	MASTER BIT SET	Covid 19	100-41701-4153	290.15
65294	SIEGFRIED FAMILY TOOLS INC	HEADLAMP	Covid 19	100-41701-4153	39.95
65295	SMITH BROTHERS DECORATIN	PAINT/BRUSH FIRE #2 SIGN	Operating supplies	100-42201-2290	30.45
65295	SMITH BROTHERS DECORATIN	PAINT/BRUSH PARK SIGNS	Operating supplies	100-44101-2290	30.45
65296	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	5.50
65296	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	5.50
65296	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	5.50
65296	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	5.50
65296	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	11.00
65297	SYSCO MINNESOTA	4 GAL. RINSE AID	Operating supplies	100-44201-2290	419.32
65298	TASC	JULY COBRA ADMINISTRATIO	Other professional services	100-41701-3190	25.00
65298	TASC	AUG COBRA ADMINISTRATIO	Other professional services	100-41701-3190	25.00
65298	TASC	SEPT COBRA ADMINISTRATIO	Other professional services	100-41701-3190	26.74
65298	TASC	COBRA ADMINISTRATION REN	Other professional services	100-41701-3190	110.48
65299	THE MPX GROUP	AUG HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
65300	TURFWERKS	#65 FILTER	Equipment parts & supplies	100-44101-2320	72.70
65301	UNLIMITED SUPPLIES INC	BATTERIES, NUTS, WASHERS,	Operating supplies	100-43101-2290	93.98
65302	US BANK CORPORATE PAYME	ZOOM-- Zoom - July-DW	Dues & subscriptions	100-41201-3920	13.70
65302	US BANK CORPORATE PAYME	AMAZON-dvds-NW	Office supplies	100-41701-2110	24.99
65302	US BANK CORPORATE PAYME	IOS-sharpies-NW	Office supplies	100-41701-2110	6.59
65302	US BANK CORPORATE PAYME	AMAZON-ink refill-NW	Office supplies	100-41701-2110	5.22
65302	US BANK CORPORATE PAYME	IOS-paper towels-NW	Operating supplies	100-41701-2290	74.50
65302	US BANK CORPORATE PAYME	AMAZON-batteries-NW	Operating supplies	100-41701-2290	36.00
65302	US BANK CORPORATE PAYME	AMAZON-monitor shelf-NW	Operating supplies	100-41701-2290	26.34
65302	US BANK CORPORATE PAYME	IOS-trash can liners-NW	Operating supplies	100-41701-2290	66.86
65302	US BANK CORPORATE PAYME	PANTHEON-website-NW	Software licenses & upgrades	100-41701-2510	300.00
65302	US BANK CORPORATE PAYME	GFOA-- GFOA-CAFR Award-A	Other professional services	100-41701-3190	460.00
65302	US BANK CORPORATE PAYME	HARBOR FREIGHT-- Tools-JC	Covid 19	100-41701-4153	840.90
65302	US BANK CORPORATE PAYME	USPS-POSTAGE TO RETURN LI	Postage	100-42201-2120	13.75
65302	US BANK CORPORATE PAYME	IOS-hand soap-NW	Operating supplies	100-42201-2290	130.36
65302	US BANK CORPORATE PAYME	LOWES-FUEL/OIL-MR	Operating supplies	100-42201-2290	102.75
65302	US BANK CORPORATE PAYME	IOS-toilet paper-NW	Operating supplies	100-42201-2290	29.65
65302	US BANK CORPORATE PAYME	CLAREY'S-JUMBO LOK-MR	Equipment parts & supplies	100-42201-2320	137.00
65302	US BANK CORPORATE PAYME	AMAZON-gas leak detector-N	Small tools	100-42201-2410	98.45
65302	US BANK CORPORATE PAYME	AMAZON-gas leak monitors-N	Small tools	100-42201-2410	1,866.00
65302	US BANK CORPORATE PAYME	AMAZON-gas leak detector-N	Small tools	100-42201-2410	98.45
65302	US BANK CORPORATE PAYME	ALERT ALL-FIRE PREVENTION	Fire prevention-supplies	100-42201-2810	307.50
65302	US BANK CORPORATE PAYME	MBFTE-FF LICENSE - MR-MR	Professional licenses & certific	100-42201-3520	75.00

Council Approval List

Payment Dates: 7/18/2023 - 8/7/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65302	US BANK CORPORATE PAYME	HOLIDAY-- Fuel-JW	Fuel	100-43101-2230	111.82
65302	US BANK CORPORATE PAYME	AMAZON-brake tool-NW	Small tools	100-43101-2410	79.20
65302	US BANK CORPORATE PAYME	GRAINGER-- Senior Center Ice	Operating supplies	100-44201-2290	33.98
65302	US BANK CORPORATE PAYME	IOS-trash can liners-NW	Operating supplies	100-44201-2290	36.63
65302	US BANK CORPORATE PAYME	IOS-paper towels-NW	Operating supplies	100-44201-2290	74.50
65304	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.12
65304	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.26
65304	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	293.63
65304	VERIZON WIRELESS	DH, AC, MS	Phones/radios/pagers	100-44101-3210	123.34
65305	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	33.95
65305	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
65305	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002573	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002574	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,955.00
DFT0002574	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002575	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,091.38
DFT0002575	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,998.72
DFT0002575	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,922.48
DFT0002576	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,705.97
DFT0002577	PERA	Retirement-Coordinated	PERA	100-21703	7,116.17
DFT0002577	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002577	PERA	Retirement-Police & Fire	PERA	100-21703	1,243.22
DFT0002579	US POSTMASTER	AUG HAM LAKER POSTAGE	Postage	211-41704-2120	1,193.62
<b>Grand Total:</b>					<b>1,407,204.55</b>



City of Ham Lake, MN

# EFT Payroll Check Register Report Summary

Pay Period: 7/9/2023-7/22/2023

Packet: PYPKT01499 - PPE 07/22/23 PAID 07/28/23  
Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	72	48,713.35
<b>Total</b>	<b>72</b>	<b>48,713.35</b>

**ORDINANCE NO. 23-XX**

**An Ordinance Amending ARTICLE 6, EXCEPTIONS FOR PARKING relating to trailers on-street parking restrictions and unlawful to park unlicensed or mechanically inoperable vehicles and trailers, subject to certain conditions.**

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

**6-122 Trailer On-Street Parking Restrictions**

No commercial vehicles, trailer or equipment shall be parked within the right-of-way of any municipal street except when loading, unloading, or rendering a service. When possible, when a commercial vehicle, trailer or equipment is parked on a public street, orange traffic cones shall be placed adjacent to the commercial vehicle, trailer or equipment for safety and notice purposes. No trailer that is not attached to a functioning vehicle, including, but not limited to, utility trailers, boat trailers, other recreational trailers, such as campers and camper trailers and recreational vehicles are permitted to be parked within the right-of-way of any municipal street between the hours of twelve midnight (12:00) A.M. and six o'clock (6:00) A.M.

**6-123 Unlawful to park unlicensed or mechanically inoperable vehicles and trailers.**

A. It shall be unlawful for any person to stand or park any vehicle or trailer that is unlicensed or not currently licensed with the state on any city street, city parking lot, alley, city right-of-way, and all public property.

B. It shall be unlawful for any person to stand or park any vehicle or trailer that is extensively damaged to the extent that it has a broken window or windshield, or missing wheels, tires, motor or transmission or is not equipped with any equipment required for operation on public highways, on any highway, city street, city parking lot, alley, city right-of-way, and all public property.

**Presented the Ham Lake City Council on July 17, 2023 and adopted by a unanimous vote this 7<sup>th</sup> day of August, 2023.**

---

**Brian Kirkham, Mayor**

---

**Denise Webster, City Clerk**

## Denise Webster

---

**From:** Jennifer Bohr  
**Sent:** Sunday, July 30, 2023 12:25 AM  
**To:** Denise Webster  
**Subject:** Fw: Scott Heaton Resign from Planning Commission

---

**From:** Scott Heaton <scottmatthewheaton@gmail.com>  
**Sent:** Saturday, July 29, 2023 11:04 AM  
**To:** Jennifer Bohr <JBohr@ci.ham-lake.mn.us>  
**Cc:** Brian Pogalz <mnhockeyguy@gmail.com>; Erin Dixson <dixsonerin@gmail.com>; Dave Ringler (drkr98@comcast.net) <drkr98@comcast.net>; Kyle Lejonvarn (klejonvarn@yahoo.com) <klejonvarn@yahoo.com>; Jonathan Fisher <JonathanFisher@comcast.net>; Jeff Entsminger <jeff@allseasonservices.com>; gkirkeide@gmail.com <gkirkeide@gmail.com>; Jim Doyle <JDoyle@ci.ham-lake.mn.us>; Jesse Wilken <JWilken@ci.ham-lake.mn.us>; Brian Kirkham <BKirkham@ci.ham-lake.mn.us>; Al Parranto <parranto@comcast.net>  
**Subject:** Scott Heaton Resign from Planning Commission

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

Dear Mayor, Council members and Commissioners,

It is with sadness that I must resign my position on the Planning Commission. My wife and I have decided to spend much more of our time up north at our cabin and I will be unable to give the position the time it needs. It has been very fulfilling to serve on the Planning Commission and I will miss it and all of the wonderful people I have had the pleasure to work with. Thank you for giving me this opportunity. I will be unable to attend the August meetings.

Thank you,  
Scott Heaton

On Thu, Jul 20, 2023 at 7:52 AM Jennifer Bohr <JBohr@ci.ham-lake.mn.us> wrote:

Good Morning!

The meeting scheduled for Monday, July 24, 2023 has been canceled.

See you next month!

Jennifer

**Jennifer Bohr**

**Building & Zoning Clerk/Deputy City Clerk**

Meeting Date: August 7, 2023



**CITY OF HAM LAKE**

**MEMO**

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

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

**Subject:** Approval of the American Rescue Plan Act Funding for Fire Station #3 Cascade System and Gear Rack, Public Works Pressure Washer and Asphalt Spreader, and Creek Valley Street Reconstruction Pay App #3

**Introduction/Discussion:**

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

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

As of August 2, 2023 there was approximately \$79,869 of unallocated ARPA funds for use for equipment and various City uses. There currently has been \$598,645 expended from the ARPA funds with \$55,569 obligated through Council approval for the Small Business/Non-Profit Grant Program, Public Works and Fire Department equipment expenditures, new sirens and the Recodification Project for City Code. There was \$1.1M earmarked for the Revolving Street Fund with \$1,053,576 expended through Council approval to the Creek Valley Street Construction project with a remaining \$46,242.

Fire Chief Raczkowski received two quotes for equipment for Fire Station #3. The first quote is from Alex Air Apparatus for a new Cascade System in the amount of \$48,826. The second quote is from GearGrid for gear racks for the Fire Fighter personal safety gear for \$3,737. Fire Chief Raczkowski is requesting approval to use \$52,563 in ARPA Funding to cover these equipment items.

Public Works Superintendent Witkowski received two quotes for equipment. The first quote is from Hotsy Minnesota to replace a broken Pressure Washer for Public Works in the amount of \$12,949. The second quote is from Lano Equipment to purchase a Bobcat Asphalt Spreader for \$14,144 to help with large patchwork, shoulders, and milling of road maintenance as well as ballfield maintenance. Public Works Superintendent Witkowski is requesting approval to use \$27,093 in ARPA Funding to cover these equipment items.

Finance has received the third pay application from Douglas-Kerr for the Creek Valley Street Reconstruction Project for \$166,529 and is requesting to use the remaining \$46,424 in ARPA funding towards this pay application. The remaining balance of the pay applications and any other pay applications will be fund through the Revolving Street Fund.

The approval of these items would bring the amount of unallocated ARPA funds to \$213.

**Recommendation:**

**Approval of the Resolution to allocate \$79,656 of ARPA funding for Fire and Public Works equipment and \$46,424 to Douglas-Kerr for the Creek Valley Street Reconstruction Project Pay App #3.**



**RESOLUTION NO. 23-XX**

**CITY OF HAM LAKE**

**RESOLUTION APPROVING AMERICAN RESCUE PLAN ACT FUNDS FOR FIRE STATION #3 CASCADE AND GEAR RACK, PUBLIC WORKS PRESSURE WASHER AND ASPHALT SPREADER, AND CREEK VALLEY STREET RECONSTRUCTION PROJECT PAYMENT # 3**

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the City of Ham Lake allocates ARPA funding in the amount of \$48,826 for Fire Station #3 Cascade System, \$3,737 for Fire Station #3 gear rack, \$14,144 for Public Works asphalt spreader, \$12,949 for Public Works Pressure Washer, and \$46,424 for the Creek Valley Street Reconstruction Project payment #3.

Adopted by the City Council of the City of Ham Lake this 7th day of August, 2023.

---

Brian Kirkham, Mayor

---

Denise Webster, City Clerk



# Quotation



GearGrid Corporation  
 670 15th St SW  
 Forest Lake, MN 55025  
 Phone: (651) 464-4468 Fax: (651) 464-4780  
 www.geargridcorp.com

Quote Number: 00010888  
 Quote Date: 7/26/2023  
 Customer Number:

Project Name: Ham Lake Fire Station 3  
 Specification Section:  
 Addenda Acknowledged:

**Sold To:**

City of Ham Lake  
 15544 Central Ave Ne Attn: Fire Dept  
 Andover, MN 55304

**Ship To:**

City of Ham Lake  
 Fire Station #3  
 Andover, MN 55304

Phone: 7632351661      Fax:      E-mail: mrazckowski@ci.ham-lake.mn.us

<b>Confirm To:</b> Mike Raczkowski	<b>Carrier</b> Old Dominion	<b>F.O.B.</b> Origin	<b>Terms</b> Net 30	<b>Quote Provided By:</b> Renee Alexander
---------------------------------------	--------------------------------	-------------------------	------------------------	--

Part Number	Description	UOM	Quantity Ordered	Price	Extended Amount
401020	GearHanger Hanging Rod 20"	EA	10	\$24.00	\$240.00
492031	GearHanger Secure Bracket (Kit)	EA	1	\$5.00	\$5.00
401013	GearDryer Coat Drying Hanger	EA	10	\$14.00	\$140.00
401012	GearGlove Drying Hanger	EA	10	\$14.00	\$140.00
402010	20"W x 20"D x 72"H - Wall Mount - No Door -Bank of 10 Opening	LOT	1	\$2,763.00	\$2,763.00
401051	Material Surcharge		1	\$230.00	\$230.00

Quote Notes:

- (10) GearGrid Wall Mount Lockers
- No Doors (Open Front Style Lockers)
- Locker Size: 20"W x 20"D
- Bank of 10 Overall Length: 201.25"
- Each locker includes: top adjustable shelf, bottom adjustable shelf, 3 adjustable apparel hooks, back panel and nameplate holder
- Nameplates are not included and should be sourced locally or through [www.firehouseid.com](http://www.firehouseid.com)
- Full assembly required on site
- No tax included
- 3% processing fee applies to any payment made by credit card

1. Assembly/Installation provided by: City of Ham Lake Fire Dept
2. GearGrid can provide (NON-UNION, NON-CERTIFIED PAYROLL) Assembly and Installation for an ADDED price of: N/A  
 Estimated Ship Date: Approximately Please check at time of order weeks after receipt of order.
3. This quote does not include nameplates, please source at [www.firehouseid.com](http://www.firehouseid.com) or locally
4. If Doors are ordered GearGrid does not provide padlocks or other locking devices unless otherwise indicated.
5. When Powerbars are ordered, electrical wiring, receptacles and installation of electrical are not included. Please consult local certified electrician.
6. GearGrid products are packaged on 74" long x 44" wide skids, standard trailer delivery. Off-loading by others. If lift gate or other special services are desired, this must be requested at the time of initial quote request.

Net Order:	\$3,518.00
Freight:	\$219.00
Sales Tax:	
<b>Order Total US \$:</b>	<b>\$3,737.00</b>

## TERMS AND CONDITIONS OF SALE

1. **GENERAL.** These Terms and Conditions apply to all sales of goods ("Goods") by GearGrid, LLC ("GearGrid") to any proposed Buyer ("Buyer"). Any additional or different terms and conditions proposed by the Buyer are objected to and hereby rejected, notwithstanding any terms and conditions that may be contained in any purchase order, acknowledgment, notice, communication or other Buyer form, unless such additional or different terms are expressly accepted by Seller in writing, signed by an authorized officer of Seller. Acceptance by Buyer of any goods from Seller shall be considered acceptance of these Terms and Conditions. If these Terms and Conditions, or any related documents from Seller, are deemed to be a response to a Buyer document, then notwithstanding any additional or different terms that may be embodied in Buyer's document, Seller's response is expressly conditional on Buyer's consent to the additional and/or different terms and conditions set forth in these Terms and Conditions. If these Terms and Conditions are not acceptable to Buyer, Buyer must notify Seller in writing at once.
2. **VERBAL ORDERS.** Verbal orders are accepted only on the terms herein and in Seller's order acknowledgment. Any discrepancies between Seller's order acknowledgment and the Buyer's verbal order are not binding on Seller. PLEASE REVIEW GEARGRID'S ORDER ACKNOWLEDGMENT CAREFULLY.
3. **PAYMENT.** Unless otherwise stated in GearGrid's order acknowledgment or quotation, all invoices are due 30 days after the invoice date. Past due accounts will be charged interest at 1.5% per month, but not more the maximum interest rate allowed by law. Any wire transfer or related fees associated with payment of individual invoices will be the responsibility of the Buyer. A 3% fee will be added to any order paid using a credit card.
4. **SHIPPING DATES.** All shipping dates represent only a reasonable estimate of the time required for manufacturing at the time of order acceptance or quotation. These dates shall not be construed as promises or agreements to ship or deliver goods on specific dates.
5. **SHIPMENT - RISK OF LOSS.** Except as otherwise provided in Seller's invoice, all shipments will be made by F.O.B. Seller's manufacturing facility in Forest Lake, Minnesota. Shipping and insurance costs are not included in the individual product prices and shall be paid by Buyer. All goods are shipped at Buyer's risk. Title to the goods and risk of loss or damage shall pass to Buyer upon tender of delivery to the carrier in Forest Lake, Minnesota. All claims for shortage or for damage in transit must be reported to Seller within 10 days of delivery.
6. **DELAYS.** Delivery shall be subject to, and contingent upon, strikes, labor difficulties, riot, war, fire, delay or defaults of common carriers, governmental decrees or orders, inability to obtain necessary material or facilities or any other delays beyond Seller's reasonable control. Seller shall not be liable for any losses caused by such delays.
7. **CANCELLATION.** A cancellation fee will be applied to all cancelled orders. The amount of the cancellation fee will be based on the percent completion of the customer order.
8. **TAXES -** Seller's prices do not include taxes or other governmental charges with respect to the sale, purchase, delivery, use or transportation of Goods. Any such taxes which Seller may be required to pay or collect under any existing or future law shall be promptly paid to Seller by Buyer upon demand.
9. **WARRANTIES AND DISCLAIMERS.** Seller warrants to the Buyer that the Goods shall be free from defects in materials and workmanship for a period of one year from time of shipment. If Buyer notifies Seller in writing within the applicable period from the date of shipment by Seller ("Warranty Period") of such a defect in any Goods, and if Seller determines that such Goods are not in conformity with this warranty, Seller will repair or replace such Goods or refund to Buyer the purchase price of such Goods. Any claims not made within the Warranty Period are deemed waived by Buyer. **SELLER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE OR AGAINST INFRINGEMENT, ALL OF WHICH ARE HEREBY DISCLAIMED BY SELLER.**
10. **PRODUCT WARRANTY PERIOD.** Unless otherwise stated, all GearGrid products are warranted as described in Warranties and Disclaimers, for a period of 2 years, except for the GridIron locker line which carries a 10 year standard warranty.
11. **RETURN & RESTOCKING POLICY.** Goods may not be returned without the Seller's consent, at its discretion and will be subject to a restocking fee. A minimum 25% restocking fee will apply to all returned products. No product may be returned without a Return Authorization and agreement provided by GearGrid. Any returned product received in damaged condition, will be subject to credit adjustment.
12. **LIMITATION OF REMEDIES. IN NO EVENT SHALL SELLER'S OBLIGATIONS WITH RESPECT TO ANY GOODS EXCEED THE PURCHASE PRICE PAID TO SELLER BY BUYER FOR THOSE GOODS. IN NO EVENT SHALL SELLER BE LIABLE TO BUYER FOR ANY SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGE, LOSS OR EXPENSE (INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS OR GOODWILL), WHETHER SUCH CLAIM IS BASED ON CONTRACT, NEGLIGENCE, STRICT TORT OR WARRANTY.**
13. **INTERNATIONAL TRANSACTIONS.** If the Goods are to be shipped outside of the United States, no shipment will be authorized until Seller has received an irrevocable letter of credit issued to Seller for the entire purchase price of the Goods and issued or confirmed by a bank located in the United States that is acceptable to Seller in its sole discretion. The Convention on Contracts for the International Sale of Goods shall not apply to any transaction subject to these Terms and Conditions.
14. **GOVERNING LAW/DISPUTES -** These Terms and Conditions shall be governed by and interpreted in accordance with the internal laws of Minnesota. No action with respect to the Goods or arising out of these Terms and Conditions may be brought by Buyer more than one year after the cause of action has accrued. All disputes shall be resolved in state or Federal courts located in Hennepin County, Minnesota.
15. **EXCLUSIVE AGREEMENT -** No agreement varying these Terms and Conditions will be binding upon Seller unless in writing and signed by an officer of Seller.
16. **ASSEMBLY AND INSTALLATION (WHEN APPLICABLE)** GearGrid will be responsible for assembly/installation for the items quoted when the price is indicated on quote and accepted by customer. Customer will be responsible for off-loading material from carrier and storing in a safe, secure environment until scheduled installation. Customer is responsible for noting any damage to shipment with carrier at the time of delivery. The damage to be noted on Bill of Lading prior to signing and accepting shipment. Customer will also immediately notify GearGrid of shipment damage via email to [sales@geargrid.com](mailto:sales@geargrid.com). Evidence of damage including description and pictures will be necessary. Customer will be responsible for providing a trash receptacle for packing materials and skid disposal. Customer will be responsible for accurate field measurements prior to GearGrid releasing order for production. Field dimensions should also note the material make-up of walls or floors that lockers will be anchored into and any impediments that will require special installation circumstances. Inaccurate field dimensions or omission of special installation circumstances that require additional costs in terms of materials or labor will be the sole responsibility of Customer. Customer will coordinate a firm installation date no later than 30 days prior to the required install date to allow for installer to coordinate travel logistics. If jobsite is not ready for installation as of previously agreed upon date,

**HOTSY MINNESOTA**  
 2951 100th Court NE, #100  
 Blaine, MN 55449



# Equipment Quote

Customer # HL06275      Quote # 6098  
 Quote Date.; 07/27/2023  
 Quoted pricing is valid for 30 days

Rep.: WEST METRO  
 (763) 786-5525

HAM LAKE PUBLIC WORKS  
 15544 CENTRAL AVE NE  
 ANDOVER, MN 55304-5609

HAM LAKE PUBLIC WORKS  
 15544 CENTRAL AVE NE  
 ANDOVER, MN 55304-5609

Quantity	Item Number	Item Description	Unit Cost	Line Total
1	11096940	HOTSY MODEL 942N 4.0@2000 208/3 NG ETL CERTIFIED TO UL1776	10320.00	10320.00
1	70.2175	STAND MACHINE 900/1400 50"L X 19" W X 48"H	528.00	528.00
1	80.3000	KIT, DAMPER & DIVERTER 8"	560.00	560.00
1	70.1360	VENT ADPT 8-10 IN	28.35	28.35
1	80.7000	GAS TRAIN 900/1400 SERIES PREREGULATOR & HARD PIPE	560.00	560.00
1	80.1110	WIRE WHIP 4 WIRE 12 GAUGE 0-20 A, 3 PHASE	71.82	71.82
1	70.2680	JUMP GARDEN HOSE 3/4 X 5 FT	53.17	53.17
1	80.2040	INJECTOR ASSBLY 3-5 GPM TC	128.00	128.00
1	89182800	HOSE JUMPER 3/8 X 6FT 6000	46.07	46.07
1	89169890	REMOTE STATION BOX	532.90	532.90
1.000	DLRS	STATIONARY UNIT PREP & TEST UNCRATE, ASSEMBLE, SETUP, WIRE, PROGRAM, AND TEST  Detergent Sample	125.00	125.00
1	70.5003	75 GAL BULK TANK TANK REMAINS THE PROPERTY OF HOTSY MINNESOTA	0.00	0.00
30.000	20.0018	FLEET WASH \$220 Dollar Value  Install	0.00	0.00
10.000	LBR - INSTALL	HOURLY LABOR RATE Remove Old Hotsy Install New Hotsy	149.00	1490.00
1.000	SER1	METRO SERVICE CHARGE	128.00	128.00

*Serving Minnesota Since 1976*

**HOTSY MINNESOTA**  
2951 100th Court NE, #100  
Blaine, MN 55449



# Equipment Quote

Customer # HL06275      Quote # 6098  
Quote Date.; 07/27/2023  
Quoted pricing is valid for 30 days

Rep.: WEST METRO  
(763) 786-5525

HAM LAKE PUBLIC WORKS  
15544 CENTRAL AVE NE  
ANDOVER, MN 55304-5609

HAM LAKE PUBLIC WORKS  
15544 CENTRAL AVE NE  
ANDOVER, MN 55304-5609

Quantity	Item Number	Item Description	Unit Cost	Line Total
		Quote subtotal		14571.31
		Discount		-1667.00
		Freight charges		45.00
		Quote total		12949.31



## Product Quotation

Quotation Number: 31196D031866

Date: 2023-07-27 16:00:06

Ship to	Bobcat Dealer	Bill To
CITY OF HAM LAKE Attn: JOHN WITKOWSKI 15544 CENTRAL AVE NE HAM LAKE, MN 55304	Lano Equipment, Inc, Ramsey, MN 6140 HIGHWAY 10 NW RAMSEY MN 55303-4529 Phone: 763-307-2800 Fax: (763) 422-3949 ----- Contact: Scott Fahey Phone: 763-323-1720 Fax: 763-422-3949 Cellular: 612-223-0510 E Mail: scott_f@lanoequip.com	CITY OF HAM LAKE Attn: JOHN WITKOWSKI 15544 CENTRAL AVE NE HAM LAKE, MN 55304

Description	Part No	Qty	Price Ea.	Total
Attachments SAS 200 Soil and Asphalt Spreader	7396290	1	\$14,848.00	\$14,848.00
--- Kit Side Wing Option	7403712	1	\$777.00	\$777.00
--- Kit Control Panel	7415330	1	\$708.00	\$708.00
Total of Items Quoted				<b>\$16,333.00</b>
Dealer P.D.I.				<b>\$0.00</b>
Freight Charges				<b>\$424.00</b>
Dealer Assembly Charges				<b>\$0.00</b>
Discount State of MN contracted government discount				<b>(\$2,613.00)</b>
Quote Total - US dollars				<b>\$14,144.00</b>

MN State Contract Release T-631(5) #221998

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: \_\_\_\_\_

Authorized Signature:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Date August 1, 2023

To: Mayor and Councilmembers  
 City of Ham Lake  
 15544 Central Avenue NE  
 Ham Lake, Minnesota 55304

Re: Creek Valley Street Reconstruction

Contractor: Douglas-Kerr  
 2142 330th Avenue  
 Mora, Minnesota 55051

Contractor Payment #3

STATEMENT OF WORK

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	TOTAL	PRIOR UNITS	UNITS THIS EST.	UNITS TO DATE	AMOUNT TO DATE
2021.501	MOBILIZATION	LUMP SUM	1	\$146,200.00	\$146,200.00	0.75	0.05	0.80	\$116,960.00
2101.505	CLEARING	ACRE	0.1	\$42,788.00	\$4,278.80	0	0.05	0.05	\$2,139.40
2101.505	GRUBBING	ACRE	0.1	\$28,525.00	\$2,852.50	0	0.05	0.05	\$1,426.25
2104.502	REMOVE DRAINAGE STRUCTURE	EACH	6	\$861.00	\$5,166.00	6	0	6	\$5,166.00
2104.502	REMOVE SIGN	EACH	9	\$44.00	\$396.00	0	8	8	\$352.00
2104.502	SALVAGE POST	EACH	4	\$44.00	\$176.00	0	1	1	\$44.00
2104.502	SALVAGE SIGN	EACH	1	\$182.00	\$182.00	0	1	1	\$182.00
2104.502	SALVAGE MAILBOX AND SUPPORT	EACH	21	\$110.00	\$2,310.00	22	0	22	\$2,420.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH) DRIVEWAY	LIN FT	116	\$3.70	\$429.20	108	0	108	\$399.60
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH) DRIVEWAY	LIN FT	300	\$2.95	\$885.00	266	45	311	\$917.45
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	145	\$2.95	\$427.75	0	145	145	\$427.75
2104.503	REMOVE CONCRETE CULVERT	LIN FT	82	\$24.40	\$2,000.80	71	0	71	\$1,732.40
2104.503	REMOVE METAL CULVERT	LIN FT	575	\$14.40	\$8,280.00	599	0	599	\$8,625.60
2104.503	SALVAGE WOODEN FENCE	LIN FT	38	\$8.55	\$324.90	38	0	38	\$324.90
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	299	\$8.95	\$2,676.05	273	0	273	\$2,443.35
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	590	\$6.35	\$3,746.50	492.0	33.3	525.3	\$3,335.66
2104.618	SALVAGE TIMBER RETAINING WALL	SQ FT	8	\$40.60	\$324.80	8	0	8	\$324.80
2105.607	COMMON EXCAVATION	CU YD	2,807	\$26.50	\$74,385.50	2,870.00	155.56	3,025.56	\$80,177.34
2105.607	GRANULAR BORROW (CV)	CU YD	1,013	\$36.50	\$36,974.50	1,116	53	1,169	\$42,668.50
2215.504	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	12,507	\$4.00	\$50,028.00	12,507	0	12,507	\$50,028.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2:C) 2.0" THICK-DRIVEWAY	SQ YD	543	\$38.50	\$20,905.50	543.3	0	543.3	\$20,917.05
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2:C)	TON	795	\$133.00	\$105,735.00	0	903.1	903.1	\$120,112.30
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2:C)	TON	1,590	\$114.00	\$181,260.00	1,459.33	126.14	1,585.47	\$180,743.58
2501.502	15" GS PIPE APRON	EACH	2	\$940.00	\$1,880.00	2	0	2	\$1,880.00
2501.502	24" GS PIPE APRON	EACH	2	\$1,163.00	\$2,326.00	2	0	2	\$2,326.00
2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	2	\$638.00	\$1,276.00	2	0	2	\$1,276.00
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	2	\$757.00	\$1,514.00	2	0	2	\$1,514.00
2503.503	15" CP PIPE SEWER (SMOOTH)	LIN FT	369	\$54.05	\$19,944.45	295	0	295	\$15,944.75
2503.503	24" CP PIPE SEWER (SMOOTH)	LIN FT	285	\$70.50	\$20,092.50	228	0	228	\$16,074.00
2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	306	\$76.10	\$23,286.60	245	0	245	\$18,644.50
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	1,341	\$83.40	\$111,839.40	1,073	0	1,073	\$89,488.20
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	782	\$89.80	\$70,223.60	626	0	626	\$56,214.80
2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	243	\$120.00	\$29,160.00	194	0	194	\$23,280.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	16	\$3,250.00	\$52,000.00	16	0	16	\$52,000.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	16	\$4,422.00	\$70,752.00	16	0	16	\$70,752.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2	EACH	4	\$10,769.00	\$43,076.00	4	0	4	\$43,076.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3	EACH	1	\$6,583.00	\$6,583.00	1	0	1	\$6,583.00
2506.502	RAIN GUARDIAN	EACH	6	\$3,280.00	\$19,680.00	6	0	6	\$19,680.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	163	\$1.75	\$285.25	142	0	142	\$248.50
2511.507	RANDOM RIPRAP CLASS III	CU YD	44	\$149.00	\$6,556.00	32	0	32	\$4,768.00
2531.503	CONCRETE CURB AND GUTTER DESIGN D312 (MODIFIED)	LIN FT	8,218	\$18.60	\$152,854.80	8,181	0	8,181	\$152,166.60
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	296	\$91.50	\$27,084.00	280.6	0	280.6	\$25,674.90
2540.602	INSTALL MAILBOX WITH SUPPORT	EACH	21	\$275.00	\$5,775.00	0	21	21	\$5,775.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$2,641.00	\$2,641.00	0.75	0.25	1	\$2,641.00
2564.518	SIGN PANELS TYPE C	SQ FT	32	\$93.55	\$2,993.60	0	27	27	\$2,525.85
2573.501	STABILIZED CONSTRUCTION EXIT	EACH	3	\$1,022.00	\$3,066.00	2	0	2	\$2,044.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	35	\$180.00	\$6,300.00	36	0	36	\$6,480.00
2573.502	CULVERT END CONTROLS	EACH	4	\$442.00	\$1,768.00	3	0	3	\$1,326.00



2573.503	SILT FENCE; TYPE MS	LIN FT	3,815	\$2.50	\$9,537.50	1,066	0	1,066	\$2,665.00
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	62	\$30.80	\$1,909.60	50	0	50	\$1,540.00
2573.503	FILTER BERM TYPE 4	LIN FT	174	\$18.70	\$3,253.80	18	0	18	\$336.60
2575.504	ROLLED EROSION PREVENTION CATEGORY 15	SQ YD	1,223	\$1.50	\$1,834.50	361	0	361	\$541.50
2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	983	\$1.80	\$1,769.40	412	0	412	\$741.60
2575.605	TURF ESTABLISHMENT (25-151 SEEDING MIX)	ACRE	2.2	\$6,053.00	\$13,316.60	0	2.24	2.24	\$13,558.72
2575.605	TURF ESTABLISHMENT (33-261 SEEDING MIX)	ACRE	0.5	\$2,751.00	\$1,375.50	0.25	0	0.25	\$687.75
<b>TOTAL CONTRACT AMOUNT</b>					<b>\$1,365,898.90</b>				<b>\$1,284,322.20</b>

**SUMMARY**

Original Contract Amount	\$1,365,898.90
Value Completed To Date	\$1,284,322.20
Material on Hand	\$0.00
<b>SUBTOTAL</b>	<b>\$1,284,322.20</b>
Amount Retained - 5%	\$64,216.11
Less Pay Estimate #1	\$702,111.75
Less Pay Estimate #2	\$351,464.54
<b>AMOUNT DUE THIS ESTIMATE</b>	<b>\$166,529.80</b>

**CERTIFICATION OF THE CONTRACTOR**

I hereby certify that the work performed and the materials supplied under the terms of the Contract for the referenced project, and all authorized changes to the Contract have an actual value under the Contract of the amounts shown on this estimate (and the final quantities of the final estimate are correct) and that this estimate is just and correct and no part of the "Amount Due This Estimate" has been received.

By \_\_\_\_\_ Date \_\_\_\_\_  
Contractor's Authorized Representative (Title)

**CERTIFICATION OF THE ENGINEER**

I hereby certify that I have prepared or examined this estimate and that the Contractor is entitled to payment of this estimate under the Contract for the referenced project.

By \_\_\_\_\_ Date \_\_\_\_\_  
RFC Engineering, Inc.

Respectfully submitted,

RFC Engineering, Inc.

Tom Collins, P.E.  
Ham Lake City Engineer

**Meeting Date: August 7, 2023**



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

**To: Mayor and Councilmembers**

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

**Item/Title/Subject: Resolution changing a street name – specifically Erbank Street NE to Urbank Street NE in the plat of Eagle Ridge Estates.**

**Introduction/Discussion:**

Upon review of the plat of Eagle Ridge Estates, it has been discovered that there has been an error in a designation of a street name. Specifically, Urbank Street NE within the plat of Eagle Ridge Estates.

**Recommendation:**

I recommend approval of Resolution 23-XX changing the name of Erbank Street NE to Urbank Street NE within the plat of Eagle Ridge Estates.

RESOLUTION NO. 23-xx

WHEREAS, certain streets within the City of Ham Lake are named inconsistent the Anoka County Street Grid System, and

THEREFORE, BE IT RESOLOVED, by the City Council of the City of Ham Lake is changing the street name of Erbank Street NE to Urbank Street NE, specifically within the plat of Eagle Ridge Estates, Anoka County, Minnesota.

ADOPTED by the City Council of the City of Ham Lake this 7th day of August, 2023.

---

Brian Kirkham, Mayor

---

Denise Webster, City Clerk

RESOLUTION NO. 23-XX  
RESOLUTION APPROVING CONTRIBUTIONS

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

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

<u>Name of Donor</u>	<u>Amount</u>
Ham Lake Chamber of Commerce <i>(2024 Freedom Festival)</i>	\$5,000.00

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

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

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

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

Adopted by the City Council of the City of Ham Lake this 7th day of August, 2023.

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

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

# LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

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

Organization Name: <u>HLACC</u>	License Number: <u>02948</u>
Address: <u>15544 Central Ave. NE</u>	City/State/Zip: <u>Ham Lake, MN 55304</u>

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

2024 Freedom Festival

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

<u>Timothy B. Solte</u> Chief Executive Officer's Signature	<u>7-19-23</u> Date
<u>Timothy Solte</u> Print Name	_____ Daytime Phone

## GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 5,000.00. Government use of contribution (check one):

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

Unit of Government: <u>City of Ham Lake</u>	Phone: <u>763-434-9555</u>
Address: <u>15544 Central Ave NE</u>	City/State/Zip: <u>Ham Lake MN 55304</u>

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

<u>Nicole Wheeler</u> Signature	<u>7-25-23</u> Date
<u>Nicole Wheeler</u> Print Name	<u>Admin Assistant</u> Title

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

RESOLUTION NO. 23-XX  
RESOLUTION APPROVING CONTRIBUTIONS

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

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

<u>Name of Donor</u>	<u>Amount</u>
Jim Kallas Repair	\$1000.00

(Honda Portable Generator for the Ham Lake Fire Department)

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

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

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

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

Adopted by the City Council of the City of Ham Lake this 7th day of August, 2023.

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

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

## Memorandum

Date: August 1, 2023  
To: Mayor and Councilmembers  
From: Tom Collins, City Engineer *TPC*  
Subject: Park – Hidden Forest East Park Addition

---

**Introduction:**

The Hidden Forest East Park Addition includes parkland dedication of 27.12 acres, of which is 10.64 acres of delineated wetlands. In addition to general parkland upgrades on the southerly portion of the Park, there has been discussion about the creation of a wetland mitigation bank on the northerly portion of the project.

**Discussion:**

The Feasibility Study was ordered at the June 5<sup>th</sup> City Council meeting. The text portion of the Feasibility Study (5 pages), Figures 5 thru 7 and the Preliminary Cost Estimate are attached. The entire 35-page Feasibility Study can be linked to thru the following – <http://www.rfcengineering.com/HamLake/WetlandBankFeasibility.pdf>.

The Feasibility Study determined that the “best case” scenario for the property is the creation of 11.15 acres of wetland bank credits. The influence of County Ditch #44 may reduce the amount of wetland bank credits, and concludes that the property might be a candidate for a wetland mitigation bank.

A Draft Prospectus allows for the reviewing agencies to provide feedback . The Board of Water and Soil Resources (BWSR) Wetland Bank Prospectus template is attached. Per the Preliminary Cost Estimate, the cost for preparation of the Draft Prospectus is \$5,500, which includes a meeting with the Technical Evaluation Panel (Anoka Conservation District, BWSR, Coon Creek Watershed District, Corps of Engineers and the DNR). Agency input is needed to determine whether to pursue the creation of a wetland mitigation bank.

**Recommendation:**

It is recommended that Anderson Engineering be authorized to prepare the Draft Prospectus.





June 26, 2023

Tom Collins  
RFC Engineering for City of Ham Lake Minnesota  
13635 Johnson St NE  
Ham Lake, MN 55304

**RE: Wetland Mitigation Bank Feasibility – Hidden Forest Park East – 4447 143<sup>rd</sup> Ave NE, Ham Lake**

Dear Mr. Collins,

Anderson Engineering of Minnesota, LLC was retained to evaluate the potential for establishing a compensatory wetland mitigation bank consisting of one 27-acre parcel in the City of Ham Lake (PID 253223310007); Hidden Forest Park East.

Wetland mitigation banks are restored, enhanced or created wetlands whose purpose is to provide credits to offset unavoidable impacts to existing wetlands. A wetland mitigation bank is owned/operated by the bank sponsor and under perpetual conservation easement held by the State of Minnesota. The Federal Clean Water Act implemented by the United States Army Corps of Engineers (USACE) and the Minnesota Wetland Conservation Act (WCA) implemented by the Coon Creek Watershed District (CCWD), in collaboration with Minnesota Board of Water Soil Resources (BWSR), both contain provisions identifying specific actions that generate wetland credit. A sponsor prepares plans that are reviewed and approved by regulatory agencies, implements construction and establishment activities, and requests credit releases as establishment goals are achieved. The sponsor can then sell credits to permittees proposing wetland impacts requiring compensatory mitigation.

The wetland bank process key steps generally include:

- Draft Prospectus (Scoping Application)
- Prospectus (Concept Application)
- Mitigation Plan (Full Application)
- Title Insurance Commitment
- Recorded Conservation Easement & Final Title Insurance Policy
- Project Construction
- Construction Certification
- Initial Credit Certification/Release
- Annual Establishment Maintenance and Monitoring (typically 5-years)
- Incremental Credit Certification/Releases (over the 5-year monitoring period)

**EXISTING SITE CONDITIONS**

Hidden Forest Park East is located at 4447 143<sup>rd</sup> Avenue Northeast, Ham Lake, Anoka County, Minnesota (see Figure 1). The site is a 27-acre parcel consisting of active sod farming, row-crop agriculture, oak forest, two north-south oriented drainage ditches and an excavated stormwater basin. The National Wetland Inventory maps multiple wetlands on the subject parcel (see Figure 2). The United States Department of Agriculture, Natural Resources Conservation Service Soil Survey of Anoka County identifies the following soil map units within the subject parcel, Isanti fine sandy loam (lw), Markey muck (Ma), and Rifle mucky peat (Rf); all hydric soils (see Figure 3). The Minnesota Department of Natural Resources Public Water Inventory does not identify any Public Waters on the subject parcel (see Figure 4).

Utilizing the United States Army Corps of Engineers (USACE) Guidance for Offsite Hydrology/Wetland Determinations, Anderson completed an offsite review to determine existence of any wetlands and their approximate wetland boundaries. The offsite review



consisted of an examination of mapping resources (soils, topography, National Wetlands Inventory, aerial photographs, historic aerials) to determine the potential presence of wetlands. The boundaries of the wetlands were determined based on topographic relief (2-foot LiDAR derived contours) and wetland signatures identified on aerial photographs. In addition, a WCA Notice of Decision approving wetland boundary and type dated 6/15/2021 was issued CCWD for the wetland delineation completed for Hidden Forest East Park Addition by Kjolhaug Environmental Services Company (KES). The delineation covered the larger parent parcel and identified a total of nine wetlands. Seven of these delineated wetlands are located within the current 27-acre park area. For consistency, the wetland identification labels from the 2021 KES delineation are retained as summarized in the following table (see Figure 5):

Table 1. Wetland Delineation

Aquatic Resource ID	Wetland Type	Aquatic Resource Type	USACE Regulated (FEDERAL)	WCA Regulated (STATE)	Acres Within Parcel
Wetland 3	Type 1/PFO1A/Floodplain Forest	Wetland	Potentially	Yes	0.02
Wetland 4	Type 1/PFO1A/Floodplain Forest	Wetland	Potentially	Yes	0.002
Wetland 5	Type 1/PFO1A/Floodplain Forest	Wetland	Potentially	Yes	0.01
Wetland 6	Type 1/PEM1A/Seasonally Flooded Basin	Wetland	Potentially	Yes	0.15
Wetland 7	Type 1/PEM1A/Seasonally Flooded Basin	Wetland	Yes	Yes	10.25
Wetland 7A	Type 1/PEM1A/Seasonally Flooded Basin	Wetland	Potentially	Yes	0.14
Wetland 8	Type 1/PEM1A/Seasonally Flooded Basin	Wetland	Potentially	Yes	0.10

Anoka County Public Ditch 44 generally occurs along the south and west parcel boundary conveying drainage from south to north. Additionally, there is a private ditch that generally occurs within the north-center portion of the parcel and conveys drainage from south to north. BWSR has developed guidance concerning drainage setback tables which serve to estimate the drainage effect on water table drawdown based on soil type and depth of drain. The setback distance is the minimum distance, in feet, from the wetland boundary to the toe of ditch bank necessary to minimize adverse hydrologic impacts to adjacent wetland. Hence, the drainage effect of the ditch is fully captured by the setback distance and gives a reasonable approximation of extent of hydrologic restoration that might be expected if drainage were disabled. The drainage setback distance for Public Ditch 44 at an assumed depth of 5-feet within Rifle muck soil is 350-feet and the drainage setback distance for the north-central private ditch at an assumed depth of 4-feet within Isanti fine-sandy loam soil is 300-feet (see Figure 6).

## HISTORIC AERIAL IMAGE REVIEW

Anderson reviewed an assemblage of historic aerial images to better understand historic landscape conditions, land use and potential changes in habitat communities (see Attachment B). A summary of the images reviewed and notes are identified in Table 2.

Table 2. Historic Aerial Image Summary

DATE	SOURCE	NOTE
1938	U of MN Historic Aerial Photographs Online	Natural vegetation, wetland, CD-44 along west parcel boundary
1947	U of MN Historic Aerial Photographs Online	West ¼ of parcel nearest CD-44 in ag use, remaining ¾ natural vegetation
1953	U of MN Historic Aerial Photographs Online	West ½ of parcel in ag use
1964	U of MN Historic Aerial Photographs Online	West ½ of parcel in ag use
1984	USDA Farm Service Agency	North-central private ditch present, ¼ of parcel in ag use, CD-44 realigned south of 143 <sup>rd</sup> Ave NE to existing location
1991	USGS	Increased clearing for ag-use and private ditch on adjacent east parcel
2003	USDA Farm Service Agency	Ag use consistent with previous aerial
2013	USDA Farm Service Agency	Ag use consistent with previous aerial
2021	USDA Farm Service Agency	Ag use consistent with previous aerial, Hidden Forest residential development to east

## ACTIONS ELIGIBLE TO GENERATE WETLAND MITIGATION CREDIT

The Federal Clean Water Act, implemented by USACE, and WCA, implemented by BWSR, both include specific actions that generate wetland mitigation credits. The actions are generally summarized in the following table and indicate potential applicability to the subject parcel:

ACTION	KEY REQUIREMENTS	SITE APPLICABILITY
Restoration of completely drained/filled wetland	<ul style="list-style-type: none"> <li>• Is currently non-wetland</li> <li>• Was historically wetland</li> <li>• Must restore natural hydrology &amp; native vegetation</li> </ul>	None
Restoration of partially drained/filled wetland with cropping history	<ul style="list-style-type: none"> <li>• Is currently wetland</li> <li>• Was cropped or in crop rotation at least 10 of the last 20 years</li> <li>• Must restore natural hydrology &amp; native vegetation</li> </ul>	Wetland 7
Restoration of partially drained/filled wetland without cropping history	<ul style="list-style-type: none"> <li>• Is currently wetland</li> <li>• Must restore natural hydrology &amp; native vegetation</li> </ul>	None
Vegetative restoration of farmed wetland	<ul style="list-style-type: none"> <li>• Was cropped or in crop rotation at least 10 of the last 20 years</li> <li>• Cannot have existing hydrologic alteration associated with drainage (tile, ditch, etc.)</li> </ul>	Wetland 6, 7A, 8
Protection of a wetland restored under expired conservation contracts/easements	<ul style="list-style-type: none"> <li>• Was previously restored</li> <li>• Landowner has the right to drain or fill wetland upon termination of the conservation contract/easement</li> </ul>	None
Establish upland buffer adjacent to wetland	<ul style="list-style-type: none"> <li>• Is upland adjacent to restored wetland receiving credit</li> </ul>	Site Wide
Restore and Protect wetland with Exceptional Natural Resource Value	<ul style="list-style-type: none"> <li>• Must include restoration component</li> <li>• Agencies must determine eligibility</li> </ul>	None

Wetlands 3, 4 and 5 are Type 1, Floodplain Forest, wetlands. There does **not** appear to be any restoration actions (restore hydrology and/or vegetation) eligible to generate credit.

Wetlands 6, 7, 7A, & 8 are Type 1, Seasonally Flooded Basin, wetlands. There **may** be restoration actions (restore hydrology and vegetation) eligible to generate credit.

## CONCEPTUAL WETLAND BANK

Based on the information reviewed, Anderson developed a potential wetland bank concept that would encumber the north 16.3-acres in permanent conservation easement and generate 11.15 wetland bank credits (see Figure 7). This scenario would best a "best case" scenario and require significant discussion with agencies as the presence of Anoka County Public Ditch 44 adjacent to the parcel would likely not allow for full restoration of the natural hydrology and consequently limit, or negate, any potential restoration credit.

## POTENTIAL CONSTRAINTS

Wetland mitigation banks require clear title in order for the State of Minnesota to record permanent perpetual conservation easement in favor of the State of Minnesota. Any mortgage holders/lenders must subordinate their position to the State. Also, the landowner must wholly control any mineral rights.

Wetland mitigation banks require recorded access easement from public road sufficient for agency inspection, monitoring, and maintenance of the perpetual wetland bank easement area.

Wetland mitigation banks require significant out-of-pocket up-front costs for planning, survey, title insurance, design, construction, seeding, and five years of post-construction establishment maintenance and monitoring before all credits are certified. Credits are released incrementally post-construction over a five-year period per a project specific credit release schedule.

The stated preference for regulatory agencies is restoration of historic wetlands having hydrology and/or vegetation degradation. Creation of wetlands in upland areas with no wetland history has been very limited and agencies are effectively not allowing due to low success experiences.

The open ditch along the west property line appears to be a Public Ditch (Anoka County Ditch 44). Public Ditches typically have a 50-foot maintenance offset both sides of the ditch centerline that would need to be coordinated with any perpetual conservation easement consideration.

Any hydrology restoration (ditch plugs or ditch fill) will need to consider adjacent neighboring lands to ensure drainage benefits area maintained and no unintended impacts to neighboring lands. If unable to confine hydrology restoration to subject parcel, then obtain flowage easement from neighboring land granting the right to flow and reflow water under all conditions.

The relatively small size of potential easement, 16.3-acres, can make native vegetation establishment more challenging, less cost effective and result in vegetative community that is less resilient against natural and human threats.

## COST

Establishing a wetland mitigation bank requires the sponsor to make significant front-end capital investment. In addition to the land, expenses include planning, survey, engineering, title review, easement recording, construction, seeding, establishment maintenance and monitoring. The performance standards are relatively high and typically require high-quality, diverse, native seed mixes in order to ensure meeting the goals of the regulatory programs.

Anderson prepared a Preliminary Cost Estimate for the 11.15 credit "best case" wetland bank scenario (see Appendix C). The estimate is intended to provide a rough order of magnitude of cost and identify typical tasks. The estimated total cost is \$282,144.00.

In addition, Anderson prepared a Concept Proforma for the 11.15 credit "best case" wetland bank scenario (see Appendix C). The proforma shows annual expenses and potential annual revenue generated at an assumed 1 credit sale annually at \$108,900 per credit (\$2.50/square foot).

## FEASIBILITY OPINION

After reviewing existing map data and regulatory requirements the property **MIGHT** be candidate for a wetland mitigation bank. Generally, there is opportunity to restore hydrology and vegetation to portions of drained historic wetland areas. However, the existence of Anoka County Public Ditch 44, and presumably needing to maintain its hydrologic function, leads to an inability to fully restore hydrology to the entirety of the historic wetland area within the parcel may negate or significantly reduce the credit quantity agencies are willing or able to certify. The relatively small size, 16.3-acres, of potential easement area coupled with any significant reduced credit allowances by the regulatory agencies may result in the site not meeting the Federal minimum size requirement of 5-credits. The unique nuances of this specific parcel and determination of potential for agency certifiable credits warrants direct coordination with the regulatory agencies before investing significant time and effort in development of wetland bank plans.

Thank you for the opportunity for Anderson to provide input of this potential project. If you should have questions or wish to discuss, please feel free to contact me as your convenience.

Sincerely,

*Benjamin J Hodapp*

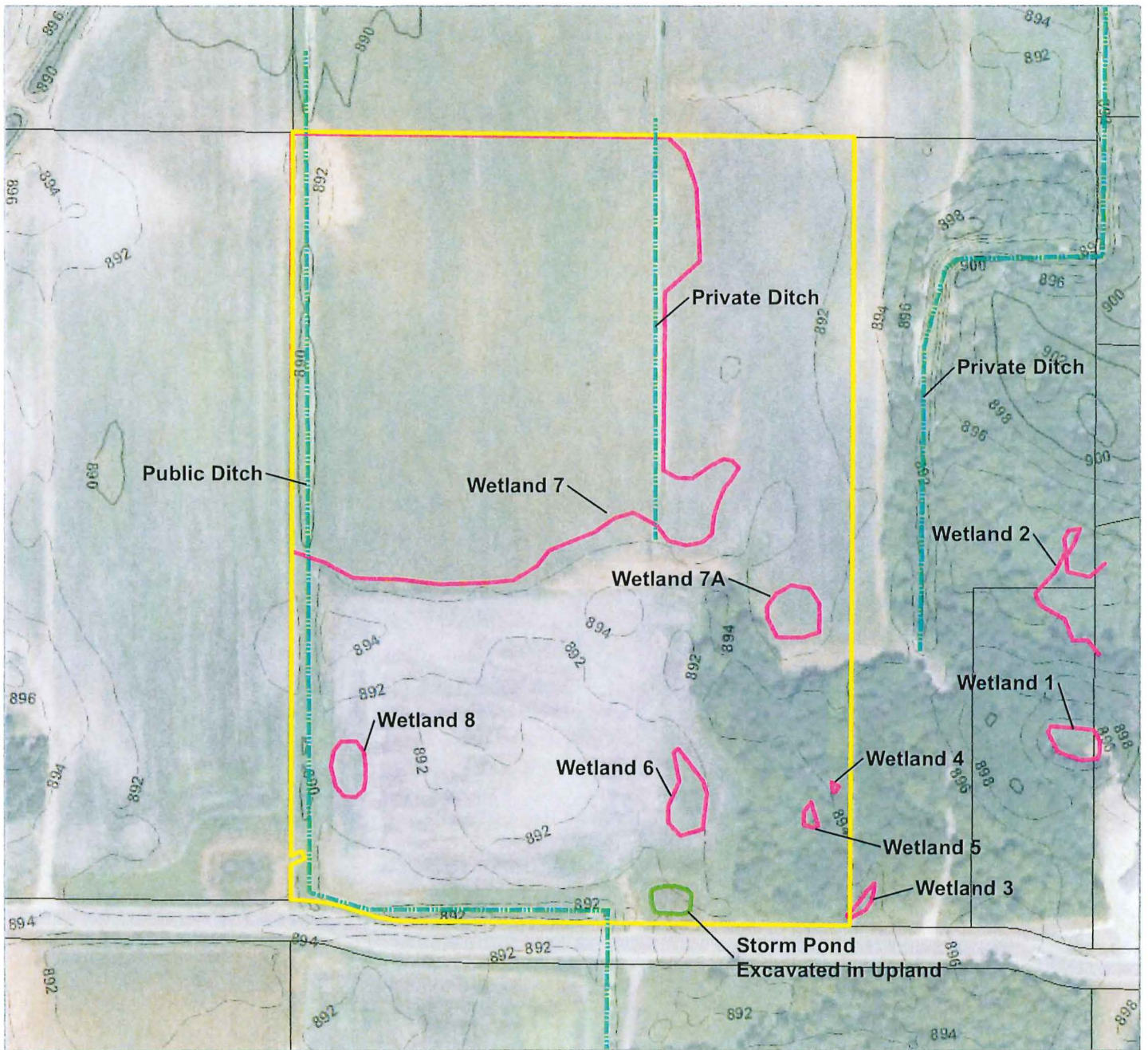
Benjamin J Hodapp  
Principal Scientist - Environmental Group Lead  
Certified Wetland Delineator #1016



**ATTACHMENTS:**

- Attachment A – Site Figures
- Attachment B – Historic Aerial Images
- Attachment C – Cost Estimate & Proforma
- Attachment D – Regulatory Guidance Excerpts

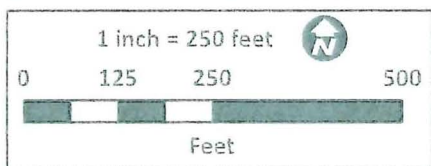




**Legend**

- Project Parcel
- County Parcels
- Kjolhaug Delineation
- Boundary (2021)
- Ditch
- Storm Pond

Address: 4447 143rd Ave. NE  
Ham Lake, Minnesota 55304  
Lat/Long: 45.231073, -93.156028  
PID: 253223310007  
Project No: 17455  
Date: 6.26.2023

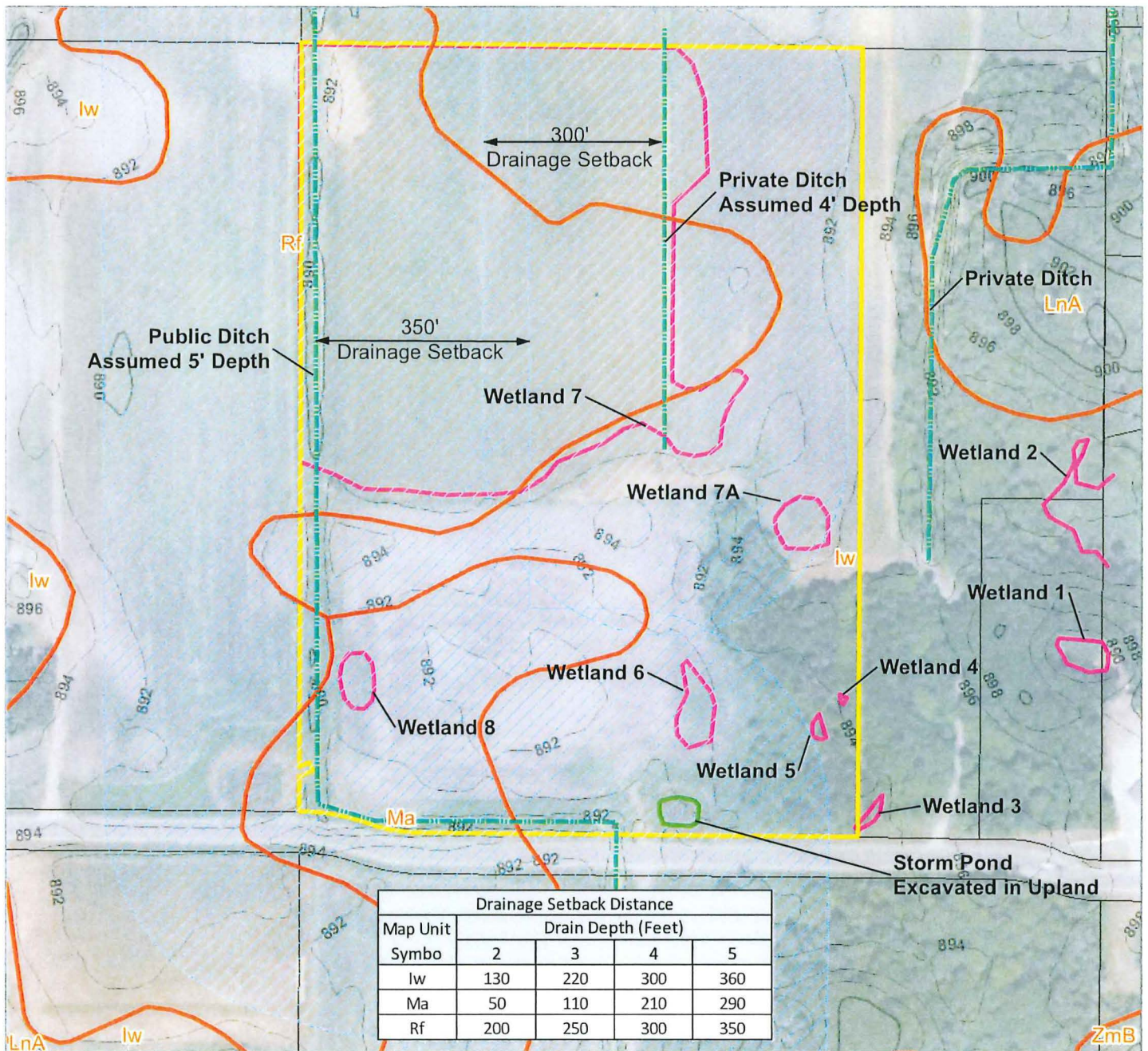


**ANDERSON**  
13605 1st Ave N #100, Plymouth, MN 55441  
P 763.412.4000 F 763.412.4090 ae-mn.com

**Project Location**

City of Ham Lake  
Anoka County, MN

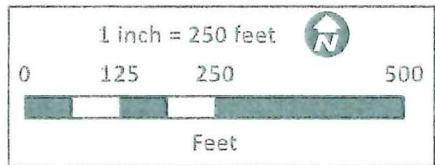




**Legend**

- Project Parcel
- County Parcels
- Kjolhaug Delineation
- Boundary (2021)
- Ditch
- Drainage Setback
- Storm Pond
- Anoka County Soil Survey

Address: 4447 143rd Ave. NE  
Ham Lake, Minnesota 55304  
Lat/Long: 45.231073, -93.156028  
PID: 253223310007  
Project No: 17455  
Date: 6.26.2023



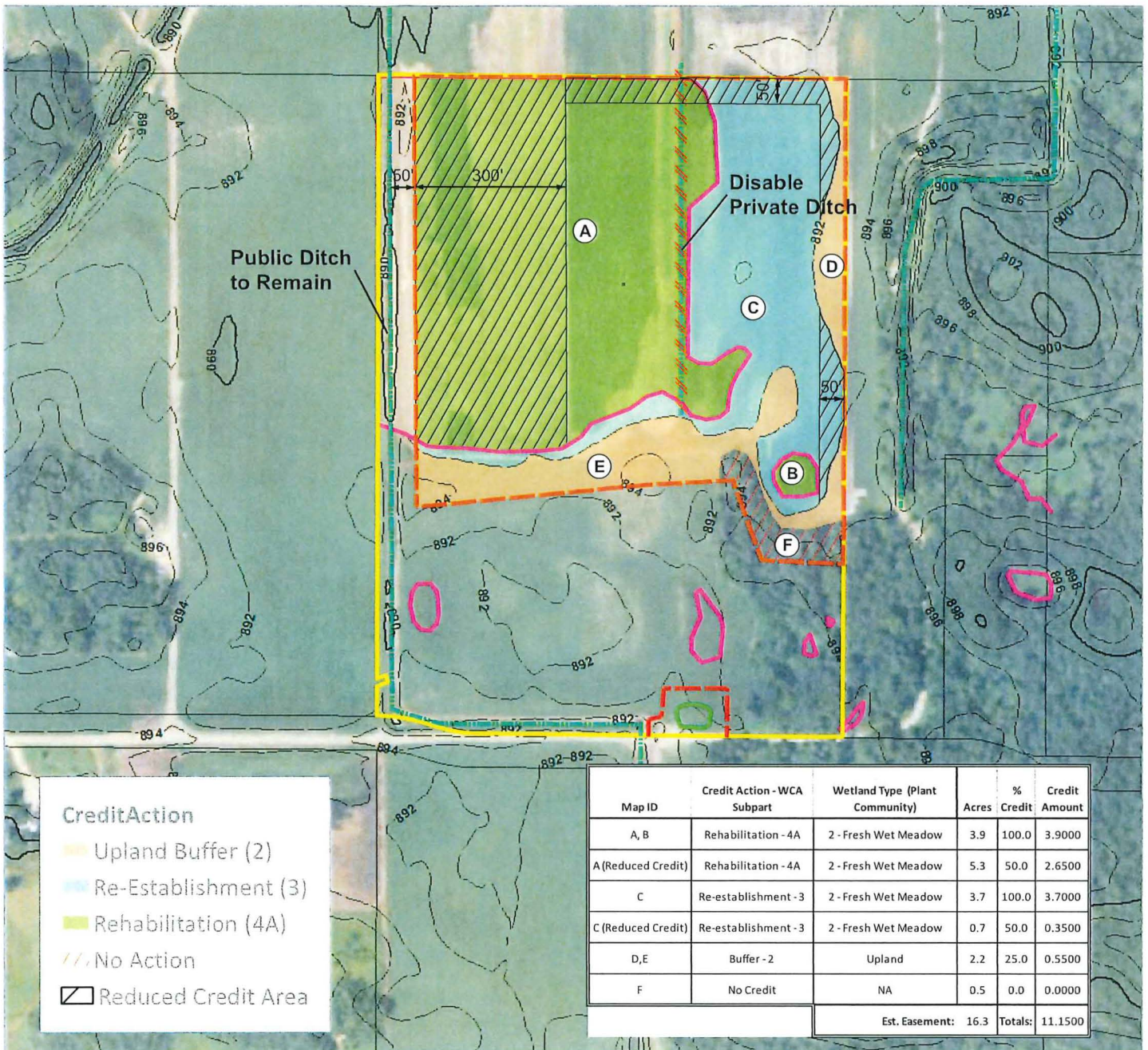
**ANDERSON**  
13605 1st Ave N #100, Plymouth, MN 55441  
P 763.412.4000 F 763.412.4090 ae-mn.com

**Project Location**

City of Ham Lake  
Anoka County, MN

SOURCE: XX DNR, USDA, ESRI, TIGER, 9InG, Anoka Co. Anderson Engineering





**Legend**

- Project Parcel
- Bank Easement Area
- County Parcels
- Kjolhaug Delineation
- Boundary (2021)
- Ditch
- Storm Pond
- Utility Easement

Address: 4447 143rd Ave. NE  
Ham Lake, Minnesota 55304  
Lat/Long: 45.231073, -93.156028  
PID: 253223310007  
Project No: 17455  
Date: 6.26.2023

1 inch = 300 feet

0 150 300 600  
Feet

**ANDERSON**  
13605 1st Ave N #100, Plymouth, MN 55441  
P 763.412.4000 F 763.412.4090 ae-mn.com

**Project Location**

City of Ham Lake  
Anoka County, MN



# Hidden Forest East Park, Ham Lake, Anoka County Preliminary Cost Estimate - Wetland Bank

AEMN # 17455

6/26/2023

DESCRIPTION	QTY	UNIT	UNIT PRICE	COST
<b>Feasibility</b>				
Feasibility Assessment				\$ 3,340.00
Phase Subtotal				\$ 3,340.00
<b>Draft Prospectus (Scoping Application)</b>				
Preliminary figures				\$ 2,000.00
Application (summarize project goals, history, etc)				\$ 1,000.00
Analysis of land use / history / previous delineations				\$ 1,000.00
Preliminary Watershed Map (LIDAR DATA)				\$ 500.00
TEP Meeting				\$ 500.00
Corps Coordination				\$ 500.00
Phase Subtotal				\$ 5,500.00
<b>Prospectus (Concept Application)</b>				
Wetland delineation (if needed)				\$ -
Assessment of existing and historical conditions and ecological suitability				\$ 2,500.00
Topo survey (property lines, culverts, bridges, roads, structures, drainage features, utilities, etc.)				\$ 10,000.00
Proposed easement description				\$ 2,000.00
50% engineering plan set (including planned berms, control structures, inlets, etc.) Note: See BWSR guidance documents in job folder 14606				\$ 10,500.00
Baseline Hydrology Monitoring				\$ 10,000.00
Prelim Drainage Analysis & Model (PRE AND POST)				\$ 10,000.00
Preliminary construction plan narrative (discussion on general design approach, anticipated construction features, soils, topography, and hydrology, identify site investigations needed prior to final construction plan)				\$ 2,500.00
Preliminary vegetation planting, maintenance, and monitoring plan (additional figures)				\$ 3,500.00
Project goals, expected outcomes, crediting, and credit release schedule				\$ 1,000.00
Agency Meeting				\$ 1,000.00
US Army Corps Coordination				\$ 1,000.00
Phase Subtotal				\$ 54,000.00
<b>Mitigation Plan (Full Application)</b>				
Summarize review status and application history				2,000
Final engineering plan set & construction specifications				8,000
Final Drainage Analysis & Model (PRE AND POST)				5,000
Final construction plan narrative (design approach, site capability, discussion of site investigations performed, hydrologic and hydraulic analysis, discussion of upstream and downstream impacts)				4,000
Agency Site meeting				2,500
Final vegetation planting, maintenance, and monitoring plan				1,500
Update project goals, expected outcomes, and crediting				1,000
Agency Virtual Meeting				1,000
Phase Subtotal				\$ 25,000.00
<b>Federal Mitigation Bank Instrument (MBI)</b>				
Summarize review status and application history				3,000
Final Mitigation Plan, Performance Standards & Monitoring				4,500
US Army Corps Coordination				2,500
Phase Subtotal				\$ 10,000.00

2023

2024





**US Army Corps  
of Engineers**®  
St. Paul District

# Wetland Mitigation Proposal Draft Prospectus



This is an optional review phase relying on limited, easily obtained, and readily available information to give mitigation sponsors early feedback from the reviewing agencies before a significant project investment is made. This template is available as an optional method to provide information that will assist with the review. It can be prepared with, or without, help from wetland consultants and comments or recommendations made will be commensurate with information provided.

This document can be provided to the Wetland Conservation Act (WCA) [Local Government Unit \(LGU\)](#) and/or [Corps of Engineers](#) as indicated in the "Program Review Requested" section below.

<b>PROJECT NAME</b> Click to enter text.	<b>Project Type</b> <input checked="" type="checkbox"/> Wetland Bank <input type="checkbox"/> In Lieu Fee Site <input type="checkbox"/> Project Specific (PRM)
---	---

### SPONSOR INFORMATION

### Agent Information (only if agent will represent sponsor)

Sponsor's Full Name Click to enter text.			Authorized Agent's Name and Title (if applicable) Click to enter text.		
Company			Company Click to enter text.		
Street Address Click to enter text.			Street Address Click to enter text.		
City Click to enter text.	State Click	Zip Code Click to enter	City Click to enter text.	State Click	Zip Code Click to enter
Phone (Primary) Click to enter	Phone (Secondary)	Phone (Other)	Phone (Primary) Click to enter	Phone (Secondary)	Phone (Other)
E-mail Address Click to enter text.			E-mail Address Click to enter text.		

### PROJECT LOCATION (Include a Site Location Map as Figure 1)

County Choose an item.	Est. Easement Size (acres) Click to enter text.	Watershed Name/No. or HUC 8 Choose an item.	Bank Service Area Choose an item.
Latitude: °N	Longitude: °W	Section No. Click to enter	Township No. Click to enter
		Range No. Click to enter	

<b>PROGRAM REVIEW REQUESTED (Select one)</b>		
<input type="checkbox"/> State and Federal Review (Send to LGU and Corps)	<input type="checkbox"/> State Review Only (Send to LGU only)	<input type="checkbox"/> Federal Review Only (Send to Corps only)

## Site Description

**Historical Conditions:** *As best you can, describe your site's historical condition and summarize any natural or man-made alterations to uplands and wetlands. For example, wetland restoration projects should estimate the site's historical wetland location and type and describe when and how drainage has affected these wetlands.*

**Current Conditions:** *Describe your site's current condition and land use, identify important site features (e.g. ditches, tile, borrow sites, building sites, utilities, etc.), and show these features on **Figure 2**.*

**Existing Wetlands:** *Describe any existing wetlands on your site, the wetland vegetation present, and any alterations to the wetland. Show the existing wetlands and important features on **Figure 2**.*

## Project Plans

*Thoroughly describe actions you will undertake to **restore, enhance, or create** wetland on your site. Support this narrative with a simple drawing or sketch showing where these actions will occur (**Figure 3**).*

*For projects that **preserve** and protect existing high-quality wetlands, review the BWSR/Corps joint "Guidance on Evaluating Potential Wetland Preservation Sites ..." and briefly describe how your proposal could satisfy eligibility requirements in the guidance. This document is available on BWSR and Corps websites.*

## Issues to Address

*The following is a list of items, issues, and features that may constrain your wetland replacement project, affect easement acquisition, or need additional information in later phases:*

- Yes  No *Do any existing or former wetlands on your site extend outside your project boundary?*
- Yes  No *Could your project increase surface or ground water levels on neighboring properties?*
- Yes  No *To the best of your knowledge, are there any public drainage systems or private drainage easements or agreements on the property?*
- Yes  No *Could your project impair or nullify existing drainage systems on neighboring properties?*
- Yes  No *Are wetlands on, or adjacent to, your site dominated by problematic invasive or nonnative species like reed canary grass or cattail?*
- Yes  No *Are there any existing permanent conservation easements on, or adjacent to, your project area (e.g. RIM, WRP, U.S. Fish and Wildlife, Land Trust, etc.)?*
- Yes  No *Is any part of your project area currently enrolled in CRP or another state or federal conservation program (EQIP, WHIP, CSP, other)?*

- Yes  No *To the best of your knowledge, are there pipelines, utilities, other easements, or legal restrictions on your property?*
- Yes  No *Are your property's mineral rights owned by someone other than you?*
- Yes  No *Are any airports located within 5 miles of your project?*
- Yes  No *Are any existing wells in your project boundary and are there high capacity wells (e.g. irrigation wells) within 1 mile of your property?*
- Yes  No *To the best of your knowledge, has the project area, or an area within 200 feet of the project area, been used to store or dispose of hazardous substances, pollutants, or contaminants (including agricultural chemicals or fertilizer); or been used as a private or public dumpsite?*

*If the answer to any questions above is "yes", please describe or explain each situation and summarize your plan(s) to address the issue at future phases.*

## **Project Expectations**

*Estimate how many wetland acres your project will **restore, enhance, create, or preserve** and briefly describe why your project is eligible to use these credit actions. If you are unfamiliar with state and federal credit actions, reviewers may be able to identify likely credit actions applicable to your project. If you have estimated your site's credit potential, provide this estimate and describe the basis for this estimate.*

## **Other Information**

*Include any other project or property information you want agencies to know or consider as they evaluate your wetland replacement project. For example, are there known or anticipated plans for other portions of your property or adjacent properties?*

## **Figures to Include**

**Figure 1. Site Location Map:** *Provide a Site Location Map showing your project's location relative to known features or landmarks (e.g. lakes, rivers, cities, highways, county boundaries, etc.).*

**Figure 2. Project/Easement Boundary:** *Show your project/easement boundary and relevant existing features on a recent aerial photo. If your county has an online property mapping application with parcel boundaries this is a good tool to use.*

**Figure 3. Project Illustration:** *Provide a simple drawing or sketch of proposed work, showing enough detail for reviewers to understand your project plans.*

## **Signature**

By signing below, I acknowledge:

- a. I am authorizing the review of my Draft Prospectus by the appropriate regulatory authorities as part of establishing a compensatory wetland mitigation project.
- b. I am familiar with the information contained in this submittal and, to the best of my knowledge and belief, all information is true, complete, and accurate.
- c. I understand that this document is not a government approval request subject to MN section 15.99 decision time limits nor a form required by the U.S. Army Corps of Engineers. Submittal of this document will result in findings and recommendations that can be used to assemble a Prospectus document if I choose to pursue one.
- d. I understand that findings or recommendations received do not constitute a formal decision, nor do they imply future Mitigation Plan approval.
- e. I understand that Draft Prospectus review may require agency staff to inspect my project site, that agency staff will contact me in advance to schedule a site visit, and I agree (or am authorized) to allow agency staff reasonable access to the property when prior notification is given.
- f. If an authorized agent is identified above, I hereby authorize this agent to act on my behalf in the processing of this document and to furnish, if needed, supplemental information.


---

**Sponsor's Signature**

---

**Date**

## Memorandum

Date: August 3, 2023  
To: Mayor and Councilmembers  
From: David A Krugler, City Engineer   
Subject: Lund's Lakeview Forest street reconstruction

---

**Introduction:**

The Lund's Lakeview Forest street reconstruction project was accepted at the August 15, 2022 City Council meeting, which commenced the one-year warranty period that the project is free from all defects due to faulty workmanship or defective materials. An item has been identified on the last punch list that needs to be resolved.

**Discussion:**

Warranty inspections determined that turf establishment is not acceptable in select areas. Additional seeding was completed on May 25<sup>th</sup> to attempt to correct; however, the turf has not been established within the select areas. The attached Addendum to Construction Agreement extends the timeframe and warranty period to correct the remaining items to October 17<sup>th</sup>.

**Recommendation:**

It is recommended that the attached Addendum to Construction Agreement be approved.

**ADDENDUM TO CONSTRUCTION AGREEMENT**

This Amended Contract Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Ham Lake, party of the first part, hereinafter referred to as the Owner, and Veit & Company, Inc., party of the second part, hereinafter referred to as the Contractor. The purpose is to amend the completion date of the warranty period from August 15, 2023 to October 17, 2023, to amend 25.04 of the Specifications to extend the Performance Bond guarantee for that unfinished portion of the construction project, which includes turf establishment per Plans and Specifications and any damage to the project due to completion of the project, herein referred to as the unfinished portion of the construction project, to reduce the amount of the bond from one million fifty-six thousand four hundred ninety-six dollars and thirty cents (\$1,056,496.30) to seven thousand dollars and zero cents (\$7,000.00) and to amend 33.01 of the Specifications to extend that unfinished portion of the work warranty period of the Contract Agreement dated June 28, 2021 from August 15, 2023 to October 17, 2023.

WHEREAS, the Owner accepted the project on the 15<sup>th</sup> day of August, 2022, and the (1) year warranty period has commenced and expires on the 15<sup>th</sup> day of August, 2023.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that the Contractor agrees with the Owner to furnish all necessary materials, labor, plant, machinery and appliances, and at the Contractor's own risk and expense, construct and complete the said work within the amended time specified herein, TIME BEING OF THE ESSENCE OF THIS AMENDED CONTRACT.

THIS AGREEMENT FURTHER WITNESSETH, that the Contractor shall commence work under this Amended Contract on a date acceptable to both parties and the Contractor shall complete all of the work under this Amended Contract as follows: All unfinished portions of the project shall be completed by October 4, 2023.

THIS AGREEMENT FURTHER WITNESSETH, that the Contractor agrees to pay all persons furnishing labor and material in and about the performance of this Amended Contract; and the Contractor will, within ten (10) days after the acceptance of the revised completion date, execute this Amended Contract and furnish an amended Performance Bond to be approved by the Owner in a sum equal to seven thousand and zero cents (\$7,000.00). The Performance Bond and warranty period shall be kept effective and in full force until October 17, 2023 after the completion and approval of the work not completed to date. The bond shall serve as a guarantee of the function and workmanship of the work. This bond shall make the Contractor's sureties responsible for underwriting the work against faulty workmanship or defective materials. Final acceptance of the work shall immediately relieve the sureties of responsibility after the final acceptance of the unfinished portion of the construction project. The performance bond shall remain in full force and effect through the warranty period. The Contractor further agrees to take all precautions to protect the public against injury and to save the Owner harmless from all damages and claims of the Contractor or the Contractor's Agents or Employees while engaged in the performance of this Amended Contract and will indemnify the Owner against all claims, liens and claims for liens for labor performed or material furnished as aforesaid and against all loss by reason of the failure of the Contractor in any respect to fully perform all obligations of this Amended Contract.

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

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

IN WITNESS WHEREOF, the parties hereto have executed this instrument under their several seals this \_\_\_\_ day of \_\_\_\_\_, 2023, the name and corporate seal of each corporate party being hereto affixed and those present duly signed by its undersigned representative, pursuant to authority of its governing body.

City of Ham Lake, Minnesota  
Owner

\_\_\_\_\_  
By Title

\_\_\_\_\_  
By Title

PARTY OF THE SECOND PART

Veit & Company, Inc.  
Contractor

Veit & Company Inc  
Contractor

Brody Stevens Project Manager  
By Title

**INDIVIDUAL ACKNOWLEDGMENT**

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me personally appeared \_\_\_\_\_ to me known and known to me to be the individual(s) described in and who executed the above instrument and \_he acknowledged to me that \_he executed the same.

\_\_\_\_\_  
Notary Public

**CORPORATION ACKNOWLEDGMENT**

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me personally appeared \_\_\_\_\_ to me known, who being by me duly sworn, did depose and say the \_he is the \_\_\_\_\_ of

the corporation described in and which executed the above instrument; that he knows the seal of said corporation, affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.

\_\_\_\_\_  
Notary Public

**FIRM ACKNOWLEDGMENT (For Proprietorships and Partnerships)**

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me personally appeared \_\_\_\_\_ to me known and known to me to be one of the firm

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

\_\_\_\_\_  
Notary Public





**CITY OF HAM LAKE  
STAFF REPORT**

**To: Mayor and Councilmembers**  
**From: Andrea Murff, Finance Director**  
**Item/Title/Subject: 2023 2nd Quarter Financials**

**INTRODUCTION/DISCUSSION:**

Bank accounts have been reconciled through June 30, 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 2nd 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:

	06/30/2023	12/31/2022	Increase/ (Decrease)
Checking	\$ 51,558	\$ 1,494,224	\$ (1,442,728)
Investments (at Market Value)	10,627,973	11,580,629	(952,656)
<b>Total Cash and Investments</b>	<b>\$ 10,679,531</b>	<b>\$ 13,074,854</b>	<b>\$ (2,395,384)</b>

Investment Type	06/30/2023	12/31/2022	Increase/ (Decrease)
Checking	\$ 51,558	\$ 1,494,224	\$ (1,442,728)
Money Market	5,437,420	7,785,636	(2,348,216)
Negotiable CDs	5,190,554	3,794,994	1,395,560
Municipal Bond	-	-	-
Government Agency Securities	-	-	-
<b>Total Cash and Investments</b>	<b>\$ 10,679,531</b>	<b>\$ 13,074,854</b>	<b>\$ (2,395,384)</b>

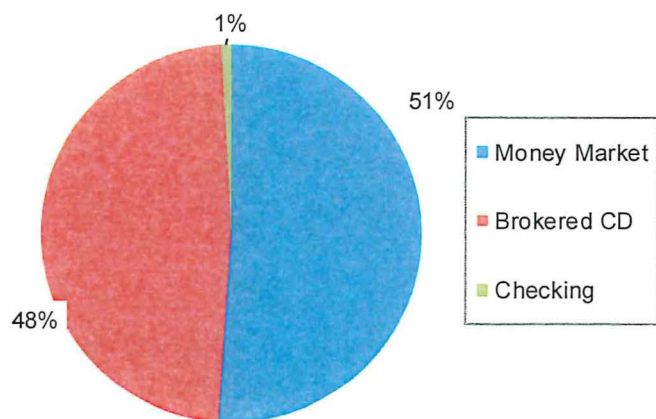
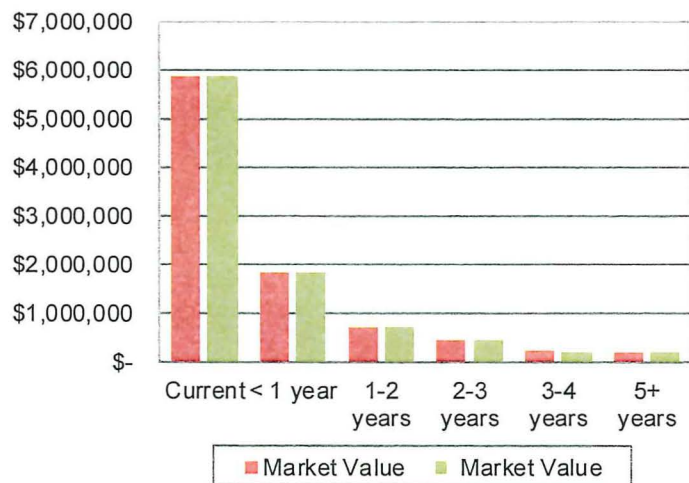
## Investment Summary As of 06/30/2023 (unaudited)

Institution	Description	Type	Market Value	Deposits -	Expenditures -	Transfers	Interest	Unadjusted	Market Value	Unrealized
			1/1/2023	Purchases	Sales			Market Value	6/30/2023	gain / loss
RBC	RBC	Money Market	-	-	-	-	-	-	-	-
RBC	Ally Bank Midvale Utah	Brokered CD	245,633.46	246,000.00	(246,000.00)	(248,232.20)	2,232.20	(366.54)	-	366.54
RBC	Freddie Mac	Brokered CD	235,222.74	-	-	(369.00)	369.00	235,222.74	239,699.94	4,477.20
RBC	Bank Hapoalim New York	Brokered CD	226,248.33	-	-	(3,321.97)	3,321.97	226,248.33	226,927.47	679.14
RBC	BMO Harris BK NATL ASSN	Brokered CD	227,379.33	-	-	(620.80)	620.80	227,379.33	228,614.37	1,235.04
RBC	Merrick BK South Jordan Utah	Brokered CD	222,498.93	-	-	(496.63)	496.63	222,498.93	223,059.18	560.25
RBC	Texas Exchange Bk Crowley	Brokered CD	216,774.42	-	-	(869.13)	869.13	216,774.42	215,516.97	(1,257.45)
RBC	Malaga BK Palos Verdes Calif	Brokered CD	206,216.82	-	-	(723.13)	723.13	206,216.82	204,279.60	(1,937.22)
			1,579,974.03	246,000.00	(246,000.00)	(254,632.86)	8,632.86	1,333,974.03	1,338,097.53	4,123.50
US Bank	US Bank	Money Market	10,750.94	-	-	37,960.55	871.24	49,582.73	49,582.73	-
US Bank	Federal Farm Credit	Brokered CD	495,220.00	-	-	(7,187.50)	7,187.50	495,220.00	499,525.00	4,305.00
US Bank	Federal Home Loan	Brokered CD	297,756.00	-	-	(4,500.00)	4,500.00	297,756.00	299,958.00	2,202.00
US Bank	American Express National Bank	Brokered CD	239,519.35	-	-	(3,828.71)	3,828.71	239,519.35	239,169.00	(350.35)
US Bank	Apple Bank	Brokered CD	240,900.48	-	-	-	-	240,900.48	242,754.57	1,854.09
US Bank	Bankwell Bank New Canaan Conn	Brokered CD	238,261.80	-	-	-	-	238,261.80	237,288.38	(973.42)
US Bank	Bmo Harris Bank Nat'l Assn	Brokered CD	242,706.80	-	-	(5,231.63)	5,231.63	242,706.80	240,469.32	(2,237.48)
US Bank	Discover Bank	Brokered CD	237,226.15	-	-	(4,013.97)	4,013.97	237,226.15	234,866.80	(2,359.35)
US Bank	Israel Dis Bk New York	Brokered CD	242,711.68	-	-	(5,170.79)	5,170.79	242,711.68	241,108.60	(1,603.08)
US Bank	Security First Bank - Nebraska	Brokered CD	240,991.80	-	-	(3,890.47)	3,890.47	240,991.80	241,663.10	671.30
US Bank	State Bank India - Illinois	Brokered CD	240,126.95	-	-	(4,137.48)	4,137.48	240,126.95	239,276.80	(850.15)
			2,726,171.95	-	-	-	38,831.79	2,765,003.74	2,765,662.30	658.56
Falcon National Bank	Falcon National Bank	Money Market	73,866.36	-	-	1,964.18	166.77	75,997.31	75,997.31	-
Falcon National Bank	CD 88834 (renewed)	Brokered CD	200,000.00	-	-	(398.92)	398.92	200,000.00	200,000.00	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	300,000.00	-	-	(496.44)	496.44	300,000.00	300,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	535,876.55	-	-	(1,068.82)	1,068.82	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	100,500.00	-	-	-	-	100,500.00	100,500.00	-
			1,210,242.91	-	-	0.00	2,130.95	1,212,373.86	1,212,373.86	-
21st CENTURY BANK	ICS	Money Market	1,981,234.24	3,321,566.82	(3,543,536.40)	-	36,032.51	1,795,297.17	1,795,297.17	-
21st CENTURY BANK	CD		-	-	-	-	-	-	-	-
			1,981,234.24	3,321,566.82	(3,543,536.40)	-	36,032.51	1,795,297.17	1,795,297.17	-
4 M	4M Liquid Assets-101	Money Market	84,415.91	-	-	-	1,985.72	86,401.63	86,401.63	-
4 M	4M Plus Fund-101	Money Market	5,396,307.70	741,378.36	-	(2,745,367.14)	111,327.25	3,503,646.17	3,503,646.17	-
			5,480,723.61	741,378.36	-	(2,745,367.14)	113,312.97	3,590,047.80	3,590,047.80	-
21st CENTURY BANK	General/Checking	Checking	100,021.23	4,279,512.47	(7,279,637.14)	3,000,000.00	125.36	100,021.92	100,021.92	(0.00)
			100,021.23	4,279,512.47	(7,279,637.14)	3,000,000.00	125.36	100,021.92	100,021.92	(0.00)
			\$ 13,078,367.97	\$ 8,588,457.65	\$ (11,069,173.54)	\$ (0.00)	\$ 199,066.44	\$ 10,796,718.52	\$ 10,801,500.58	\$ 4,782.06
			\$ -							

Deposits in Transit	1,907.94
O/S Checks	(50,371.77)
<b>Total</b>	<b>\$ 10,753,036.75</b>

**Investment Summary (continued)**  
**As of 06/30/2023 (unaudited)**

**Maturities**



Maturity	Unadjusted Market Value 6/30/2023	Market Value 6/30/2023	Variance 6/30/2023
Current	\$ 5,851,480.87	\$ 5,853,701.50	\$ 2,220.63
< 1 year	1,836,595.42	1,844,625.06	8,029.64
1-2 years	707,025.63	707,060.17	34.54
2-3 years	459,725.08	457,925.98	(1,799.10)
3-4 years	216,774.42	215,516.97	(1,257.45)
5+ years	206,216.82	204,279.60	(1,937.22)
	<u>\$ 9,277,818.24</u>	<u>\$ 9,283,109.28</u>	<u>\$ 5,291.04</u>

Weighted average Rate of return	#REF!	6/30/2023
Average Maturity (years)	(2.05)	6/30/2023

Investment Type	Market Value 6/30/2023
Money Market	\$ 5,510,925.01
Brokered CD	\$ 5,190,553.65
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.92
	<u>\$ 10,801,500.58</u>

<b>Operating Account</b>	
O/S Deposits	\$ 1,907.94
O/S Checks	(50,371.77)
	<u>Reconciled Balance</u>
	<u>\$ 10,753,036.75</u>



## Investment Summary (continued)

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

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

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

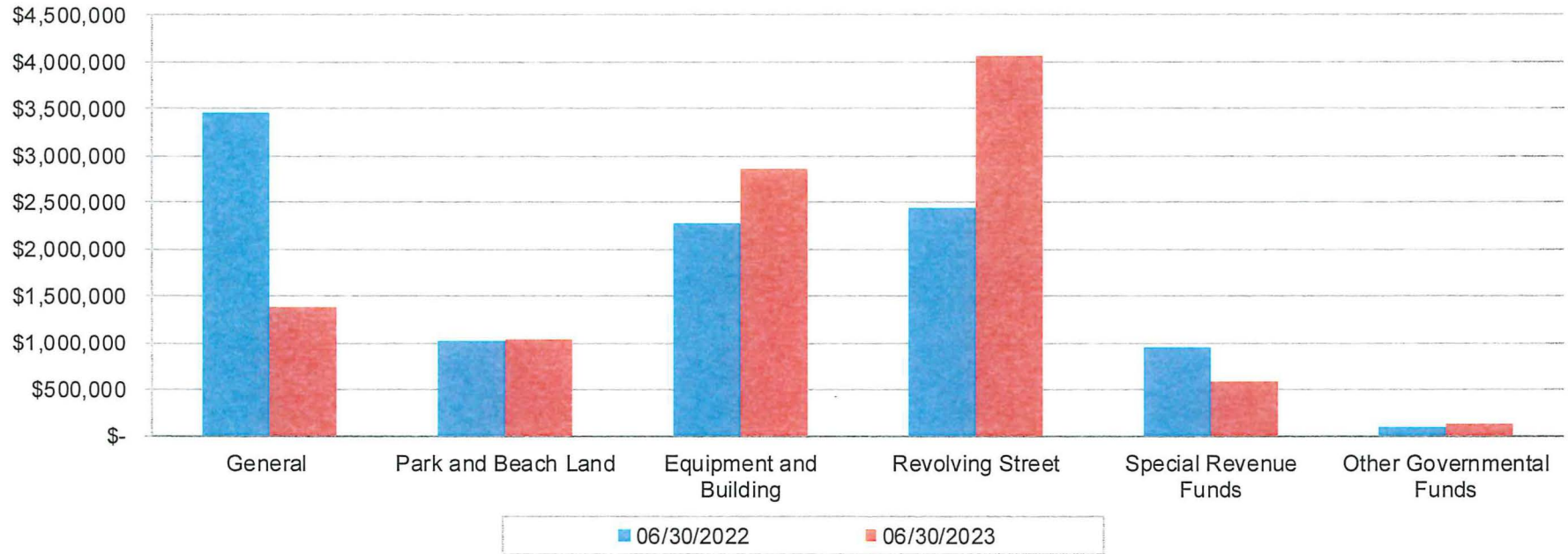
**Cash Balance Summary by Fund**  
**As of 06/30/2022, 12/31/22 and 06/30/2023 (unaudited)**

	Balance 06/30/2022	Balance 12/31/2022	Balance 06/30/2023	YTD Change From 12/31/2022
100 General Fund	\$ 3,467,803	\$ 5,563,661	\$ 1,395,137	\$ (4,168,524) (1)
210 Cable TV Fund	436,782	237,275	93,158	(144,117) (2)
211 Ham Laker Fund	(6,380)	19,409	14,985	(4,423)
212 Lawful Gambling Contributions Fund	38,718	120,272	133,153	12,881
217 CARES Act Grant	4	4	-	(4)
230 Future Drainage Fund	123,559	122,452	124,255	1,803
231 Recycling Fund	67,518	35,708	48,312	12,605
232 Street Light Fund	153,328	200,540	175,391	(25,149)
250 Oakwilt Fund	11,276	11,173	11,373	201
261 Economic Development Fund	1,651	1,658	1,688	30
262 Ham Lake EDA Fund	117,865	54,186	(17,126)	(71,312)
263 Lodging Tax Fund	5,156	5,051	6,520	1,469
370 2010 Cip Bond Debt Service Fund	92,025	290,028	102,950	(187,077) (3)
371 2016 Go Capital Note Debt Service Fund-Nmtc	26	26	32,054	32,028
410 General Govt Equipment Fund	62,829	67,311	71,286	3,976
411 Election Equipment Fund	3,593	3,219	1,328	(1,891)
412 Building Fund	246,081	253,828	255,439	1,611
420 Fire Department Equipment Fund	1,511,919	1,652,069	1,810,592	158,523 (4)
421 Emergency Operations Center Fund	35,635	36,257	36,908	651
422 Siren Replacement Fund	37,138	37,267	37,885	618
428 Building Inspection Equipment Fund	493	5,810	4,490	(1,320)
430 Public Works Equipment Fund	282,521	396,359	504,091	107,733 (4)
431 Revolving Street Fund	2,438,967	2,118,268	4,065,625	1,947,357 (5)
440 Park And Beach Land Fund	1,023,580	1,039,328	1,045,597	6,268
441 Parks Equipment Fund	91,361	121,796	144,107	22,311
890 Trust	780,942	681,902	580,332.78	(101,569) (6)
<b>Total</b>	<b>\$ 11,024,390</b>	<b>\$ 13,074,854</b>	<b>\$ 10,679,531</b>	<b>\$ (2,395,322)</b>

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

- (1) See rev/exp for the General Fund for further explanation.
- (2) Payment of \$100,000 for new sirens and Fire AV equipment offset by receiving our franchise fees.
- (3) Annual bond payment and first payment of interest on bond.
- (4) Cash increased due to budgeted transfers from General Fund.
- (5) Increase due to budgtd transfers and ARPA transfer for the Creek Valley project from the General Fund.
- (6) Refunds of escrow accounts and more trust activity.

### Cash Balance by Fund Compared to Prior Year (unaudited)



**Fund**

- General
- Park and Beach Land
- Equipment and Building
- Revolving Street
- Special Revenue Funds
- Other Governmental Funds

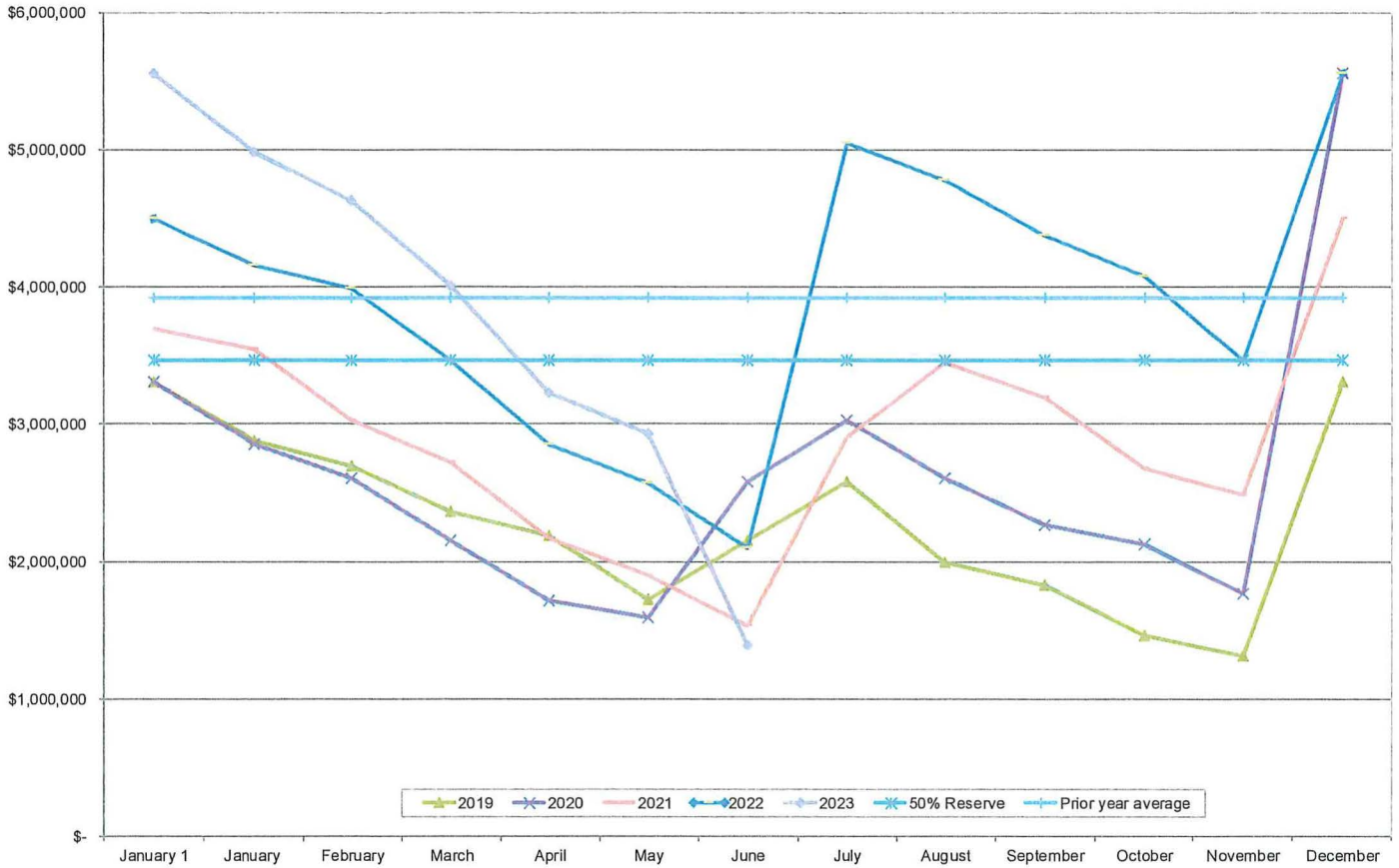
**Key**

- Balance increased by more than 10% over prior year
- Balance decreased by more than 10% over prior year
- Balance within 10% of prior year



# General Fund Budget Cash Summary (unaudited)

## General Fund Cash Balances 2019 -2023



### General Fund

Receipts	YTD Budget	YTD Actual	Percent of YTD Budget	Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget
Taxes	\$ 3,019,142	\$ -	- %	Council	\$ 39,030	\$ 56,316	144.3 %
Special Assessments	-	-	100.0	Administration/Clerk	148,329	142,911	96.3
Licenses and permits	264,300	223,669	84.6	Finance	194,905	202,669	104.0
Intergovernmental	88,000	65,370	74.3	Planning & Zoning	51,120	43,128	84.4
Charges for services	77,493	103,517	133.6	General Government	65,525	1,337,015	2,040.5
Fines and forfeitures	15,000	17,915	119.4	Information Technology	31,207	32,404	103.8
Interest on investments	500	52,505	10,501.0	Public Safety	1,128,135	1,061,934	94.1
Miscellaneous	5,250	22,635	431.1	Building Department	229,825	178,383	77.6
Transfers in	1,000	-	-	Public Works	581,254	647,924	111.5
	<u>\$ 3,470,684</u>	<u>\$ 485,611</u>	<u>14.0 %</u>	Parks and recreation	162,114	102,674	63.3
				Senior Center	10,992	8,698	79.1
				Transfers Out	828,250	828,250	100.0 %
					<u>\$ 3,470,684</u>	<u>\$ 4,642,306</u>	<u>133.8</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 06/30/2023 (unaudited)

	Annual Budget	Budget Thru 6/30/2023 50%	Actual Thru 6/30/2023	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 6/30/2023
<b>Revenues</b>					
Taxes	\$ 6,038,283	\$ 3,019,142	\$ -	\$ (3,019,142) <sup>(1)</sup>	- %
Special Assessments	-	-	-	-	N/A
Licenses and permits	528,600	264,300	223,669	(40,631) <sup>(2)</sup>	84.63
Intergovernmental	176,000	88,000	65,370	(22,630) <sup>(3)</sup>	74.28
Charges for services	154,985	77,493	103,517	26,024 (4)	133.58
Fines and forfeitures	30,000	15,000	17,915	2,915	119.43
Interest on investments	1,000	500	52,505	52,005 (5)	10,500.99
Miscellaneous	10,500	5,250	22,635	17,385	431.15
<b>Total Revenues</b>	<b>6,939,368</b>	<b>3,469,684</b>	<b>485,611</b>	<b>(2,984,073)</b>	
<b>Expenditures</b>					
Council	\$ 78,060	\$ 39,030	\$ 56,316	\$ (17,286) (6)	144.29 %
Administration/Clerk	296,657	148,329	142,911	5,417	96.35
Finance	389,810	194,905	202,669	(7,763)	103.98
Planning & Zoning	102,239	51,120	43,128	7,991	84.37
General Government	131,051	65,525	1,337,015	(1,271,489) (7)	2040.46
Information Technology	62,413	31,207	32,404	(1,198)	103.84
Public Safety	2,256,270	1,128,135	1,061,934	66,201 (8)	94.13
Building Department	459,650	229,825	178,383	51,442 (9)	77.62
Public Works	1,162,508	581,254	647,924	(66,670) (10)	111.47
Parks and recreation	324,227	162,114	102,674	59,439 (11)	63.33
Senior Center	21,983	10,992	8,698	2,294	79.13
<b>Total Expenditures</b>	<b>5,284,868</b>	<b>2,642,434</b>	<b>3,814,056</b>	<b>(1,171,622)</b>	<b>144.34</b>
<b>Excess Revenues (Expenditures)</b>	<b>1,654,500</b>	<b>827,250</b>	<b>(3,328,445)</b>	<b>(4,155,695)</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	2,000	1,000	-	-	-
Transfers out	(1,656,500)	(828,250)	(828,250)	0	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,654,500)</b>	<b>(827,250)</b>	<b>(828,250)</b>	<b>0</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (4,156,695)</b>	<b>\$ (4,155,695)</b>	

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 year. They are currently 34% below 2022 2nd quarter revenues.
- (3) State aid for fire relief and 2nd MSA maintenance payment comes in the fall.
- (4) Tower revenue is coming in higher than anticipated.
- (5) Money market rates have been higher than last several years resulting in higher monthly interest revenue.
- (6) Higher than anticipated engineering fees for 2022 asset calculations and ordinances as well as annual due fees being paid.
- (7) ARPA spending is not budgeted and we have currently expended \$1,268,666 in 2023.
- (8) Public Safety is under budget due to not yet making the annual relief payment yet and wages for fire fighters coming in lower than anticipated.
- (9) A third building inspector was budgeted for in 2023 causing an favorable variance due to less payroll expenditures than anticipated.
- (10) Public works is unfavorable due to WMO conflict costs, seasonal fees for blacktop maintenance, and paying property and liability premiums in full.
- (11) 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 2ND QUARTER REPORT

Presented by Finance Director, Andrea Murff

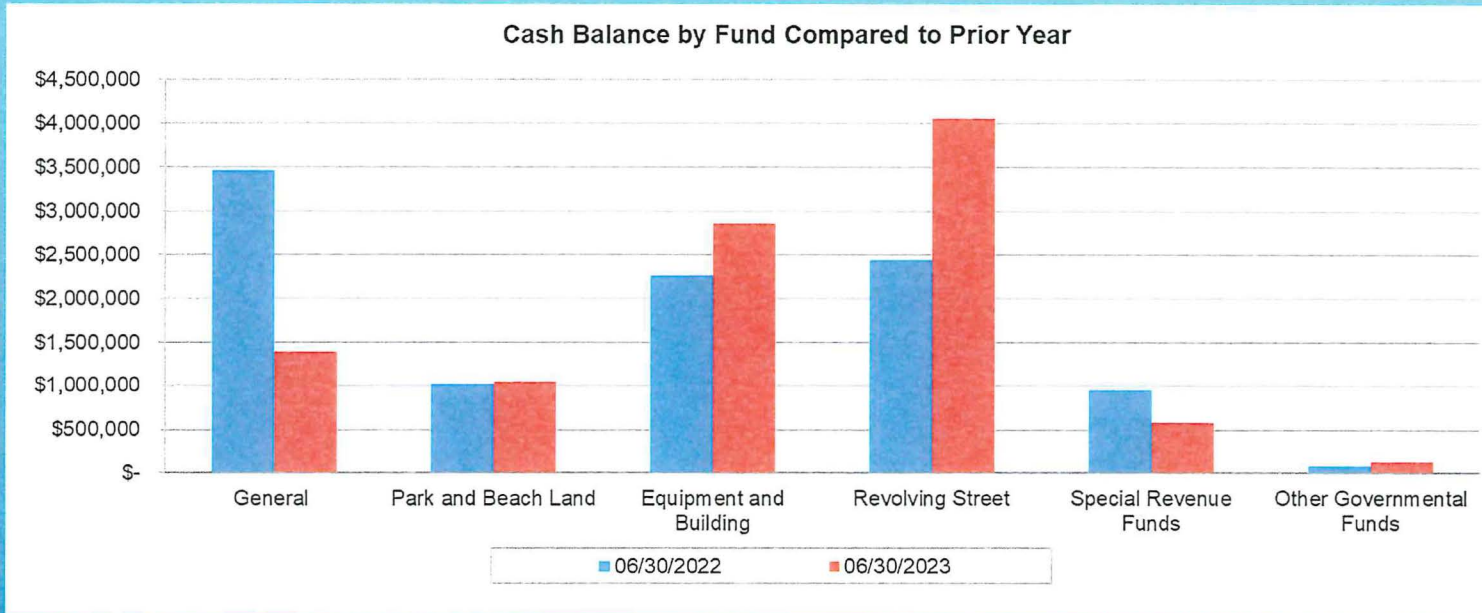




# OVERALL CASH POSITION

		Balance 06/30/2022	Balance 12/31/2022	Balance 06/30/2023	YTD Change From 12/31/2022
100	General Fund	\$ 3,467,803	\$ 5,563,661	\$ 1,395,137	\$ (4,168,524)
210	Cable TV Fund	436,782	237,275	93,158	(144,117)
211	Ham Laker Fund	(6,380)	19,409	14,985	(4,423)
212	Lawful Gambling Contributions Fund	38,718	120,272	133,153	12,881
217	CARES Act Grant	4	4	-	(4)
230	Future Drainage Fund	123,559	122,452	124,255	1,803
231	Recycling Fund	67,518	35,708	48,312	12,605
232	Street Light Fund	153,328	200,540	175,391	(25,149)
250	Oakwilt Fund	11,276	11,173	11,373	201
261	Economic Development Fund	1,651	1,658	1,688	30
262	Ham Lake EDA Fund	117,865	54,186	(17,126)	(71,312)
263	Lodging Tax Fund	5,156	5,051	6,520	1,469
370	2010 Cip Bond Debt Service Fund	92,025	290,028	102,950	(187,077)
371	2016 Go Capital Note Debt Service Fund-Nmtc	26	26	32,054	32,028
410	General Govt Equipment Fund	62,829	67,311	71,286	3,976
411	Election Equipment Fund	3,593	3,219	1,328	(1,891)
412	Building Fund	246,081	253,828	255,439	1,611
420	Fire Department Equipment Fund	1,511,919	1,652,069	1,810,592	158,523
421	Emergency Operations Center Fund	35,635	36,257	36,908	651
422	Siren Replacement Fund	37,138	37,267	37,885	618
428	Building Inspection Equipment Fund	493	5,810	4,490	(1,320)
430	Public Works Equipment Fund	282,521	396,359	504,091	107,733
431	Revolving Street Fund	2,438,967	2,118,268	4,065,625	1,947,357
440	Park And Beach Land Fund	1,023,580	1,039,328	1,045,597	6,268
441	Parks Equipment Fund	91,361	121,796	144,107	22,311
890	Trust	780,942	681,902	580,332.78	(101,569)
	Total	\$ 11,024,390	\$ 13,074,854	\$ 10,679,531	\$ (2,395,322)





# GRAPH OF OVERALL CASH POSITION BY FUND TYPE



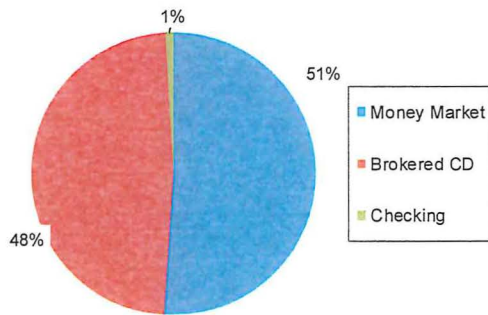
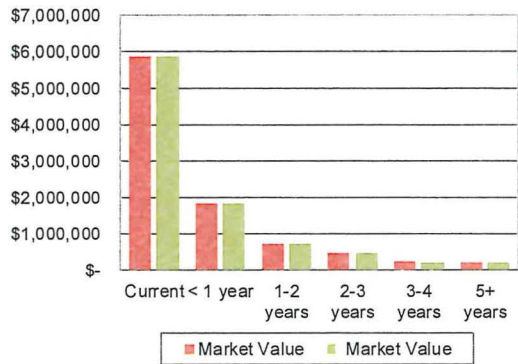
# INVESTMENT SUMMARY

Institution	Description	Type	Market Value 1/1/2023	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 6/30/2023	Market Value 6/30/2023	Unrealized gain / loss
RBC	RBC	Money Market	-	-	-	-	-	-	-	-
RBC	Ally Bank Midvale Utah	Brokered CD	245,633.46	246,000.00	(246,000.00)	(248,232.20)	2,232.20	(366.54)	-	366.54
RBC	Freddie Mac	Brokered CD	235,222.74	-	-	(369.00)	369.00	235,222.74	239,699.94	4,477.20
RBC	Bank Hapoalim New York	Brokered CD	226,248.33	-	-	(3,321.97)	3,321.97	226,248.33	226,927.47	679.14
RBC	BMO Harris BK NATL ASSN	Brokered CD	227,379.33	-	-	(620.80)	620.80	227,379.33	228,614.37	1,235.04
RBC	Merrick BK South Jordan Utah	Brokered CD	222,498.93	-	-	(496.63)	496.63	222,498.93	223,059.18	560.25
RBC	Texas Exchange Bk Crowley	Brokered CD	216,774.42	-	-	(869.13)	869.13	216,774.42	215,516.97	(1,257.45)
RBC	Malaga BK Palos Verdes Calif	Brokered CD	206,216.82	-	-	(723.13)	723.13	206,216.82	204,279.60	(1,937.22)
			1,579,974.03	246,000.00	(246,000.00)	(254,632.86)	8,632.86	1,333,974.03	1,338,097.53	4,123.50
US Bank	US Bank	Money Market	10,750.94	-	-	37,960.55	871.24	49,582.73	49,582.73	-
US Bank	Federal Farm Credit	Brokered CD	495,220.00	-	-	(7,187.50)	7,187.50	495,220.00	499,525.00	4,305.00
US Bank	Federal Home Loan	Brokered CD	297,756.00	-	-	(4,500.00)	4,500.00	297,756.00	299,958.00	2,202.00
US Bank	American Express National Bank	Brokered CD	239,519.35	-	-	(3,828.71)	3,828.71	239,519.35	239,169.00	(350.35)
US Bank	Apple Bank	Brokered CD	240,900.48	-	-	-	-	240,900.48	242,754.57	1,854.09
US Bank	Bankwell Bank New Canaan Conn	Brokered CD	238,261.80	-	-	-	-	238,261.80	237,288.38	(973.42)
US Bank	Bmo Harris Bank Nat'l Assn	Brokered CD	242,706.80	-	-	(5,231.63)	5,231.63	242,706.80	240,469.32	(2,237.48)
US Bank	Discover Bank	Brokered CD	237,226.15	-	-	(4,013.97)	4,013.97	237,226.15	234,866.80	(2,359.35)
US Bank	Israel Dis Bk New York	Brokered CD	242,711.68	-	-	(5,170.79)	5,170.79	242,711.68	241,108.60	(1,603.08)
US Bank	Security First Bank - Nebraska	Brokered CD	240,991.80	-	-	(3,890.47)	3,890.47	240,991.80	241,663.10	671.30
US Bank	State Bank India - Illinois	Brokered CD	240,126.95	-	-	(4,137.48)	4,137.48	240,126.95	239,276.80	(850.15)
			2,726,171.95	-	-	-	38,831.79	2,765,003.74	2,765,662.30	658.56
Falcon National Bank	Falcon National Bank	Money Market	73,866.36	-	-	1,964.18	166.77	75,997.31	75,997.31	-
Falcon National Bank	CD 88834 (renewed)	Brokered CD	200,000.00	-	-	(398.92)	398.92	200,000.00	200,000.00	-
Falcon National Bank	CD 89417 (renewed)	Brokered CD	300,000.00	-	-	(496.44)	496.44	300,000.00	300,000.00	-
Falcon National Bank	CD 90376 (renewed)	Brokered CD	535,876.55	-	-	(1,068.82)	1,068.82	535,876.55	535,876.55	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	100,500.00	-	-	-	-	100,500.00	100,500.00	-
			1,210,242.91	-	-	0.00	2,130.95	1,212,373.86	1,212,373.86	-
21st CENTURY BANK	ICS	Money Market	1,981,234.24	3,321,566.82	(3,543,536.40)	-	36,032.51	1,795,297.17	1,795,297.17	-
21st CENTURY BANK	CD		-	-	-	-	-	-	-	-
			1,981,234.24	3,321,566.82	(3,543,536.40)	-	36,032.51	1,795,297.17	1,795,297.17	-
4 M	4M Liquid Assets-101	Money Market	84,415.91	-	-	-	1,985.72	86,401.63	86,401.63	-
4 M	4M Plus Fund-101	Money Market	5,396,307.70	741,378.36	-	(2,745,367.14)	111,327.25	3,503,646.17	3,503,646.17	-
			5,480,723.61	741,378.36	-	(2,745,367.14)	113,312.97	3,590,047.80	3,590,047.80	-
21st CENTURY BANK	General/Checking	Checking	100,021.23	4,279,512.47	(7,279,637.14)	3,000,000.00	125.36	100,021.92	100,021.92	(0.00)
			100,021.23	4,279,512.47	(7,279,637.14)	3,000,000.00	125.36	100,021.92	100,021.92	(0.00)
			\$ 13,078,367.97	\$ 8,588,457.65	\$ (11,069,173.54)	\$ (0.00)	\$ 199,066.44	\$ 10,796,718.52	\$ 10,801,500.58	\$ 4,782.06



# INVESTMENT SUMMARY

**Maturities**



Maturity	Unadjusted Market Value 6/30/2023	Market Value 6/30/2023	Variance 6/30/2023
Current	\$ 5,851,480.87	\$ 5,853,701.50	\$ 2,220.63
< 1 year	1,836,595.42	1,844,625.06	8,029.64
1-2 years	707,025.63	707,060.17	34.54
2-3 years	459,725.08	457,925.98	(1,799.10)
3-4 years	216,774.42	215,516.97	(1,257.45)
5+ years	206,216.82	204,279.60	(1,937.22)
	<u>\$ 9,277,818.24</u>	<u>\$ 9,283,109.28</u>	<u>\$ 5,291.04</u>

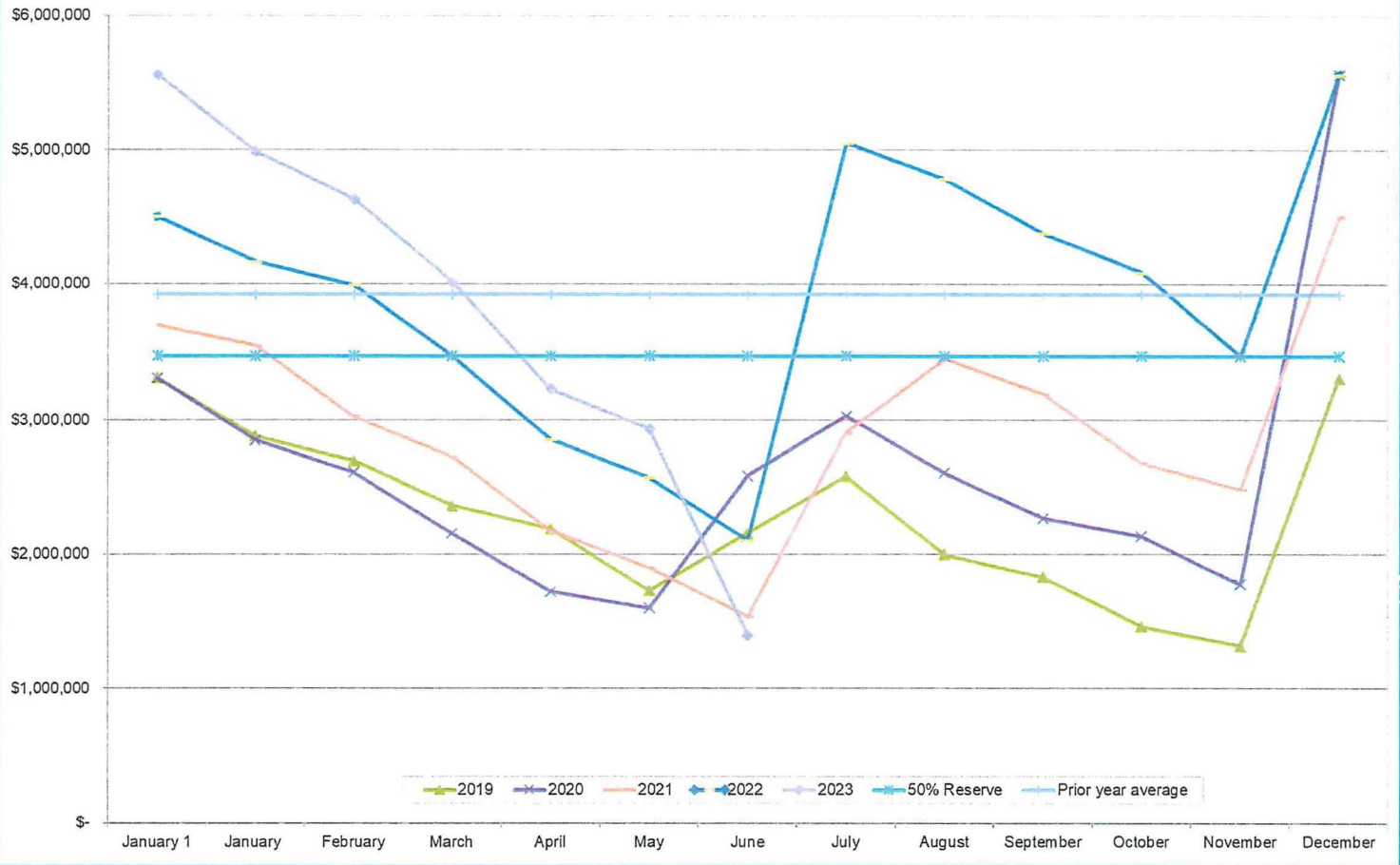
Weighted average Rate of return	#REF!	6/30/2023
Average Maturity (years)	(2.05)	6/30/2023

Investment Type	Market Value 6/30/2023
Money Market	\$ 5,510,925.01
Brokered CD	\$ 5,190,553.65
Savings	\$ -
Government Securities	\$ -
Municipal Securities	\$ -
Checking	\$ 100,021.92
	<u>\$ 10,801,500.58</u>

**Operating Account**

O/S Deposits	\$ 1,907.94
O/S Checks	<u>(50,371.77)</u>
Reconciled Balance	<u>\$ 10,753,036.75</u>

General Fund Cash Balances 2019 -2023

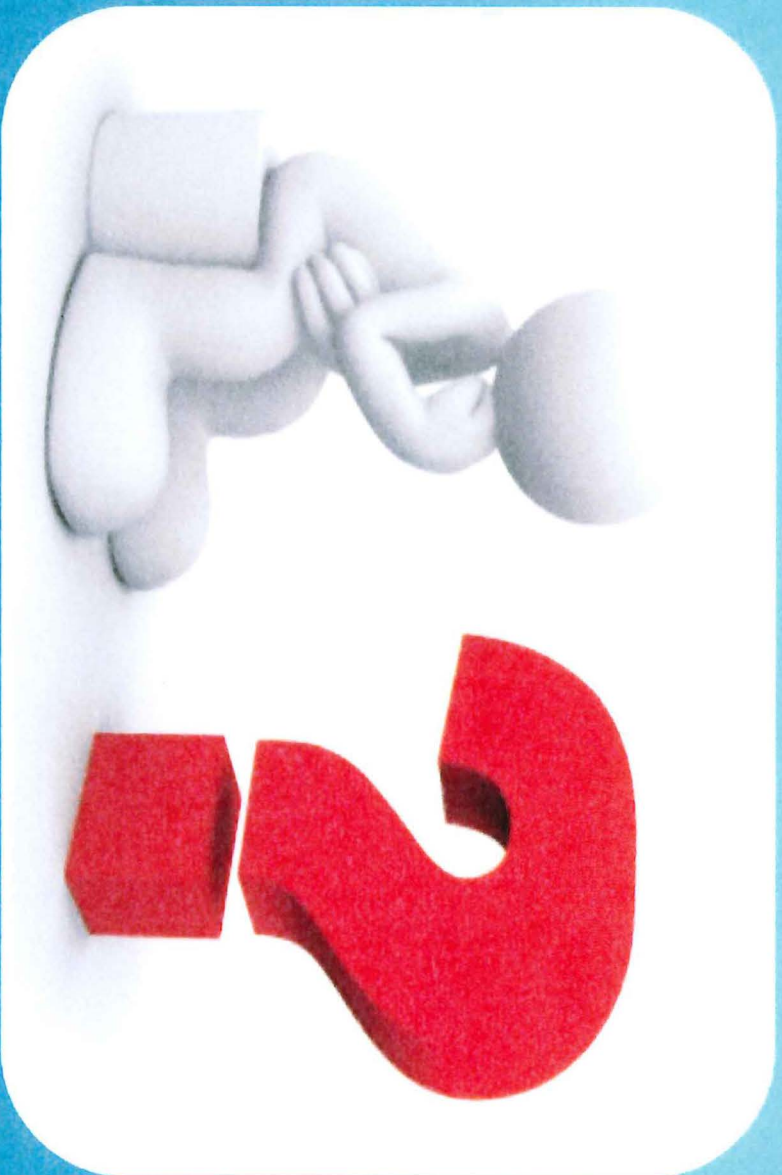




# GENERAL FUND BUDGET TO ACTUAL

	Annual Budget	Budget Thru 6/30/2023 50%	Actual Thru 6/30/2023	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 6/30/2023
<b>Revenues</b>					
Taxes	\$ 6,038,283	\$ 3,019,142	\$ -	\$ (3,019,142) (1)	- %
Special Assessments	-	-	-	-	N/A
Licenses and permits	528,600	264,300	223,669	(40,631) (2)	84.63
Intergovernmental	176,000	88,000	65,370	(22,630) (3)	74.28
Charges for services	154,985	77,493	103,517	26,024 (4)	133.58
Fines and forfeitures	30,000	15,000	17,915	2,915	119.43
Interest on investments	1,000	500	52,505	52,005 (5)	10,500.99
Miscellaneous	10,500	5,250	22,635	17,385	431.15
<b>Total Revenues</b>	<b>6,939,368</b>	<b>3,469,684</b>	<b>485,611</b>	<b>(2,984,073)</b>	
<b>Expenditures</b>					
Council	\$ 78,060	\$ 39,030	\$ 56,316	\$ (17,286) (6)	144.29 %
Administration/Clerk	296,657	148,329	142,911	5,417	96.35
Finance	389,810	194,905	202,669	(7,763)	103.98
Planning & Zoning	102,239	51,120	43,128	7,991	84.37
General Government	131,051	65,525	1,337,015	(1,271,489) (7)	2040.46
Information Technology	62,413	31,207	32,404	(1,198)	103.84
Public Safety	2,256,270	1,128,135	1,061,934	66,201 (8)	94.13
Building Department	459,650	229,825	178,383	51,442 (9)	77.62
Public Works	1,162,508	581,254	647,924	(66,670) (10)	111.47
Parks and recreation	324,227	162,114	102,674	59,439 (11)	63.33
Senior Center	21,983	10,992	8,698	2,294	79.13
<b>Total Expenditures</b>	<b>5,284,868</b>	<b>2,642,434</b>	<b>3,814,056</b>	<b>(1,171,622)</b>	<b>144.34</b>
<b>Excess Revenues (Expenditures)</b>	<b>1,654,500</b>	<b>827,250</b>	<b>(3,328,445)</b>	<b>(4,155,695)</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	2,000	1,000	-	-	-
Transfers out	(1,656,500)	(828,250)	(828,250)	0	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,654,500)</b>	<b>(827,250)</b>	<b>(828,250)</b>	<b>0</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (4,156,695)</b>	<b>\$ (4,155,695)</b>	





QUESTIONS?



## ORDINANCE NO. 23-XX

**An Ordinance relating to ARTICLE 5, EXCEPTIONS FOR PIGEONS, relating to the raising of pigeons 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:**

### **5-340 – Exception for Pigeons**

#### **A. Definitions**

1) **“Pigeon”** means a member of the family *Columbidae*, and consists of birds known as “Racing Pigeons”, “Fancy Pigeons” and “Sporting Pigeons” as those terms are commonly known and used in the pigeon raising community.

2) **“Recognized Pigeon Association”** means the International Federation of Raging Pigeon Fanciers, the American Racing Pigeon Union, Inc., the National Pigeon Club, the American Pigeon Club, the Rare Breeds Pigeon Club, the American Tippler Society, and the International Roller Association.

3) **“Loft”** means a structure especially built for the housing of pigeons.

#### **B. Conditions**

The following conditions shall be observed by every person granted a ~~conditional use permit~~ to keep, breed and raise pigeons.

1) **Location.** All pigeons shall be kept in a Loft containing at least 50 square feet of floor area. If the Loft contains more than ~~120~~ 150 feet of floor area, the structure shall be deemed an *Accessory Building* and subject to the provision of Article 9-370. A Loft shall not be considered a *Farm Building*. **The Loft shall meet the same setbacks as the dwelling and shall be free standing and not be part of the dwelling garage.**

2) **Construction Standards.** The Loft shall be constructed as a wood frame building, of sufficient height and other security measures to discourage invasion by predatory animals. The property owner shall not be required to obtain a building permit for the Loft, ~~but plans for the Loft shall be submitted at the time of application for Conditional Use Permit.~~ The Loft shall provide adequate shelter from the elements, **painted to blend with colors of the dwelling**, and meet any standards recommended by a Recognized Pigeon Association.

3) **Population Limitations.** No more than 32 pigeons may be kept on any parcel of land. Pigeons that are 28 days old or younger shall not be counted against this limit.

4) **Noise.** The ~~permit holder~~ **property owner** shall take adequate steps to ensure that noise from the pigeons are not audible to nearby properties.

**5) Personal Hobby Use Only.** Pigeons kept in any district but the R-A districts shall be for the personal hobby use of the ~~permit holder~~ **property owner**, and the activity shall not be operated as any kind of a mercantile venture in areas zoned other than R-A.

**6) Sanitation.** All animal waste shall be removed and properly disposed of in a manner that promotes general health and safety, and all feed shall be stored inside the Loft, safe from invasion by vermin or disease-promoting forces. All feeding activities shall be carried on within the Loft.

**7) Confinement.** Except when involved in exercise, competition or training activities under the supervision of the ~~permit holder~~ **property owner**, pigeons shall be confined to the Loft, and shall not be permitted to perch or linger on the property of others. Pigeons that have been fed within the previous four hours shall not be released from the Loft. **No more than 50% of pigeons will be exercised at one time.**

**8) Banding and Registration.** All pigeons that are six months old or older shall be banded and registered with at Recognized Pigeon Association.

**9) Screening.** All ~~H~~Lofts shall be placed in locations where they are screened by buildings, fences or coniferous vegetation from view from adjoining properties.

**C. Annual Inspection.** All facilities shall be subject to an annual inspection by the City. The City may, at the discretion of its staff, delegate the inspection to a Recognized Pigeon Association. The ~~permit holder~~ **property owner** shall comply with all requirements imposed by any inspection. ~~All costs of inspection shall be the responsibility of the permit holder.~~

**D. General Nuisance.** The ~~permit holder~~ **property owner** shall conduct all activities in connection with the keeping and raising of pigeons in a manner that avoids the creation of public or private nuisances, and to this end, and without limitation, the activities shall be conducted so as to eliminate from outside the Loft all odor, noise, vibrations, attraction of rodents, vermin or predatory animals, attractive nuisance, eyesores or other aesthetic detractions from neighborhood appearance, traffic or accumulation of debris or waste.

**E.** 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~~ **pigeons** on a particular lot and providing that person an opportunity to be heard. For the purpose of Code Enforcement, normal due process procedures will be followed by the City.

**Presented the Ham Lake City Council on \_\_\_\_\_, 2023 and adopted by a unanimous vote this \_\_\_\_\_ of \_\_\_\_\_, 2023.**

---

**Brian Kirkham, Mayor**

---

**Denise Webster, City Clerk**