

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 21, 2023

- 1.0 **CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 **PUBLIC COMMENT**
- 3.0 **SPECIAL APPEARANCES/PUBLIC HEARINGS**
- 3.1 Lt. Schuldt, Anoka County Sheriff's Office Monthly Report

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 August 7, 2023 and Budget Workshop Meeting Minutes of August 7, 2023
- 4.2 Approval of claims
- 4.3 Approval of accepting the resignation of Finance/Human Resource Director Andrea Murff
- 4.4 Approval of contracting with Abdo Financial Solutions for Interim Finance Director Services
- 4.5 Approval of write-offs for uncollectible accounts
- 4.6 Approval of an Ordinance Regarding Pigeons
- 4.7 Approval of the 2024 Law Enforcement Contract with the Anoka County Sheriff's Office
- 4.8 Approval of a Proclamation proclaiming September 17 – September 23 as Constitution Week
- 4.9 Approval of a New Tobacco License for Courtney Alana Kujala dba Ham Lake Tobacco and Vape LLC, 16220 Aberdeen Street NE, Suite B
- 4.10 Approval of a Resolution ordering the preparation of the assessment roll and scheduling a Public Hearing for Street Light Assessments for 2024
- 4.11 Approval of a Resolution for the American Rescue Plan Act (ARPA) Funding for equipment for the City of Ham Lake's Fire Department
- 4.12 Approval of purchasing Emergency Lighting and Truck Accessories for the F-350 Utility Vehicle for the Fire Department

5.0 **PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Erik Grams of Touchdown Tile and Richards Carpet + Flooring, requesting Commercial Site Plan approval to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE - PID# 20-32-23-12-0025

6.0 **ECONOMIC DEVELOPMENT AUTHORITY**

- 6.1 Approval of the Purchase Agreement for Permanent Roadway, Drainage and utility Easement and Temporary Construction Easement for PIN #08-32-23-12-0021 (17255 Highway 65 NE)

7.0 **APPEARANCES – None**

8.0 **CITY ATTORNEY**

9.0 **CITY ENGINEER**

10.0 **CITY ADMINISTRATOR**

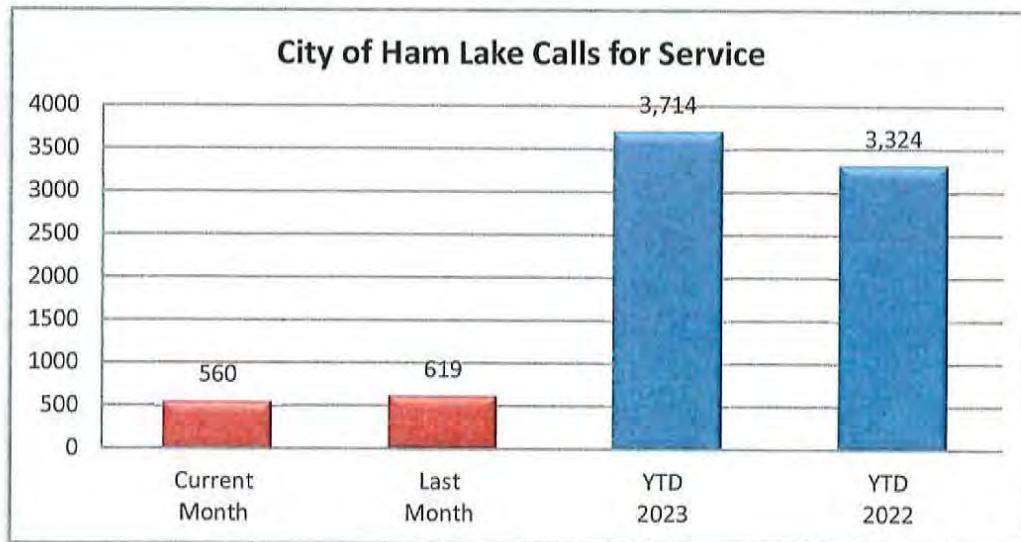
11.0 **COUNCIL BUSINESS**

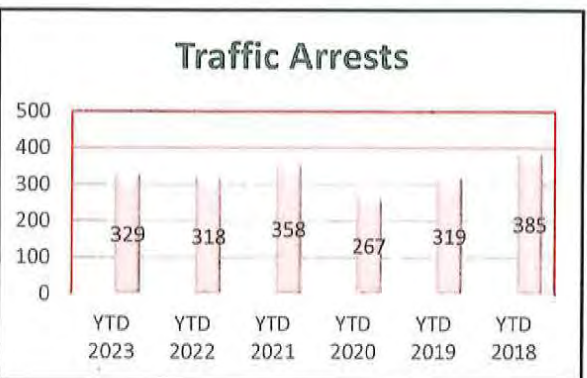
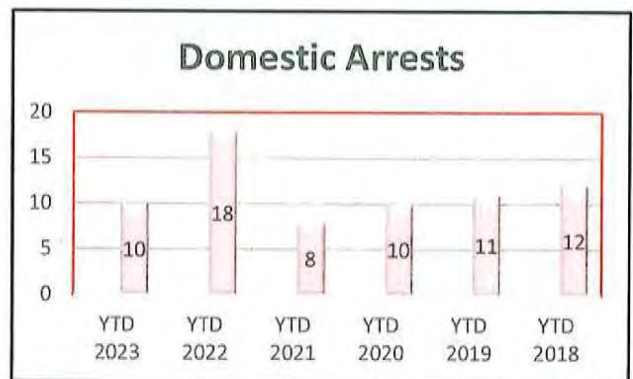
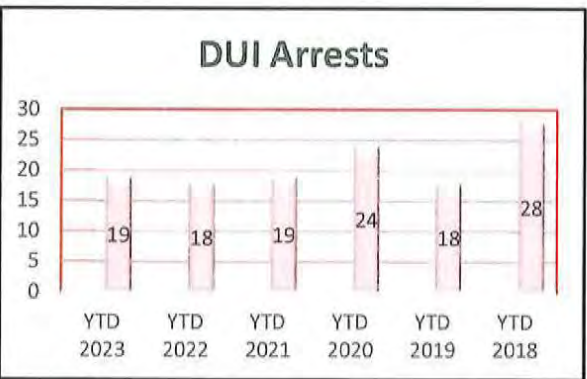
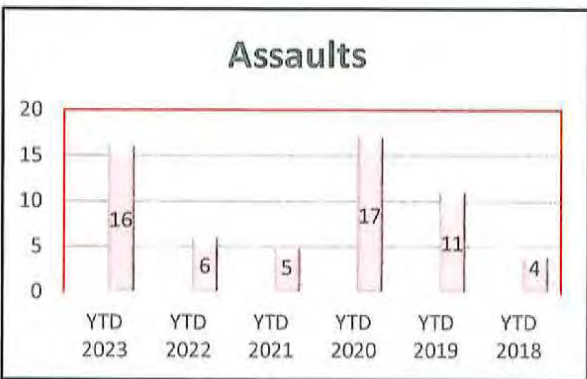
- 11.1 Committee Reports
- 11.2 Consideration of a Resolution approving the 2024 proposed budget and the proposed 2023 levy for payable in 2024
- 11.3 Discussion of The Willows of Ham Lake Senior Housing, 845 Bunker Lake Boulevard NE
- 11.4 Announcements and future agenda items

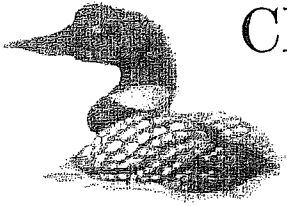
PATROL DIVISION

CITY OF HAM LAKE - JULY 2023

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	505	456	494	512	568	619	560						3,714	3,324
Burglaries	3	0	1	1	1	0	0						6	15
Thefts	17	11	10	7	6	13	8						72	93
Crim Sex Conduct	0	0	0	0	0	0	1						1	5
Assault	2	3	1	7	2	0	1						16	6
Dam to Property	0	3	1	1	2	2	1						10	30
Harass Comm	0	0	0	0	0	0	0						0	2
PI Accidents	5	6	5	4	9	2	7						38	46
PD Accidents	27	26	33	29	30	30	26						201	170
Medical	68	63	60	62	47	55	61						416	392
Animal Complaint	28	36	19	25	37	38	29						212	170
Alarms	19	26	29	21	30	36	34						195	208
Felony Arrests	6	2	2	3	1	2	3						19	38
GM Arrests	4	4	6	6	8	0	2						30	25
Misd Arrests	3	5	7	7	3	4	2						31	36
DUI Arrests	0	6	3	3	3	1	3						19	18
Domestic Arrests	1	1	1	4	1	0	2						10	18
Warrant Arrests	6	1	4	5	10	3	3						32	43
Traffic Stops	223	145	228	160	189	220	213						1,378	1093
Traffic Arrests	53	35	51	38	48	51	53						329	318







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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, AUGUST 7, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, August 7, 2023 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund; City Administrator, Denise Webster; City Engineer, Tom Collins; Finance Director, Andrea Murff; and Deputy City Clerk, Dawnette Shimek

1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance

Mayor Kirkham called the meeting to order and the Pledge of Allegiance was recited by all in attendance.

2.0 PUBLIC COMMENT

Mike Larson, 1755 143rd Circle NE, was present to discuss the proposed Ordinance regarding parking. Mr. Larson stated that last week there were 10 vehicles parked on the street and also trailers parked on the street. Mr. Larson stated that there are people parking in their yards; in operable cars sitting in a driveway and piles of tires. Mr. Larson stated vehicles are often parked on both sides of the street and he doesn't think the fire department would be able to get through. Mr. Larson asked how complaints are handled. Administrator Webster explained the City's process of handling violations. Mr. Larson asked what should be done if the violation takes place during the night. Attorney Berglund stated if there is a violation during the night that Mr. Larson would need to contact the Anoka County Sheriff's Office by calling 911.

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 in the amount of \$1,479,110.10

4.3 Approval of Ordinance No. 23-06 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 Resolution No. 23-34 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 Resolution No. 23-35 changing the name of Erbank Street NE to Urbank Street NE within the plat of Eagle Ridge Estates
- 4.7 Approval of Resolution No. 23-36 accepting a \$5,000 donation from the Ham Laker Chamber of Commerce
- 4.8 Approval of Resolution No. 23-37 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

Mayor Kirkham pulled item 4.4 for discussion.

Motion by Wilken, seconded by Parranto, to approve the August 7, 2023 consent agenda with the omission of item 4.4. All in favor, motion carried.

Mayor Kirkham thanked Planning Commissioner Scott Heaton for his years of service with the City.
Motion by Kirkham, seconded by Kirkeide, to approve item 4.4 of the August 7, 2023 consent agenda. All in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

7.1 Finance Director Andrea Murff, 2nd Quarter Financial Report

Finance Director Murff gave the financial report for the 2nd Quarter of 2023. Finance Director Murff reported on the Overall Cash Position by Fund Type being down approximately \$2,395,322 from December due to General Fund operation expenditures, ARPA expenditures and the annual bond payment. Investment income is higher than expected due to raising rates and the City currently has about \$200,000 in revenue from interest and unrealized gains. The General Fund cash is down due to operating expenditures out of the General Fund not being offset by the tax settlement, which was received in July, and ARPA spending. When taking out the ARPA spending, the overall General Fund is on track with budget projections. The City Council thanked Finance Director Murff.

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Kirkeide stated that he and Councilmember Doyle had a Road Committee meeting.

11.2 Consideration of the First Reading of an Ordinance Regarding Pigeons

Councilmember Wilken questioned what was the driving factor for allowing no more than 50% of the pigeons flying at one time. Discussion followed and Administrator Webster will contact the applicant

requesting to keep pigeons for their opinion. **This is considered the First Reading of an Ordinance amending Article 5 and the keeping of Pigeons.**

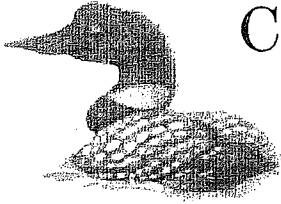
11.3 Discussion of the Sunrise Watershed Management Organization (SRWMO)

Mayor Kirkham stated that he along with Councilmember Kirkeide, Administrator Webster, Engineer Collins and Attorney Berglund recently attended a watershed meeting to discuss revisions being proposed to the JPA (Joint Powers Agreement) by the other three-member communities. Mayor Kirkham stated that there was discussion of not requiring unanimous approval of budgets if there was a cap on the current budget and funding formulas. Attorney Berglund stated that the key points are these: 1. Ham Lake will agree to the concept that if a proposed budget is not unanimously agreed upon, then the previous year's budget will continue in the following year, with a cap on the increase of 5%. 2. Ham Lake would like the budget formula in the JPA to be what was referred to as 4A on the Sunrise River spreadsheet from 12/5/2022. Essentially, the difference being that the operating budget is divided and allocated in the same manner as the non-operating budget. Mayor Kirkham stated that they want a private citizen and an elected official to be on the board and Mayor Kirkham stated he would attend the meetings. **It was the consensus of the City Council to have City Attorney Berglund continue to work with the Sunrise Watershed Management Organization Attorney Troy Gilcrest on the JPA and funding formula.**

11.4 Announcements and future agenda items – None

Motion by Wilken, seconded by Doyle, to adjourn the meeting at 6:35 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



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CITY OF HAM LAKE CITY COUNCIL BUDGET WORKSHOP MINUTES MONDAY, AUGUST 7, 2023

The Ham Lake City Council met for a budget workshop meeting on Monday, August 7, 2023 at 5:00 p.m. in the Conference Room at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Finance Director, Andrea Murff; City Administrator, Denise Webster; Fire Chief, Mike Raczkowski; City Engineer, Tom Collins; Public Works Superintendent, John Witkowski; and Deputy City Clerk, Dawnette Shimek

1.0 Call to Order

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

2.0 Discussion of the Proposed 2024 Law Enforcement Contract with the Anoka County Sheriff's Office

Mayor Kirkham stated that the Anoka County Sheriff's Office is ranked 57 out of 57 for wages, so it was negotiated to have their pay increased, which is why the budget for the contract has increased a significant amount. There was discussion regarding the need for a full-time investigator and Administrator Webster was directed to have Lt. Schuldt give an update at the next Law Enforcement meeting on how the investigator position has been going. Mayor Kirkham stated that he spoke with Anoka County and the Sheriff's Contract cannot be levied separately, and needs to come through the General Fund. *(The 2024 Law Enforcement Contract will be added to the August 21, 2023 City Council agenda for approval).*

3.0 Discussion of the proposed 2024 Budget and CIP Review

After discussion of cutting budgeted transfers and the promotion in Public Works, it was the consensus of the City Council to use budget option B's expenditures adding back payroll expenditures for a Public Work's Supervisor promotion with a 7 percent levy increase in tax revenues and the use of General Fund Reserves to the budget deficit.

4.0 Discussion of a 3% increase for RFC Engineering

It was the consensus of the City Council to approve the 3% increase for RFC Engineering.

Motion by Kirkham, seconded by Kirkeide, to adjourn the meeting at 5:39 p.m. All in favor, motion carried.

Andrea Murff, Finance Director

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
August 21, 2023

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	08/08/23 - 08/21/23	
EFT	# 1904 - 1907	\$ 2,665.35
REFUND CHECKS	# 65306 - 65308	\$ 676.13
CHECKS	# 65309 - 65343	\$ 229,845.17
BANK DRAFTS	DFT0002580 -DFT0002585	\$ 27,687.68
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 260,874.33</u>
PAYROLL CHECKS		
08/11/23	Direct Deposits	\$ 38,917.53
TOTAL PAYROLL CHECKS		<u>\$ 38,917.53</u>
VOID CHECKS		
CHECKS	#65307	\$ (150.00)
ZERO EFT		\$ -
BANK DRAFTS		\$ -
TOTAL VOIDS		<u>\$ (150.00)</u>
TOTAL OF ALL PAYMENTS		<u><u>\$ 299,641.86</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 21ST DAY OF AUGUST 2023

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Packet: ARPKT00852 - 08/09/23 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00036	JAM HOPS	8/9/2023	65306	376.13
00350	LYNN MCCARTY	8/9/2023	65307	150.00
Total Refund Amount:				526.13

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	526.13
Revenue Totals:	526.13

General Ledger Distribution

Posting Date: 08/09/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-526.13	Yes
890-11501	Misc receivables	526.13	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-526.13	
999-20702	Due to other funds	526.13	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT00855 - RE-ISSUE CK#65307

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00350	JOANN MCCARTY	8/10/2023	65308	150.00
			Total Refund Amount:	150.00

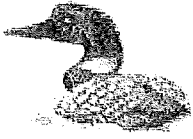
Revenue Totals

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

General Ledger Distribution

Posting Date: 08/10/2023

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



Payment Dates 8/8/2023 - 8/21/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1904	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	89.98
1904	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	12.00
1904	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
1905	BRODIN PRESS	AUGUST HAM LAKER	Editing	211-41704-3125	900.00
1906	O'REILLY AUTOMOTIVE STORE	#57 BATTERY	Equipment parts & supplies	100-43101-2320	431.40
1906	O'REILLY AUTOMOTIVE STORE	#57 BATTERY	Equipment parts & supplies	100-43101-2320	-431.40
1906	O'REILLY AUTOMOTIVE STORE	#57 BATTERY	Equipment parts & supplies	100-43101-2320	381.98
1906	O'REILLY AUTOMOTIVE STORE	GREASE	Operating supplies	100-43101-2290	16.99
1906	O'REILLY AUTOMOTIVE STORE	#54 GROMMET	Vehicle parts & supplies	100-43101-2340	17.07
1906	O'REILLY AUTOMOTIVE STORE	HD ROD CLIPS	Vehicle parts & supplies	100-42201-2340	7.90
1906	O'REILLY AUTOMOTIVE STORE	DR ROD CLIPS	Vehicle parts & supplies	100-42201-2340	5.26
1906	O'REILLY AUTOMOTIVE STORE	HD ROD CLIPS	Vehicle parts & supplies	100-42201-2340	-7.90
1906	O'REILLY AUTOMOTIVE STORE	ANTIFREEZE	Equipment parts & supplies	100-42201-2320	13.99
1907	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	50.00
1907	WRUCK SEWER & PORTABLE	SBAA TWIN BIRCH PARK TOILE	Rentals-other	100-44101-3390	25.00
1907	WRUCK SEWER & PORTABLE	SBAA PINGER'S PARK TOILET R	Rentals-other	100-44101-3390	25.00
1907	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	25.00
1907	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	25.00
1907	WRUCK SEWER & PORTABLE	SBAA PATRICIA'S WILDERNESS	Rentals-other	100-44101-3390	25.00
1907	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
1907	WRUCK SEWER & PORTABLE	GRANT PARK	Rentals-other	100-44101-3390	50.00
1907	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	54.00
1907	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	50.00
1907	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	25.00
1907	WRUCK SEWER & PORTABLE	SBAA SODERVILLE PARK TOILE	Rentals-other	100-44101-3390	54.00
1907	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
1907	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
1907	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
1907	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	158.00
1907	WRUCK SEWER & PORTABLE	SBAA LION'S PARK TOILET REN	Rentals-other	100-44101-3390	158.00
1907	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	50.00
1907	WRUCK SEWER & PORTABLE	SBAA WISEN'S PARK TOILET R	Rentals-other	100-44101-3390	25.00
1907	WRUCK SEWER & PORTABLE	SBAA HAM LAKE BALL FIELD T	Rentals-other	100-44101-3390	39.50
1907	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	25.00
65309	MARY & KEVEN BOTTINEAU	1360 CONSTANCE BLVD EASE	ROW Acquisition	431-43301-5130	10,000.00
65310	ACCESS	JULY SHREDDING	Waste management & recycli	231-43601-3630	137.20
65311	ACE SOLID WASTE INC	AUG ORGANICS	Waste management & recycli	231-43601-3630	349.17
65312	ANOKA COUNTY PROPERTY	RUE DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
65312	ANOKA COUNTY PROPERTY	LANG VACATION	Filing fees	890-90001-3980	46.00
65312	ANOKA COUNTY PROPERTY	FLEET STAR VACATION	Filing fees	890-90001-3980	46.00
65313	ARCHITECT MECHANICAL INC	RTU REPAIRS	Building repair & maintenanc	100-41702-3420	4,366.50
65314	ASPEN MILLS INC	UNIFORM - DE	Clothing & personal protectiv	100-42201-2210	268.57
65314	ASPEN MILLS INC	UNIFORM - JM	Clothing & personal protectiv	100-42201-2210	234.62
65314	ASPEN MILLS INC	SHIRT & PATCHES - JM	Clothing & personal protectiv	100-42201-2210	49.95
65315	BERGLUND, BAUMGARTNER,	COUNCIL MEETINGS	Attorney	100-41101-3110	766.80
65315	BERGLUND, BAUMGARTNER,	BLAINE WATER ISSUE	Attorney	100-41101-3110	181.28
65315	BERGLUND, BAUMGARTNER,	SOLAR PANELS	Attorney	100-41102-3110	313.12
65315	BERGLUND, BAUMGARTNER,	CD-1 ZONING ORDINANCE	Attorney	100-41102-3110	362.56
65315	BERGLUND, BAUMGARTNER,	PIGEON ORDINANCE	Attorney	100-41102-3110	65.92
65315	BERGLUND, BAUMGARTNER,	PARKING ORDINANCE	Attorney	100-41102-3110	824.00
65315	BERGLUND, BAUMGARTNER,	PROSECUTION	Attorney	100-41501-3110	6,695.00
65315	BERGLUND, BAUMGARTNER,	PLANNING MEETINGS	Attorney	100-41601-3110	82.40
65315	BERGLUND, BAUMGARTNER,	BRUZER PROPERTY	Attorney	100-42401-3110	230.72
65315	BERGLUND, BAUMGARTNER,	COON LAKE DREDGING	Attorney	100-42401-3110	181.28

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65315	BERGLUND, BAUMGARTNER,	SRWMO	Attorney	100-43201-3110	280.16
65315	BERGLUND, BAUMGARTNER,	JAKE'S AUTO	Attorney	262-46101-3110	395.52
65315	BERGLUND, BAUMGARTNER,	BOTTINEAU/1360 CONSTANC	Attorney	431-43301-3110	510.88
65315	BERGLUND, BAUMGARTNER,	CRAWFORD/1220 CONSTANC	Attorney	431-43301-3110	197.76
65315	BERGLUND, BAUMGARTNER,	SWEDISH DRIVE	Attorney	431-43301-3110	313.12
65315	BERGLUND, BAUMGARTNER,	BUNKER LAKE	Attorney	431-43301-3110	65.92
65315	BERGLUND, BAUMGARTNER,	TWIN BIRCH ACRES - NEW LO	Attorney	431-43301-3110	395.52
65315	BERGLUND, BAUMGARTNER,	HOLIDAY	Attorney	890-90001-3110	379.04
65317	BLAINE BROTHERS INC	#80 CONNECTORS	Vehicle parts & supplies	100-43101-2340	34.75
65318	BLUE CROSS BLUE SHIELD OF	AUG VISION - MR	Vision Insurance	100-21715	6.33
65318	BLUE CROSS BLUE SHIELD OF	SEPT VISION	Vision Insurance	100-21715	37.98
65319	BTR OF MINNESOTA INC	#65 A/C SERVICE	Equipment repair & maintena	100-44101-3440	444.38
65320	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	76.91
65320	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	68.52
65320	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	35.99
65320	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	70.62
65320	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	25.83
65320	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	26.00
65320	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	41.42
65321	CITY OF COLUMBUS	JULY SIGNAL LEXINGTON & BR	Electricity	100-43401-3610	22.66
65322	CITY OF WYOMING	JAM HOPS SEPTIC REVIEW	Comm Septic Plan Rev/Inspec	890-90001-3461	1,581.25
65323	COMPUTERSHARE TRUST CO	2010 CIP BOND AGENT FEES	Agent fees	370-47101-6130	325.00
65324	CRYSTEEL TRUCK EQUIP INC	#80 SOCKETS	Vehicle parts & supplies	100-43101-2340	38.02
65325	DEHN OIL CO	250 GAL GASOLINE	Fuel	100-43101-2230	817.28
65325	DEHN OIL CO	328 GAL DIESEL	Fuel	100-43101-2230	1,038.09
65326	DOUGLAS-KERR UNDERGROU	CREEK VALLEY	Contractors	431-43301-3810	166,529.80
65327	FORCE AMERICA, INC	#54 RVC CABLE	Vehicle parts & supplies	100-43101-2340	159.21
65328	GRAINGER	TUBE MARKERS	Operating supplies	100-43101-2290	23.94
65329	HAM LAKE HARDWARE INC	RUST & STAIN REMOVER	Street signs	100-43401-2250	24.47
65329	HAM LAKE HARDWARE INC	ROOF PATCH	Building repair & maintenanc	100-41702-2310	19.68
65329	HAM LAKE HARDWARE INC	REFLECTIVE NUMBERS	Operating supplies	100-43101-2290	6.52
65330	LEPAGE & SONS INC	7/31 YARDWASTE	Waste management & recycli	231-43601-3630	492.06
65331	LINCOLN NATIONAL LIFE INSU	SEPT	STD/LTD	100-21713	574.84
65331	LINCOLN NATIONAL LIFE INSU	SEPT ST DISABILITY	STD/LTD	100-21713	854.17
65332	MENARDS-BLAINE	SPRING SNAPS	Operating supplies	100-43101-2290	12.90
65333	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	39.36
65333	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	31.76
65333	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.93
65333	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	24.16
65333	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	124.00
65333	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	5,370.00
65333	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.93
65333	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	52.00
65333	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	95.30
65333	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	62.00
65333	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	21.56
65333	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	31.00
65333	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	10.00
65333	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	41.00
65334	MN PEIP	SEPT HEALTH INSURANCE	Health Insurance	100-21710	10,975.73
65334	MN PEIP	JULY & AUG HEALTH INSURAN	Health Insurance	100-21710	1,496.26
65335	NORTHERN TOOL & EQUIPME	MOVING STRAPS & FAN	Safety supplies	100-43101-2240	244.98
65336	PREMIUM WATERS INC	AUG WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
65336	PREMIUM WATERS INC	JULY WATER	Equipment rentals	100-41701-3320	14.10
65337	RESPEC	3RD QTR MAPFEEDER SUBSCR	Software licenses & upgrades	230-43201-2510	1,250.00
65337	RESPEC	3RD QTR FULCRUM SUBSCRIP	Software licenses & upgrades	230-43201-2510	315.00
65338	SIEGFRIED FAMILY TOOLS INC	IMP BIT SET	Covid 19	100-41701-4153	314.92
65339	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	40.00
65339	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	65.00
65340	UNLIMITED SUPPLIES INC	BRAKE CLEANER, CABLE TIES	Operating supplies	100-43101-2290	64.18

Council Approval List

Payment Dates: 8/8/2023 - 8/21/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65341	WARNING LITES OF MN INC	REFLECTIVE CONES	Safety supplies	100-43101-2240	498.90
65341	WARNING LITES OF MN INC	YELLOW LIGHTS	Safety supplies	100-43101-2240	132.50
65342	ZIEGLER, INC	GENERATOR REPAIR	Building repair & maintenanc	100-43104-3420	3,815.25
65343	HAM LAKE CHAMBER OF CO	TOURISM GRANT REIMBURSE	Reimbursable expense	100-48101-4150	3,416.72
DFT0002580	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002581	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,955.00
DFT0002581	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002582	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,052.30
DFT0002582	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,691.36
DFT0002582	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,709.94
DFT0002583	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,690.76
DFT0002584	PERA	Retirement-Coordinated	PERA	100-21703	7,120.10
DFT0002584	PERA	Retirement-Police & Fire	PERA	100-21703	1,243.22
DFT0002585	MN STATE DEPT OF REVENUE-	2023 PETROLEUM SPECIAL FU	Fuel	100-43101-2230	25.00
Grand Total:					260,198.20



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 7/23/2023-8/5/2023

Packet: PYPKT01503 - PPE 08/05/23 PAID 08/11/23
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	31	38,917.53
Total	31	38,917.53



City of Ham Lake, MN

Adjustment Register

Sequence By: Account Number

Packet: ARPKT00853 - VOID CK#65307

Other Adjustments Detail

Account Number	Adjustment Reference	Name	Payment Amount	Invoice Number	Revenue Code	Amount
REV REFUND CHECK - REVERSE REFUND CHECK						
00350	VOID CK#65307	LYNN MCCARTY	-150.00		TRUST DEPOSITS - TRUST DEPOSITS	-150.00
Check: 65307						
Other Adjustments Detail Totals:			-150.00			

Revenue Totals

Revenue Code	Total Distributed
TRUST DEPOSITS - TRUST DEPOSITS	-150.00
Revenue Totals:	-150.00

General Ledger Distribution

Posting Date: 08/09/2023

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



August 4, 2023

Dear Honorable Mayor and Councilmembers and Denise Webster,

Please accept this letter as formal notification that I am resigning from my position as Finance/HR Director with the City of Ham Lake. My last day will be September 1st, 2023.

Thank you so much for the opportunity to work in this position for the past three years. I've greatly enjoyed and appreciated the opportunities I've had to be your finance and human resource director. I've learned many new things relating to government operations, all of which I will take with me throughout my career.

During my last four weeks, I'll do everything possible to wrap up my duties and train other team members. Please let me know if there's anything else I can do to help during the transition.

I wish the City continued success, and I hope to stay in touch in the future.

Sincerely,

Andrea Murff

Meeting Date: August 21, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Andrea Murff, Finance/HR Director

Subject: Contracting with Abdo Financial Solutions for Interim Financial Services

Introduction/Discussion:

Finance Director Murff placed her resignation and her last day will be 8/31/2023. The job posting has been posted. However, until the hiring process is completed, there is going to be a lapse in coverage for the position.

Finance Director Murff reached out to the former accounting firm that provided Acting Finance Director services, Abdo Finance Services, and obtained a proposal to obtain an Interim Finance Director Services. The proposal is for a Senior Manager at the firm to work on the City's financial needs a minimum of 10 hours per week at a rate of \$350.00 per hour. The contract starts 8/29/23 and will expire either 10/15/2023 or when the hiring process is complete for a Finance/Human Resource Director.

Recommendation:

Approval of the proposal with Abdo Financial Solutions to provide in Interim Financial Services.



SERVICE PROPOSAL FOR

City of Ham Lake

15544 Central Avenue NE, Ham Lake, Minnesota 55304

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ

Abdo
Financial
Solutions

Proposed by

Jean McGann, CPA

Partner | Abdo

jean.mcgann@abdofs.com

P 952.715.3059



Denise Webster, City Administrator
City of Ham Lake
15544 Central Avenue NE
Ham Lake, Minnesota 55304

Dear Denise,

Thank you for the opportunity to submit this proposal to the City of Ham Lake, Minnesota (the City), for accounting services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions, LLC (Abdo FS), would provide the City with excellent financial services.

We believe our solution will result in the City receiving high-level information and continual improvement of processes. Our proposal is based on the needs of the City as we discussed on Tuesday. This proposal outlines the scope of services we believe will address the needs of the City.

The following are a few ways in which our Financial Solutions team can support the City:

- Lead the finance team and address questions from departments as the city goes through their recruitment process;
- Provide consultation on changes in accounting standards that may affect the City;
- Continue to provide a line of sight on industry and legal compliance changes that may have a budget impact for the City;
- Provide oversight for operations

The term of this contract shall be from August 29, 2023 - October 15, 2023 or when the city completes its recruitment process.

An Abdo FS representative will perform the responsibilities as noted on the Scope of Services page on-site one day every other week and be available remotely on other days. Abdo FS will spend two days with the current Finance Director for transition purposes.

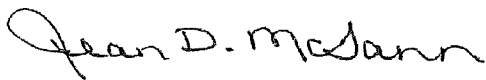
The investment required for our services is indicated on the value page, and this quote remain valid for thirty (30) days. Please note that Abdo FS is independent of the city as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the city has retained an independent registered municipal advisor (IRMA) to assist and advise the city in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the city will rely on advice from their IRMA. Abdo FS will have no recourse against the city or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the city for the opportunity to propose on these services. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

Abdo Financial Solutions

A handwritten signature in black ink that reads "Jean D. McGann". The signature is written in a cursive, flowing style.

Jean McGann, CPA

Partner | Abdo

President | Abdo Financial Solutions

The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*

Prepare *Illuminating the path ahead*

Our best work begins when we have a clear, mutual understanding of your needs and expectations, setting the stage for a successful partnership that achieves your goals. By starting with this foundation, we are able to map out the road ahead for you and for our team.

Execute *Navigating as partners*

As our team plans and conducts the work, we maintain consistent communication with you so that you can have confidence and peace of mind throughout the process. This collaboration also helps us to anticipate potential obstacles and adjust our strategy as we work towards your goal.

Deliver *Enlightening communication*

Relationships are at the core of our values and delivering on our promises to build trust is our top priority. But it goes further than that. We help guide you forward by providing clarity and insights behind the results.

Listen *Empowering you to move forward*

The work may be done, but we aren't. It's our turn to take time to review outcomes so that we can both learn and improve, helping to uncover potential challenges and identify future opportunities. Nothing is more empowering than being ready for the next steps and knowing that you've got a partner who is invested in your ongoing success.





Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in consulting and auditing. Out of our 180-strong, talented staff, over 40 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- MSRB Municipal Advisor Qualified Representatives (Series 50 and Series 54)
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation



Outsourced Finance Director

Building relationships to become a valuable extension of your city is what our Financial Solutions team will be ardently focused on when we work with you. When you employ our team, you gain a fresh perspective on a broad range of topics – you'll have one point of contact but a whole team of people bringing you value. With that said, we've had the opportunity to partner with over 100 clients in the Midwest. Among the support we provide, Outsourced Finance Director Services are a primary focus of our team. We offer this service for a broad range of cities with populations ranging from 800 – 25,000 in size.

Acting as outsourced finance directors and controllers requires a broad ranges of skills and experience. We bring a unique set of skills and experience as former government auditors, finance directors and controllers. Through this lens, we implement processes and procedures to improve your city's daily operations. Our experience translates to insights that streamline the audit and budget process and internal controls, consequently reducing audit findings and improving efficiencies. Ultimately, this will save your city time and money.

PROCESS

When you select our team, our process is made simple – for you and for your employees. First, we meet with your city administration to understand the challenges you face. We then analyze your financial statements, review budgets, and connect with your auditors to understand your financial position from their perspective. This gives us a holistic view to formulate a plan and propose how we can best support you.

Once our proposal is accepted, we'll work with key stakeholders to understand cash flow, investments, and begin fulfilling proposal initiatives. Together, we'll identify priorities and begin implementation.

QUALIFICATIONS

Our people make the difference – we have three members on our team who have passed the Series 50 exam. These registered municipal advisors will manage your bonds, investments, and strategic planning initiatives. Out of 20 members in our Financial Solutions group, 60% of their work is focused on outsourced Finance Director services. The majority of our team members have worked in government organizations and public accounting, bringing you a fresh perspective backed by relevant experience. We're confident that Abdo FS has the right expertise, team support, and recommendations to help your city grow. We look forward to supporting you and your team



SEE A SAMPLE REPORT

See a sample of our quarterly financial reports.

Value

We at Abdo FS help cities achieve their financial goals.

Fees are based on the assumption and limitations outlined in the Scope of Services. Below are the fees for our services.

Staff	Hourly Rate
Partner	\$480
Senior Manager	\$350
Manager	\$290

***This is an hourly rate contract.**

For the duration of this agreement, Abdo Financial Solutions will provide an individual to spend one day every other week at Ham Lake City Hall and will be available others days remotely. All other services will be provided remotely.

The minimum hours per week of availability is 10. There are three levels of staff quoted so the responsibilities can be performed at the appropriate level. Your primary contact and the individual to be on-site is a Senior Manager.

Travel time is invoiced at 1/2 the hourly rate and mileage is charged at the standard IRS rate.

Monthly installment fees will be invoiced throughout the remainder of this contract.

This quote is valid for thirty (30) days.

Scope of Services

ABDO FS CONTRACT TASK

Finance Director

Provide guidance on financial question to finance department and other city staff

Oversee and coordinate the special assessment tax rolls

Monitor cash and investment balances

Review bi-weekly claims reports and payroll

Provide oversight of grant funded expenditures and reporting

Ensure federal and state reporting deadlines continue to be met

Review general ledger reconciliations

Reconcile cash and investments

Assist with 2024 budget



Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our financial accounting and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote financial accounting and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

What Our Clients Say



CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their financial accounting and consulting services. Additional references are available upon request.

CITY OF CRYSTAL

Adam Bell
City Manager
P 763.531.1140

SERVICES PROVIDED

Outsourced Finance Director
Budgeting
Audit Preparation
Long-term plan

CITY OF NEW HOPE

Valerie Leone
City Clerk / Treasurer
P 763.531.5117

SERVICES PROVIDED

Outsourced Finance Director
Audit Preparation
Long-term Plan
Budgeting

CITY OF SAVAGE

Brad Larson
City Administrator
P 952.882.2641

SERVICES PROVIDED

Outsourced Finance Director
Long-term plan
Budgeting
Audit Preparation



An ongoing quest to be better, together

OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



61%

of our employees are female



51%

of our management level employees are female



23%

of our interns this year were people of color

ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



DEI Initiatives



PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.



CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For nearly 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 180 professionals and nearly six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- Steve McDonald, CPA | Managing Partner

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

HR & PAYROLL SERVICES

We help employers better support their most valuable resource...their people. Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

LONG TERM PLANNING

How will you fund your city's Capital Improvement Plan? Part of establishing a capital improvement program is determining how to pay for it. Will you issue debt? Raise property taxes? Reorganize your capital budget? A long-term plan can help you answer these questions and more. Depending on your needs, our approach to long term planning may include:

- Preparing projections to gauge future revenue streams
- Conducting a debt management study
- Reviewing reserve and fund balance policies
- Implementing plans to achieve pay-as-you-go financing



Appendix A

**AGREEMENT FOR FINANCIAL
SERVICES**

Agreement for Financial Services

THIS AGREEMENT, is made and entered into on August 17, 2023 by and between the City of Ham Lake, Minnesota (hereinafter referred to as the "Client"), and Abdo Financial Solutions (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until October 31, 2023 or when city recruitment process is complete unless earlier terminated as provided in Sections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon thirty (30) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30), Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with thirty (30) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE IV - CONTINUED

GENERAL (CONTINUED)

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

Section 8 Client Employment of Contractor's Employees: The Client acknowledges and agrees that Contractor's workforce, including employees assigned to staff the engagement provided for under this Agreement, constitutes an important and vital aspect of Contractor's business. In recognition of the foregoing and the harm that Contractor will suffer in the event of the loss of one or more of its employees, the Client agrees that during the Term of this Agreement and for a period of six (6) months following the termination of this Agreement for any reason (the "Restrictive Time Period") the Client shall not, directly or indirectly, on behalf of itself or any person, firm, corporation, association or other entity, (a) recruit, solicit, or assist anyone else in the recruitment or solicitation of, any of Contractor's employees to terminate their employment with Contractor and to become employed by or otherwise engaged with or by the Client in any capacity independent of Contractor; (b) hire or engage any Contractor employee; or (c) otherwise encourage or induce any of Contractor's employees to terminate their employment with Contractor.

Notwithstanding the foregoing, Contractor may (but shall not be obligated to) consent to the Client's recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph provided that (a) the Client discloses to Contractor in writing its desire to recruit, solicit, employ or otherwise engage the Contractor employee independent of Contractor before engaging with the Contractor employee regarding any such potential relationship; (b) the Client agrees to pay Contractor a Restrictive Covenant Exception Fee (as hereafter defined) in the event the Contractor employee becomes employed by or otherwise engaged with the Client independent of Contractor; and (c) Contractor provides written consent to the Client to engage with the Contractor employee regarding any such relationship. For purposes of this Agreement, the Restrictive Covenant Exception Fee shall be the greater of: (i) 200% of the annual contracted cost of Contractor's services under this Agreement in addition to the annual contracted cost paid or due Contractor hereunder; or (ii) 200% of the fees paid or due Contractor for services provided under this Agreement during the twelve (12) month period immediately prior to the termination of this Agreement or, in the event the Agreement has not been terminated, during the twelve (12) month period immediately prior to Contractor's provision of written consent to the Client to engage in the recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph.

ARTICLE IV - CONTINUED

GENERAL - CONTINUED

Section 9 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 10 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 11 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 12 Municipal Advisor: Abdo FS acknowledges the Client has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.



Appendix A

**AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES**

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Ham Lake

15544 Central Avenue NE
Ham Lake, Minnesota 55304



Denise Webster

Abdo Financial Solutions, LLC

5201 Eden Avenue, Suite 250
Edina, Minnesota 55436

A handwritten signature in black ink that reads "Jean D. McGann". The signature is written in a cursive, flowing style.

Jean McGann, CPA

Partner | Abdo, President, Abdo Financial Solutions

Meeting Date: August 21, 2023



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Andrea Murff, Finance/HR Director
Subject: Approve of write-off for uncollectible accounts

Introduction/Discussion:

There are two accounts receivable accounts totaling \$889.02 that are deemed uncollectible and should be wrote off to General Fund expenditures.

Breanna Herzog applied for a lot split at 448 173rd LN NE and placed a \$500.00 deposit down for the process. After being reviewed by the City Attorney and City Engineer it was determined the lot split could not be completed, however, this incurred expenses from RFC Engineering and the City Attorney. After discussions with City Administrator Webster and City Engineer Tom Collins, it was determined to have the deposit go towards part of the total fees of \$973.02 and write the remaining \$473.02 off to the General Fund since the project is not moving forward.

The City received a bill in October 2022 from Animal Human Society for a dog quarantine in the amount of \$416.00. Several attempts to collect this from the owner have failed even after gathering additional information for them from the animal shelter. The fee is never going to be collected.

Recommendation: I recommend approval to write-off these uncollectable amounts to the General Fund.

ACCOUNT STATEMENT

CITY OF HAM LAKE
 15544 CENTRAL AVE NE
 HAM LAKE, MN 55304
 (763) 235-1667



Billed To:
 BRENNAN HERZOG
 448 173RD LN NE
 HAM LAKE, MN 55304

DATE: 8/15/2023
 DUE DATE: 8/22/2023
 TOTAL DUE: \$124.70

TRUST SITE:
 448 173RD LANE

CUSTOMER ACCOUNT # :
 00307

Deposit = \$500.00 Total Exp = \$973.02 W/D = \$473.02

Date	Type	Number	Due	Description	Amount	Payments	Balance
11/30/2022	I	INV00740	12/15/2022	BERGLUND, BAUMGARTNER #221104	312.00	-312.00	0.00
11/30/2022	I	INV00755	12/15/2022	RFC ENGINEERING INV#202202-182	450.06	-450.06	0.00
11/30/2022	I	INV00763	12/15/2022	RFC ENGINEERING INV#202202-176	41.57	-41.57	0.00
11/30/2022	I	INV00764	12/15/2022	RFC ENGINEERING INV#20220-179	12.69	-12.69	0.00
12/31/2022	I	INV00778	1/15/2023	BERGLUND, BAUMGARTNER #221206	32.00	-32.00	0.00
3/31/2023	I	INV00869	4/20/2023	RFC ENGINEERING #202202-183	124.70	0.00	124.70

ACCOUNT STATEMENT

Current	30-60	60-90	90-120	>120	Unapplied Credits	Balance
0.00	0.00	0.00	0.00	124.70	0.00	124.70

-----DETACH HERE AND SEND BOTTOM HALF WITH PAYMENT-----

REMIT TO:

CITY OF HAM LAKE
15544 CENTRAL AVE NE
HAM LAKE, MN 55304

Customer Number: 00307
Trust Site: 448 173RD LANE

Total Due: 124.70

DUE DATE: 8/22/2023

Andrea Murff

From: Tom Collins <TCollins@rfcengineering.com>
Sent: Wednesday, April 5, 2023 10:21 AM
To: Andrea Murff
Cc: Denise Webster
Subject: RE: Herzog Vacation

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

Agreed.

From: Andrea Murff <AMurff@ci.ham-lake.mn.us>
Sent: Wednesday, April 5, 2023 10:19 AM
To: Tom Collins <TCollins@rfcengineering.com>
Cc: Denise Webster <DWebster@ci.ham-lake.mn.us>
Subject: Herzog Vacation

Good morning,

Susan told me we are to refund all of Herzog's deposit and credit back the expenses on the account. There are \$848.32 worth of charges on the account and we would not be able to write them off without council approval. Also, this would then be an expense the City would have to eat.

I received the back story from Denise of how this came into existence. However, the reason for the deposit and the charges is to cover the costs even if the request cannot be executed. I would suggest maybe just doing a wash and writing off \$348.32, which is the difference between the deposit and the charges to be fair. This would still have to go through council approval.

Please let me know your thoughts.

Thank you!

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



ACCOUNT STATEMENT

CITY OF HAM LAKE
 15544 CENTRAL AVE NE
 HAM LAKE, MN 55304
 (763) 235-1667



Billed To:
 JOLIE KOWALCYZK
 2703 NINTH LANE
 ANOKA, MN 55303

DATE: 8/15/2023
 DUE DATE: 8/22/2023
 TOTAL DUE: \$416.00

TRUST SITE:
 DOG QUARANTINE - HUMANE SOCIETY

CUSTOMER ACCOUNT # :
 00313

Date	Type	Number	Due	Description	Amount	Payments	Balance
10/20/2022	I	INV00654	11/4/2022	DOG QUARANTINE @ ANMIAL HUMANE SOCIETY	416.00	0.00	416.00

Current	30-60	60-90	90-120	>120	Unapplied Credits	Balance
0.00	0.00	0.00	0.00	416.00	0.00	416.00

-----DETACH HERE AND SEND BOTTOM HALF WITH PAYMENT-----

REMIT TO:

CITY OF HAM LAKE
 15544 CENTRAL AVE NE
 HAM LAKE, MN 55304

Customer Number: 00313
 Trust Site: DOG QUARANTINE - HUMANE
 SOCIETY

Total Due: 416.00

DUE DATE: 8/22/2023

Meeting Date: August 21, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Pigeon Ordinance

Introduction/Discussion: At the August 7, 2023 City Council meeting, I was directed to contact Mr. Vang regarding the pigeon ordinance and get his opinion on the “no more than 50% of pigeons will be exercised at one time”. Mr. Vang stated that he didn’t feel this needs to be in the ordinance as the pigeons aren’t out flying that often to create a problem.

Recommendation: I recommend adopting the Ordinance regarding pigeons with the removal of the “no more than 50% of pigeons will be exercised at one time”.

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 ~~420~~ 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.

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 HLofts 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 August 7, 2023 and adopted by a unanimous vote this 21st of August, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Anoka County Contract No. _____

LAW ENFORCEMENT CONTRACT

THIS CONTRACT is made and entered into this ____ day of _____, 2023, by and between the County of Anoka, a political subdivision of the State of Minnesota, and the Anoka County Sheriff, hereinafter referred to as the "County," and the City of Ham Lake, Minnesota, 15544 Central Avenue Northeast, Ham Lake, Minnesota 55304, hereinafter referred to as the "Municipality", for the period of January 1, 2024, through December 31, 2024, hereinafter referred to as the "Contract Term".

WITNESSETH:

WHEREAS, the Municipality is desirous of entering into a contract with the County, through the Office of the Anoka County Sheriff (hereinafter Sheriff), for the performance of the law enforcement functions hereinafter described within the corporate limits of said Municipality; and

WHEREAS, the County is agreeable to rendering such services and law enforcement functions on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by Minn. Stat. §§ 471.59 and 436.05.

NOW, THEREFORE, pursuant to the terms of the aforesaid statutes, and in consideration of the mutual covenants expressed herein, it is agreed as follows:

I. PURPOSE

The County, through its Sheriff, agrees to provide police protection within the corporate limits of the Municipality to the extent and in the manner as hereinafter set forth.

II. SERVICES TO BE PROVIDED BY THE COUNTY

A. Except as otherwise hereinafter specifically set forth, such services shall encompass the duties and functions of the type normally coming within the jurisdiction of the Sheriff pursuant to Minnesota Law, and, in addition, the Sheriff and his duly assigned deputies shall, within the Municipality's corporate limits, exercise all the police powers and duties of city police officers as provided by Minn. Stat. § 436.05.

B. The rendition of services, the standard of performance, the discipline of the deputies, and other matters incident to the performance of such services and the control of personnel so employed, shall remain in and under the sole control of the Sheriff.

C. Such services shall include the enforcement of Minnesota State Statutes and the municipal ordinances of the Municipality.

D. Except as otherwise noted, the County maintains control, and autonomy with respect to the methods, times, means and personnel to be used in furnishing services to the Municipality under this Contract.

E. The County shall furnish and supply all necessary labor, supervision, equipment, and communication facilities for dispatching, jail detention (including the cost of such detention), and daily patrol service as specified in Paragraph II.F. and Attachment A of this Contract, and shall be responsible for the direct payment of any salaries, wages, or other compensation to any County personnel performing services pursuant to this Contract. All County property and equipment used in rendering services under this agreement is, and shall remain, County property.

F. The County agrees to provide law enforcement protection as follows: During the Contract Term, the Sheriff will provide 36 hours per day of daily patrol service. The costs associated with the patrol service are set forth in Attachment A. Patrol service shall be exercised through the employment of assigned patrol cars supplied, equipped, and maintained by the County, and staffed by the Sheriff's deputies. The Sheriff shall determine the time of day and how patrol service shall be provided and may periodically change the patrol schedule in order to maximize the effectiveness of the coverage. Daily patrol service will provide and fulfill those services and duties ordinarily provided and fulfilled by city police officers as provided by state law and municipal ordinances. Notwithstanding the number of hours of patrol services listed in this agreement, the County agrees to provide additional law enforcement services and emergency assistance, as the demand arises and resources allow, at no additional cost to the municipality.

The Sheriff will also provide a Patrol Investigator. The Investigator will provide an additional forty (40) hours per week coverage investigating crimes within the City of Ham Lake. The investigator will be issued a vehicle and be granted take-home privileges, per Anoka County Sheriff's Office Policy, for that vehicle.

G. The County patrol cars used for providing the services pursuant to this Contract shall be stored on premises owned by the Municipality. In the event that a suitable and

secure storage location is not provided, in the determination of the Sheriff, the patrol cars will be returned to the Sheriff's Office at the end of each shift.

H. The patrol duties shall be conducted out of office space to be located at a suitable location in the Municipality which is sufficient to provide for the clerical needs of the assigned deputies. In the event that a suitable location is not provided, the deputies shall work out of the Sheriff's Office.

III. DUTIES OF MUNICIPALITY

A. It is agreed that the Sheriff shall have all reasonable and necessary cooperation and assistance from the Municipality, its officers, agents, and employees, so as to facilitate the performance of this Contract.

B. This Contract shall not alter the responsibility for prosecution of offenses occurring within the Municipality as is currently provided by law. Likewise, collection and distribution of fine monies and any proceeds from forfeited property resulting from violations occurring in the municipality shall be controlled in the manner provided by law.

IV. COMPENSATION/TERM

The Municipality hereby agrees to pay to the County the sum of One Million Six Hundred Thirty-Two Thousand Nine Hundred Eighty-Two Dollars and 00/100s (\$1,632,982.00) for the contract term for law enforcement protection consisting of 36 hours per day of daily patrol service, and twenty-four (24) hour call and general services from the Sheriff during the term of this Contract. Said contract sum is payable in four (4) equal quarterly installments due on March 31, June 30, September 30, and December 31 of the Contract Term.

The County agrees that the Municipality will receive a credit against its contract price obligation as a result of anticipated Police State Aide. The amount of the credit will be determined by the amount of money received per sworn officer from the State of Minnesota times the number of sworn officers charged for to service this Contract.

V. RENEWAL/AUTOMATIC RENEWAL

This Contract may be renewed for a successive period of one (1) year. Said renewal shall be accomplished in the following manner:

A. Not later than one hundred fifty (150) days prior to the expiration of the current Contract, the County, through its Sheriff, shall notify the Municipality in writing of its intention to renew. Said notification shall include notice of any increase in total contract cost.

B. Not later than ninety (90) days prior to the expiration of the current Contract, the Municipality shall notify the Sheriff in writing if the Municipality does not wish to renew a Contract for a successive one year term. If the Municipality fails to notify the County in writing that it does not intend to renew the Contract, the Contract shall automatically renew for another one-year period under the terms of this Contract and any increase in costs provided to the Municipality under the notice requirement of section V.A. of this Contract.

VI. COLLABORATION

The County, through its Sheriff or his designee(s), agrees to meet as needed with the governing council of the Municipality. The purpose of said meetings shall be for the Municipality to provide feedback to the County and for the parties to confer and discuss potential improvements in the implementation of services under this Contract. The Sheriff shall make reasonable efforts to consider the Municipality's concerns or requests. The time and place of these meetings shall be determined by the Municipality with reasonable notice to the Sheriff.

VII. DISBURSEMENT OF FUNDS

All funds disbursed by the County or the Municipality pursuant to this Contract shall be disbursed by each entity pursuant to the method provided by law.

VIII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds, and reports of all receipts and disbursements shall be made upon request by either party.

IX. AFFIRMATIVE ACTION

In accordance with Anoka County's Affirmative Action Policy and the County Commissioners' policies against discrimination, no person shall illegally be excluded from full-time employment rights in, be denied the benefits of, or be otherwise subjected to discrimination in the program which is the subject of this Contract on the basis of race, creed, color, sex, sexual orientation, marital status, public assistance status, age, disability, or national origin.

X. INDEMNIFICATION

The Municipality and the County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses, or damages, injuries or sickness resulting from the acts or omissions of the respective offices, agents, or employees, relating to the activities conducted by either party under this Contract.

XI. TERMINATION

This Contract may be terminated by the mutual agreement of the parties. This Contract may be unilaterally terminated by either party at any time with or without cause upon not less than one hundred eighty (180) days written notice delivered by mail or in person to the other party. Notices delivered by mail shall be deemed to be received two (2) days after mailing. Such termination shall not be effective with respect to services rendered prior to such notice of termination.

XII. NOTICE

For purposes of delivering any notices hereunder, notice shall be effective if delivered to the Anoka County Sheriff, 13301 Hanson Blvd NW, Andover, Minnesota 55304, on behalf of the County; and the City Administrator of the City of Ham Lake, 15544 Central Avenue Northeast, Ham Lake, Minnesota 55304, on behalf of the Municipality.

XIII. ENTIRE AGREEMENT/REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Contract supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous contract presently in effect between the parties relating to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Contract shall be valid only when they have been reduced to writing and duly signed by the parties herein.

IN WITNESS WHEREOF, the Municipality, by resolution duly adopted by its governing body, has caused this Contract to be signed by its Mayor and attested by its Clerk, and the County, by resolution of the County Board of Commissioners, has caused this Contract to be signed by the Chairman of the County Board of Commissioners, attested by the County Administrator, and signed by the County Sheriff, all on the day and year first above written.

COUNTY OF ANOKA

CITY OF HAM LAKE

By: _____
Matt Look, Chair
County Board of Commissioners

By: _____
Its: _____

Dated: _____

Dated: _____

ATTEST

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
Brad Wise
Sheriff

Dated: _____

APPROVED AS TO FORM

By: _____
Bryan Frantz
Assistant County Attorney

Dated: _____

Ham Lake

January 2024 - December 2024

36 Hour Coverage**1.0 Patrol Investigator**

365 DAYS/YEAR

Attachment A**I. PERSONNEL**

A. Sworn Deputy Sheriff		
1.)	7.60 Deputies at \$8,824 /month	804,785
2.)	1.00 Patrol Investigator	107,323
4.)	7 Overtime (Average hours/month per Deputy)	48,751
B. Non-Sworn C.S.O.		
C. Benefits for Sworn and Non-Sworn Personnel		
	P.E.R.A. (Sworn)	170,072
	P.E.R.A. (Non-Sworn)	0
	FICA	0
	Medicare	13,932
	Severance Allowance	24,627
	Unemployment Compensation	1,441
	Life Insurance	340
	Health Insurance	124,898
	Dental Insurance	4,567
	Long Term Disability Insurance	1,345
	Worker's Compensation	9,032
	Uniforms	9,445
	<i>Total Benefits</i>	359,700
TOTAL PERSONNEL COSTS		\$1,320,559

II. VEHICLE

A. Police Equipped Vehicles	0.83 Squads (1- replaced every other yr)	41,500
B. Investigator Vehicle	1 Squads (1- replaced every 5 yrs)	7,610
C. Maintenance Costs		
1.)	Vehicle	56,550
2.)	Emergency & Communications Equipment & replc/maint fees	40,579
3.)	Emergency Vehicle Equipment replc. Fee	2,000
4.)	Insurance	9,900
5.)	Cellular Telephone	4,128
	<i>Total Maintenance Costs</i>	113,157
TOTAL VEHICLE COSTS		\$162,267

III. Administrative Costs

A. PSDS & APS Maintenance costs	10,499
B. Administrative, Clerical,+ computer and line charges, Etc.	139,656
<i>Total Administrative Costs</i>	\$150,155

IV. TOTAL COST TO CONTRACTING MUNICIPALITY**\$1,632,982**

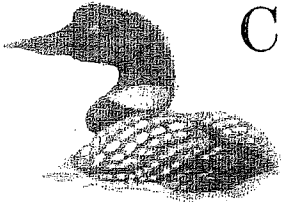
*Less Amount Received From State for Police State Aid

57,620

NET COST TO CONTRACTING MUNICIPALITY**\$1,575,362**

*This figure is determined by the State and is subject to fluctuation.

The latest estimate is \$6700 per Deputy. Revenue received is for previous year Deputy hours hired prior to August 1



CITY OF HAM LAKE

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

PROCLAMATION

WHEREAS: September 17, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Brian Kirkham by virtue of the authority vested in me as the Mayor of Ham Lake, do hereby proclaim the week of September 17 through 23 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 21st day of August of the year of our Lord two thousand twenty-three.

Brian Kirkham, Mayor

Meeting Date: August 21, 2023



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

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Item/Title/Subject: Tobacco License for Ham Lake Tobacco and Vapes LLC

INTRODUCTION/DISCUSSION:

Courtney Kujala dba Ham Lake Tobacco and Vapes LLC at 16220 Aberdeen Street NE, Suite B has applied for a Tobacco License. Due to the timing of the renewal of tobacco licenses on January 1, 2024, I would like to issue the license from August 22, 2023 to December 31, 2023.

RECOMMENDATION:

The Tobacco License for Courtney Kujala dba Ham Lake Tobacco and Vapes LLC at 116620 Aberdeen Street NE, has been reviewed and is being recommended for approval.

Meeting Date: August 21, 2023



CITY OF HAM LAKE
MEMO

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Worcester, Finance/HR Director

Subject: Preparing Assessment Roll and Scheduling Public Hearing for Street Light Billing

Introduction:

On February 1, 2021 City Council approved the new contract with Ham Lake Haulers. This contract took away using them as our third party billers for Street Lights. This was done due to the complicated process to reconcile the billings and accounts.

Then starting in 2021, all Street Light fees were going to be assessed on a yearly basis to properties in developments with street light clauses in the Development Agreement. The 2024 assessment for street lights will be \$45.00 at a rate of \$3.75 per month.

In order to assess to properties, a public hearing will need to be scheduled as well as ordering of an assessment roll. City staff is proposing to schedule a public hearing on September 18, 2023 at 6:01 in order to give residences time to prepay the assessment by November 15, 2023, if they choose.

Recommendation:

Approve the Resolution Ordering Preparation of Assessment Roll and Scheduling a Public Hearing for Street Light Billing.

RESOLUTION NO. 23-XX

CITY OF HAM LAKE

RESOLUTION ORDERING THE FINANCE DIRECTOR TO PREPARE AN ASSESSMENT ROLL AND SCHEDULE A PUBLIC HEARING TO ASSESS FOR 2024 STREET LIGHTING FEES

WHEREAS, the Finance Director will prepare and send public hearing notices for the proposed assessment of the 2024 Street Lighting Fees, and

WHEREAS, each property owner shall have an opportunity to present their account at a public hearing to be scheduled for **September 18, 2023 at 6:01 pm**.

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

1. The Finance Director is hereby directed to prepare an assessment roll and public hearing notices for Street Lighting Fees for 2024. This assessment roll will be on file with the Finance Department for public inspection. The final assessment roll will be presented to Council for approval following the public hearing.
2. The Finance Director will hereby be directed to cause a notice of hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing.
3. A hearing shall be held on September 18, 2023 in the City Hall at 6:01 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

Adopted by the City Council of the City of Ham Lake this 21st day of August, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: August 21, 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 an Air Compressor for Fire Station #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.

After doing an internal audit with Department Heads of outstanding items, it was discovered MSA bottles and batteries was listed twice under expended items and then again under outstanding items. The ARPA tracking sheet was corrected and it was found there is \$11,214 of unallocated funding with \$1,652,221 spent and \$170,648 in outstanding items.

Fire Chief Raczkowski received a quote from C-Aire for air compressor for Fire Station #3 in the amount of \$2,500 and is requesting to use ARPA funding for this purchase. The approval of this items would bring the amount of unallocated ARPA funds to \$8,714.

Recommendation:

Approval of the Resolution to allocate \$2,500 of ARPA funding to C-Aire for an air compressor for Fire Station #3.

RESOLUTION NO. 23-XX

CITY OF HAM LAKE

RESOLUTION APPROVING AMERICAN RESCUE PLAN ACT FUNDS FOR AN AIR COMPRESSOR

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 \$2,500 for an air compressor for Fire Station #3.

Adopted by the City Council of the City of Ham Lake this 21st day of August, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk

C-AIRE[®] COMPRESSORS



**QUIET
LOW RPM
QUALITY**

PRODUCT NUMBERING SYSTEM

A050V060-1230

HORSEPOWER	TANK ORIENTATION	TANK SIZE	PHASE	VOLTAGE	UPGRADE OPTIONS
050: 5 HP	V: Vertical H: Horizontal	060: 60 Gal	1: Single 3: Three	230 460	FP: Fully Packaged Includes: - Aftercooler - Automatic Tank Drain - Installation Kit



- ✓ Built to last with premium parts
- ✓ Low RPM pump to decrease noise level
- ✓ Low cost of ownership
- ✓ 12-month warranty included
- ✓ 3-year extended warranty available
- ✓ Tank drain, ball valve, oil drain tube, and full synthetic oil included
- ✓ Large oil sight glass and liquid filled gauge included
- ✓ Listing: UL 1450 & CSA C22.2 NO. 68-92 (Only 230V)

UNIT SPECIFICATIONS		FULLY PACKAGED UPGRADE OPTION	ACCESSORIES AVAILABLE
HP	5	<ul style="list-style-type: none"> • OVERSIZED AFTERCOOLERS <ul style="list-style-type: none"> • Remove over 60% of water vapor, humidity, or moisture. • ENERGY SAVING PNEUMATIC AUTOMATIC TANK DRAIN <ul style="list-style-type: none"> • Drains condensate with zero air loss every time the compressor shuts off. • Prevents valves from fouling and reduces corrosion. • INCLUDES INSTALLATION KIT <ul style="list-style-type: none"> • 4 mounting pads • 4 anchor bolts • 12" steel braided flex hose 	Installation Kit Part: Install-60V
TANK SIZE	60 Gallon		3-Year Extended Warranty Kit (V95) Part: AX-V95
DIMENSIONS	V: 30" x 21" x 73" H: 52" x 23" x 47"		Electronic Tank Drain Kit Part: EL CRDV-177K
SHIPPING WEIGHT	450 lbs.		1/2" x 12" Stainless Steel Flex Hose Part: DT 1005 H
PUMP SPECIFICATIONS			1/2" x 30" Stainless Steel Flex Hose Part: DT 3005 H
STAGE	2		Synthetic Compressor Oil Part: LU 1082 GAL/LU 1082 QT
CFM @ 175 PSI	15		
PUMP	2 Cylinder Cast Iron		
PUMP RPM	755		
MAIN BEARINGS	50,000 Hour		
OIL	Full Synthetic		
MOTOR SPECIFICATIONS			
MOTOR RPM	3450		
PHASE/VOLTS	RUNNING AMPS	BREAKER SIZE	
1/230	20.3	30 Amp	
3/230	14.2	20 Amp	
3/460	6.4	10 Amp	
Single phase motor is not compatible with 208V.			
		<p>SUITABLE FOR:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>1-2 PERSON AUTO REPAIR SHOP</p> </div> <div style="text-align: center;"> <p>SERIOUS HOBBYIST</p> </div> <div style="text-align: center;"> <p>FARM</p> </div> </div> <p>▼ NEXT SIZE DOWN: A030V060-1230 ▲ NEXT SIZE UP: A050V080-1230</p>	

A050V060.0

Nadco 651-257-1147 ext 2050

380 WEST 1ST STREET, DRESSER, WI 54009 | 800-762-2247 | 651-462-3440

cairecompressors.com

Meeting Date: August 21, 2023

CITY OF HAM LAKE
STAFF REPORT

To: Mayor Kirkham and Councilmembers

From: Mike Raczkowski, Fire Chief

Item/Title/Subject Purchase Emergency Lighting and Truck Accessories
for the Ford F-350 Utility Vehicle

Introduction/Discussion:

When the order for the Ford F-350 Utility Vehicle was placed last year, the plan was to replace the current 2006 Ford F-250. We have since proceeded with the construction of Fire Station #3 and have decided to use the 2006 Ford F-250 as a medical/rescue vehicle for the next few years at Fire Station #3 until we are able to purchase an actual rescue truck.

We now need to outfit the Ford F-350 Utility Vehicle with emergency lights, a topper, pullout bed tray and add graphics to make this truck useable as a medical/rescue truck. There was about \$15,000 left of the budgeted amount for this vehicle. The quotes for this equipment are Lighting \$11,906.49, Topper/Bed Tray \$5,008.87, which will put us over our budget by nearly \$2,000, with graphics still to be determined.

Recommendation:

I recommend purchasing emergency lighting from Action Fleet, LLC in the amount of \$11,906.49 and a topper and pull out tray from Top A Truck, Inc. in the amount of \$5,008.87 for the Ford F-350 Utility Vehicle. The amount of \$16,915.36 will come for the Fire Equipment Fund.



Action Fleet, LLC
 11133 86th Avenue North
 Maple Grove, MN 55369
 763.391.6688
 www.actionfleet.us
 cs@actionfleet.us

Quote

FOB: Quote # Q2475
 Sales Person: D Date: 8/9/2023
 Due Date: 9/8/2023
 Terms: Net 30
 P.O. Number:
 Vehicle Info: 2023 SUPER DUTY

Bill To

HAM LAKE FIRE
 MIKE RACZKOWSKI

Ship To

Item	Description	Qty	Unit Price	Amount
FEDMPS62UBW	FRONT END MICROPULSE ULTRA 6 LED DUAL COLOR BLUE/WHITE SURFACE MOUNT SYNC	1	152.18	152.18T
FEDMPS62URW	MICROPULSE ULTRA 6 LED DUAL COLOR RED/WHITE SURFACE MOUNT SYNC	1	152.18	152.18T
FEDFHLHL	FLASHER HEADLIGHT MULTIPLE PATTERNS - TWO 10AMP OUTPUTS 18" WIRE LEAD	1	85.56	85.56T
FEDVALR51JP1H	LGHTBAR LIGHT BAR 51" VALOR 2" TALL 2-COLOR LED - STOCK CONFIGURATION - FS JOIN	1	2,300.00	2,300.00T
MISC	LIGHTBAR HOOK KIT - HKB-UNH5 - INCLUDED WITH LIGHTBAR PURCHASE	1	0.00	0.00T
NOVMDPEMODULE	LIGHT PRE-EMPTION POWER SUPPLY MODULE	1	254.86	254.86T
NOVLINEARMTCC	STROBE HEAD LINEAR 30W CLEAR WIDE ANGLE RECTANGLE WITH 15' CABLE	1	189.44	189.44T
SOUEM2B3D	UNDER MIRROR LIGHTS LIGHT INERSECTOR MIRROR MOUNT 18 LED RED/WHITE	1	340.98	340.98T
SOUEM2B3E	LIGHT INERSECTOR MIRROR MOUNT 18 LED BLUE/WHITE	1	340.98	340.98T
FEDPF200R	CONSOLE / LIGHTS AND SIREN CONTROLS / SPEAKERS PATHFINDER SIREN-LIGHT CONTROL SYSTEM WITH STANDARD REMOTE HEAD	1	1,215.91	1,215.91T
FEDOBDCABLE253	PATHFINDER OBDII INTERFACE CABLE - 25 FT - FOR FORD SUPER DUTY AND EXPEDITION	1	349.03	349.03T
FEDEXPMOD24	PATHFINDER 24-CHANNEL EXPANSION MODULE	1	292.25	292.25T
FEDES100C	SPEAKER DYNAMAX COMPOSITE 100 WATT 2.3" DEEP X 5.9" X 5.5" REQUIRES BRACKET 2 YEAR WARRANTY	1	289.97	289.97T
FEDESBU	BRACKET SPEAKER UNIVERSAL	1	37.10	37.10T
FEDRBKIT2	SIREN RUMBLER-2 KIT INCLUDES 2 WOOFERS, NO AMP OR TIMER REQUIRES BRACKETS - FOR USE WITH PATHFINDER	1	448.97	448.97T
MISC	RUMBLER MOUNTING BRACKET KIT - RB-FHD17	1	58.10	58.10T

Special order parts are subject to a restocking charge of up to 30% and shipping charges back to the manufacturer. Special order parts include push bumpers and wraps, partitions, seats, window guards, door panels, consoles and accessories. Special order lights, beacons, light bars, docking stations and organizers/storage units are non-returnable.

Subtotal

Sales Tax (0.0%)

Customer's Acceptance Signature

Total

THANK YOU! We appreciate your business.



Action Fleet, LLC
 11133 86th Avenue North
 Maple Grove, MN 55369
 763.391.6688
 www.actionfleet.us
 cs@actionfleet.us

Quote

FOB:
 Sales Person: D

Quote # Q2475
 Date: 8/9/2023
 Due Date: 9/8/2023
 Terms: Net 30
 P.O. Number:
 Vehicle Info: 2023 SUPER DUTY

Bill To

HAM LAKE FIRE
 MIKE RACZKOWSKI

Ship To

Item	Description	Qty	Unit Price	Amount
MISC	GAMBER JOHNSON UNIVERSAL SLOPED CONSOLE WITH CUP HOLDER - 7170-0579-00	1	489.32	489.32T
GAM18629	CONSOLE FACE PLATE FEDERAL SIGNAL PATHFINDER ROTARY KNOB - REMOTE CONTROL HEAD - INCLUDED WITH CONSOLE PURCHASE	1	0.00	0.00T
GAMMCSARMREST	ARM REST MCS PLATE AND OTHERS - 11.5" HIGH	1	211.85	211.85T
GAM71600085	CONSOLE 29" BASE PLATE	1	114.64	114.64T
MISC	CONSOLE LEG KIT - 7160-0555	1	211.85	211.85T
FEDMPS61UB	TOPPER LIGHTS MICROPULSE ULTRA 6 LED SPLIT COLOR BLUE/BLUE SURFACE MOUNT SYNC - REAR OF TOPPER	1	144.61	144.61T
FEDMPS61UR	MICROPULSE ULTRA 6 LED SPLIT COLOR RED/RED SURFACE MOUNT SYNC - REAR OF TOPPER	1	144.61	144.61T
FEDMPS122UBW	MICROPULSE ULTRA 12 LED DUAL COLOR BLUE/WHITE SURFACE MOUNT SYNC - SIDE OF TOPPER	1	179.44	179.44T
FEDMPS122URW	MICROPULSE ULTRA 12 LED DUAL COLOR RED/WHITE SURFACE MOUNT SYNC - SIDE OF TOPPER	1	179.44	179.44T
FEDFHLTAIL	TAIL LIGHTS FLASHER TAILLIGHT WAS PART #656105	1	92.37	92.37T
KUS0915515120	SHORE POWER KUSSMAUL SUPER AUTO EJECT 15AMP 120V	1	349.50	349.50T
KUS09155RD	KUSSMAUL COVER RED FOR SUPER AUTO EJECT	1	0.00	0.00T
SAMSEC1215UL	SAMLEX 12V 15A CHARGER	1	251.40	251.40T
WAY46450	CIRCUIT BREAKER 50A AUTO RESET - NO BRACKET	1	5.00	5.00T
WAY46420	CIRCUIT BREAKER 20A AUTO RESET - NO BRACKET	1	5.00	5.00T
RELAY	RELAY BOSCH SPDT MINI 40 AMP WITH MOUNTING BRACKET	2	5.00	10.00T
PLYWOOD	PLYWOOD EQUIPMENT BOARD	1	29.95	29.95T
MP	MISCELLANEOUS PARTS INCLUDES WIRE, CONNECTORS, FUSES, FUSE HOLDERS, SWITCHES ETC.	1	225.00	225.00T
LABORI	INSTALLATION LABOR HOURS	29	95.00	2,755.00T

Special order parts are subject to a restocking charge of up to 30% and shipping charges back to the manufacturer. Special order parts include push bumpers and wraps, partitions, seats, window guards, door panels, consoles and accessories. Special order lights, beacons, light bars, docking stations and organizers/storage units are non-returnable.

Subtotal

Sales Tax (0.0%)

Customer's Acceptance Signature

Total

THANK YOU! We appreciate your business.



Action Fleet, LLC
 11133 86th Avenue North
 Maple Grove, MN 55369
 763.391.6688
 www.actionfleet.us
 cs@actionfleet.us

Quote

FOB: Quote # Q2475
 Sales Person: D Date: 8/9/2023
 Due Date: 9/8/2023
 Terms: Net 30
 P.O. Number:
 Vehicle Info: 2023 SUPER DUTY

Bill To

HAM LAKE FIRE
 MIKE RACZKOWSKI

Ship To

Item	Description	Qty	Unit Price	Amount
	NO RADIO OR COMPUTER			
Special order parts are subject to a restocking charge of up to 30% and shipping charges back to the manufacturer. Special order parts include push bumpers and wraps, partitions, seats, window guards, door panels, consoles and accessories. Special order lights, beacons, light bars, docking stations and organizers/storage units are non-returnable.		Subtotal \$11,906.49		
		Sales Tax (0.0%) \$0.00		
Customer's Acceptance Signature		Total \$11,906.49		
THANK YOU! We appreciate your business.				

Top A Truck Inc
 22418 Highway 65 NE
 East Bethel, MN 55005 US
 763-434-0221
 Topatruck@gmail.com
 www.TopATruck.com

Estimate

ADDRESS
 Hamlake Fire Department

SHIP TO
 Hamlake Fire Department

ESTIMATE #
 11428

DATE
 07/18/2023

YEAR MAKE MODEL
 23 Superduty

COLOR / BED SIZE / CAB
 7' bed crew cab

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Cargoglide	CG2200XL-8048 100% extension 2200LBS	1	2,999.00	2,999.00
	Install \$70	Install \$70	1	70.00	70.00
	sierra	New fiberglass Ranch Sierra	1	2,049.00	2,049.00
	Discount	Solid fiberglass sides	2	-30.00	-60.00
	Clamp - Extra Large Clamp	Extra Large Clamp	4	12.00	48.00
	2 inch tape	2" Topper Tape, CTP200, 30' Roll	1	10.00	10.00
	Discount	Good guy discount	1	-100.00	-100.00T

Please review the attached estimate. Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,

Top A Truck Inc
 763-434-0221

SUBTOTAL 5,016.00
TAX -7.13
TOTAL **\$5,008.87**

Accepted By

Accepted Date

Enforcement Lighting, LLC

QUOTE

9991 Davenport St NE
Blaine, MN 55449
Phone 763-432-6088

DATE: August 3, 2023

Bill To:

City of Ham Lake Fire Department
15544 Central Ave NE
Ham Lake, MN 55304
Chief Mike Raczkowski

DESCRIPTION	AMOUNT
Sound Off Nforce DUO Color NXT 60' Lightbar w/ Center Strobe for Pre-Emption	\$3,500.00
Sound Off Mpower Arrowstick Kit w/ 6 Tri-Color Mpowers	\$1,000.00
Sound Off Blueprint 200w Siren/Light Controller	\$1,500.00
Sound Off Aftershock Low Freq. Siren	\$800.00
(2) Sound Off 100J Siren Speaker w/ Speaker Mounts	\$500.00
Sound Off Under Mirror DUO Color Intersectors w/ Under Mirror Bracket	\$400.00
Sound Off SL Running Board Lights DUO Color Red/White - Blue/White	\$900.00
(4) Sound Off Mpower 4x2 Grill Lights (2) Red/White (2) Blue White	\$800.00
(4) Sound Off Mpower 4x2 DUO Color Side Lighting on Topper	\$800.00
(2) Sound Off Mpower 4x2 DUO Color Front Bumper Mount	\$400.00
(2) Sound Off Mpower 4x2 DUO Color Rear Topper Window	\$400.00
Sound Off Headlight Flasher	\$125.00
Sound Off Taillight Flasher w/ LED Upgrade	\$150.00
Tomar Pre-Emption Power Supply	\$400.00
Lucas LED Headlight Upgrade - Highbeam / Low Beam / Fog Light	\$750.00
LED Flood Bar	\$400.00
Gamber Johnson wide body console w/ Cup Holder and HD Arm Rest	\$1,000.00
Extend O Bed Slide out HD w/ 3000lb Weight Cap.	\$3,500.00
Fiberglass Topper - No Window Option - Painted to Match Truck	\$2,700.00
Shop Supplies / Shipping / Power Distribution	\$1,200.00
Labor	\$4,000.00
TOTAL	\$ 25,225.00

Please make all checks payable to **Enforcement Lighting, LLC**

THANK YOU FOR YOUR BUSINESS!

Michael Raczkowski

From: Countryside <countrysidecovers@embarqmail.com>
Sent: Thursday, July 20, 2023 1:32 PM
To: Michael Raczkowski
Subject: 2023 Ford F350 Crew cab 6'8"

You don't often get email from countrysidecovers@embarqmail.com. [Learn why this is important](#)

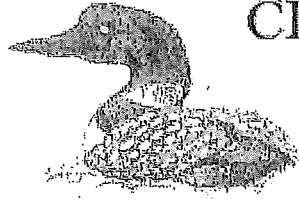
Caution: This email originated outside our organization; please use caution.

The 2023 Ford Super duty toppers are not in production as of yet but I would guess they will be in Sept.-Oct of 2023 than delivery should be about a month or so at that time.

A ARE V series with a solid front window, no side windows and a single T rear door will be \$2099 installed and the cargo glide 2200# full extension is \$3500 installed.

We take a 50% deposit at the time of ordering.

Thank you,
Countryside Covers
19080 County Road 81
Maple Grove MN 55369
(763)428-4794



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, AUGUST 14, 2023

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: July 10, 2023

PUBLIC HEARINGS:

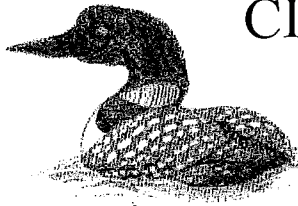
6:01 p.m. None

NEW BUSINESS:

1. Erik Grams of Touchdown Tile and Richards Carpet + Flooring, requesting Commercial Site Plan approval to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE. PID# 20-32-23-12-0025.

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, AUGUST 14, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, August 14, 2023 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Jeff Entsminger, and Erin Dixon

MEMBERS ABSENT: Commissioners Dave Ringler and Jonathan Fisher

OTHERS PRESENT: City Engineer Dave Krugler and Building and Zoning Clerk Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Pogalz, seconded by Lejonvarn, to approve the minutes of the July 10, 2023 Planning Commission meeting as written. All present in favor, motion carried.

NEW BUSINESS:

Erik Grams of Touchdown Tile and Richards Carpet + Flooring, requesting Commercial Site Plan approval to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE. PID# 20-32-23-12-0025

Mr. Erik Grams, Mr. Reis Grams and Mr. Richard Blaido were present. Mr. Erik Grams was the spokesperson for the project. Mr. Grams stated Touchdown Tile and Richards Carpet + Flooring are currently located in Ham Lake at 13837 Lincoln Street NE. Mr. Grams stated the business is currently leasing space; they have purchased the Baltimore Street NE parcel to expand their showroom space and to have an on-site warehouse. Mr. Grams stated they intend to clean-up the lot, remodel the existing building on the property, and add an 8,400 square foot, stick-built, addition to the existing building that will be used primarily as a showroom, offices will be in the middle and warehouse space in the back. Mr. Grams stated they hope to break ground within the next month. Chair Pogalz asked how high the side walls of the building will be. Mr. Grams stated the side walls will be 18 feet high; the peak will be higher as the roof will have a 12/1 pitch. Mr. Grams stated the ceiling inside of the showroom will be a mini-vault and will be

approximately 22 feet high. Commissioner Lejonvarn asked how high the walls are on the existing building. Mr. Grams stated they are 10 feet high. Chair Pogalz asked Engineer Krugler to comment on the project. Engineer Krugler stated the site is located within 1000 feet of Ham Lake, a Recreational Development Lake per the DNR. Engineer Krugler stated the plans submitted comply with the Shoreland Zoning Ordinance (Ordinance 92-35) requirements including a maximum impervious surface coverage of 25% per Article 12.5.52A of the City Code. Engineer Krugler stated landscape plans identify screening to the north, east and south of the building; the plans show no trees to the west of the building. Engineer Krugler stated Ham Lake Park will provide some screening between the building site and Ham Lake and the proposed screening on the east side of the parcel appears to be adequate. Engineer Krugler stated Article 11-1853(B) of the City Code states decorative trees are to be planted along the right-of-way lines of adjacent public roadways. Engineer Krugler stated the City acquired right-of-way from the owners of the parcel in April of 2012 for the frontage road project; the land acquisition affected the parcel by limiting the amount of green space available to plant trees. Engineer Krugler stated Article 11-1860 of the City Code allows the City to evaluate each commercial landscape plan to determine if all requirements need to be met. Engineer Krugler stated no other commercial buildings along that portion of Baltimore Street NE have trees. Engineer Krugler stated the Coon Creek Watershed has given preliminary approval of the plans and an Operations and Maintenance Agreement for stormwater treatment is required. Chair Pogalz stated Building and Zoning Official Mark Jones had written a memo. Chair Pogalz stated Building and Zoning Official Jones noted the applicant submitted plans for a pole structure which does not meet the standards for site and building construction in the CD-1 zoning district; the building must be a stick frame building and the applicant must submit architectural building plans, with engineering, that meets the standards of Article 9-220.2.a of the City Code. Chair Pogalz stated parking spaces appear to be adequate but they will be reviewed again once final building plans are submitted to ensure enough parking spaces are provided for the occupant load of the building. Chair Pogalz stated the applicant also needs to identify an area for a trash enclosure on the plans. Chair Pogalz completed the inspection; a copy which is on file. Chair Pogalz stated he visited the site and talked with Mr. Erik Grams via telephone. Chair Pogalz stated he agrees that the applicant should not be required to plant trees along the right-of-way west of the building as there is a significant amount of asphalt there and it would be difficult for trees to survive there. Chair Pogalz stated the building will be well screened from the lake due to the existing vegetation and the elevation difference between the lake and the building site. Chair Pogalz stated he spoke with Mr. Grams about replacing the seven Red Twig Dogwood trees proposed for the east side of the property with coniferous trees, excluding European Larch trees as they lose their needles in the winter. Chair Pogalz stated Mr. Grams agreed that planting coniferous trees to the east of the building would provide better screening. Chair Pogalz stated the walls of the building will be eighteen feet tall so it will be a while before the trees provide full screening. Chair Pogalz asked for comments from the commissioners; there were none. **Motion by Pogalz, seconded by Entsminger, to recommend approval of the request from Erik Gram of Touchdown Tile and Richards Carpet + Flooring, to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE, subject to the applicant submitting architectural plans, with engineering, that meet Article 9-220.2.a of the City Code-standards for site and**

building construction for CD-1 zoning, the parking and septic system meeting the maximum occupancy load of the building, identifying an area for the trash enclosure and including its location on the documents submitted with the building permit application, no ground work being done until a Coon Creek Watershed District permit and National Pollutant Discharge Elimination System permit have been issued, changing the seven Red Twig Dogwood trees to seven coniferous trees that keep their needles through the winter and that have a starting height of at least five feet, waiving the requirement to plant trees along the right-of-way to the west of the building as allowed by Article 11-1860 of the City Code, obtaining a variance for the west sign and parking setback as allowed by Article 9-150.5.b of the City Code, business hours of 7:00 am to 5:00 pm Monday through Friday, 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. *This application will be placed on the City Council's Monday, August 21, 2023 agenda.*

COMMISSION BUSINESS:

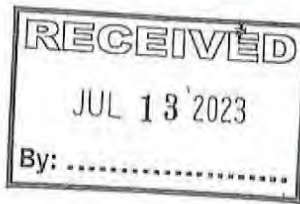
City Council Update

Chair Pogalz stated the City Council concurred with the Planning Commission's conditions and recommendation to approve the H & H Contracting commercial building plans at the July 17, 2023 City Council meeting. A Planning Commissioner will not be present at the August 21, 2023 City Council meeting.

ADJOURNMENT:

Motion by Dixon, seconded by Lejonvarn, to adjourn the Planning Commission meeting at 6:14 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

PLANNING REQUEST

Date of Application 7/13/2023

Date of Receipt 7-13-23
Receipt # 96685

Meeting Appearance Dates:
Planning Commission 8/14/23

City Council 8/21/23

Please check request(s):

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

- Commercial Building Site
- Certificate of Occupancy
- Home Occupation Permit
- Conditional Use Permit (New)*
- Conditional Use Permit (Renewal)
- Other

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

Development/Business Name: Touchdown and Richards LLC

Address/Location of property: 15555 Hwy 65 NE, Ham Lake, MN 55304

Legal Description of property: Metes & Bounds

PIN # 20-32-23-12-0025 Current Zoning CO-1 Proposed Zoning ---

Notes: 8,400 sq ft bldg addition to existing 1,300 sq ft bldg office warehouse with retail space. Future address:

Applicant's Name: Erik Grams 15555 Baltimore St

Business Name: Touchdown and Richard's

Address 13837 Lincoln St NE

City Ham Lake State MN Zip Code 55304

Phone (612) 747-3605 Cell Phone _____ Fax _____

Email address erik@touchdownfile.com

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

SIGNATURE [Signature] DATE 7/13/2023

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 8-14-23
City Council _____

PROPERTY TAXES CURRENT YES NO



Narrative of businesses that will occupy 15555 Hwy 65 NE, Ham Lake, MN



Richards Carpet + Flooring

Hello,

Two businesses will occupy our space at 15555 Hwy 65 NE, Touchdown Tile and Richard's Carpet + Flooring. The existing building will be remodeled into our greeting area, offices, and gateway to the showroom. The addition we will be building is for the showroom, additional offices, and warehouse space.

Touchdown Tile is a licensed general contractor and our business consists of retail remodeling showroom, interior design, home remodeling, residential flooring installation, and commercial tile and hard surface installation. We have been in business since 2004. Our staff includes 10 full-time employees. Touchdown Tile's current operating hours are 7:30 AM – 4:30 PM weekdays. Touchdown will occupy approximately 2/3 of the space in the new facility and host monthly home improvement events in the existing parking lot. Touchdown Tile will have approximately 2,000 sf of warehouse space for storage.

Richards Carpet + Flooring is a retail flooring and home improvement store and installation company which has been in business for over 45 years as Richard Blaido is a second-generation owner. The company currently has 6 employees. Their business consists of residential and commercial flooring and countertop installation. Richards Carpet current operating hours are 9:00 AM – 5:00 PM. Richards Carpet will occupy approximately 1/3 of the new facility and will have approximately 1,000 SF of warehouse space for storage.

Thank you for considering our project. On behalf of both of our companies we are excited to continue working in Ham Lake.

Sincerely,

Erik Grams

Owner

Touchdown Tile

CITY OF HAM LAKE
STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building and Zoning Official

Subject: Touchdown Tile & Richards Carpet + Flooring, requesting site plan approval to build a new 8,400 square foot office/warehouse building at 15555 Baltimore Street NE

Introduction/Discussion:

Touchdown Tile is a licensed general contractor providing services of interior design, home remodeling, and tile and hard surface flooring installation for both residential and commercial buildings. Richards Carpet + Flooring is a retail flooring and home improvement store providing installation services for flooring and counter tops for residential and commercial buildings. Touchdown Tile has been in business since 2004 and employs 10 full-time employees. Richards Carpet + Flooring has been in business for over 45 years and employees 6 people.

Touchdown Tile and Richards Carpet + Flooring are proposing to construct an 8,400 square foot new, warehouse building that will connect to an existing 1,300 square foot building. The existing building will be a greeting area, with office space and showroom. The new addition will have a showroom, office space and warehouse space. Business hours will be Monday – Friday, 7:30 am to 5 pm. Erik has expressed interest in expanding retail hours to 7:00 am to 5:00 pm in the future. Consideration is also being given to being open on Saturdays and Sundays.

The architectural plans submitted to the City propose a pole structure which does not meet the construction standards for Building Construction in Commercial Development I (CD-1) Zoning. Per Article 9-220.2.a.i *except for structures housing public utility feature, no metal or pole-type building shall be permitted.* The existing building does meet the CD-1 construction standard, but will need to meet the Building Code for frost footings. The applicant is in the process of providing the City with architectural and engineered building plans that will be code compliant.


Recommendation:

I recommend site plan approval for Touchdown Tile & Richards Carpet + Flooring with the following conditions:

- 1) The applicant submits architectural building plans, with engineering, that meets Article 9-220.2 a, standards for site and building construction for CD-1 zoning.
- 2) The parking spaces and septic system meet the maximum occupancy load of the building.
- 3) Identifying an area for the trash enclosure and submitting a design for the enclosure
- 4) Ground work cannot begin until a Coon Creek Watershed District permit and National Pollutant Discharge Elimination system (NPDES) permit have been issued.
- 5) Meeting all other City and State codes.

All of the items noted above must be received before a building permit can be issued.

Memorandum

Date: August 10, 2023
To: Planning Commissioners
From: David A. Krugler, City Engineer 
Subject: Touchdown Tile

Introduction:

The proposed 8,400 square-foot Touchdown Tile building is located on the 2.88-acre 15555 Baltimore Street NE. The parcel is zoned Commercial Development Tier 1 (CD-1). A 100-scale aerial photo, a 500-scale zoning map and a 400-scale half section map are attached.

Discussion:

The Title Sheet, Civil Legend, Civil Details, Existing Conditions and Removal Plan, Site Plan, Grading and Drainage Plan, Turf Establishment and Erosion Control Plan and Storm Water Pollution Prevention Plan were received August 9th address prior review comments.

The parcel is within 1,000 feet of Ham Lake which is defined as a Recreational Development Lake by the DNR. The plans comply with Shoreland Ordinance 92-35, portions of which are attached, including the 25-percent maximum impervious surface coverage per 12-5.52A. Per the current plans, this requirement is met. 12-5.61B of the Shoreland Ordinance requires the parcel to be 150 feet from the Ordinary High-Water Level or provide substantial screening. Ham Lake Park is between Touchdown Tile and Ham Lake.

The attached Landscape Plan which was received on August 9th, shows no trees to the west of the proposed building. Per 11-1853(B) of the City code, decorative trees shall be planted along the right-of-way lines of adjacent public roadways. 11-1860 allows for case-by-case evaluation for landscape approval and "strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan". A determination needs to be made as to whether the proposed Landscaping is adequate where adjacent to Ham Lake Park and the City Right-of-Way or if additional screening is required.

The Touchdown Tile project was conditionally approved by the Coon Creek Watershed District (CCWD) Board of Managers at their July 24th meeting. The Notice of Application Status is attached. The execution of an Operation and Maintenance Agreement for storm water treatment is required to obtain the CCWD Permit. A CCWD permit is required before grading operations can commence. A Minnesota Pollution Control Agency National Pollutant Discharge

Elimination System Construction Stormwater Permit is also required before grading operations can commence because the disturbed area is over one-acre.

The City of Ham Lake constructed Baltimore Street NE from 153rd Avenue to 159th Avenue in 2012. In order to accomplish this, property was acquired from multiple owners along Baltimore Street NE to satisfy the MnDOT 60-foot minimum right-of-way width. In order to facilitate the purchase of property along Baltimore Street NE, language was added to the purchase agreement between the City and land owners. This was to allow future developments to accommodate certain restrictions imposed on the property owner by the road project. The attached portion of the purchase agreement specifies that certain variances are permitted, including setbacks. Currently the City has a 10-foot setback requirement for all signs and parking in the right-of-way. The billboard, sign posts and portions of the proposed parking are within this 10-foot setback area. A variance for allowing the existing signs and proposed parking within the setback area is included.

Recommendation:

It is recommended that the Touchdown Tile commercial site plan and variance be recommended for approval, including the determination if the proposed screening is adequate.

BALTIMORE ST

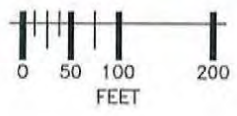
15635

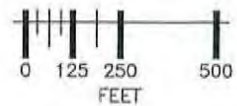
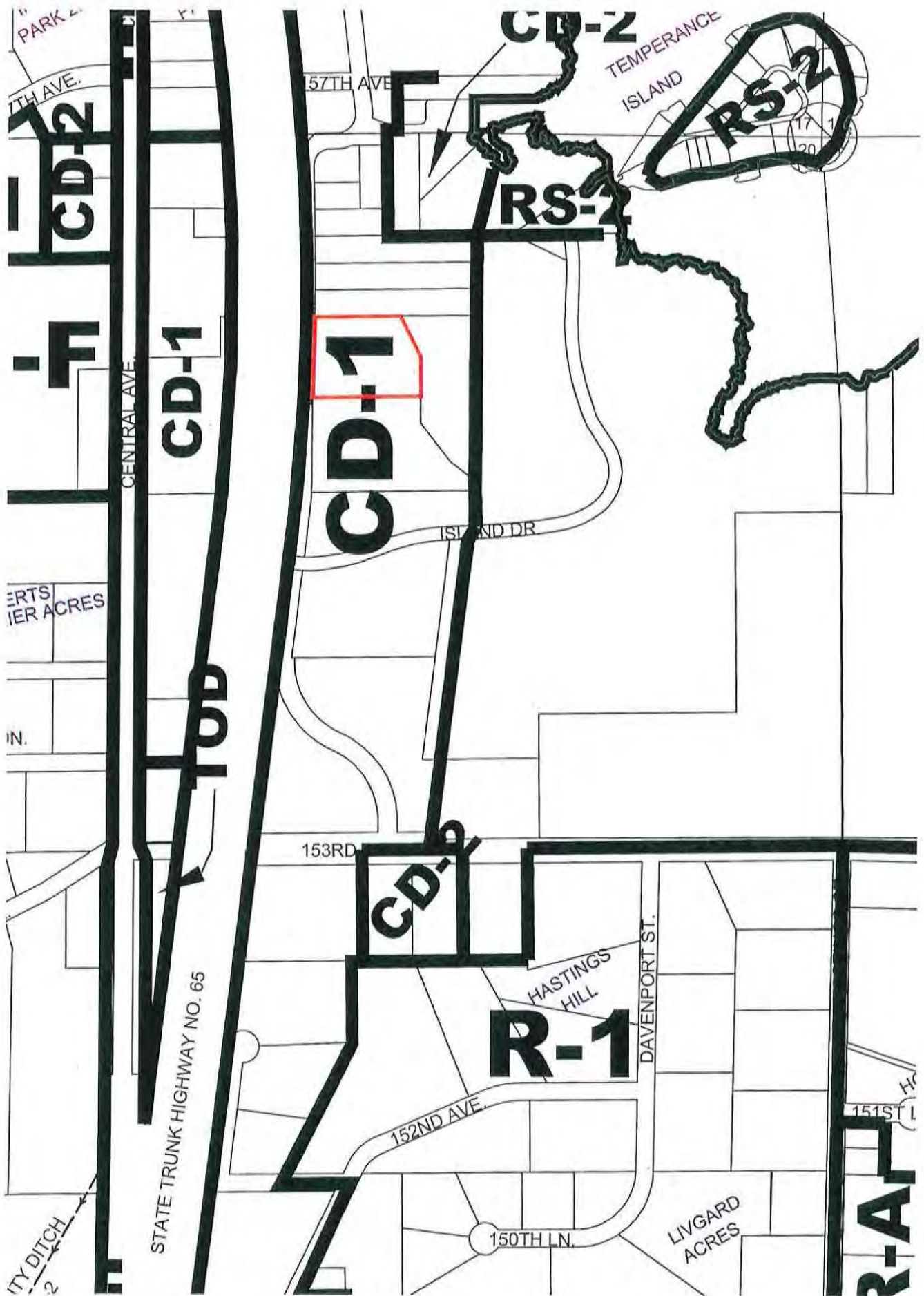
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N 1/2 SECTION 20, T. 32, R. 23

CITY OF HAM LAKE



ANOKA COUNTY
SURVEYOR'S OFFICE
ROOM 224
2100 3RD AVENUE
ANOKA, MN 55303
(763) 324-3200

QUARTER QUARTER INDEX

23	21	12	11
23	24	13	14
32	31	42	41
33	34	43	44

(NORTH) HALF OF SECTION

(SOUTH) HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

Section	Township	Range	Quarter	Specific Parcel
XX	XX	XX	XX	XXX

EXAMPLE OF PIN NUMBER: 23-32-13-42-10

THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THE AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

TOUCHDOWN TILE - BUILDING EXPANSION PROJECT

HAM LAKE, MN

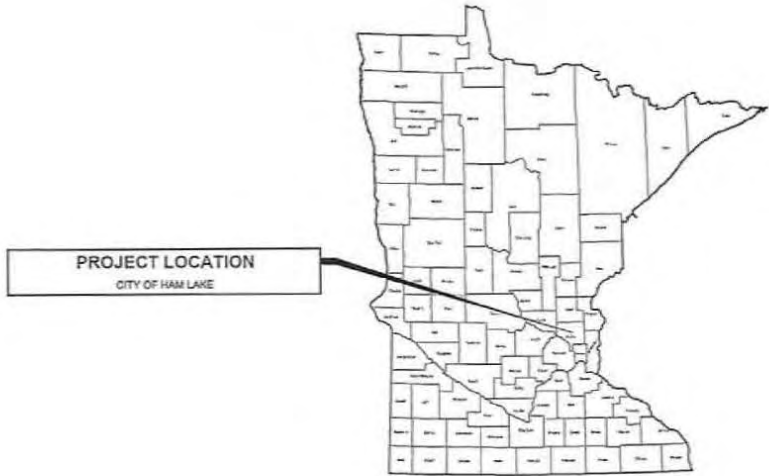


PROJECT LOCATION
TOUCHDOWN TILE
15555 BALTIMORE STREET NE

DRAWING INDEX	
SHEET NUMBER	SHEET TITLE
C1.0	TITLE SHEET
C2.0	CIVIL LEGEND
C3.0 - C3.1	CIVIL DETAILS
C4.0	EXISTING CONDITIONS & REMOVAL PLAN
C5.0	SITE PLAN
C6.0	GRADING AND DRAINAGE PLAN
C7.0	TURF ESTABLISHMENT AND EROSION CONTROL PLAN
C8.0 - C8.1	STORM WATER POLLUTION PREVENTION PLAN
L1.0	LANDSCAPE PLAN

GOVERNING SPECIFICATIONS

THE 2025 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND 2025 EDITION OF THE "MATERIALS LAB SUPPLEMENTAL SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.



WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

BY: [Signature] DATE: 2024.10.18
 PROJECT: 15555 BALTIMORE ST NE - PROPOSED BUILDING EXPANSION
 SHEET: C1.0
 DATE: 2024.10.18
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 APPROVED BY: [Signature]

15555 BALTIMORE ST NE - PROPOSED BUILDING EXPANSION
 HAM LAKE, MN
 ANOKA COUNTY
 TITLE SHEET
C1.0

SURVEY MONUMENTS

- 1 BENCH MARK
- 2 FOUND C&M
- 3 FOUND CRT.
- 4 FOUND ILM
- 5 FOUND LATH
- 6 FOUND PIPE
- 7 FOUND READING
- 8 STAKED C&M
- 9 STAKED CRT.
- 10 STAKED ILM
- 11 STAKED PIPE

EXISTING TOPO SYMBOLS

- 1 AC UNIT
- 2 FENCE POST
- 3 FLAG POLE
- 4 GUARD POST
- 5 GUY AND/OR
- 6 GUY POLE
- 7 HANGUP SYMBOL
- 8 HANGUP
- 9 SHRUB
- 10 SIGN DOUBLE POST
- 11 SIGN SINGLE POST
- 12 SIGN FIRE NUMBER
- 13 TREE CONIFER
- 14 TREE DECIDUOUS
- 15 TREE STUMP
- 16 TV DISH
- 17 WETLAND SYMBOL
- 18 YARD LIGHT

EXISTING UTILITY MUNICIPAL SYMBOLS

- 1 APRON
- 2 LIFT STATION
- 3 SANITARY CLEANOUT
- 4 SANITARY MANHOLE
- 5 STORM CATCH BASIN
- 6 STORM INLET

EXISTING UTILITY MUNICIPAL SYMBOLS (CONT.)

- 7 STORM MANHOLE
- 8 WATER CURB STOP
- 9 WATER MANHOLE
- 10 WATER HYDRANT
- 11 WATER MANHOLE
- 12 WATER METER
- 13 WATER VALVE
- 14 WATER WELL
- 15 UTILITY SIZE & TYPE

EXISTING UTILITY PRIVATE SYMBOLS

- 1 ELEC GROUND LIGHT
- 2 ELEC HANGHOLE
- 3 ELEC LIGHT POLE
- 4 ELEC MANHOLE
- 5 ELEC METER
- 6 ELEC PEDestal
- 7 ELEC POLE
- 8 ELEC SIGNAL
- 9 ELEC TRANSFORMER BOX
- 10 GAS METER
- 11 GAS VALVE
- 12 LP TANK
- 13 TELE HANGHOLE
- 14 TELE MANHOLE
- 15 TELE PEDestal
- 16 TELE POLE
- 17 TV HANGHOLE
- 18 TV PEDestal

PROPOSED UTILITY PRIVATE SYMBOLS

- 1 ELEC LIGHT POLE PROPOSED
- 2 SURFACE DRAINAGE ARROW
- 3 STORM DRAIN INLET PROTECTION

EROSION CONTROL SYMBOLS

- 1 SURFACE DRAINAGE ARROW
- 2 STORM DRAIN INLET PROTECTION

SOIL BORING SYMBOLS

- 1 LASER-INDUCED FLUORESCENCE BORING
- 2 LYMETER
- 3 MONITOR WELL
- 4 PERC TEST
- 5 PIEZOMETER
- 6 RECOVERY WELL
- 7 SOIL BORING
- 8 SOIL VAPOR POINT
- 9 VAPOR SURVEY POINT

EXISTING TOPOGRAPHIC LINES

- 1 CENTER LINE
- 2 EDGE OF WOODS
- 3 FENCE BARB WIRE
- 4 FENCE CHAIN LINK
- 5 FENCE WOOD
- 6 FORCEMAIN
- 7 OVERHEAD CABLE TV
- 8 OVERHEAD ELECTRIC
- 9 OVERHEAD TELE
- 10 RAILROAD
- 11 RETAINING WALL
- 12 SANITARY SEWER
- 13 SANITARY SEWER SERVICE
- 14 STORM SEWER
- 15 STORM SEWER DRAIN TILE
- 16 UNDERGROUND CABLE TV
- 17 UNDERGROUND ELECTRIC
- 18 UNDERGROUND FIBER OPTIC
- 19 UNDERGROUND GAS
- 20 UNDERGROUND TELE
- 21 WATERMAN
- 22 WATERMAN SERVICE
- 23 WETLAND EDGE

EXISTING LOT & EASEMENTS LINES

- 1 BUILDING SETBACK LINE
- 2 LOT LINE PROPOSED
- 3 EASEMENT LINE
- 4 EASEMENT LINE PROPOSED
- 5 LOT LINE
- 6 MINDOT CONTROLLED ACCESS LINE
- 7 RIGHT OF WAY EXISTING
- 8 RIGHT OF WAY PROPOSED

PROPOSED CONSTRUCTION LINES

- 1 FENCE CHAIN LINK PROPOSED
- 2 FENCE WOOD PROPOSED
- 3 FENCE BARB WIRE PROPOSED
- 4 FORCEMAIN PROPOSED
- 5 SANITARY SEWER PROPOSED
- 6 SANITARY SERVICE PROPOSED
- 7 STORM SEWER PROPOSED
- 8 STORM SEWER DRAIN TILE PROPOSED
- 9 WATERMAN PROPOSED
- 10 WATERMAN SERVICE PROPOSED

EROSION CONTROL LINES

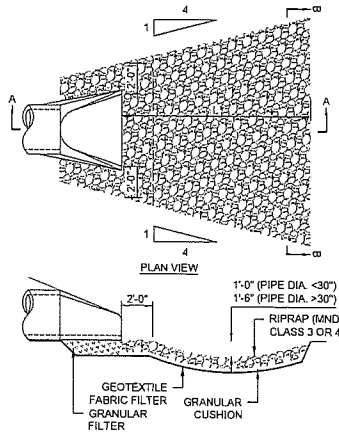
- 1 BAILE CHECK
- 2 BIO ROLL
- 3 SALT FENCE
- 4 SALT FENCE TYPE HEAVY DUTY
- 5 SALT FENCE TYPE MACHINE SLICED
- 6 SALT FENCE TYPE PREASSEMBLED
- 7 FLOTATION SALT CURTAIN

HATCH PATTERN AND SHADING LEGEND

- 1 RANDOM RIPRAP
- 2 SOIL
- 3 SEED
- 4 HYDRAULIC STABILIZER
- 5 EROSION CONTROL BLANKET
- 6 TEMP. ROCK CONSTRUCTION ENTRANCE
- 7 BUILDING WALL PATCH
- 8 BITUMINOUS SURFACE
- 9 CONCRETE SURFACE
- 10 GRAVEL SURFACE
- 11 EASEMENT PATTERN

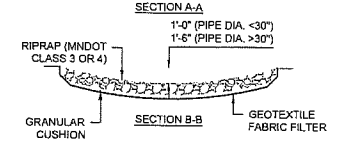
DOCUMENTATION SYMBOLS

- 1 SECTION ARROW
- 2 SECTION NUMBER TOP
- 3 PAGE OF SECTION BOTTOM



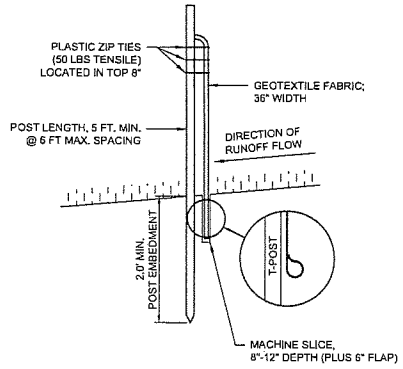
RIPRAP LENGTHS	
DIA. OF PIPE (IN.)	LENGTH OF RIPRAP (FT.)
12	8
15	8
18	10
21	10
24	12
27	12
30	14
36	16
42	18
48	20

RIPRAP LENGTHS	
SPAN OF PIPE ARCH (IN.)	LENGTH OF RIPRAP (FT.)
22	10
28	12
36	14
43	16
51	18
58	20

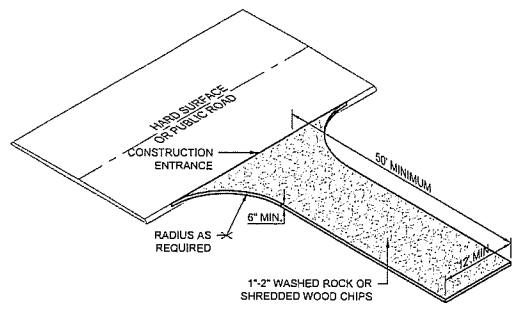


- NOTES:**
1. GEOTEXTILE FILTER, MNDOT SPEC. 3733, SHALL COVER THE BOTTOM & SIDES OF THE AREA EXCAVATED FOR THE RIPRAP, GRANULAR FILTER MATERIALS.
 2. GRANULAR FILTER, MNDOT SPEC. 3601, MAY BE USED AS A CUSHION LAYER, GRANULAR FILTER OR RIPRAP, MNDOT SP. 3601, TO EXTEND UNDER ENTIRE OPEN PORTION OF PIPE APRON. DEPTH OF MATERIAL UNDER APRON SHALL MATCH RIPRAP DEPTH.
 - 3.

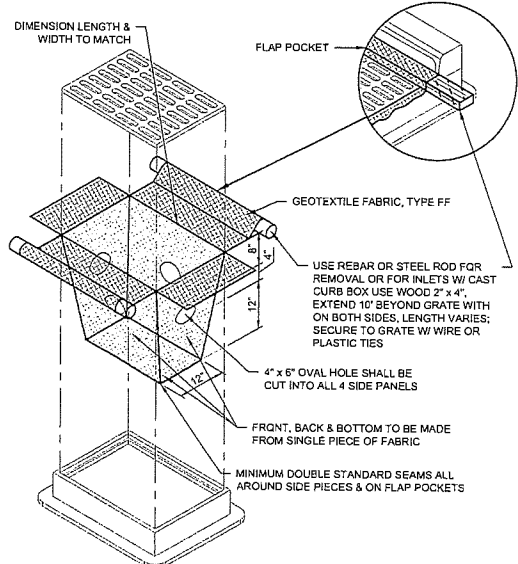
RIPRAP AT RCP OUTLETS DETAIL
SCALE: NONE



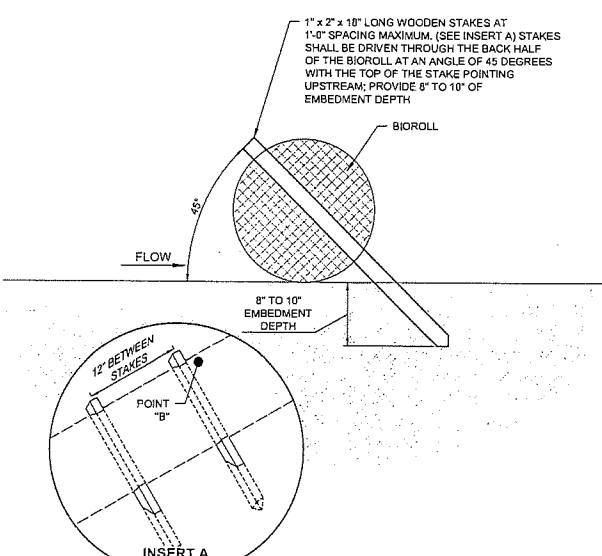
SILT FENCE DETAIL - MACHINE SLICED
SCALE: NONE



TEMPORARY ROCK CONSTRUCTION ENTRANCE
SCALE: NONE



INLET PROTECTION DETAIL - FABRIC
SCALE: NONE

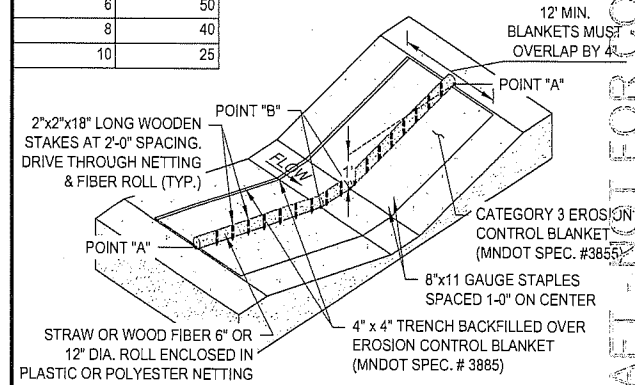


BIO-ROLL SEDIMENT CONTROL LOG STAKING DETAIL
SCALE: NONE

RECOMMENDED SPACING BETWEEN DITCH SLOPES

DITCH GRADE (%)	SPACING (FT.)
2	100
4	75
6	50
8	40
10	25

- NOTES:**
- SEE MNDOT SPECS. #2573, #3885, #3886, & #3889.
 - SPACING OF DITCH CHECKS IS DEPENDENT ON DRAINAGE AREA & GRADES.
 - POINT "A" MUST BE 1'-0" MIN. HIGHER THAN POINT "B".



BIO-ROLL BLANKET SYSTEM TYPE 3, MNDOT SPEC. #3889

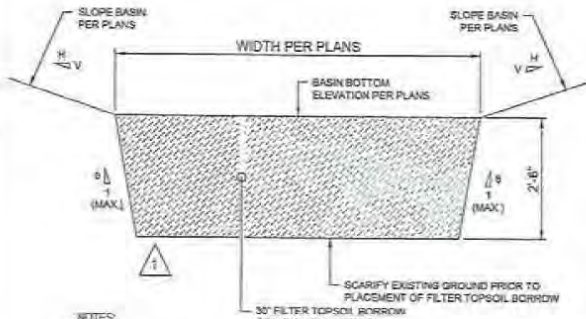
DRAFT - NOT FOR CONSTRUCTION

WIDSETH
ARCHITECTS • ENGINEERS • SURVEYORS

15555 BALSACRE ST NE - PROPOSED BUILDING EXPANSION
HARM LAKE, MN
ANDRKA COUNTY
CIVIL DETAILS

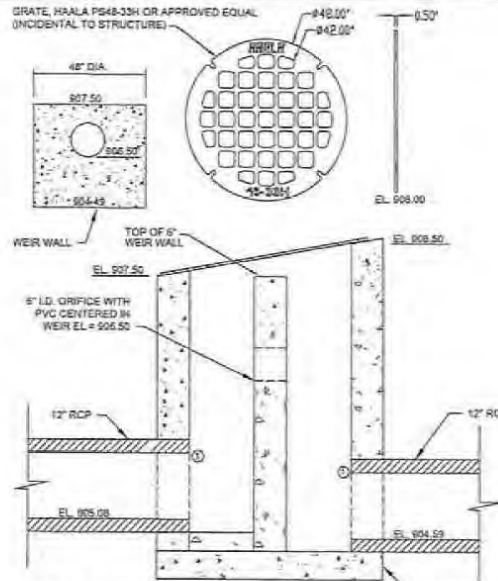
DATE: 08/01/2023
SCALE: AS SHOWN
DRAWN BY: JTB
CHECKED BY: JTB
DATE: 08/01/2023

DATE: 08/01/2023
SCALE: NONE
DRAWN BY: JTB
CHECKED BY: JTB
DATE: 08/01/2023

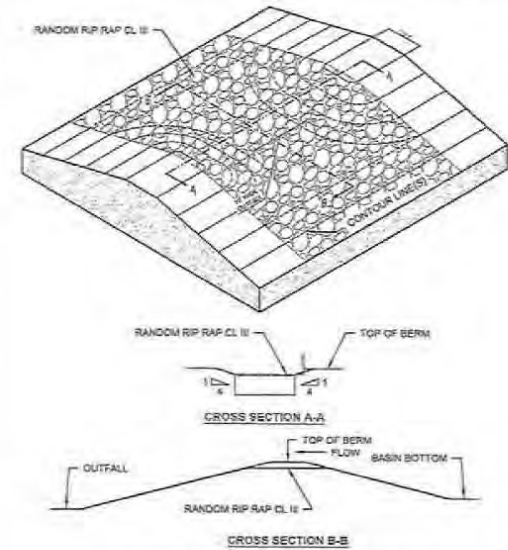


NOTES:
 FINAL STABILIZATION OF CONTRIBUTING DRAINAGE AREA SHALL BE COMPLETED PRIOR TO CONSTRUCTION OF INFILTRATION BASIN. SEE GRADING AND DRAINAGE PLAN FOR CONSTRUCTION SEQUENCING INFORMATION.
 CONTRACTOR TO AVOID COMPACTION OF INFILTRATION AREA AND INFILTRATION MEDIA DURING CONSTRUCTION.
 CONTRACTOR TO PROVIDE SAMPLING AND TESTING OF FILTER TOPSOIL MATERIAL PER MNDOT SPEC 3877.3

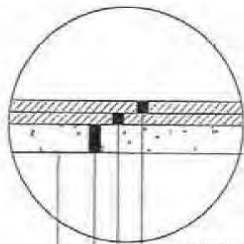
INFILTRATION BASIN SECTION DETAIL
 SCALE: NONE



CONTROL STRUCTURE #1 DETAIL
 SCALE: N.T.S. (1) PROVIDE RUBBER BOOT - SEAL



INFILTRATION BASIN EMERGENCY OVERFLOW DETAIL
 SCALE: NONE

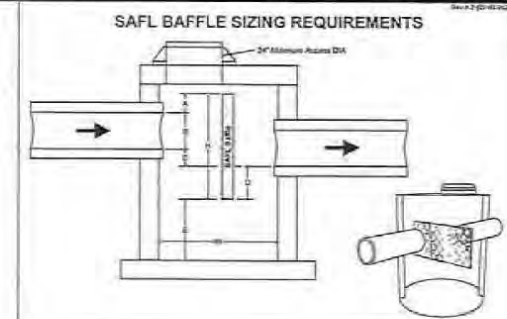


PROPOSED BITUMINOUS PAVEMENT SECTION
 (NOT TO SCALE)

THE FOLLOWING STANDARD PLATES, APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT.

MNDOT STANDARD PLATES	
3099L	REINFORCED CONCRETE PIPE
3099G	GASKET JOINT FOR R.C. PIPE
4011E	PRECAST CONCRETE BASE
4029J	MANHOLE OR CATCH BASIN
4022A	MANHOLE OR CATCH BASIN COVER
4026A	CONCRETE ENCASED CONCRETE ADJUSTING RINGS
4186J	MANHOLE OR CATCH BASIN STEP
7111J	INSTALLATION OF CATCH BASIN CASTINGS

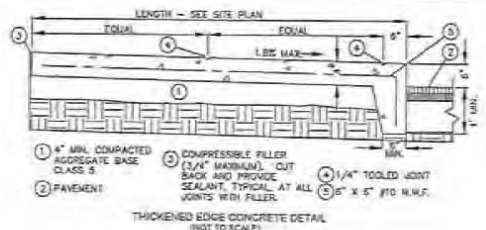
MNDOT STANDARD PLANS MANUAL	
S-297.404	PERMANENT EROSION CONTROL
S-297.405	TEMPORARY SEDIMENT CONTROL
S-297.405	TEMPORARY EROSION CONTROL SILT FENCE
S-297.408	PERMANENT SEDIMENT CONTROL
S-297.422	STANDARD STORM SEWER BEDDING FOR RIGID AND FLEXIBLE PIPE



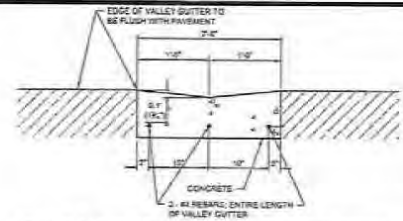
Letter	Dimension
A	6"
B	3/8" pipe inside diameter + 3"
C	1"
D	12"
E	48"
W	48"
H	36"

Purchase Baffle Size: **W x H** View the complete list of [Available Baffle Sizes](#). Also see: [Baffle Configs](#) & [Baffle Configs](#).

NOTE 1 If H is greater than 60" two SAFL Baffles may be placed.
NOTE 2 75% of flow must be horizontal. No more than 25% falling from above.
NOTE 3 This design does not cover sizing the surge for sediment removal efficiency. Contact Upstream for pump sizing or use [SAFL/SAF Software](#).
NOTE 4 For more information, see our [Baffle Sizing](#).



THICKENED EDGE CONCRETE DETAIL
 (NOT TO SCALE)



STAND ALONE CONCRETE VALLEY GUTTER DETAIL
 (NOT TO SCALE)

DRAFT - NOT FOR CONSTRUCTION

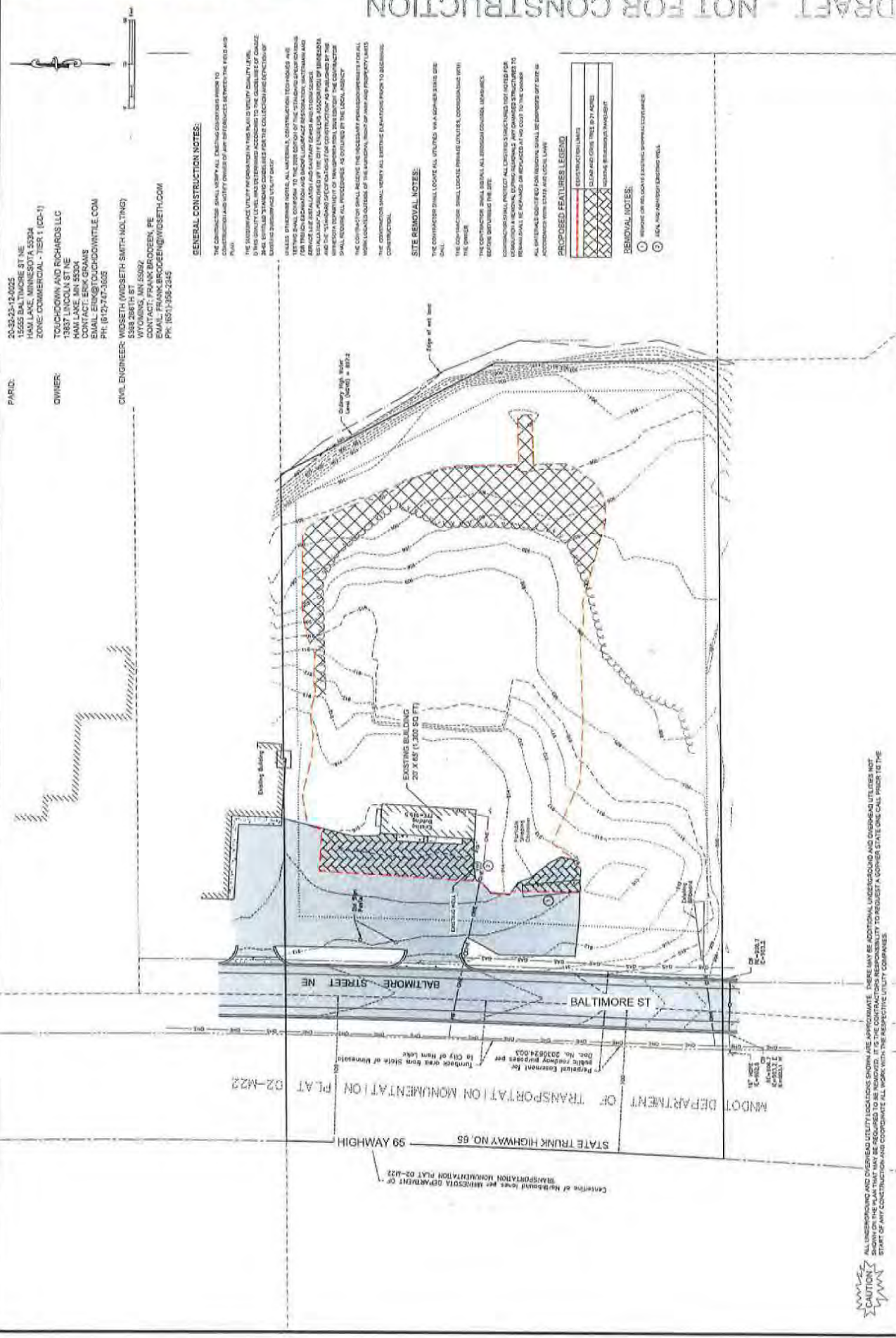
WIDSETH
 ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

10054 BALTIMORE ST. - PROPOSED BUILDING EXPANSION
 HAWK LAKE, MN
 ANOKA COUNTY
 CIVIL DETAILS

DATE: 2023-08-10
 TIME: 10:00 AM
 PROJECT: 2023-08-10
 DRAWING: 2023-08-10
 SHEET: 1 OF 1

PATENT PROTECTED Patent US 6,666,349B2 - US 8,615,551B2 - US 9,950,212 - CA 871,228

SAFL BAFFLE SIZING DETAIL
 LYNCHBURG TECHNOLOGIES INC.
 1207 EAST RIVER ROAD, SUITE 300
 FOLEY, MO 63097
 636.427.0225



PARID: 20-32-24-12-0025
 15555 BALTIMORE ST NE
 HAWK LAKE, MN 56554
 ZONE: COMMERCIAL - T2SR 1 (CD-1)
 OWNER: TOUCHDOWN AND RICHARDS LLC
 1387 LINCOLN ST NE
 HAWK LAKE, MN 56554
 CONTACT: ERIC GRAMS
 EMAIL: ERIC@TOUCHDOWNLIVE.COM
 PH: 612-747-3635

CIVIL ENGINEER: WIDSETH (WIDSETH SMITH HOLDING)
 1000 WYOMING AVE
 WYOMING, MN 55992
 CONTACT: FRANK BROCKEN, PE
 EMAIL: FRANK.BROCKEN@WIDSETH.COM
 PH: 651-295-2345



GENERAL CONSTRUCTION NOTES:

THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS BEFORE TO CONSTRUCTION AND NOTIFY OWNER OF ANY DISCREPANCIES BETWEEN THE PLO AND AS-BUILT.

THE SUBSEQUENT UTILITY INFORMATION IN THIS PLAN IS VERIFIED QUALITY LEVEL. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS BEFORE TO CONSTRUCTION AND NOTIFY OWNER OF ANY DISCREPANCIES BETWEEN THE PLO AND AS-BUILT. STANDARD CONDITIONS FOR THE COLLECTION AND CONSTRUCTION OF SURVEYING DATA SHALL APPLY.

ALL UTILITIES SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL VERIFY ALL UTILITIES BEFORE CONSTRUCTION. ALL UTILITIES SHALL BE DELETED FROM THE SITE AS SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.

THE CONTRACTOR SHALL VERIFY THE ACCURACY OF ALL EXISTING CONDITIONS BEFORE CONSTRUCTION. ALL UTILITIES SHALL BE DELETED FROM THE SITE AS SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.

SITE REMOVAL NOTES:

THE CONTRACTOR SHALL LOCATE ALL UTILITIES IN A 60" DIA. 30" DIA. DIRT.

THIS CONTRACTOR SHALL LOCATE ALL UTILITIES, CONDUITS, AND ALL OTHER UTILITIES IN THE SITE.

THE CONTRACTOR SHALL VERIFY ALL UTILITIES BEFORE CONSTRUCTION. ALL UTILITIES SHALL BE DELETED FROM THE SITE AS SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.

PROPOSED FEATURES LEGEND:

- EXISTING BUILDING
- EXISTING UTILITY
- PROPOSED UTILITY
- PROPOSED CONSTRUCTION
- PROPOSED REMOVAL
- PROPOSED EXISTING
- PROPOSED EXISTING
- PROPOSED EXISTING

REMOVAL NOTES:

REMOVE OR RELOCATE EXISTING UTILITIES AS SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.

REMOVE OR RELOCATE EXISTING UTILITIES AS SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.

ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THIS PLAN. THE CONTRACTOR SHALL VERIFY ALL UTILITIES BEFORE CONSTRUCTION. ALL UTILITIES SHALL BE DELETED FROM THE SITE AS SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.

START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE NEAREST UTILITY COMPANY.

CAUTION

WIDSETH ENGINEERS & ARCHITECTS

PARCEL:
26-35-25-12-0025
15555 BALTIMORE STREET NE
BALTIMORE, MN 55425
ZONING: COMMERCIAL - INTER (CD-1)

OWNER:
TOUCHDOWN AND RICHARDS LLC
1337 LINCOLN ST NE
MINNETONKA, MN 55345
CONTACT: ERIC GRAMS
EMAIL: ERIC@TOUCHDOWNTILE.COM
PH: (812) 747-5805

CIVIL ENGINEER: WIDSETH (WIDSETH SMITH NOTTING)
1500 WYOMING AVE
WYOMING, MN 55092
CONTACT: FRANK BROCKEN, PE
EMAIL: FRANK.BROCKEN@WIDSETH.COM
PH: (812) 358-2345

GENERAL CONSTRUCTION NOTES:
THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
UNLESS OTHERWISE NOTED, ALL MATERIALS, EQUIPMENT, METHODS AND TESTING SHALL COMPLY WITH THE STANDARD SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC WORKS, LATEST EDITION, AS APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL FURNISH ALL MATERIALS AND EQUIPMENT.
THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.
ALL EXISTING UTILITIES SHALL BE PROTECTED AND MAINTAINED THROUGHOUT CONSTRUCTION.
THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.

TURF ESTABLISHMENT AND EROSION CONTROL PLAN NOTES:
THE EROSION CONTROL PLAN IS BASED ON THE PROPOSED GRADING AND DRAINAGE PLAN. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
ALL CONSTRUCTION SHALL COMPLY WITH LOCAL, STATE AND FEDERAL REGULATIONS. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.
ALL EXISTING UTILITIES SHALL BE PROTECTED AND MAINTAINED THROUGHOUT CONSTRUCTION.
THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.

CONSTRUCTION NOTES:
1. INSTALL BIOROLL PRIOR TO INFILTRATION BASIN CONSTRUCTION AND AFTER STABILIZATION OF CONTRIBUTING DRAINAGE AREA.



ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN. THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.

Applicant:
Touchdown Tile LLC

Project Name:
15555 Baltimore Street NE Building Expansion Project

Application date:
To Be Determined (TBD) and will be documented in this Stormwater Pollution Prevention Plan (SWPPP) narrative prior to the start of construction.

Nature of construction activity description:
The project will consist of construction of an 84' x 100' building addition onto an existing building on the property. Site grading will take place to facilitate the building construction, as well as aggregate surfaces around the proposed building for access and parking. An infiltration basin will be constructed to treat stormwater runoff, with established vegetated filter strips for pretreatment. Runoff from the north side of the proposed building addition will flow to a proposed drop inlet with a proposed 4' sump. A secondary manhole will be constructed with another sump for pretreatment as well.

The proposed site consists of one soil type.
Zimmerman fine sand, 1 to 8 percent slopes

The project is anticipated to begin in Summer/Fall 2023, with construction scheduled to be complete in Fall 2023.

Total estimated area to be disturbed by the project is: 1.2 AC

Name of person with Best Management Practices (BMP's) experience who will oversee SWPPP implementation and coordinate with contractor:
TBD and will be documented in this SWPPP narrative prior to start of construction.

Person, organization, or entity responsible for long term maintenance of permanent stormwater treatment system:
TBD and will be documented in this SWPPP narrative prior to start of construction.

Documentation of all trained individuals:

SWPPP preparer:
Company: Widseth
Name: Ella Kohls
Address: 5258 265th Street
City, State Zip: Wyoming, MN 55082
Email: Ella.Kohls@widseth.com
Phone: 651-358-2351
Training organization/sponsor:
Training date(s):
Training activity/content: Design of Construction SWPPP
Instructor(s) name(s):

Individual overseeing implementation, revision and/or amendment the SWPPP that are available for an onsite inspection within 72 hours upon request of MPCA: TBD and will be documented in this SWPPP narrative prior to start of construction.

Company: _____
Name: _____
Address: _____
City, State Zip: _____
Email: _____
Phone: _____
Training organization/sponsor: _____
Training date(s): _____
Training activity/content: _____
Instructor(s) name(s): _____

Individual overseeing implementation, revision and/or amendment the SWPPP: TBD and will be documented in this SWPPP narrative prior to start of construction.

Company: _____
Name: _____
Address: _____
City, State Zip: _____
Email: _____
Phone: _____
Training organization/sponsor: _____
Training date(s): _____
Training activity/content: _____
Instructor(s) name(s): _____

Individual performing or supervising the installation, maintenance and repair of BMP's: TBD and will be documented in this SWPPP narrative prior to start of construction.

Company: _____
Name: _____
Address: _____
City, State Zip: _____
Email: _____
Phone: _____
Training organization/sponsor: _____
Training date(s): _____
Training activity/content: _____
Instructor(s) name(s): _____

Installation Timing of Erosion Prevention and Sediment Control BMP's:

Erosion and sediment control BMP's must be installed as necessary to minimize erosion from disturbed surfaces and capture sediment onsite. All BMP's must conform to 2016 MNR10001 Permit 2018 sections 7, 8 and 9.

Temporary erosion control BMP's:
The General Contractor is responsible for the Erosion Prevention Practices contained in 2016 MNR10001 Permit 2018 section 8. The General Contractor must plan for and implement appropriate construction phasing, vegetative buffer strips, horizontal slope grading and other construction practices that minimize erosion. The location of areas not to be disturbed must be delineated (marked) on the development site before work begins.

Examples of Temporary Erosion Control BMP's

- Poly Cover Stockpile or Slope
- Construction Phasing
 - > Phasing must be implemented to ensure that more area than can be effectively inspected and maintained in accordance with the MNR10001 permit is not disturbed.
- Disc Anchored Straw
 - > Minnesota Department of Transportation (MnDOT) reference:
 - > Disc anchoring must be performed as necessary and/or according to the plan included in this SWPPP.
 - > Disc anchor Type 1, Type 3, or Type 8 mulches with a disk anchoring tool as required by the contract immediately after placement unless otherwise approved by the Engineer.
 - > Disk anchoring must be installed as per MnDOT spec. 2573.3.D.
- Rolled Erosion Control Products
 - > The contractor must minimize the need for disturbance of portions of the project that have steep slopes (3:1 or steeper). For steep slopes areas that must be disturbed, the contractor must use techniques such as phasing, and stabilization practices designed for steep slopes including draining and terracing. Slopes steeper than 3:1 must be protected by rolled erosion prevention products.

MnDOT reference:

- > Rolled erosion control products must be placed in the areas as shown on the plan included in this SWPPP.
- > Rolled erosion control products must be Rolled Erosion Prevention Products, Turf Reinforcement Mats, or Winter Blankets, according to plan. Materials must meet the requirements of MnDOT spec. 3885.
- > Rolled erosion control products must be placed as per MnDOT spec. 2575.3.G.

- Wood Chips
 - > Protect and preserve vegetation per the requirements of MnDOT spec. 2572.3.A.
 - > Before work begins, permittees must delineate the location of areas not to be disturbed.
- Vegetation
 - MnDOT reference:
 - > Protect and preserve vegetation per the requirements of MnDOT spec. 2572.3.A.
 - > Before work begins, permittees must delineate the location of areas not to be disturbed.
- Mulch
 - All disturbed soil areas must be temporarily mulched with Rapid Stabilization, Method 3, Initiated immediately, when the area will not actively be worked for 714 days.
 - MnDOT reference:
 - > Mulch must be placed in the areas as shown on the plan included in this SWPPP.
 - > Mulch must be Temporary, Type 1, Type 4, Type 5, Type 6, Type 7, Type 8, Type 9, Winter, or Hydraulic Mulch according to plan. Materials must meet the requirements of MnDOT spec. 3882 or MnDOT spec. 3884.
 - > Mulch must be applied as per MnDOT spec. 2575.3.C or MnDOT spec. 3575.3.E.

Temporary Sediment Control BMP's
The General Contractor is responsible for the Sediment Control Practices contained in MNR10001 Permit 2018 reference 9 of the NPDES Permit. Sediment Control Practices must be installed on all down gradient perimeters before any upgradient land disturbing activities begin. These practices must remain in place until Permit Termination Conditions have been established in accordance with MNR10001 Permit 2018 reference 13 of the NPDES Permit.

- Examples of Temporary Sediment Control BMP's
 - Fleeting Silt Curtain
 - MnDOT reference:
 - > Fleeting silt curtain must be placed in the areas as shown on the plan included in this SWPPP.
 - > Fleeting silt curtain must be light duty or heavy duty and meet the requirements of MnDOT spec. 3887.
 - > Fleeting silt curtain must be installed as per MnDOT spec. 2573.3.I.
 - Silt Fence
 - MnDOT reference:
 - > Silt fence must be placed in the areas as shown on the plan included in this SWPPP.
 - > Silt fence must be preassembled, machine sliced, hand installed, super duty, or turbidity barrier type, according to plan. Materials must meet the requirements of MnDOT spec. 3889.
 - > Silt fence must be installed as per MnDOT spec. 2573.3.B.
 - Sediment Control Logs
 - MnDOT reference:
 - > Sediment control logs must be placed in the areas as shown on the plan included in this SWPPP.
 - > Sediment control logs must be Type Straw, Wood Fiber, Coir, Wood Chip, Compost, Rock, or Wood Fiber and Blanket Systems and meet the requirements of MnDOT spec. 3897.
 - > Sediment control logs must be installed as per MnDOT spec. 2573.3.F.

- Filter Berms
 - MnDOT reference:
 - > Filter berms must be placed in the areas as shown on the plan included in this SWPPP.
 - > Filter berms must be Type 1, 2, 3, 4, or 5. Materials must meet the requirements of MnDOT spec. 3874.
 - > Filter berms must be installed as per MnDOT spec. 2573.3.E.
- Bale Barriers
 - MnDOT reference:
 - > Bale Barriers must be placed in the areas as shown on the plan included in this SWPPP.
 - > Bale Barriers must be installed as per MnDOT spec. 2573.3.C.

- Rock Ditch Check
 - Sediment Control Log Ditch Check
 - Filter Bag Inset Inlet Protection
 - Rock / Compost Log Inlet Protection
 - Tube Riser Inlet Protection
 - Pop-Up Head Inlet Protection
 - Inlet Hat Inlet Protection
 - Silt Fence Ring and Rock Filter Berm Inlet Protection
- Sandbag Barriers
 - MnDOT reference:
 - > Sandbag barriers must be placed in the areas as shown on the plan included in this SWPPP.
 - > Sandbag Barriers must be installed as per MnDOT spec. 2573.3.D.

- Slush Mulch, Crushed Rock, or Sheet Pad Construction Exit
 - Rock construction exits must be placed at all locations construction vehicles will be exiting the project area. If the contractor chooses to access the site from locations other than where temporary rock construction exits are shown on the plan, additional construction exit controls must be placed at these locations as well. If sediment tracking is discovered on adjacent streets, the sediment must be removed with a street sweeper or other approved method within one calendar day of discovery. This must be done throughout the duration of the project. The sediment may be returned to the exposed areas of the site or disposed of offsite per MPCA requirements.
- MnDOT reference:
 - > Construction exit controls must be placed in the areas as shown on the plan included in this SWPPP.
 - > Construction exit controls must be constructed with slash mulch, crushed rock, temporary paving, reinforced geotextile, sheet pades, floating road, limber pad, or rumble pad.
 - > Construction exit controls must be installed as per MnDOT spec. 2573.3.K.

- Numbie Pad Construction Exit
 - Culvert End Controls
 - MnDOT reference:
 - > Culvert end controls must be placed in the areas as shown on the plan included in this SWPPP.
 - > Culvert End Controls must be installed as per MnDOT spec. 2573.3.L.
 - Culvert Standpipe Inset Inlet Protection
 - Storm Drain Inlet Protection
 - MnDOT reference:
 - > Storm drain inlet protection must be placed in the areas as shown on the plan included in this SWPPP.
 - > Storm Drain Inlet Protection must be installed as per MnDOT spec. 2573.3.M.

- Sediment Control Weir
 - Wood Plank Weir
 - Culvert Inlet Protection
 - Geotextile Fabric Culvert Inlet Protection
 - > Geotextile Fabric Culvert Inlet Protection must be placed in the areas as shown on the plan included in this SWPPP.
 - > Geotextile Fabric Culvert Inlet Protection must meet requirements of MnDOT spec. 3886.
 - Geotextile Fabric Culvert Inlet Protection
 - a). Culvert inlet protection must be provided at all culvert inlet locations immediately after construction of the culvert. See plan included in this SWPPP for culvert inlet locations.
 - b). Culvert inlet protection must consist of geotextile fabric wrapped around and completely covering the inlet end section. The geotextile fabric must be the same fabric used in silt fence applications and meet the requirements of MnDOT Spec. 3886.
 - c). The culvert inlet protection must remain in place and adequately maintained until Permit Termination Conditions have been established.
 - d). Culvert inlet protection must be repaired or replaced if damaged during, or after, rain events, or if accumulated sediment reaches 1/2 of the diameter of the culvert pipe. Repair or replacement of culvert inlet protection must be completed within 24 hours of discovery.

- Temporary Sediment Basins
 - Contractor may construct temporary sedimentation basins in accordance with MNR10001 Permit 2018 reference 14 of the NPDES Permit.
 - Temporary Diversion Ditch
 - Measures must be taken to ensure that "clean" runoff from off site is diverted around disturbed areas on site. Care should be taken that re-routing off site runoff does not result in flooding or other issues on adjacent properties.

- Permanent Erosion Cover Methods for all exposed soil areas:
 - Control
 - Blumiscum
 - Perennial cover
 - Permanent erosion control will be achieved with a density of 70% of the native background vegetation by using sod on all disturbed construction areas.

Stormwater Mitigation Measures proposed as part of environmental, endangered species, archaeological or other required local, state or federal reviews conducted by the project:
No local, state, or federal reviews were conducted for the Project that we are aware of.

Discharges to any U.S. EPA approved TMDL for the pollutants/stressors described in MNR10001 Permit 2018 reference item 23.7

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

15555 BALTIMORE STREET - PROPOSED BUILDING EXPANSION
HAM LAKE, MN
ANOKA COUNTY

STORM WATER POLLUTION PREVENTION PLAN

DATE: 10/05/2023
DRAWN: ERS
CHECKED: TUN
JOB NUMBER: 2023-10749

DIRECTOR
C8.0

20.32.23-12.025
15658 BALTIMORE STREET NE
HAM LAKE, MINNESOTA, 55341
ZONE: COMMERCIAL - TIER 1 (CDD-1)
TOUCHDOWN AND RICHARDS LLC
13877 LINGOLM ST NE
HAM LAKE, MN 55304
CONTACT: ERIC GRAMIS
ERIC@TOUCHDOWNVILLE.COM
PH: (612) 919-5685

PARCEL: 5308 28TH ST
WYOMING, MN 55095
OWNER: TOUCHDOWN AND RICHARDS LLC
CIVIL ENGINEER: WIDSETH (WIDSETH SMITH) NO. TING
320 W. WASHINGTON ST. ST. PAUL, MN 55102
PROJECT NO.: 20.32.23-12.025
EMAIL: FRANK.BRODIE@WIDSETH.COM
PH: (651) 358-3345

PROPOSED FEATURES LEGEND

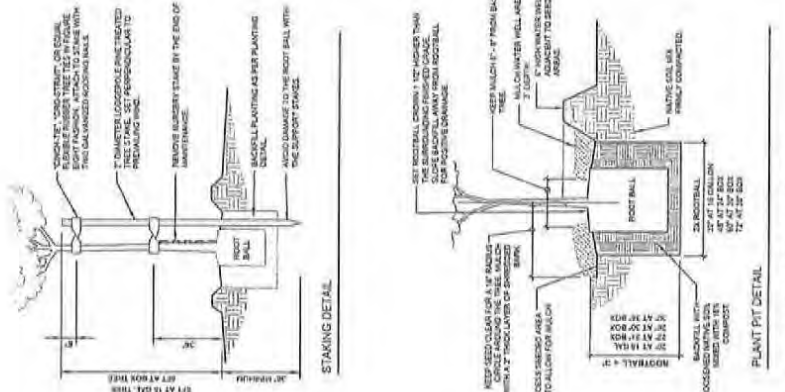
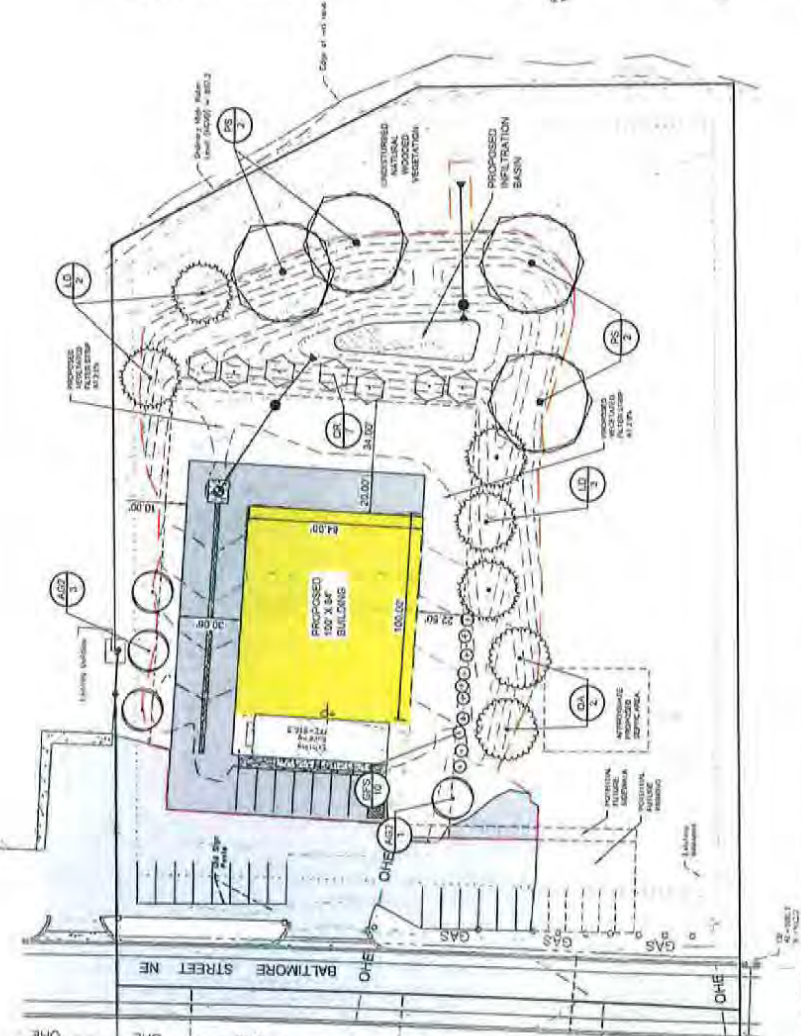
(Symbol)	PROPOSED CONSTRUCTION LIMITS
(Symbol)	PROTECT PROPOSED REMAINING VEGETATION
(Symbol)	PROTECT PROPOSED CONCRETE DRIVEWAY

CONSTRUCTION NOTES

1. PROTECT TREE DURING CONSTRUCTION

PLANT SCHEDULE

BOTANICAL / COMMON NAME	SIZE	CONTAINER	QTY
TREES			
PS Populus deltoides / Willow	1.5" Cal.	BAB	4
DA Quercus alba / White Oak	2.5" Cal.	BAB	2
ORNAMENTAL TREE			
AS2 Anemone / Anemone	1" Cal.	Pot	4
CONIFERS			
LD Larix laricina / European Larch	2.5" BAB	QTY	5
SHRUBS			
CR Cornus sericea / Red Twig Dogwood	RS	CONTAINER	QTY
EPS Rhus aromatica / Green / Low Fragrant Sumac	3 gal.	Pot	7
GROUND COVERS			
WOOD - Holo Seed (M 33-301 / Starwood South & West)	Hydroseed	CONTAINER	16,559 sq



PLANTING NOTES

- LANDSCAPE CONTRACTOR SHALL LAY OUT PLANT MATERIAL PER ARCHITECT'S NOTES AND PLANTING SCHEDULE. CONTRACTOR SHALL OBTAIN APPROVAL FROM ARCHITECT PRIOR TO INSTALLATION. FIELD AT THE ARCHITECT'S REQUEST FROM INSTALLATION TO OBTAIN APPROVAL OF PLANT LAYOUT FROM ARCHITECT PRIOR TO
- MATCH AREAS ORIENTED ARE TO RECEIVE MIN. 2" P-RIVER ROCK AND 200-12" ROCK MULCH OVER 4 OZ. WEED FABRIC. DOWNY NEED SHALL BE THOROUGHLY CHISELED
- ALL NEW PLANTED MATERIAL SHALL BE THOROUGHLY CHISELED WITH P-RIVER ROCK AFTER PLANTING. CONTRACTOR SHALL RE-STATE AND LANDSCAPE CONTRACTOR SHALL, THOROUGHLY CHISEL AND DOWNY ROCK SHALL BE THOROUGHLY CHISELED TO CONTRACTOR WITH RE-USE EXISTING TOPSOIL FROM SITE AND BRING TO FRESH GRADE WITH 4" OF TOPSOIL. ALL MULCH AREAS AND 4" SOIL. MISCELLANEOUS WASTE MATERIALS FROM AREAS TO BE RESTORED SHOULD BE REMOVED AND DISPOSED AS REQUIRED BY RESTORE DRIVE AND MAINTAIN POSITIVE DRAINAGE AWAY FROM PRIOR TO COMMENCING OPERATIONS. AREAS WITH PROTECT
- KEEP ALL PLANT MATERIALS MOIST AND SHADOW UNTIL PLANTED. CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE AWAY FROM AREAS PRIOR TO THE SUBMISSION OF BID.
- PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH DISPOSED SOIL OR OTHER APPROVED FERTILIZER MIXED IN WITH TOPSOIL. FERTILIZER SHALL BE APPLIED TO THE PLANTING AREA. FERTILIZER SHALL BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 10-5-5 OF 10 LB PER 20' DIA PER TREE.
- PLANTING AREAS RECEIVING ANNUALS SHALL RECEIVE A MINIMUM OF 12" DEPTH OF PLANTING SOIL CONSISTING OF 4 PARTS TOPSOIL, 45 PARTS PERMANENT HERBICIDE FREE OR APPROVED EQUAL FOLLOWED BY 1 PART PERMANENT AND GARBLS BEECH ARE TO RECEIVE EQUAL FOLLOWED BY LANDSCAPE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE AWAY FROM THROUGH TWO CALENDAR YEARS FROM DATE OF SUBMITTAL.
- CONTRACTOR SHALL HAVE SUFFICIENT WATERING EQUIPMENT AND PERSONNEL AVAILABLE TO COMPLETELY WATER ALL PLANT MATERIALS. WATERING SCHEDULE SHALL BE BASED ON ANTICIPATED WEATHER AND WEATHER CONDITIONS.
- NO SOIL IS TO BE PLACED ON TOP OF WEED BARRIER FABRIC.

ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO REQUEST A GROUND STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE RESPECTIVE UTILITY COMPANIES.



1 TREE SINGLE STAKE PLANTING
3/8" = 1'

discharge to public waters.

- B. Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized and protected as soon as possible and facilities or methods used to retain sediment on the site.
- C. When development density, topographic features, and soil and vegetation conditions are not sufficient to adequately handle stormwater runoff using natural features and vegetation, various types of constructed facilities such as diversions, settling basins, skimming devices, dikes, waterways, and ponds may be used. Preference must be given to designs using surface drainage, vegetation, and infiltration rather than buried pipes and man-made materials and facilities.

12-5.52 Specific Standards:

- A. Impervious surface coverage of lots must not exceed 25 percent of the lot area.
- B. When constructed facilities are used for stormwater management, documentation must be provided by a qualified individual that they are designed and installed consistent with the field office technical guide of the local soil and water conservation districts.
- C. New constructed stormwater outfalls to public waters must provide for filtering or settling of suspended solids and skimming of surface debris before discharge.

12-5.6 Special Provisions for Commercial, Industrial, Public/Semipublic, Agricultural, Forestry and Extractive Uses and Mining of Metallic Minerals and Peat.

12-5.61 Standards for Commercial, Industrial, Public, and Semipublic Uses.

- A. Surface water-oriented commercial uses and industrial, public, or semipublic uses with similar needs to have access to and use of public waters may be located on parcels or lots with frontage on public waters. Those uses with water-oriented needs must meet the following standards:
 - (1) in addition to meeting impervious coverage limits, setbacks, and other zoning standards in this ordinance, the uses must be designed to incorporate topographic and vegetative screening of parking areas and structures;
 - (2) uses that require short-term watercraft mooring for patrons must centralize these facilities and design

them to avoid obstructions of navigation and to be the minimum size necessary to meet the need; and

- (3) uses that depend on patrons arriving by watercraft may use signs and lighting to convey needed information to the public, subject to the following general standards:
 - (a) no advertising signs or supporting facilities for signs may be placed in or upon public waters. Signs conveying information or safety messages may be placed in or on public waters by a public authority or under a permit issued by the county sheriff;
 - (b) signs may be placed, when necessary, within the shore impact zone if they are designed and sized to be the minimum necessary to convey needed information. They must only convey the location and name of the establishment and the general types of goods or services available. The signs must not contain other detailed information such as product brands and prices, must not be located higher than ten feet above the ground, and must not exceed 32 square feet in size. If illuminated by artificial lights, the lights must be shielded or directed to prevent illumination out across public waters; and
 - (c) other outside lighting may be located within the shore impact zone or over public waters if it is used primarily to illuminate potential safety hazards and is shielded or otherwise directed to prevent direct illumination out across public waters. This does not preclude use of navigational lights.

B. Uses without water-oriented needs must be located on lots or parcels without public waters frontage, or, located on lots or parcels with public waters frontage, must either be set back double the normal ordinary high water level setback or be substantially screened from view from the water by vegetation or topography, assuming summer, leaf-on conditions.

12-5.62 Agriculture Use Standards.

- A. General cultivation farming, grazing, nurseries, horticulture, truck farming, sod farming, and wild crop harvesting are permitted uses if steep slopes and shore and bluff impact zones are maintained in permanent vegetation or operated under an approved conservation plan (Resource Management Systems) consistent with the field office technical guides of the local soil and water conservation districts or the United States Soil

NOTICE OF PERMIT APPLICATION STATUS

Project:	Touchdown Tile
Date:	July 25, 2023
Applicant:	Touchdown & Richards Attn: Erik Grams 13837 Lincoln St NE Ham Lake, MN 55304-6947
Permit Application#:	P-23-038
Purpose:	Construction of an 84' x 100' pole barn style building, gravel driveway and parking and associated stormwater treatment features
Location:	15555 Hwy 65 NE, Ham Lake

At their meeting on July 24, 2023, the Board of Managers of the Coon Creek Watershed District approved the above referenced project with 4 conditions and 3 stipulations. **This is NOT a permit.**

Prior to permit issuance, the following conditions must be fulfilled. Please respond to each of these items in writing when resubmitting application materials to the District.

Conditions:

1. Submittal of a performance escrow in the amount of \$2,535.00
2. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.
3. Update construction plans to include a standard detail for the SAFL Baffle that is proposed to be installed in STMH-1
4. After initial grading, completely surround the proposed filtration basins with erosion control measures to prevent the basin from clogging.

After issuance, the permit will include the following stipulations that need to be fulfilled before permit closeout:

Stipulations:

1. Submittal of as-builts for the stormwater management practices and associated structures listed in Tables 2 and 3, including volume, critical elevations and proof of installation for hydrodynamic separators.
2. Completion of (a) post construction infiltration test(s) on the Infiltration Basin by filling the basin to a minimum depth of 6 inches with water and monitoring the time necessary to drain, or multiple double ring infiltration tests to ASTM standards. The Coon Creek Watershed District shall be notified prior to the test to witness the results.
3. If dewatering is required, provide DNR dewatering permit prior to construction. If

a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.

Please be advised that **this is NOT a permit**, and that work without a permit is a violation of the terms of the Coon Creek Watershed District Rules. If you have any questions, please call 763-755-0975.

Sincerely,

A handwritten signature in black ink that reads "Erin Edison". The signature is written in a cursive, flowing style.

Erin Edison
Watershed Development Coordinator

cc: File P-23-038
Jordan Wochenske, Stantec
Danielle Tourtillott, Stantec
Tom Collins, Ham Lake

1. Conveyance of Easement and LAWCON Land

At the time of execution hereof, OWNER shall convey the RDU Easement, the TE, and fee title to the LAWCON Land by the deeds attached hereto as Exhibit B and C, respectively. The RDU Easement includes all right of access to or from TH 65, if any.

2. Agreement not to Assess

As a part of the consideration for the promises of Owner as contained herein, City agrees that it will not now or in the future levy any special assessments against the Main Parcel in connection with the current project.

3. Cash Payment for Lawcon Land

City shall pay Owner the sum of \$10,000.00 for the Lawcon Land. The Agreement Not to Assess comprises the consideration for the RDU Easement and the TE.

4. Future Development

In that a substantial amount of buildable land is being taken by City from the Parcels, thereby creating certain situations in which future lot sizes and configurations are adversely affected, it is acknowledged by City that this situation is being created by government action constituting a taking, and the deeds granted herein are in lieu of pending condemnation by City. City acknowledges that the Property is entitled to treatment under Article 9-150.5(d) of the Ham Lake City Code, meaning Owner is entitled to reasonable variances to the lot size, frontage and setback requirements of the City's current Code, and that the right to develop under the current code is to be deemed "Grandfathered" by virtue of the substantial reliance Owner is placing on current code requirements in conveying the various property rights.

5. Tree Damage

City represents that no damage will occur to three trees now in the TE during construction.

6. Surveyor's Drawing

Within 15 days, City will furnish a surveyor's drawing showing the locations and legal descriptions of the easements and the LAWCON land areas.

7. Grading

During construction, City will direct its contractor to fill a depression that is located in the TE area, and grade the fill to match the surrounding elevation. The contractor may need to

Resolution 23-

WHEREAS, Touchdown Tile, et al, are the owners of the following parcel:

15555 Baltimore Avenue NE, Ham Lake, MN 55304

PIN: 20-32-23-12-0025

And,

WHEREAS, the City's service road project between 153rd Avenue NE and 157th Avenue NE included the acquisition of numerous easements and access control rights, some of which directly or indirectly touch upon the parcel, but which nevertheless directly affect the parcel by limiting the amount of space that has been traditionally used by the owner for parking and driveways, and

WHEREAS, Ham Lake City Code Article 9-150.5 (d) specifically authorizes the City Council to grant variances to any City Code section where governmental action has affected the utility of any parcel of land,

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

Findings of Fact

1. The City of Ham Lake acquired right-of-way from said parcel;
2. The City of Ham Lake in the purchase agreement identified items that would be eligible for variances, including sign setbacks;
3. Allowing a variance to the ten-foot setback from the west lot line will help to alleviate the spatial problem created by the governmental action and meets the intent of Article 9-150.5 in terms of qualified situations.

Accordingly, a variance is hereby granted to the owner and the parcel to locate signs within the 10-foot setback line from the west property line.

Accordingly, a variance is hereby granted to the owner and the parcel to locate parking within the 10-foot setback line from the west property line.

ADOPTED BY A _____ VOTE OF THE HAM LAKE CITY COUNCIL THIS 21st
DAY OF AUGUST, 2023.

CITY SEAL

Brian Kirkham, Mayor

Attest:

Denise Webster, Administrator

Excerpt from Article 9 of the Ham Lake City Code

.....

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

9-220.1 Standards Common to All Mercantile Districts

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

- a) **Paving** All parking lots, drives and surfaces upon which the general public and employees shall have access shall be paved according to specifications to be established by the city's engineer;
- b) **Drainage** Surface water drainage and ponding needs shall be implemented in the manner directed by the city's engineer;
- c) **Landscaping** Landscaping shall be implemented in the manner provided in Article 11-1800;
- d) **Setbacks for Paved Areas** There shall be a ten-foot setback between any lot line and the back of curb of any parking lot or driveway, and a six-foot setback between the back of curb of any parking lot and any building;
- e) **Buffering** When any mercantile land use is located adjacent to a residential area, it shall be screened by opaque fencing, vegetation, or both;
- f) **Refuse Containers** Refuse containers shall be stored in locations which are completely screened from outside view; hazardous materials shall be stored and disposed of in the manner provided by law;
- g) **Parking Lots and Lighting** Off-street parking shall be provided for the general public and employees. The *Zoning Officer* shall maintain a schedule of parking requirements, to be ratified from time to time by resolution of the City Council, to serve as the general guideline for the establishment of parking requirements, subject to modification by the City Council where merited. Security lighting shall be permitted, and may be required on review of site plans, but shall be directed away from adjacent properties. No light or

combination of lights that cast light upon a Residential Land Use shall exceed 4-foot candle meter reading as measured at the residential property line. All measurements shall be made after dark at the property line or edge of roadway.

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

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

permitted less stringent design limitations in other site plan features.

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

1) **Definitions**

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

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

2) Permitted Outside Storage

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

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

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

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

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

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

9-220.2 Commercial Development I (CD-1)

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

a) Standards for Site and Building Construction

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

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

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

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

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

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

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

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

Excerpt from Article 11 of the Ham Lake City Code

...

11-1800 LANDSCAPING IN COMMERCIAL ZONED AREAS

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

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

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

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

11-1840 Contents and Specifications

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

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

11-1850 MINIMUM LANDSCAPING REQUIREMENTS

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

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

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

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

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

11-1860 Case by Case Evaluation

Recognizing that the City contains a wide variety of commercial land, the landscape approval process shall be on a case by case basis. Where wetlands are present, or where large distances separate a commercial lot from adjacent lands, for example, strict adherence to screening requirements may be unnecessary. Likewise, strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan.

Meeting Date: August 21, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Purchase Agreement for Permanent Roadway, Drainage and Utility Easement and Temporary Construction Easement Agreement for PIN #08-32-23-12-0021 (17255 Highway 65 NE)

Introduction/Discussion: City Attorney Berglund has been directed by the City Council to negotiate with property owner of 17255 Highway 65 NE (“Property”), Northwest Real Estate, LLC (“Northwest”) and its owner Jake Chial to purchase an easement over the Property for a future service road. The City obtained an appraisal of the Property from Nagell Appraisal & Consulting which showed a diminution in value of the property of \$169,000 because of the installation of the service road. The negotiations with Northwest included discussions of the additional cost to Northwest to relocate several items on the Property including exterior signage and outdoor lighting and light poles. Northwest has agreed to the purchase price of \$175,000 for the easement.

Recommendation: I recommend approval of the Purchase Agreement for Permanent Roadway, Drainage and Utility Easement and Temporary Construction Easement Agreement for PIN #08-32-23-12-0021 (17255 Highway 65 NE) in the amount of \$175,000.

PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement (this “Agreement”) is made by and between Northwest Real Estate, LLC, a Minnesota Limited Liability Company (“Seller”), having an address for notices and being the owner property located at 17255 Hwy 65 NE, Ham Lake, MN 55304 (the “Land”), and the City of Ham Lake (“Buyer”), a Minnesota municipal corporation having an address for notices of 15544 Central Avenue NE, Ham Lake, MN 55304, and is effective as of the date last signed by a party to this Agreement (“Effective Date”).

2. **OFFER/ACCEPTANCE.** Subject to the terms and conditions of this Agreement, Buyer agrees to purchase and Seller agrees to sell a non-exclusive permanent roadway, drainage and utility easement (the “Easement”) over a portion of the Land with said easement being legally described on the attached **EXHIBIT A** (the “Easement Property”).

3. **PRICE AND TERMS.** The purchase price for the Easement (the “Purchase Price”) shall be One Hundred Seventy-Five Thousand and 00/100 Dollars (\$175,000.00), which Buyer shall pay in cash or other immediately available funds on the “Closing Date” (defined below).

4. **CONTINGENCIES TO BUYER’S OBLIGATION TO PURCHASE THE EASEMENT.** Not later than five (5) days after this Agreement has been executed and delivered by both Seller and Buyer, Seller shall make available to Buyer and its attorneys and agents, all reports, studies, tests, surveys, current tenant leases and other documents relating to the Easement Property that are in Seller’s possession or control. Buyer’s obligation to purchase the Easement is contingent upon satisfaction, or waiver by Buyer, of each of the following conditions, which conditions shall be satisfied by Buyer at its sole cost and expense. All contingencies shall be satisfied or waived by Buyer on or before the expiration of the Inspection Period as hereinafter defined. If Buyer so notifies Seller that any such contingency to Buyer’s obligation to purchase the Easement has not been satisfied, this Agreement shall be voidable at the option of Buyer and neither Seller nor Buyer shall have any further rights or obligations under this Agreement except for obligations (the “Surviving Obligations”) which expressly survive any termination of this Agreement or the Closing.

(a) Buyer shall be completely satisfied, in Buyer’s sole discretion, with the condition of the Easement Property, including without limitation the environmental and soil conditions of the Easement Property. Seller hereby authorizes Buyer, at Buyer’s sole risk, to enter the Land during the period (the “Inspection Period”) commencing on the Effective Date of this Agreement and ending at a date thirty (30) days subsequent to the Effective Date, to conduct investigations and testing of the Easement Property. Buyer shall (i) indemnify,

defend and hold Seller harmless from all loss, cost, damage and expense (including court costs and reasonable attorney's fees) that Seller may suffer or incur as a result of Buyer's (including any agent or contractor of Buyer) entry onto and investigation and testing of the Easement Property, and (ii) in the event any investigations or testing by Buyer (including any agent or contractor of Buyer) causes any damage to the Land or any improvements located within the Land, then and in that event Buyer shall, at its sole cost and expense, repair any damage and restore the condition of the Land and improvements. Buyer's obligation under this Section 4(a) shall be a Surviving Obligation.

(b) Buyer shall have determined that roads, easements, driveways, utilities, points of access and other infrastructure serving the Land will be adequate for Buyer's purposes, as determined by Buyer in Buyer's sole discretion.

(c) Buyer shall have obtained all watershed, environmental and other governmental approvals (excluding any such approvals and permits as Buyer itself may grant) that Buyer shall deem necessary to use the Easement Property in the manner contemplated by Buyer.

(d) Buyer shall be satisfied with the matters disclosed by any survey of the Easement Property obtained by Buyer at Buyer's expense.

(e) The parties entering into a mutually acceptable temporary easement agreement consistent with Section 8 of this Agreement.

(f) The representations and warranties made by Seller in Section 10 shall be correct as of the Closing Date with the same force and effect as if such representations were made at such time.

(g) Formal approval of this transaction by the Ham Lake City Council at a scheduled Ham Lake City Council meeting.

5. **CLOSING.** Except as otherwise expressly provided in this Agreement, the closing of the sale and purchase contemplated by this Agreement ("Closing") shall occur on such date as mutually agreeable to Seller and Buyer and within 30 days subsequent to the contingencies identified in Section 4 of this Agreement either being satisfied or being waived by Buyer in its sole discretion, or such earlier date as shall be mutually acceptable to Seller and Buyer (the "Closing Date"). The Closing shall occur at 10:00 a.m., or such other time as shall be mutually acceptable to Seller and Buyer, at such location as shall be mutually acceptable to Seller and Buyer.

At the Closing, and subject to performance by Buyer, Seller shall execute in recordable form and deliver a Quit Claim Deed (the "Deed"), conveying a non-exclusive permanent roadway, drainage and utility easement over the Easement Property, subject

only to the "Permitted Exceptions" (defined below), and shall execute and deliver such other and further documents as reasonably shall be required to consummate the transaction contemplated by this Agreement. The Deed shall either be accompanied by a well disclosure certificate prepared and signed on behalf of Seller and filed at Buyer's cost or shall include the following statement: "I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate." At the Closing, and subject to performance by Seller, Buyer shall pay the Purchase Price in cash or other immediately available funds and shall execute and deliver such documents as reasonably shall be required to consummate the transaction contemplated by this Agreement.

At the Closing, Buyer shall pay the state deed tax and any conservation fee on the Deed, and the cost to record any instrument needed to correct title. Buyer shall pay the cost to record the Deed. Buyer shall pay any closing fee charged by the title insurance agency or other company closing the transaction contemplated by this Agreement. Buyer shall pay the cost of the Title Commitment, including the cost of any search or examination of the title, together with the cost of any title policy.

For purposes of this Agreement, "Permitted Exceptions" include:

- A. Building and zoning laws, ordinances, state and federal regulations;
- B. Reservation of any mineral rights by the State of Minnesota;
- C. Utility and drainage easements which do not interfere with Buyer's intended use of the Easement Property;
- D. Public roads upon and County ditches across the Land; and
- E. Any other matter disclosed by the Title Commitment and not timely and effectively objected to by Buyer.

6. **PAYMENT OF CLOSING COSTS.** Closing costs shall be paid by Buyer as provided for in this Agreement.

7. **CONDITION OF EASEMENT PROPERTY.** Buyer is aware that there is a wooden "Jake's Auto Mall" sign, a "Four Seasons Auto Care, Inc." sign (collectively the "Signs"), and four wooden light posts that are on the Easement Property and that Buyer will remove and set those items on the Land. Buyer shall have no obligation or responsibility for the cost of relocating or reinstalling these items. Further, Buyer, at Buyer's sole expense, shall relocate the well, including the pump and any related facilities, located on the Easement Property to a functional location for Seller and shall connect the well to the building located upon the Land. Buyer shall be responsible for securing all permits and approvals necessary for the relocation of the well and its connection to the

building. The new well, including the connection to the building, shall be completed before any abandonment or suspension of use of the well by Seller. Seller shall remove from the Land before the completion of the Closing all debris and personal property not included in the purchase of the Easement nor discussed in this Section 7. The obligations of Buyer to relocate the well shall survive Closing. If this Agreement is terminated, Buyer shall have no further obligation under this Section 7.

8. **TEMPORARY EASEMENT.** In addition to the Easement being purchased by Buyer, Seller shall grant to Buyer, at no additional cost, a temporary easement over the Land to allow Buyer to enter upon the Land and relocate the well and place any and all utilities necessary and associated with Buyer's installation of the roadway, drainage and utilities on the Easement Property. The parties agree to enter into a separate Temporary Easement Agreement consistent with this Section 8 at the Closing.

9. **BROKERAGE.** Buyer and Seller represent that neither party is represented by a real estate agent or broker and no brokerage commissions are due any third parties as a result of this transaction.

10. **REPRESENTATIONS AND WARRANTIES OF SELLER.** Seller represents and warrants to and covenants with Buyer that:

(a) Seller is the owner of fee simple title to the Land; Seller has the power and authority to enter into and perform the terms and conditions of this Agreement, and such performance will not conflict with or result in a breach of any of the terms, conditions or provisions of any agreement or instrument to which Seller is a party or by which it is bound, or constitute a default under any of the foregoing; and this Agreement is valid, binding and enforceable against Seller in accordance with its terms.

(b) Seller has not received any written notice of, and Seller is not aware of, any violation of any law, municipal ordinance or other governmental requirement affecting the Property, including without limitation any notice of any fire, health, safety, building, pollution, environmental or zoning violation, but specifically excluding any such ordinance of Buyer or any ordinance or requirement which Buyer has knowledge of.

(c) Aside from the negotiations with the City for the purchase of the Easement, Seller has not received any written notice of any condemnation or eminent domain proceedings, or negotiations for purchase in lieu of condemnation, relating to the Land, or any portion thereof; and Seller has no knowledge that any condemnation or eminent domain proceedings have been commenced or threatened in connection with the Land or any portion thereof.

(d) (1) To Seller's knowledge, the Land: (A) is not subject to any private or governmental lien or judicial or administrative notice, order or action relating to Hazardous Substances (as herein defined) or environmental problems, impairments or liabilities with respect to the Land, and (B) to Seller's knowledge, neither Seller nor the Land is in, or with any applicable notice and/or lapse of time, and/or failure to take certain curative or remedial actions, will be in, violation of any Environmental Laws (as herein defined).

(2) Seller shall not, prior to Closing, cause or acquiesce in any Hazardous Substances to exist or be stored, generated, used, located, discharged, released, possessed, managed, processed or otherwise handled on the Land in violation of any Environmental Laws, and shall comply with all Environmental Laws affecting the Property.

(3) Seller shall promptly notify Buyer should Seller become aware of (A) any environmental problem or liability with respect to the Land, (B) any lien, order, action or notice of the nature described in subparagraph (1) above, or (C) any litigation or threat of litigation relating to any alleged unauthorized release, discharge, generation, use, storage or processing of any Hazardous Substance or the existence of any Hazardous Substance or other environmental contamination, liability or problem with respect to or arising out of or in connection with the Land.

As used herein, "Hazardous Substances" means any matter giving rise to liability under the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Sections 9601 et seq. (including the so-called "Superfund" amendments thereto), or other applicable federal, state or local statute, law, ordinance, rule or regulation governing or pertaining to any hazardous substances, hazardous wastes, chemicals or other materials, including without limitation asbestos, polychlorinated biphenyls, radon, petroleum and any derivative thereof, or any common law theory based on nuisance or strict liability (all of the foregoing statutes, laws, ordinances, rules, regulations and common law theories are sometimes collectively referred to as "Environmental Laws").

(e) No litigation or proceedings are pending or, to Seller's knowledge, contemplated, threatened or anticipated, relating to the Land or any portion thereof.

(f) Seller has no knowledge of any unrecorded agreements, undertakings or restrictions which affect the Land. There are no other tenants, persons or entities occupying any portion of the Land, and to Seller's knowledge no claim exists against any portion of the Land by reason of adverse possession or prescription.

(g) To Seller's knowledge (1) there is no obligation with respect to the Land for any assessment, annexation fee, payment, donation or the like (other than

general real estate taxes, which are required to be paid by the Buyer); (2) there are no obligations in connection with the Land of any so-called "recapture agreement" involving refund for sewer extension, oversizing utility, lighting or like expense or charge for work or services done upon or relating to the Land or otherwise; and (3) there is no unexecuted paving agreement or undertaking with any government agency respecting construction of any acceleration or de-acceleration lane, access, or street lighting.

As used herein, the term to Seller's "**knowledge**" shall mean and refer to only the current actual knowledge of the Designated Representative of Seller and shall not be construed to refer to the knowledge of any other partner, officer, director, agent, broker, manager, member, authorized person, employee or representative of Seller, or any affiliate of Seller, or to impose upon such Designated Representative any duty to investigate the matter to which such actual knowledge or the absence thereof pertains, or to impose upon such Designated Representative any individual personal liability. As used herein, the term "**Designated Representative**" shall refer to the member or manager of Seller who executes this Agreement. If Seller acquires knowledge or receives notice of events or circumstances which render the representations and warranties set forth in this Agreement inaccurate, Seller shall notify Buyer in writing of such inaccuracy. If such an inaccuracy is adverse to Buyer, Buyer may either (i) terminate this Agreement within thirty (30) days thereafter, and neither party shall have any further obligations under this Agreement, except for the Surviving Obligations, or (ii) elect to proceed with the purchase of the Property pursuant to this Agreement, in which event the representation and warranty will be deemed to be automatically amended to correct the inaccuracy.

The representations and warranties of Seller set forth in Section 10 shall survive the Closing for a period of twelve (12) months subsequent to Closing, and any action brought upon a claim by Buyer against the Seller for breach of any representation or warranty must be brought, if at all, within twelve (12) months after Closing or such claim and action shall be forever barred.

BUYER ACKNOWLEDGES AND AGREES THAT, EXCEPT AS EXPRESSLY SPECIFIED IN SECTION 10 OF THIS AGREEMENT, SELLER HAS NOT MADE, AND SELLER HEREBY SPECIFICALLY DISCLAIMS, ANY REPRESENTATION OR WARRANTY OF ANY KIND, ORAL OR WRITTEN, EXPRESS OR IMPLIED, OR ARISING BY OPERATION OF LAW, WITH RESPECT TO THE LAND AND EASEMENT, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OR REPRESENTATIONS AS TO HABITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, ZONING, TAX CONSEQUENCES, PHYSICAL OR ENVIRONMENTAL CONDITION, UTILITIES, OPERATING HISTORY OR PROJECTIONS, VALUATION, GOVERNMENTAL APPROVALS, THE COMPLIANCE OF THE LAND AND EASEMENT WITH GOVERNMENTAL LAWS, OR ANY OTHER MATTER OR THING REGARDING THE LAND AND EASEMENT. BUYER AGREES TO ACCEPT THE EASEMENT AND

ACKNOWLEDGES THAT THE SALE OF THE EASEMENT AS PROVIDED FOR HEREIN IS MADE BY SELLER ON AN "AS IS, WHERE IS, AND WITH ALL FAULTS" BASIS. BUYER IS AN EXPERIENCED PURCHASER OF PROPERTIES SUCH AS THE EASEMENT AND BUYER HAS MADE OR WILL MAKE BUYER'S OWN INDEPENDENT INVESTIGATION OF THE LAND AND EASEMENT. THE PROVISIONS OF THIS SECTION 10 SHALL SURVIVE THE CLOSING HEREUNDER.

11. **POSSESSION.** Seller shall deliver access to the Easement Property for installation of a roadway, drainage and utilities not later than the completion of the Closing.

12. **EXAMINATION OF TITLE.** Title examination will be conducted as follows:

A. **Seller's Title Evidence.** Buyer shall obtain a commitment (the "Title Commitment") for an ALTA Form B Owner's Policy of Title Insurance, certified to date to include proper searches covering bankruptcies, State and Federal judgments and liens, issued by a title insurance company acceptable to Buyer, committing the title insurer to insure Buyer's title to the Easement, deleting standard exceptions and including affirmative insurance regarding zoning, contiguity, appurtenant easements and such other matters as may be identified by Buyer, with policy limits in the amount of the Purchase Price.

B. **Buyer's Objections.** Buyer shall be allowed thirty (30) business days after receipt of the Title Commitment for examination of title and making any objections, which shall be made in writing or deemed waived.

13. **TITLE CORRECTIONS AND REMEDIES.** Within five (5) business days after its receipt of Buyer's written title objections, Seller shall elect at its sole discretion to either not cure any objection or to cure an objection and make the title marketable. Within ten (10) business days of receipt of Seller's notice that Seller elects not to cure an objection, the Buyer shall elect to either (i) acquire the Easement subject to the objection, which objection shall be included as one of the Permitted Exceptions, or (ii) terminate this Agreement. Liens or encumbrances for liquidated amounts which can be released by payment or escrow from proceeds of Closing shall not delay the Closing and need not be timely objected to by Buyer. If Seller elects to cure an objection, Seller's cure shall be reasonable, diligent, and prompt. Pending correction of title, all payments required herein and the Closing shall be postponed.

A. If Seller elects to cure the objection and Seller makes title marketable within thirty (30) days after Seller's receipt of Buyer's title objections, then upon presentation to Buyer of documentation establishing

that title has been made marketable, and if not objected to in the same time and manner as the original title objections, the Closing shall take place within ten (10) business days or on the scheduled Closing Date, whichever is later.

B. If title is marketable, or is made marketable as provided herein, and Buyer defaults in any of the agreements herein, Seller may, as its sole remedy, cancel this Agreement, provided that said limitation of Seller's remedies shall not restrict or limit Seller's right to maintain a cause of action against Buyer to enforce any of the Surviving Obligations.

C. If title is marketable, or is made marketable as provided herein, and Seller defaults in any of the agreements herein, Buyer may cancel this Agreement, or may sue Seller for specific performance provided such action is commenced not later than six (6) months after such cause of action arose.

TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.

14. **NOTICES.** All communications, demands, notices or objections permitted or required to be given or served under this Agreement shall be in writing and, except as otherwise expressly provided in this Agreement, shall be deemed to have been duly given or served on the earliest to occur of: when delivered in person to the other party or its duly authorized agent; or one (1) business day after delivery to a same-day or overnight prepaid courier service; or two (2) business days after deposit with the United States Postal Service, postage prepaid, certified or registered mail, return receipt requested, in each case addressed to the other party at the address set forth at the beginning of this Agreement. Either party may change its address by giving at least ten (10) days' notice of such change to the other party. For purposes of this Agreement, all references to "business days" contained herein are references to normal working business days, i.e., Monday through Friday of each calendar week, exclusive of federal bank holidays. In the event that any event hereunder is to occur, or a time period is to expire, on a date which is not a business day, such event shall occur or time period shall expire on the next succeeding business day.

15. **MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

16. **SELLER'S DISCLOSURES.** Seller certifies that there is an existing individual sewage treatment system on and serving the Land that does not impact the Easement Property.

Buyer hereby acknowledges that the sale and purchase contemplated by this Agreement is exempt from the disclosure requirements of Minnesota Statutes Sections 513.52 to 513.60.

17. **CONSTRUCTION OF FRONTAGE ROAD.** It is acknowledged by and between the parties that the Easement is being acquired in order to permit the Buyer to construct within the Easement Property a frontage road. The frontage road shall provide two (2) points of access to the Land as depicted on the site plan for the temporary construction easement prepared by the Buyer's engineer, Project No. 2111, dated May 16, 2023. Buyer agrees that the frontage road and all improvements constructed within the Easement Property shall be constructed at the sole cost and expense of the Buyer, and that Seller shall have no obligation to reimburse Buyer for the cost of the construction or the curb cuts and the Land shall not be subject to any assessment for the cost of all or any portion of the costs of acquiring the Easement or the construction of the frontage road and improvements within the Easement Area. The Buyer agrees that until the completion of the construction of the frontage road, Seller shall continue to have the access to the Land through the existing driveways and curb cuts presently located within the Easement Property. The Seller understands that the construction of the frontage road will eliminate the Land's direct access to Highway 65, provided that the Land will have access to Highway 65 via the frontage road to either Crosstown Boulevard or 169th Avenue. The Seller agrees to execute documents prepared by the City that serve to surrender the Land's direct access to Highway 65. The obligations set forth in this Section 17 shall survive Closing.

[The remainder of this page is intentionally blank. Signature page and Exhibit follow.]

Northwest Real Estate, LLC agrees to sell the Property for the Purchase Price and on the terms and conditions set forth above

SELLER:

Northwest Real Estate, LLC

Date: _____

By: _____

Its: _____

The City of Ham Lake agrees to buy the Property for the Purchase Price and on the terms and conditions set forth above

BUYER:

THE CITY OF HAM LAKE

Date: _____

By: _____

Brian Kirkham

Its: Mayor

EXHIBIT A

The land referred to is situated in the County of Anoka, State of Minnesota, and is described as follows:

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

Commencing at the intersection of the south line of said Northwest Quarter of the Northeast Quarter with the easterly right-of-way of Trunk Highway No. 65 per Minnesota Department of Transportation Monument Plat No. 02-M24, Anoka County, Minnesota; thence North 00 degrees 11 minutes 52 seconds East, assumed bearing, along said easterly right-of-way, 33.00 feet; thence North 89 degrees 01 minute 13 seconds East, parallel with the south line of said Northwest Quarter of the Northeast Quarter, 330.00 feet; thence North 00 degrees 12 minutes 23 seconds East, parallel with west line of said Northwest Quarter of the Northeast Quarter, 700.00 feet; thence South 89 degrees 05 minutes 45 seconds West, parallel with the north line of said Northwest Quarter of the Northeast Quarter, 182.91 feet to the point of beginning; thence continuing South 89 degrees 05 minutes 45 seconds West, 72.94 feet; thence North 35 degrees 33 minutes 50 seconds West, 5.03 feet; thence northerly 225.38 feet along a tangential curve concave to the east, having a radius of 341.79 feet and a central angle of 37 degrees 46 minutes 50 seconds and a chord bearing North 16 degrees 40 minutes 25 seconds West and a chord length of 221.31 feet to said easterly right-of-way; thence northerly along said easterly right of way to the north line of said Northwest Quarter of the Northeast Quarter; thence North 89 degrees 05 minutes 45 seconds East, along said north line, 68.60 feet; thence southerly 4.57 feet along a curve concave to the east, not tangential with the last described line, said curve having a radius of 282.00 feet, a central angle of 0 degrees 55 minutes 42 seconds and a chord bearing of South 08 degrees 12 minutes 36 seconds West; thence southerly 173.38 feet along a compound curve concave to the east having a radius of 1869.74 feet and a central angle of 05 degrees 18 minutes 47 seconds and a chord bearing South 05 degrees 05 minutes 22 seconds West and a chord length of 173.32 feet; thence South 02 degrees 25 minutes 59 seconds West, tangent to the last described curve, 157.44 feet; thence southerly 42.70 feet along a tangential curve to the last described line concave to the east, having a radius of 11316.74 feet and a central angle of 0 degrees 12 minutes 58 seconds; thence southeasterly 185.81 feet along a compound curve concave to the northeast, having a radius of 281.79 feet and a central angle of 37 degrees 46 minutes 50 seconds; thence South 35 degrees 33 minutes 50 seconds East, tangent to the last described curve, 46.51 feet to the point of beginning.

RESOLUTION NO. 23-XX

RESOLUTION APPROVING THE PRELIMINARY 2024 PROPOSED BUDGET AND
2023 TAX LEVY, COLLECTIBLE IN 2024

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, that the following sums of money are proposed to be levied for the current year, collectible in 2024, upon taxable property in the City of Ham Lake, for the following purposes:

General Levy	\$6,431,806.00
Bonded Indebtedness:	
G. O. Capital Improvement Plan Bond, series 2010A	\$ 208,031.00
Total Levy	\$6,639,837.00

The 2023 tax levy, collectible in 2024, for G.O. Capital Notes, Series 2016A (NMTC) is cancelled, as alternative revenues are available to pay the principal and interest on the bonds.

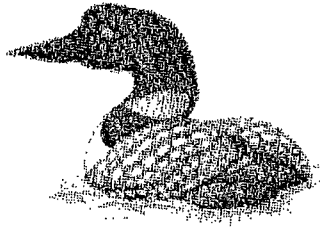
BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, that the attached copy of the 2024 preliminary budget is hereby adopted.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the Department of Tax Administration, Anoka County, Minnesota.

Adopted by the Ham Lake City Council this 21st day of August, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Murff, Finance /Human Resource Director

Subject: Preliminary 2024 budget and 2023 levy for payable 2024

GENERAL FUND BUDGET

City Council and staff started discussions about the 2024 budget expenditures in June and the City Council’s expectations for a Levy. During the August 7, 2023 budget meeting, it was a consensus for the 2024 preliminary budget to be budgeted with a 7 percent tax levy increase with the understanding the tax levy could be lowered, but not increased with the final budget approval in December. The \$64,655 budget deficit would be funded with General Fund Reserves.

General Fund Revenue

Preliminary General Fund budget is funded primarily by a property tax levy. An increase of 7.00% or \$420,772 brings the General Fund tax levy to \$6,431,805. The 2023 tax rate was 19.502% and it is projected to be 19.364% for 2024. Most other General Fund revenues for the City remained consistent from 2023. Investment earnings was increased due to a favorable market for investments and several years of conservative budgeting due to losses.

General Fund Expenditures

The 2024 Preliminary Budget uses a mixture of tax levy and General Fund reserves to cover operating expenditures. The largest increase in expenditures for the 2024 budget is Police protection with an increase of \$197,399. This increase is driven by the increase of the Anoka County Sheriff Contract of 14.58% or \$197,307. Transfers to equipment funds increased slightly by 3.14% or \$52,000. The Public Works Equipment fund was increased \$50,000 and the Parks Equipment fund was increased \$2,000. Transfers to all Capital Funds are as follows:

- General Government Equipment - \$5,500
- Election Equipment - \$4,000
- Building Fund - \$10,000
- Fire Equipment Fund - \$285,000

- EOC - \$2,000
- Building Inspection Equipment - \$10,000
- Public Works Equipment - \$250,000
- Pavement Management - \$1,100,000
- Park Equipment - \$42,000

In operating expenditures, most departments saw none to slight increases to their budgets for 2024. Other notable increases/decreases are as follows:

- Council and Ordinances saw increases to the budget due to aligning budgeted Engineering and Attorney fees to actual costs.
- Elections costs are only budgeted every other year to match the City's election cycle. This year there is a total of \$45,984, which includes an increase of \$1.00 per hour for head election judges, assistant head election judges, and election judges as well as more hours due to early voting changes for Election Assistants.
- General Government buildings increased due to increases in the contracts for HVAC maintenance and building cleaning. The budget was also increased to help align to the actual cost of natural gas for heating in the winter.
- Informational Technology (IT) saw a decrease in its budget due to reallocating the personnel and administrative costs of IT out to each function within the City. The overall budget increased for Metro-Net increased 4.65% from 2023.
- The Fire Department and the Fire Station departments saw increases due to budgeting for staff and utilities for the new facility.
- Building Inspection department decreased due to taking out the open position of a third building inspector.
- Public Works building budget increased due to foreseen potential repairs, an increase in the cleaning contract, and aligning the natural gas budget to cover the actual cost.
- Stormwater drainage saw an increase in its budget due to the need of new culverts.
- Stormwater – WMO's budget increased to aligning engineering fees to actual from previous years and adding a budget line for the City Attorney. There was also \$3,000 added for potential payment for attorney fees for Sunrise WMO.
- Engineering line item was adjusted to actual for Right of Way.
- Parks department saw an increase in the budget due to personnel costs*, which were offset by decreases to General Fund capital asset purchases and insurance costs. There was an additional Public Works/Parks Maintenance Worker hired in February.
 - *This position was not budgeted for until the 2024 budget and was added to Public Works. Total wages and benefits for this position is \$74,791. It is also planned one of current Public Works/Parks Maintenance Workers will be promoted to a Parks Supervisor with budgeted wages and benefits in the amount of \$93,350, however, the actual effect on the total budget is an increase of \$5,380 due to it being a promotion and not a new employee.
- Parks buildings saw an increase due to aligning the natural gas budget to actual.
- Senior Center saw a decrease in its budget after aligning the budget to actual costs for insurance and phones.

- Senior Center Building saw an increase in its budget after aligning the budgeted cost of natural gas to actual costs and an increase to the cleaning service contract.

The preliminary budget includes a 3% cost of living increase for staff.

Attachment A is the General Fund summary, attachment B is the General Fund revenue line details, and attachment C is the General Fund expenditure details.

General Fund Levy Increase Impact on Property Taxes

The tax rate for the 2024 budget would decrease .138% to 19.364%. The impact to property tax increases would be attributed to the increase in the market value of property and not the tax capacity rate since the City tax capacity will decrease. As seen in the chart below, if housing values were to remain the same, there would be a very slight decrease in the City’s portion of the annual property taxes. However, when the increase in market values of the property is factored in, there is an increase in property taxes.

NO CHANGE IN HOME VALUE

Value of Home	2021 Actual	2022 Actual	2023 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
\$ 300,000	\$ 659	\$ 585	\$ 581	(4)	-0.71%
375,000	823	\$ 731	\$ 726	(5)	-0.71%
439,500 *	965	\$ 857	\$ 851	(6)	-0.71%
550,000	1,207	\$ 1,073	\$ 1,065	(8)	-0.71%
650,000	1,427	\$ 1,268	\$ 1,259	(9)	-0.71%

WITH HOME VALUE INCREASES

2022 Value of Home	2023 Value of Home	2022 Actual	2023 Estimated	\$ Increase / (decrease)	% Increase / (decrease)
300,000	317,010	585	614	29	5%
375,000	396,263	731	767	36	5%
415,917	439,500 *	811	851	40	5%
550,000	581,185	1,073	1,125	52	5%
650,000	686,855	1,268	1,330	62	5%

* Average Home Taxable Market Value

CAPITAL PROJECT FUNDS

The City has a total of 10 Capital Funds. These funds are used to purchases capital items such as equipment, vehicles, building updates, infrastructure updates, and street improvements.

Equipment Funds

The Capital Improvement Plan projects out five years of funding needed for equipment. Each year Council and Department Head meet to evaluate Fire Equipment, Building Inspector Equipment, Public Works Equipment, and Parks Equipment needs for equipment and any changes that have to have to the current plan in funding or equipment.

Revolving Street Fund

In the 2022 and 2023 budget process, the Revolving Street funding shortage was addressed by using a mixture of transfer increases, changes to proposed projects and use of \$1.1M of American Rescue Plan Act (ARPA) funding towards the Creek Valley Road Reconstruction street project.

The 2024 Capital Improvement Plan can be found in attachment F and line item detail for the Capital Funds can be found in attachment E.

OTHER FUNDS

Ham Laker Fund: A transfer of \$15,400 is budgeted from the Cable Funds to help alleviate the expenditures.

2010 CIP Bond Debt Service Fund: The G.O. levy for this bond is \$208,031.

GO Capital Note Debt Service Fund-NMTC: This fund was created in 2016. The City of Circle Pines issued General Obligation Capital Notes to finance the acquisition of capital equipment by the North Metro Telecommunications Commission. Member cities receive franchise fees from NMTC, from which they pay their share of the debt service payments. Member cities will not levy property taxes to pay the debt service. The preliminary 2024 budget includes franchise fees of \$ 32,174 and bond principal, interest, and miscellaneous expense of \$32,174.

Details can be found in Attachment D.

FUND BALANCE RATIO AND USE OF RESERVES

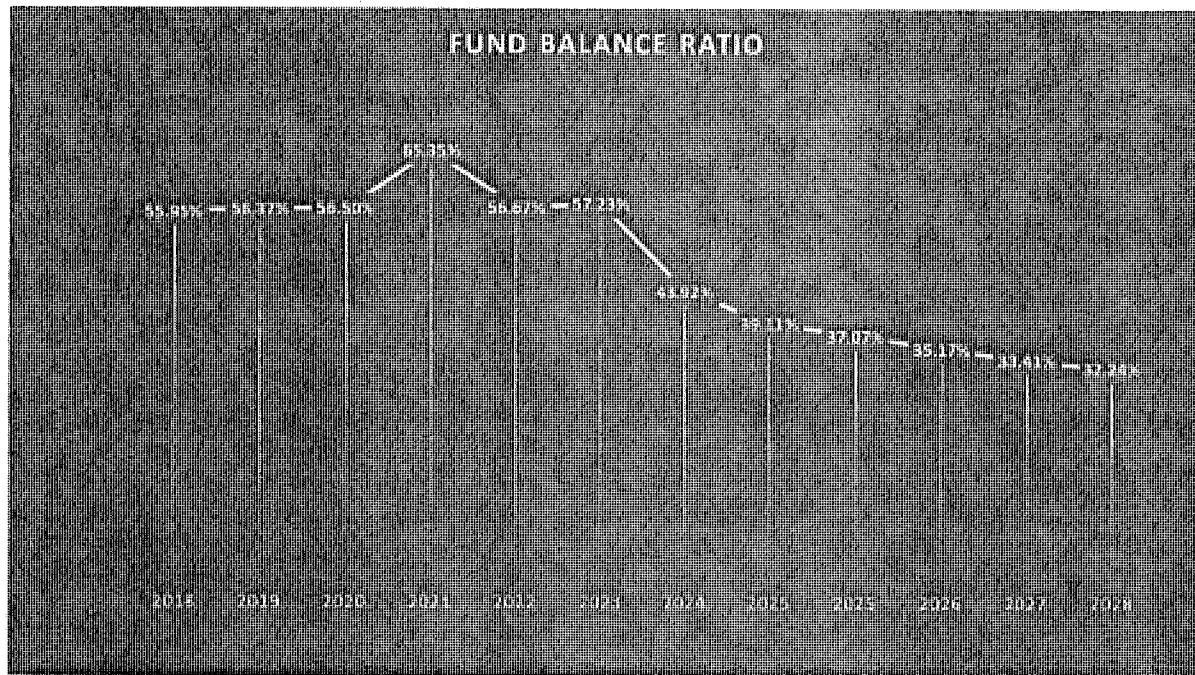
Another consideration at budget time, is looking to make sure the City is maintaining the appropriate General Fund Balance ratio. This ratio is an indicator of cash flow for the year and is

safety net if there are unexpected critical events from which the City may incur expenditures. The ratio also has an inverted relationship between fund balance or reserves and budget. (Reserves only happen if there is unexpectedly more revenue than expenditures when doing a balanced budget or budgeting to add to the reserves.) If the fund balance is to stay consistent and the budget increase, the ratio would drop. If the fund balance was drop and the budget increase, the ratio would drop. If the fund balance grew and a higher rate than the budget rate, the ratio would grow.

The City has a Fund Balance Policy requiring the City to keep the fund balance ratio between 35 – 50%, which follows State Auditor guidelines. For the last five years, the fund balance ratio has averaged out to 58.17 % with 2020 having a highest ratio of 65.35%. In fiscal year 2021, there was a transfer of and addition \$550,470 to the Revolving Road Fund that dropped the fund balance back down to 56.67%.

Fiscal 2022 ended with an unassigned General Fund balance of \$3,972,866. The 2023 Budget has a balanced budget, but the City has planned on using \$700,000 of reserves to offset cost of Fire Station #3, this would bring the projected 2023 General Reserves to \$3,272,866. The expenditures for 2024 are \$7,451,206, creating a 2023 Fund Balance ratio of 43.92%, which would fall within the policy and statue requirements, but would be lower than prior years.

Below is a chart showing the historical fund balance ratios of budget years 2016 through 2023 and the projections of budget years 2024 through 2028 projections with the calculations.



Budget Year	Unassigned GF Fund Balance**	GF Operation Expenditures*	Planned CIP Transfers	Total Budget Expenditures	Fund Balance Ratio
2018	3,050,921.00			5,453,428	55.95%
2019	3,215,413.00			5,703,650	56.37%
2020	3,161,707.00			5,596,107	56.50%
2021	3,749,117.00			5,737,220	65.35%
2022	3,572,304.00			6,303,518	56.67%
2023	3,972,866.00			6,941,368	57.23%
2024	3,272,866.00	5,742,706.00	1,708,500.00	7,451,206	43.92%
2025	3,208,211.00	6,029,841.30	2,173,000.00	8,202,841	39.11%
2025	3,208,211.00	6,331,333.37	2,323,000.00	8,654,333	37.07%
2026	3,208,211.00	6,647,900.03	2,473,000.00	9,120,900	35.17%
2027	3,208,211.00	6,980,295.03	2,623,000.00	9,603,295	33.41%
2028	3,208,211.00	7,329,309.79	2,623,000.00	9,952,310	32.24%
*The General Fund Operation expenditures were increased 5% year over year for the projection					
**The 2025 Unassigned General Fund Balance takes into account the 2024 budget deficit of \$64,655.					
Years 2026-2027 use a projected balanced budget from the previous to for the projection.					

CITY OF HAM LAKE, MINNESOTA
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES - SUMMARY
GENERAL FUND
ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2020-2021, PERIOD TO DATE OCTOBER 31, 2022 AND
BUDGET FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2023

	Actual	Actual	YTD	Budget	Budget	Percent
	2021	2022	5/31/2022	2023	2024	Change
REVENUES						
Taxes	\$ 5,067,295	\$ 5,376,363	\$ -	\$ 6,038,283	\$ 6,444,055	6.72% (1)
Licenses and permits	592,028	570,567	223,669	528,600	537,600	1.70%
Intergovernmental	177,827	578,748	65,720	176,000	176,000	0.00%
Charges for services	11,929	9,790	4,411	9,385	9,285	-1.07%
Fines and forfeitures	26,530	32,056	17,565	30,000	31,500	5.00%
Investment earnings	(3,227)	29,664	52,505	1,000	30,000	2900.00% (2)
Miscellaneous	178,686	377,365	121,741	156,100	156,100	0.00%
Other financing sources	-	185	-	-	-	0.00%
TOTAL REVENUES	6,051,069	6,974,740	485,611	6,939,368	7,384,540	6.42%
EXPENDITURES						
Council	72,338	78,282	44,416	73,460	87,481	19.09% (3)
Ordinances	2,909	14,072	12,232	4,600	22,550	390.22% (3)
Administration	150,972	162,059	83,008	170,283	172,701	1.42%
Clerk	120,174	115,996	59,824	126,374	123,151	-2.55%
Elections	-	38,048	79	-	45,984	0.00% (4)
Finance	216,401	240,600	138,596	278,710	266,227	-4.48%
Auditing	28,580	23,550	22,980	29,000	29,630	2.17%
Assessing	79,878	80,543	41,093	82,100	85,836	4.55%
Prosecutions	78,000	78,000	33,475	78,000	80,340	3.00%
Planning & zoning	83,670	83,454	43,128	102,239	104,151	1.87%
General government	69,200	448,495	1,313,308	87,771	89,911	2.44%
General govt buildings	31,099	45,725	20,811	39,075	47,004	20.29% (5)
City sign	2,670	2,296	2,181	3,005	3,194	6.29%
Information Technology	41,995	52,785	32,404	62,413	42,100	-32.55% (6)
Police protection	1,081,465	1,217,110	691,652	1,353,929	1,551,329	14.58% (7)
Fire department	546,996	573,674	316,494	665,106	756,388	13.72% (8)
Fire stations	29,105	31,157	12,526	36,870	43,141	17.01% (9)
Sirens	8,331	8,205	4,562	9,214	9,205	-0.10%
Building inspection	369,120	414,061	178,383	459,650	378,512	-17.65% (10)
Animal control	3,060	4,386	1,723	3,150	3,150	0.00%
Public works	791,911	797,812	484,369	963,554	1,038,029	7.73%
Public works building	29,502	39,010	27,565	38,830	46,100	18.72% (11)
Snow & ice removal	94,479	115,784	95,620	66,590	66,680	0.14%
Stormwater drainage	2,505	7,060	796	3,500	5,500	57.14% (12)
Stormwater-WMOs	18,506	28,780	16,716	18,939	35,018	84.90% (13)
Signs & signals	21,972	17,910	6,616	21,095	23,100	9.50%
Utility/ROW	47,268	56,732	16,241	50,000	60,200	20.40% (14)
Parks	201,316	175,528	89,459	305,877	374,058	22.29% (15)
Park Buildings	14,715	14,138	9,514	18,350	20,910	13.95% (16)
Senior Center	3,456	2,937	1,036	7,793	4,186	-46.28% (17)
Senior Center Building	11,326	12,739	7,662	14,190	15,740	10.92% (18)
Misc/unallocated	111,057	129,091	1,535	111,200	111,200	0.00%
TOTAL EXPENDITURES	4,363,974	5,110,019	3,810,006	5,284,868	5,742,706	8.66%
EXCESS REVENUES (EXPENDITURES)	1,687,095	1,864,721	(3,324,395)	1,654,500	1,641,835	-0.77%
OTHER FINANCING SOURCES (USES)						
Transfers in	1,200	1,200	-	2,000	2,000	0.00%
Transfers out	(1,851,470)	(1,346,500)	(828,250)	(1,656,500)	(1,708,500)	3.14%
TOTAL OTHER FINANCING SOURCES (USES)	(1,850,270)	(1,345,300)	(828,250)	(1,654,500)	(1,706,500)	3.14%
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	\$ (163,175)	\$ 519,421	\$ (4,152,645)	\$ (0)	\$ (64,665)	

Explanation of Budget Changes in revenue and expenditures over 10%

- (1) Levy was only increased 4% per instruction from the council.
- (2) Increased investment income due to higher rates and current trends in returns.
- (3) Aligned budgeted Attorney and Engineering fees to actual costs.
- (4) Budgeted for more election assistant help due to new statute indicating an increase in early voting hours and increased election judge wages by \$1.00 per hour.
- (5) The contracts HVAC maintenance and cleaning services increased. Also, aligned the natural gas budget to actual costs.
- (6) Reallocated fees to the departments. This is now only general government departments.
- (7) The Police Contract increased 14% due to wages increase after union negotiations.
- (8) Budgeted for more Fire Fighters for Fire Station #3.
- (9) Budgeted for increase in utilities for Fire Station #3.
- (10) Eliminated the open Building Inspector position.
- (11) Increased building repair for potential repairs, increased cleaning services due to contract increases, and aligned budgeted natural gas expenditures to actual costs.
- (12) Budgeted for Culverts.
- (13) Aligned budgeted Attorney and Engineering fees to actual costs as well as added \$3,000 for Sunrise WMO attorney fees.
- (14) Aligned budgeted Engineering Fees to actual costs.
- (15) Increase in personnel costs and decreases to capital assets and insurance.
- (16) Aligned budgeted natural gas costs to actual.
- (17) Decreased phone services and insurance to be more aligned with actual costs.
- (18) Increase in cleaning services due to contract increase and aligned budgeted natural gas to actual costs..

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET 2023	2024
GENERAL FUND							
GENERAL FUND							
Revenues							
General Property Taxes							
100-31001	Current property taxes	(4,814,835.42)	(4,991,421.97)	(5,371,846.16)	-	(6,011,033.00)	(6,431,805.31)
100-31002	Delinquent property taxes	(28,578.61)	(65,918.49)	(5,298.07)	(490.09)	(25,000.00)	(10,000.00)
100-31901	Penalties & interest	(758.22)	(9,954.65)	781.08	490.09	(2,250.00)	(2,250.00)
Total		(4,844,172.25)	(5,067,295.11)	(5,376,363.15)	-	(6,038,283.00)	(6,444,055.31)
Licenses and permits							
100-32101	Animal license	-	-	-	(35.00)	-	-
100-32102	Beer & liquor license	(2,095.00)	(2,170.00)	(26,120.00)	(26,320.00)	(27,000.00)	(27,000.00)
100-32103	Business license	(2,915.00)	(3,270.00)	(3,185.00)	-	(2,900.00)	(2,900.00)
100-32104	Conditional use permits	(1,100.00)	(2,600.00)	(700.00)	(600.00)	(1,000.00)	(1,000.00)
100-32105	Contractor's license	(950.00)	(1,850.00)	(2,100.00)	(1,200.00)	(700.00)	(700.00)
100-32106	Fireworks sales permits	(100.00)	(100.00)	(100.00)	(100.00)	(100.00)	(100.00)
100-32107	Hotel/motel license	(500.00)	(500.00)	(500.00)	-	(500.00)	(500.00)
100-32108	Motor vehicle sales lot license	(2,700.00)	(2,500.00)	(1,900.00)	(2,700.00)	(2,500.00)	(2,500.00)
100-32109	Transient sales license	(60.00)	(270.00)	(450.00)	(780.00)	(200.00)	(200.00)
100-32110	Private kennel & dang. dog license	(230.00)	(300.00)	(175.00)	-	(200.00)	(200.00)
100-32201	Building permits	(279,567.75)	(260,748.30)	(240,748.14)	(84,472.00)	(250,000.00)	(240,000.00)
100-32202	Other construction permits	(91,390.50)	(100,906.50)	(110,012.75)	(38,866.00)	(85,000.00)	(85,000.00)
100-32203	Burning/party/large assembly permits	(820.00)	(1,060.00)	(1,000.00)	(520.00)	(1,000.00)	(1,000.00)
100-32204	Deviation permits	(1,800.00)	(2,100.00)	(2,100.00)	(600.00)	(1,500.00)	(1,500.00)
100-32205	Electrical permits	-	-	-	-	-	-
100-32206	Move-in permits	-	-	-	-	-	-
100-32207	Sign permits	(1,355.00)	(982.00)	(948.00)	(138.00)	(1,000.00)	(1,000.00)
100-32208	Utility R-O-W permits	(63,440.00)	(98,025.00)	(76,929.81)	(31,800.00)	(60,000.00)	(79,000.00)
100-32209	Additional electrical fees	-	-	-	-	-	-
100-32210	Plan checks	(121,451.63)	(114,646.03)	(103,598.16)	(35,538.27)	(95,000.00)	(95,000.00)
100-32211	Excavation/misc permits	-	-	-	-	-	-
Total		(570,474.88)	(592,027.83)	(570,566.86)	(223,669.27)	(528,600.00)	(537,600.00)
Intergovernmental							
100-33102	Federal fire/emerg preparedness grants	-	-	-	(27,496.00)	-	-
100-33103	ARPA Grant	-	-	(383,555.09)	-	-	-
100-33401	MSA maintenance	(44,070.00)	(44,000.00)	(45,165.00)	(23,002.50)	(44,000.00)	(44,000.00)
100-33403	Fire relief state aid	(104,380.54)	(108,297.56)	(122,940.83)	(1,000.00)	(110,000.00)	(110,000.00)
100-33404	MVHC	(3,627.54)	(3,260.20)	(5,051.32)	-	(3,500.00)	(3,500.00)
100-33405	PERA aid	-	-	-	-	-	-
100-33407	State fire grants	(1,591.47)	(18,236.35)	(16,091.25)	(5,371.16)	(15,000.00)	(15,000.00)
100-33409	Tax forfeit settlements	(10,700.43)	-	-	(350.24)	-	-
100-33501	Other county grants and aid	(33,258.00)	-	-	-	-	-
100-33601	Other local grants and aids	(3,498.99)	(4,033.31)	(5,944.74)	(8,500.00)	(3,500.00)	(3,500.00)
Total		(201,126.97)	(177,827.42)	(578,748.23)	(65,719.90)	(176,000.00)	(176,000.00)
Charges for services							
100-34102	Assessment search	(7,080.00)	(4,335.00)	(2,715.00)	(465.00)	(3,000.00)	(2,500.00)
100-34103	Copies	(21.75)	(11.00)	-	-	(10.00)	(10.00)
100-34104	Election filing fees	(50.00)	-	(125.00)	-	-	-
100-34105	Sale of taxable items	(39.37)	(101.98)	(21.20)	(126.00)	(50.00)	(50.00)
100-34106	Staff review	(1,820.00)	(3,400.00)	(1,800.00)	(920.00)	(2,400.00)	(1,800.00)
100-34107	Surcharge Retention	(1,684.72)	-	(1,148.60)	-	(1,000.00)	(1,000.00)
100-34109	Other charges for service	(26.00)	(850.00)	(239.00)	(250.00)	(200.00)	(200.00)
100-34304	Water sales	(28.02)	(6.00)	(16.65)	-	(25.00)	(25.00)
100-34701	Ballfield Fees	-	-	-	-	(200.00)	(200.00)
100-34702	Park/pavilion rentals	(1,300.00)	(3,225.00)	(3,725.00)	(2,650.00)	(2,500.00)	(3,500.00)
Total		(12,049.86)	(11,928.98)	(9,790.45)	(4,411.00)	(9,385.00)	(9,285.00)
Fines and forfeitures							
100-35001	Court fines & fees	(22,131.35)	(26,530.33)	(30,306.42)	(17,564.81)	(30,000.00)	(30,000.00)
100-35002	Tobacco & Liquor Fines	-	-	(1,750.00)	-	-	(1,500.00)
Total		(22,131.35)	(26,530.33)	(32,056.42)	(17,564.81)	(30,000.00)	(31,500.00)
Miscellaneous							
100-37101	Interest on investments	(30,842.10)	3,226.61	(29,664.20)	(52,504.97)	(1,000.00)	(30,000.00)
100-37102	Interest on Leases	-	-	(65,736.00)	-	-	-
100-37301	Tower lease	(111,082.58)	(129,546.94)	(147,981.49)	(99,105.62)	(145,600.00)	(145,600.00)
100-37302	Building lease	(3,720.72)	(3,720.72)	-	-	-	-
100-37501	General donations	(2,860.50)	(10,559.05)	(14,000.00)	(16,500.00)	(7,500.00)	(7,500.00)
100-37502	Fire department donations	(2,000.00)	-	-	-	(2,000.00)	(2,000.00)
100-37601	Refunds & reimbursements	(55,252.05)	(34,859.25)	(36,697.76)	(6,135.30)	(1,000.00)	(1,000.00)
Total		(205,757.95)	(175,459.35)	(294,079.45)	(174,245.89)	(157,100.00)	(186,100.00)

Attachment B

CITY OF HAMLAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET 2023	2024
Other Financing Sources							
100-39101	Sale of assets	(3,551.00)	-	(185.25)	-	-	-
100-39201	Insurance reimbursements	-	-	-	-	-	-
100-39302	Transfer from lawful gambling fund	-	(1,200.00)	-	-	-	-
100-39303	Transfer from lodging tax fund	(1,350.00)	-	(1,200.00)	-	(2,000.00)	(2,000.00)
Total		(4,901.00)	(1,200.00)	(1,385.25)	-	(2,000.00)	(2,000.00)
Grand Total Revenues		(5,860,614.26)	(6,052,269.02)	(6,862,989.81)	(485,610.87)	(6,941,368.00)	(7,386,540.31)

Attachment C

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	2023	BUDGET 2024
General Fund							
Expenditures							
Mayor and Council							
100-41101-1140	Wages & salaries-Council	25,599.84	27,641.49	23,966.52	12,799.92	25,600.00	25,600.00
100-41101-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41101-1211	PERA	490.08	513.52	285.88	245.04	250.00	490.00
100-41101-1212	FICA/MC	1,350.84	1,785.65	1,454.37	675.26	1,960.00	1,960.00
100-41101-1510	Worker's comp insurance	68.36	76.01	74.50	49.25	170.00	106.38
100-41101-1610	Advisory/representative	-	-	-	-	240.00	240.00
100-41101-3105	Assessing/property tax administration	1,753.49	1,775.62	1,693.64	1,814.08	1,800.00	1,854.00
100-41101-3110	Attorney	7,508.32	5,923.00	11,992.50	3,466.44	10,000.00	10,300.00
100-41101-3135	Engineering	14,679.70	8,747.91	20,435.07	12,104.74	15,000.00	25,750.00
100-41101-3136	Engineering-comprehensive plan	20,114.04	8,708.69	41.57	-	-	-
100-41101-3190	Other professional services	-	-	-	-	-	-
100-41101-3510	Training/conferences/schools	-	-	-	-	1,000.00	1,000.00
100-41101-3920	Dues & subscriptions	18,244.00	15,729.34	16,155.66	11,183.67	15,000.00	17,000.00
100-41101-3940	Insurance	57.25	50.09	328.87	612.14	220.00	661.11
100-41101-3950	Legal notices/publications/bids	2,153.78	1,248.43	1,668.96	1,327.20	2,000.00	2,000.00
100-41101-3960	Mileage	-	-	-	-	20.00	20.00
100-41101-3980	Filing fees	46.00	138.00	184.00	138.00	200.00	500.00
Total		92,065.70	72,337.75	78,281.54	44,415.74	73,460.00	87,481.49
Ordinances							
100-41102-3110	Attorney	1,480.83	1,785.00	3,053.00	2,498.80	3,000.00	6,000.00
100-41102-3135	Engineering	764.85	336.27	10,639.98	9,500.78	500.00	15,450.00
100-41102-3950	Legal notices/publications/bids	1,017.87	787.32	378.72	232.26	1,100.00	1,100.00
Total		3,263.55	2,908.59	14,071.70	12,231.84	4,600.00	22,550.00
Administration							
100-41201-1110	Wages & salaries-FT	115,768.04	119,213.81	129,349.85	63,804.70	132,330.00	134,320.00
100-41201-1120	Wages & salaries-PT	-	-	-	-	-	-
100-41201-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41201-1211	PERA	8,687.20	8,947.17	9,703.55	4,788.33	9,930.00	10,080.00
100-41201-1212	FICA/MC	9,657.73	9,940.11	10,727.30	5,460.16	10,130.00	10,280.00
100-41201-1310	Flex plan contribution	10,800.00	10,800.00	10,800.00	7,530.54	15,060.00	15,060.00
100-41201-1320	Life/disability/other insurance	38.40	47.72	39.19	14.53	40.00	40.00
100-41201-1510	Worker's comp insurance	574.05	784.94	547.14	583.14	1,330.00	1,259.58
100-41201-2110	Office supplies	79.33	118.94	34.40	70.46	200.00	200.00
100-41201-2510	Software licenses & upgrades	260.28	514.03	319.68	236.16	381.00	490.00
100-41201-3120	Computer & software support	-	50.00	-	-	-	-
100-41201-3440	Equipment repair & maintenance service	-	-	-	-	-	-
100-41201-3510	Training/conferences/schools	-	-	-	-	200.00	200.00
100-41201-3910	Advertising for employment	-	-	-	-	-	-
100-41201-3920	Dues & subscriptions	215.00	288.68	205.56	129.62	250.00	250.00
100-41201-3940	Insurance	272.40	266.67	332.43	390.23	332.28	421.45
100-41201-3960	Mileage	36.23	-	-	-	100.00	100.00
Total		146,388.66	150,972.07	162,059.10	83,007.87	170,283.28	172,701.03
City Clerk							
100-41301-1110	Wages & salaries-FT	95,038.49	85,400.15	86,815.43	43,236.88	89,650.00	89,880.00
100-41301-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41301-1211	PERA	7,120.62	6,415.87	6,596.12	3,236.88	6,730.00	6,750.00
100-41301-1212	FICA/MC	7,334.26	6,716.75	6,679.53	3,512.99	6,860.00	6,880.00
100-41301-1310	Flex plan contribution	10,800.00	10,800.00	10,800.00	7,530.75	15,060.00	15,060.00
100-41301-1320	Life/disability/other insurance	38.40	85.04	59.67	14.40	40.00	40.00
100-41301-1510	Worker's comp insurance	373.75	568.06	383.12	412.58	950.00	891.17
100-41301-2110	Office supplies	447.80	169.97	572.47	149.98	500.00	600.00
100-41301-2510	Software licenses & upgrades	4,057.93	6,013.03	319.68	190.56	381.00	390.00
100-41301-3120	Computer & software support	-	-	-	-	-	-
100-41301-3220	Internet & website	2,871.45	2,894.55	2,985.26	1,042.20	3,500.00	-
100-41301-3510	Training/conferences/schools	-	445.00	40.00	-	1,500.00	1,500.00
100-41301-3520	Professional licenses & certifications	-	70.00	-	-	70.00	70.00
100-41301-3920	Dues & subscriptions	340.00	335.00	440.23	136.25	400.00	500.00
100-41301-3940	Insurance	331.47	260.55	304.84	360.91	532.89	389.78
100-41301-3960	Mileage	58.05	-	-	-	200.00	200.00
Total		128,812.22	120,173.97	115,996.35	59,824.38	126,373.89	123,150.96

Attachment C

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET 2023	BUDGET 2024
Elections							
100-41302-1110	Wages & salaries-FT	-	-	12,261.79	-	-	-
100-41302-1120	Wages & salaries-PT	27,164.25	-	22,690.25	-	-	40,300.00
100-41302-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41302-1211	PERA	-	-	836.39	-	-	-
100-41302-1212	FICA/MC	-	-	1,154.06	-	-	3,090.00
100-41302-1510	Worker's comp insurance	93.60	-	159.31	53.10	-	108.32
100-41302-2110	Office supplies	842.00	-	317.56	-	-	1,400.00
100-41302-2120	Postage	298.30	-	120.76	-	-	300.00
100-41302-3135	Engineering	-	-	-	21.00	-	20.00
100-41302-3940	Insurance	15.61	-	15.43	5.13	-	16.00
100-41302-3950	Legal notices/publications/bids	256.76	-	440.64	-	-	650.00
100-41302-3960	Mileage	92.33	-	52.06	-	-	100.00
Total		28,762.85	-	38,048.25	79.23	-	45,984.32
Finance							
100-41401-1110	Wages & salaries-FT	86,198.79	152,178.57	164,463.86	84,838.24	172,910.00	176,470.00
100-41401-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41401-1211	PERA	6,457.93	11,190.07	12,334.70	6,221.02	12,970.00	13,240.00
100-41401-1212	FICA/MC	7,100.29	11,952.30	12,862.46	6,689.88	13,230.00	13,500.00
100-41401-1310	Flex plan contribution	10,800.00	10,800.00	10,800.00	7,530.99	15,060.00	15,060.00
100-41401-1320	Life/disability/other insurance	3,702.94	11,837.48	12,736.80	5,676.30	12,740.00	15,140.00
100-41401-1510	Worker's comp insurance	264.65	827.32	692.82	740.20	1,700.00	1,598.83
100-41401-2110	Office supplies	1,447.74	984.53	981.45	510.82	1,000.00	1,000.00
100-41401-2510	Software licenses & upgrades	160.03	1,542.26	639.24	335.58	761.00	680.00
100-41401-2820	Codes & standards	-	-	-	-	-	250.00
100-41401-3120	Computer & software support	18,411.93	14,094.59	23,229.53	24,994.67	25,195.00	25,195.00
100-41401-3190	Other professional services	106,892.50	-	-	-	20,000.00	500.00
100-41401-3510	Training/conferences/schools	-	129.00	721.42	-	2,000.00	2,000.00
100-41401-3920	Dues & subscriptions	70.00	350.00	285.00	285.00	500.00	500.00
100-41401-3940	Insurance	339.45	442.32	608.26	734.83	394.17	793.62
100-41401-3960	Mileage	45.43	72.24	244.12	38.00	250.00	300.00
Total		241,891.68	216,400.68	240,599.66	138,595.53	278,710.17	266,227.45
Auditing							
100-41402-3115	Audit & actuarial services	22,570.00	28,580.00	23,550.00	22,980.00	29,000.00	29,630.00
Total		22,570.00	28,580.00	23,550.00	22,980.00	29,000.00	29,630.00
Assessing							
100-41403-3105	Assessing/property tax administration	78,236.20	79,878.40	80,543.20	41,093.00	82,100.00	85,835.55
Total		78,236.20	79,878.40	80,543.20	41,093.00	82,100.00	85,835.55
Prosecutions							
100-41501-3110	Attorney	78,087.50	78,000.00	78,000.00	33,475.00	78,000.00	80,340.00
Total		78,087.50	78,000.00	78,000.00	33,475.00	78,000.00	80,340.00
Planning and Zoning							
100-41601-1110	Wages & salaries-FT	42,551.62	60,587.95	54,788.50	28,951.28	74,410.00	74,600.00
100-41601-1150	Wages & salaries-commissioners	3,380.00	3,010.00	2,410.00	1,420.00	2,970.00	2,970.00
100-41601-1210	PERA/FICA/MC	-	-	-	-	-	-
100-41601-1211	PERA	3,265.60	4,713.63	4,315.09	2,334.03	5,580.00	5,600.00
100-41601-1212	FICA/MC	3,586.85	5,018.31	4,573.60	2,495.10	5,700.00	5,940.00
100-41601-1310	Flex plan contribution	-	-	-	-	-	-
100-41601-1320	Life/disability/other insurance	38.40	42.96	38.86	10.90	40.00	40.00
100-41601-1510	Worker's comp insurance	332.52	412.73	282.99	297.25	670.00	642.06
100-41601-2110	Office supplies	322.45	164.31	32.48	-	350.00	350.00
100-41601-2120	Postage	117.85	286.81	69.68	52.80	150.00	150.00
100-41601-2510	Software licenses & upgrades	221.82	231.96	319.68	144.96	381.00	290.00
100-41601-3110	Attorney	297.50	472.50	1,380.10	1,314.52	1,000.00	1,030.00
100-41601-3120	Computer & software support	-	-	-	-	-	-
100-41601-3135	Engineering	6,017.10	8,440.41	14,819.42	5,743.45	8,500.00	10,000.00
100-41601-3440	Equipment repair & maintenance services	-	-	-	-	-	-
100-41601-3510	Training/conferences/schools	50.00	-	-	-	2,000.00	2,000.00
100-41601-3920	Dues & subscriptions	45.00	46.00	120.00	-	46.00	46.00
100-41601-3940	Insurance	280.44	242.13	303.48	364.14	342.08	393.27
100-41601-3960	Mileage	-	-	-	-	100.00	100.00
Total		60,507.15	83,669.70	83,453.88	43,128.43	102,239.08	104,151.33

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
General Government							
100-41701-2110	Office supplies	2,100.50	2,169.48	1,841.31	1,301.33	2,500.00	2,500.00
100-41701-2120	Postage	654.95	1,113.29	703.32	702.52	1,200.00	1,800.00
100-41701-2290	Operating supplies	2,048.35	1,671.88	2,409.16	1,245.27	3,000.00	3,000.00
100-41701-2510	Software licenses & upgrades	-	365.00	2,921.42	2,438.71	-	-
100-41701-2520	Computer supplies & small equipment	759.67	1,255.90	86.44	-	-	-
100-41701-3120	Computer & software support	675.96	-	-	-	-	-
100-41701-3110	Attorney	-	157.50	-	-	-	-
100-41701-3145	Monitoring	32.95	-	-	-	-	-
100-41701-3160	Safety program	1,239.00	1,264.00	1,289.00	1,405.00	1,300.00	1,500.00
100-41701-3190	Other professional services	4,090.00	4,933.00	3,276.30	3,550.00	7,000.00	5,000.00
100-41701-3210	Phones/radios/pagers	2,018.74	1,866.66	2,723.93	989.60	3,165.00	1,370.00
100-41701-3320	Equipment rentals	5,501.71	6,799.79	8,213.08	3,346.71	7,500.00	8,000.00
100-41701-3440	Equipment repair & maintenance service	241.00	135.50	157.57	75.00	500.00	500.00
100-41701-3940	Insurance	25,500.86	26,283.27	29,964.04	31,241.33	31,105.95	33,740.64
100-41701-4115	Community celebrations	10,000.00	17,220.68	11,000.00	6,000.00	10,000.00	12,000.00
100-41701-4130	Credit card & bank fees	468.00	372.84	354.00	150.00	1,500.00	1,500.00
100-41701-4153	COVID 19	148.40	3,277.56	383,555.09	1,256,763.78	-	-
100-41701-5110	Capital assets	-	-	-	-	10,000.00	10,000.00
100-41701-5120	Controllable assets	3,732.54	314.07	-	4,098.91	9,000.00	9,000.00
100-41701-7125	General government equip fund transfer	8,000.00	9,000.00	9,500.00	4,749.96	9,500.00	9,500.00
	Total	67,212.63	78,200.42	457,994.66	1,318,058.11	97,270.95	99,410.64
General Building							
100-41702-2310	Building repair & maintenance supplies	612.56	1,337.25	1,004.57	1,075.75	1,000.00	1,000.00
100-41702-3145	Monitoring	482.45	505.40	519.40	263.70	575.00	600.00
100-41702-3420	Building repair & maintenance services	7,218.78	7,059.30	14,883.30	4,772.10	10,500.00	15,000.00
100-41702-3430	Cleaning service	7,322.00	7,065.00	7,800.00	3,900.00	7,800.00	9,204.00
100-41702-3610	Electricity	10,778.65	11,245.32	12,540.81	6,522.99	13,500.00	14,500.00
100-41702-3620	Natural gas	3,130.58	3,705.50	5,450.58	4,094.80	5,500.00	6,500.00
100-41702-3630	Waste management & recycling	181.72	181.72	181.72	181.72	200.00	200.00
100-41702-5120	Controllable assets	-	-	3,344.95	-	-	-
100-41702-7105	Building fund transfer	10,000.00	10,000.00	10,000.00	4,999.98	10,000.00	10,000.00
	Total	39,726.74	41,099.49	55,725.33	25,811.04	49,075.00	57,004.00
City Sign							
100-41703-2320	Equipment parts & supplies	-	-	-	-	-	-
100-41703-2510	Software licenses & upgrades	-	-	-	-	-	-
100-41703-3440	Equipment repair & maintenance services	-	-	-	-	-	-
100-41703-3610	Electricity	1,439.07	1,461.95	1,529.37	1,539.13	1,600.00	2,500.00
100-41703-3940	Insurance	1,151.52	1,207.85	766.46	642.25	1,404.62	693.63
	Total	2,590.59	2,669.80	2,295.83	2,181.38	3,004.62	3,193.63
Information Technology							
100-41707-2520	Computer supplies/small equipment	-	-	-	184.23	500.00	500.00
100-41707-3120	Computer & software support	41,077.08	41,995.20	52,785.00	32,220.00	61,913.00	34,500.00
100-41707-3220	Internet & website	-	-	-	-	-	7,100.00
	Total	41,077.08	41,995.20	52,785.00	32,404.23	62,413.00	42,100.00

Attachment C

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET 2023	2024
Police Protection							
100-42101-3155	Police protection	946,694.73	1,080,834.00	1,216,275.00	690,757.50	1,353,055.00	1,550,362.00
100-42101-3940	Insurance	716.84	631.07	834.68	894.94	874.40	966.54
Total		947,411.57	1,081,465.07	1,217,109.68	691,652.44	1,353,929.40	1,551,328.54
Fire Department							
100-42201-1110	Wages & salaries-FT	26,516.46	133,052.91	142,279.21	69,586.13	170,760.00	171,270.00
100-42201-1120	Wages & salaries-PT	67,287.85	42,489.91	24,542.77	5,616.00	30,420.00	31,340.00
100-42201-1130	Wages & salaries-firefighters	124,205.84	115,992.47	112,813.63	43,524.79	124,320.00	173,290.00
100-42201-1210	PERA/FICA/MC	-	-	-	-	-	-
100-42201-1211	PERA	1,981.17	19,098.24	20,347.80	10,242.94	26,050.00	26,510.00
100-42201-1220	Fire Retirement Contribution	12,312.00	12,558.24	15,934.99	-	13,323.04	-
100-42201-1212	FICA/MC	16,426.68	16,627.95	14,735.79	5,724.57	18,240.00	21,890.00
100-42201-1310	Flex plan contribution	-	-	-	-	-	-
100-42201-1320	Life/disability/other insurance	10,543.40	15,474.61	19,763.68	7,546.81	25,220.00	22,250.00
100-42201-1510	Worker's comp insurance	30,090.37	31,808.06	39,689.33	29,026.83	45,070.00	62,697.95
100-42201-2110	Office supplies	278.41	687.39	709.37	182.24	800.00	800.00
100-42201-2120	Postage	37.55	136.55	351.23	52.68	150.00	150.00
100-42201-2210	Clothing & personal protective equipment	17,923.18	6,947.64	32,375.63	23,016.84	25,000.00	25,000.00
100-42201-2220	Emergency food & beverage	416.20	225.00	235.40	-	500.00	500.00
100-42201-2230	Fuel	2,060.50	5,172.85	7,605.92	1,447.80	7,000.00	8,000.00
100-42201-2290	Operating supplies	2,410.57	4,196.14	4,782.92	2,795.37	3,200.00	4,500.00
100-42201-2320	Equipment parts & supplies	1,027.15	2,176.68	2,318.46	1,896.17	1,500.00	1,500.00
100-42201-2340	Vehicle parts & supplies	899.74	1,109.55	1,334.53	1,511.94	14,000.00	10,000.00
100-42201-2410	Small tools	765.84	544.74	-	138.19	1,000.00	700.00
100-42201-2510	Software licenses & upgrades	321.06	599.04	1,327.85	335.58	464.00	680.00
100-42201-2810	Fire prevention-supplies	495.80	1,665.54	1,370.24	275.65	1,000.00	1,000.00
100-42201-2820	Codes & standards	-	114.00	-	-	1,000.00	500.00
100-42201-3110	Attorney	-	525.00	822.10	362.56	500.00	1,000.00
100-42201-3120	Computer & software support	679.80	294.15	700.68	779.47	10,000.00	16,350.00
100-42201-3140	Medical directorship	3,720.72	3,720.72	-	-	-	-
100-42201-3150	Personnel testing & recruitment	151.20	15,005.32	13,643.44	8,167.92	2,000.00	23,000.00
100-42201-3160	Safety program	-	-	-	-	500.00	500.00
100-42201-3210	Phones/radios/pagers	2,163.91	2,079.78	1,878.11	1,546.73	2,115.00	920.00
100-42201-3220	Internet	-	-	-	-	-	-
100-42201-3290	Other communication	11,563.00	12,537.00	12,708.00	12,495.00	14,500.00	15,000.00
100-42201-3320	Equipment rentals	-	-	-	-	-	-
100-42201-3390	Rentals-other	1,600.00	1,600.00	1,642.84	11.23	1,600.00	1,600.00
100-42201-3440	Equipment repair & maintenance services	9,603.80	6,167.44	9,694.42	3,843.75	5,000.00	5,000.00
100-42201-3450	Fire apparatus repair & maintenance services	24,997.65	39,605.99	29,665.39	20,054.80	34,000.00	37,000.00
100-42201-3460	Inspections	20.00	-	-	-	-	-
100-42201-3510	Training/conferences/schools	7,350.47	22,815.00	16,831.86	14,485.62	15,000.00	15,000.00
100-42201-3520	Professional licenses & certifications	945.00	150.00	500.00	-	1,000.00	1,000.00
100-42201-3530	Training supplies	290.04	1,620.29	1,186.54	160.46	1,000.00	1,000.00
100-42201-3910	Advertising for employment	-	-	-	320.60	-	500.00
100-42201-3920	Dues & subscriptions	1,749.61	2,165.00	1,550.00	1,476.00	1,600.00	2,500.00
100-42201-3930	Grant expenditures	1,510.00	2,473.00	736.00	31,015.08	6,000.00	6,000.00
100-42201-3940	Insurance	11,456.18	13,343.31	16,995.87	18,648.02	13,974.25	20,139.86
100-42201-3960	Mileage	11.50	49.61	12.50	205.94	300.00	300.00
100-42201-5110	Capital assets	18,925.00	9,879.95	22,587.17	-	44,000.00	44,000.00
100-42201-5120	Controllable assets	3,173.39	2,286.75	-	-	3,000.00	3,000.00
100-42201-7120	Fire equipment fund transfer	210,000.00	230,000.00	230,000.00	142,500.00	285,000.00	285,000.00
Total		625,911.04	776,995.82	803,673.67	458,993.71	950,106.29	1,041,387.81
Fire Stations							
100-42202-2310	Building repair & maintenance supplies	3,687.34	646.91	859.37	42.39	2,000.00	2,000.00
100-42202-3420	Building repair & maintenance services	7,413.54	11,468.91	10,006.04	609.15	12,700.00	12,700.00
100-42202-3430	Cleaning service	2,940.00	2,999.00	3,168.00	1,584.00	3,170.00	3,740.60
100-42202-3610	Electricity	9,562.14	8,450.08	8,263.05	3,874.95	10,500.00	13,500.00
100-42202-3620	Natural gas	4,429.54	5,202.38	8,523.68	6,078.44	8,000.00	10,500.00
100-42202-3630	Waste management & recycling	250.86	337.26	337.26	337.26	500.00	700.00
Total		28,283.42	29,104.54	31,157.40	12,526.19	36,870.00	43,140.60
EOC							
100-42301-2110	Office supplies	-	-	-	165.76	-	-
100-42301-7115	EOC equipment fund transfer	2,000.00	2,000.00	-	1,000.02	2,000.00	2,000.00
Total		2,000.00	2,000.00	-	1,165.78	2,000.00	2,000.00
Sirens							
100-42302-3440	Equipment repair & maintenance services	7,845.50	7,195.50	7,195.50	3,777.54	8,000.00	8,000.00
100-42302-3610	Electricity	780.00	780.00	780.00	409.50	800.00	800.00
100-42302-3940	Insurance	339.57	355.23	229.81	375.19	414.21	405.21
Total		8,965.07	8,330.73	8,205.31	4,562.23	9,214.21	9,205.21

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD	BUDGET	
					Jun-23	2023	2024
Building Inspection							
100-42401-1110	Wages & salaries-FT	242,539.51	260,154.10	294,166.18	125,135.85	313,710.00	249,100.00
100-42401-1120	Wages & salaries-PT	-	-	-	-	-	-
100-42401-1210	PERA/FICA/MC	-	-	-	-	-	-
100-42401-1211	PERA	15,213.14	19,169.85	22,244.65	9,143.57	23,530.00	18,690.00
100-42401-1212	FICA/MC	17,550.94	18,648.74	21,024.33	9,264.09	24,000.00	19,060.00
100-42401-1310	Flex plan contribution	5,768.18	-	-	-	-	-
100-42401-1320	Life/disability/other insurance	31,762.53	35,994.05	38,814.92	10,792.77	50,430.00	33,370.00
100-42401-1510	Worker's comp insurance	1,074.14	1,479.31	2,533.79	1,528.15	2,530.00	3,300.80
100-42401-2110	Office supplies	840.43	1,197.56	1,411.20	469.52	1,400.00	1,400.00
100-42401-2120	Postage	420.54	474.49	506.31	0.81	800.00	800.00
100-42401-2210	Clothing & personal protective equipment	-	668.00	-	-	600.00	600.00
100-42401-2230	Fuel	2,570.00	3,589.09	4,109.69	794.10	4,500.00	4,500.00
100-42401-2290	Operating supplies	-	293.62	54.01	18.98	100.00	100.00
100-42401-2340	Vehicle parts & supplies	857.58	926.14	50.80	-	1,000.00	1,000.00
100-42401-2410	Small tools	-	-	-	-	300.00	300.00
100-42401-2510	Software licenses & upgrades	714.59	2,307.61	709.32	571.80	844.01	1,160.00
100-42401-2820	Codes & standards	1,354.78	556.95	360.24	-	1,000.00	1,000.00
100-42401-3110	Attorney	105.00	-	615.50	510.88	400.00	1,000.00
100-42401-3120	Computer & software support	3,585.00	3,659.74	3,585.00	10,785.00	4,000.00	13,550.00
100-42401-3130	Electrical inspections	-	-	-	-	-	-
100-42401-3135	Engineering	13,993.37	6,788.51	11,754.63	2,317.06	14,000.00	14,000.00
100-42401-3210	Phones/radios/pagers	3,424.73	4,032.82	3,410.15	1,345.62	3,920.00	2,540.00
100-42401-3320	Equipment rentals	3,008.28	4,165.80	4,571.20	1,583.27	3,000.00	3,000.00
100-42401-3440	Equipment repair & maintenance services	-	-	-	-	-	-
100-42401-3470	Vehicle repair & maintenance services	-	59.00	-	-	1,000.00	1,000.00
100-42401-3510	Training/conferences/schools	6,311.12	2,763.00	2,108.79	2,120.00	6,000.00	6,000.00
100-42401-3520	Professional licenses & certifications	65.00	-	65.00	65.00	200.00	200.00
100-42401-3910	Advertising for employment	-	684.80	-	-	-	-
100-42401-3920	Dues & subscriptions	135.00	285.00	145.00	-	150.00	150.00
100-42401-3940	Insurance	1,341.12	1,221.48	1,685.84	1,936.03	1,635.90	2,090.91
100-42401-3960	Mileage	239.20	-	134.55	-	600.00	600.00
100-42401-5120	Controllable assets	-	-	-	-	-	-
100-42401-7170	Building inspection equipment fund transfer	12,000.00	10,000.00	7,000.00	4,999.98	10,000.00	10,000.00
Total		364,874.18	379,119.66	421,061.10	183,382.48	469,649.91	388,511.72
Animal Control							
100-42501-2290	Operating supplies	-	59.90	-	-	150.00	150.00
100-42501-3190	Other professional services	4,650.00	3,000.00	4,386.00	1,723.00	3,000.00	3,000.00
Total		4,650.00	3,059.90	4,386.00	1,723.00	3,150.00	3,150.00

CITY OF HAM LAKE								
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED								
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024								
		2020	2021	2022	YTD		BUDGET	
					Jun-23	2023	2024	
Public Works								
100-43101-1110	Wages & salaries-FT	284,250.73	347,139.08	359,585.38	196,810.35	384,520.00	398,610.00	
100-43101-1120	Wages & salaries-PT	5,581.00	17,649.38	7,154.00	2,320.00	17,000.00	17,000.00	
100-43101-1210	PERA/FICA/MC	-	-	-	-	-	-	
100-43101-1211	PERA	21,716.04	26,037.61	25,802.95	14,333.41	28,840.00	29,900.00	
100-43101-1212	FICA/MC	23,111.91	27,873.68	28,108.80	14,775.13	30,720.00	31,800.00	
100-43101-1310	Flex plan contribution	21,600.00	21,600.00	12,600.00	7,530.63	15,060.00	15,060.00	
100-43101-1320	Life/disability/other insurance	22,503.28	30,029.80	37,490.97	15,499.65	45,480.00	44,530.00	
100-43101-1410	Unemployment	2,340.49	-	15,531.81	-	-	-	
100-43101-1510	Worker's comp insurance	25,811.23	23,157.98	29,671.00	20,472.50	27,090.00	44,220.60	
100-43101-2110	Office Supplies	183.32	-	425.55	158.27	300.00	400.00	
100-43101-2120	Postage	-	-	-	-	-	-	
100-43101-2210	Clothing & personal protective equipment	6,352.70	6,310.43	6,268.81	2,554.64	4,500.00	6,500.00	
100-43101-2230	Fuel	21,498.10	28,780.28	44,967.02	31,506.05	45,000.00	47,000.00	
100-43101-2240	Safety supplies	1,123.70	937.02	939.22	750.13	2,500.00	2,500.00	
100-43101-2290	Operating supplies	18,593.90	13,372.41	16,749.92	7,128.23	20,000.00	20,000.00	
100-43101-2320	Equipment parts & supplies	2,597.37	8,655.16	3,169.36	5,319.14	5,000.00	7,000.00	
100-43101-2330	Street repair & maintenance supplies	14,646.04	7,775.22	5,059.05	2,957.25	30,000.00	30,000.00	
100-43101-2340	Vehicle parts & supplies	14,231.78	14,470.23	12,320.33	10,655.55	15,000.00	20,000.00	
100-43101-2410	Small tools	3,541.83	1,732.01	2,360.95	2,440.83	2,500.00	2,500.00	
100-43101-2510	Software licenses & upgrades	2,444.81	2,166.96	820.08	2,379.36	1,600.00	1,770.00	
100-43101-2520	Computer supplies & small equipment	470.22	913.20	-	-	-	-	
100-43101-2610	Street sweeping	7,430.43	16,524.60	8,963.00	-	25,000.00	35,500.00	
100-43101-3110	Attorney	-	-	-	82.40	-	500.00	
100-43101-3120	Computer & software support	-	-	-	-	-	9,650.00	
100-43101-3135	Engineering	3,076.87	7,708.49	11,574.24	4,344.36	8,200.00	12,000.00	
100-43101-3150	Personnel testing & recruitment	704.67	634.67	296.70	341.90	750.00	750.00	
100-43101-3160	Safety program	1,438.75	1,467.70	1,498.26	1,632.59	1,800.00	1,800.00	
100-43101-3210	Phones/radios/pagers	2,998.03	4,294.62	3,967.43	1,979.81	4,170.00	2,820.00	
100-43101-3320	Equipment rentals	-	165.00	-	320.63	3,000.00	3,000.00	
100-43101-3410	Blacktop maintenance	142,755.85	132,489.58	115,335.06	103,209.23	165,000.00	165,000.00	
100-43101-3415	Gravel Maintenance	-	-	644.00	688.44	7,000.00	7,000.00	
100-43101-3440	Equipment repair & maintenance services	1,283.70	8,526.09	5,514.74	1,748.04	7,700.00	7,700.00	
100-43101-3460	Inspections	2,910.00	2,250.00	540.00	706.00	3,000.00	3,000.00	
100-43101-3470	Vehicle repair & maintenance services	2,703.13	19,375.42	14,408.81	7,230.59	10,000.00	20,000.00	
100-43101-3510	Training/conferences/schools	-	920.00	1,456.68	1,648.59	2,500.00	2,500.00	
100-43101-3520	Professional licenses & certifications	100.00	150.00	100.00	-	250.00	250.00	
100-43101-3910	Advertising for employment	428.80	195.40	791.20	-	300.00	300.00	
100-43101-3920	Dues & subscriptions	-	-	-	-	450.00	450.00	
100-43101-3940	Insurance	19,817.91	18,609.37	18,525.44	22,100.66	24,173.89	23,868.71	
100-43101-3960	Mileage	-	-	214.70	25.00	150.00	150.00	
100-43101-5110	Capital assets	8,384.00	-	-	-	23,000.00	23,000.00	
100-43101-5120	Controllable assets	-	-	4,956.94	720.00	2,000.00	-	
100-43101-7145	Pavement management transfer	850,000.00	1,400,470.00	900,000.00	550,000.02	1,100,000.00	1,100,000.00	
100-43101-7150	Public works equipment fund transfer	140,000.00	150,000.00	150,000.00	100,000.02	200,000.00	250,000.00	
Total		1,676,630.59	2,342,381.39	1,847,812.40	1,134,369.40	2,263,553.89	2,388,029.31	
Snow & Ice Removal								
100-43102-1110	Wages & salaries-FT	32,232.31	31,032.88	46,038.93	41,492.22	-	-	
100-43102-1120	Wages & salaries-PT	2,278.85	4,621.83	6,861.97	5,420.80	5,750.00	5,830.00	
100-43102-1210	PERA/FICA/MC	-	-	-	-	-	-	
100-43102-1211	PERA	2,363.32	2,371.01	3,345.57	2,986.57	-	-	
100-43102-1212	FICA/MC	2,584.46	2,604.56	3,875.61	3,462.33	440.00	450.00	
100-43102-1320	Life/disability/other insurance	-	-	5,415.05	5,731.33	-	-	
100-43102-2290	Operating supplies	1,205.65	11,700.14	7,042.76	1,873.65	9,000.00	9,000.00	
100-43102-2710	Salt & sand	50,749.42	40,933.21	42,873.38	33,929.47	50,000.00	50,000.00	
100-43102-3135	Engineering	240.54	668.47	331.04	723.33	700.00	700.00	
100-43102-3910	Advertising for employment	682.88	547.12	-	-	700.00	700.00	
Total		92,337.43	94,479.22	115,784.31	95,619.70	66,590.00	66,680.00	
Storm Water Drainage								
100-43103-1110	Wages & salaries-FT	907.14	-	1,375.14	471.82	-	-	
100-43103-1120	Wages & salaries-PT	-	-	-	-	-	-	
100-43103-1210	PERA/FICA/MC	-	-	-	-	-	-	
100-43103-1211	PERA	68.04	-	102.48	35.09	-	-	
100-43103-1212	FICA/MC	63.55	-	101.70	35.82	-	-	
100-43103-1320	Life/disability/other insurance	-	-	137.85	56.34	-	-	
100-43103-2290	Operating supplies	1,001.18	-	3,341.11	-	-	3,000.00	
100-43103-2510	Software licenses & upgrades	-	-	-	-	-	-	
100-43103-3120	Computer & software support	-	-	-	-	-	-	
100-43103-3135	Engineering	4,173.77	2,504.53	902.06	197.35	3,500.00	2,500.00	
100-43103-3320	Equipment rentals	-	-	1,100.00	-	-	-	
100-43103-3920	Dues & subscriptions	-	-	-	-	-	-	
Total		6,213.68	2,504.53	7,060.34	796.42	3,500.00	5,500.00	

Attachment C

**CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024**

		2020	2021	2022	YTD		BUDGET	
					Jun-23	2023	2024	
PW Building								
100-43104-2310	Building repair & maintenance supplies	1,020.87	873.29	2,937.82	816.99	3,000.00	5,000.00	
100-43104-3145	Monitoring	635.40	645.40	635.40	317.70	650.00	650.00	
100-43104-3420	Building repair & maintenance services	13,710.36	7,851.55	9,927.15	11,721.90	12,000.00	12,000.00	
100-43104-3430	Cleaning service	1,200.00	1,288.00	1,500.00	750.00	1,500.00	1,770.00	
100-43104-3460	Inspections	-	-	535.00	-	600.00	600.00	
100-43104-3610	Electricity	11,131.64	11,411.16	10,638.95	4,926.49	13,000.00	13,000.00	
100-43104-3620	Natural gas	4,569.56	7,354.93	11,659.69	8,954.30	8,000.00	13,000.00	
100-43104-3630	Waste management & recycling	77.77	77.76	1,175.55	77.77	80.00	80.00	
Total		32,345.60	29,502.09	39,009.56	27,565.15	38,830.00	46,100.00	
Storm wnter WMOs								
100-43201-1610	Advisory/representative	870.00	600.00	180.00	-	660.00	660.00	
100-43201-3110	Attorney	-	-	70.00	2,323.68	-	3,000.00	
100-43201-3135	Engineering	5,330.89	10,850.45	19,275.06	6,478.93	11,000.00	20,000.00	
100-43201-3710	Sunrise WMO	5,383.00	3,943.37	6,158.22	4,658.58	4,068.50	8,000.00	
100-43201-3720	Upper Rum River WMO	5,190.82	2,331.88	2,346.93	2,434.69	2,410.20	2,507.73	
100-43201-3920	Dues & subscriptions	780.00	780.00	750.00	820.00	800.00	850.00	
Total		17,554.71	18,505.70	28,780.21	16,715.88	18,938.70	35,017.73	
Signs & Signals								
100-43401-2250	Street signs	2,287.19	4,529.96	4,624.37	454.48	5,000.00	6,000.00	
100-43401-2320	Equipment parts & supplies	2,097.60	54.95	-	22.47	2,000.00	3,000.00	
100-43401-3120	Computer & software support	420.00	428.40	225.00	474.00	595.00	600.00	
100-43401-3440	Equipment repair & maintenance services	535.13	5,531.88	1,864.42	-	1,500.00	1,500.00	
100-43401-3610	Electricity	11,219.11	11,426.42	11,195.77	5,665.22	12,000.00	12,000.00	
100-43401-5120	Controllable assets	-	-	-	-	-	-	
Total		16,559.03	21,971.61	17,909.56	6,616.17	21,095.00	23,100.00	
Utility Row								
100-43501-3135	Engineering	48,797.77	47,267.78	56,732.31	16,241.34	50,000.00	60,200.00	
Total		48,797.77	47,267.78	56,732.31	16,241.34	50,000.00	60,200.00	
Parks								
100-44101-1110	Wages & salaries-FT	71,420.42	73,756.75	58,348.05	28,017.38	120,550.00	196,470.00	
100-44101-1120	Wages & salaries-PT	28,158.75	21,060.00	17,473.00	2,387.00	25,500.00	25,500.00	
100-44101-1150	Wages & salaries-commissioners	420.00	-	-	-	-	-	
100-44101-1210	PERA/FICA/MC	-	-	-	-	-	-	
100-44101-1211	PERA	5,361.64	5,432.20	4,356.84	1,946.94	9,050.00	14,740.00	
100-44101-1212	FICA/MC	7,516.48	7,014.07	5,647.60	2,152.81	11,180.00	16,990.00	
100-44101-1310	Flex plan contribution	-	-	-	-	-	-	
100-44101-1320	Life/disability/other insurance	16,161.83	17,992.82	8,755.25	1,519.64	20,230.00	37,340.00	
100-44101-1510	Worker's comp insurance	3,812.43	4,103.59	10,641.00	3,458.50	10,380.00	7,470.36	
100-44101-2210	Clothing & personal protective equipment	(371.79)	2,241.12	1,972.85	1,466.34	500.00	2,000.00	
100-44101-2230	Fuel	2,810.94	3,279.83	5,835.22	1,015.17	7,500.00	7,500.00	
100-44101-2240	Safety supplies	28.95	598.74	-	-	500.00	500.00	
100-44101-2290	Operating supplies	5,353.87	11,177.90	11,698.98	10,252.56	12,000.00	12,500.00	
100-44101-2320	Equipment parts & supplies	4,551.34	5,829.34	2,585.46	3,760.37	5,000.00	5,000.00	
100-44101-2330	Street repair & maintenance supplies	-	685.00	-	-	2,000.00	1,000.00	
100-44101-2340	Vehicle parts & supplies	-	-	167.56	-	500.00	500.00	
100-44101-2410	Small tools	-	755.85	50.98	425.91	750.00	750.00	
100-44101-3120	Computer & software support	-	-	-	-	-	-	
100-44101-3135	Engineering	501.11	16.19	25.38	-	500.00	500.00	
100-44101-3150	Personnel testing & recruitment	270.19	171.38	222.60	154.00	300.00	300.00	
100-44101-3160	Safety program	660.00	673.00	686.00	748.00	750.00	750.00	
100-44101-3210	Phones/radios/pagers	2,066.02	1,272.90	1,175.88	753.33	1,300.00	1,640.00	
100-44101-3320	Equipment rentals	1,241.13	-	-	-	1,000.00	1,000.00	
100-44101-3390	Rentals-other	5,134.92	5,180.63	5,460.86	1,487.25	5,000.00	6,500.00	
100-44101-3410	Blacktop maintenance	-	-	-	-	2,000.00	2,000.00	
100-44101-3440	Equipment repair & maintenance services	848.50	60.00	136.94	1,738.79	2,000.00	2,000.00	
100-44101-3470	Vehicle repair & maintenance services	-	-	-	-	500.00	500.00	
100-44101-3510	Training/conferences/schools	-	113.00	200.00	-	1,000.00	1,000.00	
100-44101-3520	Professional licenses & certifications	-	-	144.50	-	200.00	200.00	
100-44101-3610	Electricity	4,872.67	4,347.52	4,209.93	2,279.93	6,000.00	5,000.00	
100-44101-3910	Advertising for employment	122.60	508.40	-	-	450.00	450.00	
100-44101-3920	Dues & subscriptions	-	-	143.30	-	300.00	300.00	
100-44101-3940	Insurance	33,560.76	35,045.41	22,103.13	21,905.25	40,937.42	23,657.67	
100-44101-3960	Mileage	-	-	-	-	-	-	
100-44101-3990	Other services & charges	-	-	1,276.38	-	-	-	
100-44101-5110	Capital assets	-	-	-	-	18,000.00	-	
100-44101-5120	Controllable assets	667.00	-	12,210.00	3,990.00	-	-	
100-44101-7140	Parks equipment fund transfer	38,000.00	40,000.00	40,000.00	19,999.98	40,000.00	42,000.00	
Total		233,169.76	241,315.64	215,527.69	109,459.15	345,877.42	416,058.03	
Parks Building								
100-44102-2310	Building repair & maintenance supplies	170.60	895.63	786.50	875.85	3,000.00	3,000.00	
100-44102-3420	Building repair & maintenance services	1,202.08	3,072.55	1,730.55	1,944.10	4,200.00	4,200.00	
100-44102-3610	Electricity	5,318.02	6,970.56	5,370.39	2,332.52	6,500.00	6,500.00	
100-44102-3620	Natural gas	3,078.16	3,575.73	6,050.90	4,161.40	4,500.00	7,000.00	
100-44102-3630	Waste management & recycling	146.91	200.16	200.15	200.15	150.00	210.00	
Total		9,915.77	14,714.63	14,138.49	9,514.02	18,350.00	20,910.00	

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
Senior Center							
100-44201-2290	Operating supplies	369.28	333.92	943.05	217.60	1,500.00	1,500.00
100-44201-2340	Vehicle parts & supplies	28.42	-	27.18	-	500.00	500.00
100-44201-3210	Phones/radios/pagers	789.78	722.92	843.05	246.00	1,050.00	410.00
100-44201-3440	Equipment repair & maintenance services	427.00	-	25.55	-	600.00	600.00
100-44201-3460	Inspections	-	429.75	478.00	270.00	350.00	350.00
100-44201-3470	Vehicle repair & maintenance services	-	-	-	-	-	-
100-44201-3940	Insurance	2,699.86	1,969.51	620.17	302.16	3,293.29	326.33
100-44201-5110	Capital assets	-	-	-	-	500.00	500.00
100-44201-5120	Controllable assets	-	-	-	-	-	-
100-44201-7125	General government equipment fund transfer	-	-	-	-	-	-
Total		4,314.34	3,456.10	2,937.00	1,035.76	7,793.29	4,186.33
Senior center BLDG							
100-44202-2310	Building repair & maintenance supplies	36.56	88.63	14.43	234.99	500.00	500.00
100-44202-3420	Building repair & maintenance services	832.00	360.00	120.00	250.00	750.00	750.00
100-44202-3430	Cleaning service	1,560.00	2,836.00	3,048.00	1,524.00	3,050.00	3,600.00
100-44202-3610	Electricity	5,586.49	5,864.76	6,439.65	3,266.49	7,200.00	7,200.00
100-44202-3620	Natural gas	1,685.68	1,995.23	2,934.92	2,205.07	2,500.00	3,500.00
100-44202-3630	Waste management & recycling	181.72	181.72	181.72	181.72	190.00	190.00
Total		9,882.45	11,326.34	12,738.72	7,662.27	14,190.00	15,740.00
Misc/Unallocated							
100-48101-4135	Fire relief state aid	104,380.54	108,297.56	122,940.83	1,000.00	110,000.00	110,000.00
100-48101-4145	Refunds & reimbursements	164.56	0.01	-	535.00	-	-
100-48101-4150	Reimbursable expense	5,937.80	2,713.40	6,150.00	-	1,000.00	1,000.00
100-48101-4160	Uncollectible accounts	514.00	45.81	-	-	200.00	200.00
100-49101-7190	Other transfers	-	-	-	-	-	-
Total		110,996.90	111,056.78	129,090.83	1,535.00	111,200.00	111,200.00
	Grand Total Expenditures	5,272,005.86	6,215,443.60	6,456,519.08	4,638,421.87	6,941,368.09	7,451,205.68

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
CABLE TV FUND							
Revenues							
210-31402	Franchise Fees	(54,647.52)	(31,072.41)	(27,950.14)	-	(55,000.00)	(55,000.00)
210-37101	Interest on investments	(4,197.10)	358.09	1,150.15	(2,592.93)	(2,500.00)	(2,500.00)
Total		(58,844.62)	(30,714.32)	(26,799.99)	(2,592.93)	(57,500.00)	(57,500.00)
Expenditures							
210-41705-1120	Wages & salaries-PT	694.64	-	-	-	-	-
210-41705-1210	PERA/FICA/MC	-	-	-	-	-	-
210-41705-1211	PERA	52.11	-	-	-	-	-
210-41705-1212	FICA/MC	51.51	-	-	-	-	-
210-41705-1510	Worker's comp insurance	5.40	-	-	-	-	-
210-41705-2320	Equipment parts & supplies	-	-	-	-	-	-
210-41705-3190	Recording Services	189.46	-	-	-	-	-
210-41705-3440	Equipment repair & maintenance services	-	-	-	-	500.00	500.00
210-41705-5110	Capital assets	-	6,000.00	186,815.78	100,000.00	-	-
210-41705-5120	Controllable assets	-	-	-	-	-	-
210-41705-7130	Ham Laker transfer	-	-	89,000.00	-	15,450.00	15,450.00
Total		993.12	6,000.00	275,815.78	100,000.00	15,950.00	15,950.00
HAM LAKER FUND							
Revenues							
211-34101	Advertising & subscriptions	(4,875.00)	(3,600.00)	(2,700.00)	(3,075.00)	(3,000.00)	(3,000.00)
211-37101	Interest on investments	(58.77)	(45.46)	(60.57)	(330.49)	-	-
211-37501	General donations	(1,500.00)	(10,000.00)	(15,000.00)	(11,500.00)	(1,000.00)	(1,000.00)
211-39309	Transfer from other funds	-	-	(89,000.00)	-	(15,450.00)	(15,450.00)
Total		(6,433.77)	(13,645.46)	(106,760.57)	(14,905.49)	(19,450.00)	(19,450.00)
Expenditures							
211-41704-2120	Postage	12,586.64	11,935.83	11,800.79	7,484.87	14,000.00	14,000.00
211-41704-3125	Editing	10,800.00	10,113.75	9,918.90	5,869.80	10,800.00	12,000.00
211-41704-3970	Printing	7,489.42	6,711.29	7,460.02	3,663.96	7,400.00	7,600.00
211-41704-3990	Other services and charges	1,380.00	1,461.05	1,892.87	1,242.55	1,300.00	2,600.00
Total		32,256.06	30,221.92	31,072.58	18,261.18	33,500.00	36,200.00
LAWFUL GAMBLING CONSTRUCTION FUND							
Revenues							
212-37101	Interest on investments	(668.14)	51.33	(552.12)	(1,908.23)	-	-
212-37503	Lawful gambling contributions	(50,560.33)	(68,954.09)	(51,845.09)	(9,769.54)	(25,000.00)	(25,000.00)
Total		(51,228.47)	(68,902.76)	(52,397.21)	(11,677.77)	(25,000.00)	(25,000.00)
Expenditures							
212-41706-3155	Police protection	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
212-41706-7190	Transfer to General Fund	-	1,200.00	-	-	-	-
212-41706-7191	Transfer to Ham Laker Fund	-	-	-	-	-	-
Total		25,000.00	26,200.00	25,000.00	25,000.00	25,000.00	25,000.00
FUTURE DRAINAGE FUND							
Revenues							
230-34401	Future drainage fees	(15,579.93)	(24,060.40)	(9,428.00)	(4,093.06)	(10,000.00)	(10,000.00)
230-37101	Interest on investments	(1,160.51)	113.07	(3.68)	(1,863.19)	(500.00)	(500.00)
Total		(16,740.44)	(23,947.33)	(9,431.68)	(5,956.25)	(10,500.00)	(10,500.00)
Expenditures							
230-43201-2390	Other repair & maintenance supplies	-	-	-	-	6,000.00	6,000.00
230-43201-2510	Software licenses & upgrades	4,224.00	-	4,260.00	3,130.00	5,355.00	6,372.45
230-43201-3110	Attorney	-	-	-	-	500.00	500.00
230-43201-3135	Engineering	4,014.69	9,738.29	5,040.44	1,254.64	10,000.00	10,000.00
230-43201-3190	Other professional services	-	-	-	-	-	-
230-43201-3320	Equipment rentals	-	-	-	-	-	-
230-43201-3490	Other repair & maintenance services	-	-	-	-	10,000.00	10,000.00
230-43201-3950	Legal notices/publications/bids	-	-	-	58.46	-	-
230-43201-3980	Filing fees	-	-	-	-	-	-
230-43201-5110	Capital assets	-	-	-	-	-	-
230-43201-5130	ROW acquisitions	-	-	-	-	-	-
Total		8,238.69	9,738.29	9,300.44	4,443.10	31,855.00	32,872.45

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
RECYCLING FUND							
Revenues							
231-33406	SCORE grants	(83,710.00)	(85,960.00)	(86,174.00)	-	(85,000.00)	(85,000.00)
231-34302	Recycling receipts	(963.94)	(3,706.40)	(2,064.12)	(983.85)	(1,000.00)	(1,000.00)
231-37101	Interest on investments	(774.04)	87.53	309.13	(766.45)	(50.00)	(50.00)
Total		(85,447.98)	(89,578.87)	(87,928.99)	(1,750.30)	(86,050.00)	(86,050.00)
Expenditures							
231-43601-1110	Wages & Salaries	-	-	4,471.31	3,464.18	-	-
231-43601-1211	PEAR	-	-	(18.96)	-	-	-
231-43601-1212	FICA	-	-	(19.34)	-	-	-
231-43601-2120	Postage	1,027.30	1,978.96	2,183.64	549.91	1,000.00	2,500.00
231-43601-2290	Operating supplies	-	-	-	-	500.00	500.00
231-43601-3630	Waste management & recycling	84,385.35	85,898.35	75,496.15	30,956.75	87,000.00	87,000.00
231-43601-3930	Grant expenditures	-	-	-	-	-	-
231-43601-3960	Mileage	13.92	-	-	-	50.00	50.00
231-43601-3970	Printing	1,756.71	3,404.14	4,083.16	854.94	2,000.00	4,500.00
Total		87,183.28	91,281.45	86,195.96	35,825.78	90,550.00	94,550.00
STREET LIGHT FUND							
Revenues							
232-34303	Street light fees	(65,749.45)	(53,996.68)	(85,613.95)	-	(66,000.00)	(66,000.00)
232-34306	Developer electrical service	(2,920.32)	(8,760.92)	(5,100.48)	-	-	-
232-37101	Interest on investments	(1,783.16)	169.31	(277.50)	(2,739.96)	(100.00)	(100.00)
232-37601	Refunds & reimbursements	-	-	-	-	-	-
Total		(70,452.93)	(62,588.29)	(90,991.93)	(2,739.96)	(66,100.00)	(66,100.00)
Expenditures							
232-43701-2120	Postage	-	-	427.90	-	-	-
232-43701-3105	Assessing/property tax administration	-	-	1,650.00	1,614.00	-	-
232-43701-3190	Other professional services	2,920.97	8,055.17	503.07	-	3,000.00	3,000.00
232-43701-3610	Electricity	51,593.74	53,274.39	55,164.91	27,581.92	57,000.00	60,000.00
232-43701-4145	Refunds & reimbursements	-	-	-	-	-	-
232-43701-4160	Uncollectible accounts	-	-	-	-	-	-
232-43701-5120	Controllable assets	-	-	-	-	-	-
Total		54,514.71	61,329.56	57,745.88	29,195.92	60,000.00	63,000.00
OAKWILT FUND							
Revenues							
250-37101	Interest on investments	(129.53)	11.38	3.13	(167.78)	(50.00)	(50.00)
Total		(129.53)	11.38	3.13	(167.78)	(50.00)	(50.00)
Expenditures							
250-45101-2120	Postage	31.50	55.65	87.78	-	150.00	150.00
250-45101-2290	Operating supplies	-	-	53.42	-	100.00	100.00
250-45101-3320	Equipment rentals	-	-	-	-	-	-
250-45101-3440	Equipment repair & maintenance services	-	-	-	-	-	-
250-45101-3810	Contractors	-	-	-	-	-	-
Total		31.50	55.65	141.20	-	250.00	250.00
ECONOMIC DEVELOPMENT FUND							
Revenues							
261-37101	Interest on investments	(185.75)	(17.28)	(1.98)	(25.37)	(650.00)	(650.00)
261-37102	Interest - Loans	-	-	-	-	-	-
Total		(185.75)	(17.28)	(1.98)	(25.37)	(650.00)	(650.00)
Expenditures							
261-46101-4105	Beautification grants	15,850.00	-	-	-	-	-
Total		15,850.00	-	-	-	-	-

Attachment D

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
HAM LAKE EDA FUND							
Revenues							
262-37101	Interest on investments	(2,078.25)	167.95	617.79	(177.42)	(50.00)	(50.00)
262-37302	Building lease	-	-	-	-	-	-
Total		(2,078.25)	167.95	617.79	(177.42)	(50.00)	(50.00)
Expenditures							
262-46101-2310	Building repair & maintenance supplies	-	-	-	-	-	-
262-46101-3110	Attorney	-	-	1,817.50	3,773.92	-	6,000.00
262-46101-3190	Other professional services	-	1,000.00	5,000.00	-	1,000.00	5,000.00
262-46101-3420	Building repair & maintenance services	-	-	-	-	-	-
262-46101-3630	Waste management	-	-	-	-	-	-
262-46101-3940	Insurance	-	-	-	-	-	-
262-46101-5110	Capital assets	-	-	68,099.72	62,007.72	-	-
Total		-	1,000.00	74,917.22	65,781.64	1,000.00	11,000.00
LODGING TAX FUND							
Revenues							
263-31401	Lodging tax	(24,048.35)	(28,733.13)	(29,743.38)	(9,564.42)	(27,000.00)	(31,000.00)
263-37101	Interest on investments	(38.27)	3.27	0.85	(91.57)	-	-
Total		(24,086.62)	(28,729.86)	(29,742.53)	(9,655.99)	(27,000.00)	(31,000.00)
Expenditures							
263-46101-4120	Convention bureau	22,845.94	27,296.48	28,256.20	8,593.46	25,500.00	29,000.00
263-46101-7135	Lodging tax transfer	1,350.00	-	1,200.00	-	2,000.00	2,000.00
Total		24,195.94	27,296.48	29,456.20	8,593.46	27,500.00	31,000.00

Attachment 2

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
2010 CIP BOND DEBT SERVICE FUND							
Revenues							
370-31001	Current property taxes	(204,061.00)	(209,521.00)	(209,416.00)	-	(208,923.75)	(208,031.25)
370-31002	Delinquent property taxes	-	-	-	-	(1,500.00)	(1,500.00)
370-37101	Interest on investments	(1,322.46)	5.49	(1,300.40)	(988.29)	(500.00)	(500.00)
Total		(205,383.46)	(209,515.51)	(210,716.40)	(988.29)	(210,923.75)	(210,031.25)
Expenditures							
370-47101-6110	Principal	160,000.00	160,000.00	170,000.00	175,000.00	175,000.00	180,000.00
370-47101-6120	Interest	36,743.76	31,943.76	26,993.76	12,221.88	21,709.38	16,100.00
370-47101-6130	Agent fees	4,475.00	1,375.00	325.00	1,700.00	1,375.00	2,000.00
Total		201,218.76	193,318.76	197,318.76	188,921.88	198,084.38	198,100.00
2016 GO CAPITAL NOTE DEBT SERVICE FUND							
Revenues							
371-31402	Franchise fees	(32,335.55)	(31,749.23)	(31,895.81)	(32,027.73)	(32,027.73)	(32,174.00)
371-37101	Interest on investments	(25.89)	-	-	-	-	-
Total		(32,361.44)	(31,749.23)	(31,895.81)	(32,027.73)	(32,027.73)	(32,174.00)
Expenditures							
371-47101-6110	Principal	27,920.00	27,920.00	28,600.00	-	29,316.00	30,014.00
371-47101-6120	Interest	2,876.00	2,318.00	1,760.00	-	1,186.60	610.00
371-47101-6130	Agent fees & misc	1,539.55	1,511.23	1,535.81	-	1,536.00	1,550.00
Total		32,335.55	31,749.23	31,895.81	-	32,038.60	32,174.00

Attachment E

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
GENERAL GOVERNMENT EQUIPMENT FUND							
Revenues							
410-37101	Interest on investments	(661.40)	39.86	(22.99)	(1,027.27)	(400.00)	(400.00)
410-39301	Transfer from general fund	(5,500.00)	(5,000.00)	(5,500.00)	(2,749.98)	(5,000.00)	(5,500.00)
Total		(6,161.40)	(4,960.14)	(5,522.99)	(3,777.25)	(5,400.00)	(5,900.00)
Expenditures							
410-41701-5110	Capital assets	1,785.00	5,041.00	-	-	1,000.00	1,000.00
410-41701-7110	Election equipment fund transfer	-	-	-	-	-	-
Total		1,785.00	5,041.00	-	-	1,000.00	1,000.00
ELECTION EQUIPMENT FUND							
Revenues							
411-37101	Interest on investments	(115.24)	7.13	(19.37)	(45.28)	(100.00)	(100.00)
411-39309	Transfer from other funds	(2,500.00)	(4,000.00)	(4,000.00)	(1,999.98)	(4,000.00)	(4,000.00)
Total		(2,615.24)	(3,992.87)	(4,019.37)	(2,045.26)	(4,100.00)	(4,100.00)
Expenditures							
411-41302-5110	Capital assets	3,538.95	3,189.09	3,727.32	3,622.56	3,600.00	4,000.00
Total		3,538.95	3,189.09	3,727.32	3,622.56	3,600.00	4,000.00
BUILDING FUND							
Revenues							
412-37101	Interest on investments	(3,853.47)	267.01	(24.74)	(3,701.55)	(1,000.00)	(1,000.00)
412-37302	Building lease	-	-	-	-	-	-
412-39301	Transfer from general fund	(10,000.00)	(10,000.00)	(10,000.00)	(4,999.98)	(10,000.00)	(10,000.00)
Total		(13,853.47)	(9,732.99)	(10,024.74)	(8,701.53)	(11,000.00)	(11,000.00)
Expenditures							
412-41702-3420	Building repair & maintenance services	-	-	6,120.00	-	10,000.00	10,000.00
412-41702-5110	Capital assets	176,000.00	27,295.61	2,367.29	-	35,000.00	35,000.00
Total		176,000.00	27,295.61	8,487.29	-	45,000.00	45,000.00
FIRE DEPARTMENT EQUIPMENT FUND							
Revenues							
420-33102	Fire/emergency preparedness grants	-	-	-	-	-	-
420-33407	State Fire Grants	-	-	-	-	-	-
420-37101	Interest on investments	(13,191.07)	1,212.15	(358.39)	(25,609.19)	(1,000.00)	(1,000.00)
420-37502	Fire department donations	-	-	-	-	-	-
420-39101	Sale of assets	-	(8,700.00)	-	-	(2,318.00)	-
420-39301	Transfer from general fund	(210,000.00)	(230,000.00)	(230,000.00)	(142,500.00)	(285,000.00)	(285,000.00)
Total		(223,191.07)	(237,487.85)	(230,358.39)	(168,109.19)	(288,318.00)	(286,000.00)
Expenditures							
420-42201-5110	Capital assets	38,387.80	80,093.57	65,190.89	15,671.21	3,134,362.00	2,608,000.00
420-42201-7190	Other transfers	-	-	-	-	-	-
Total		38,387.80	80,093.57	65,190.89	15,671.21	3,134,362.00	2,608,000.00
EMERGENCY OPERATIONS CENTER FUND							
Revenues							
421-37101	Interest on investments	(794.03)	145.49	(495.90)	(544.43)	(200.00)	(250.00)
421-39301	Transfer from general fund	(2,000.00)	-	-	-	(2,000.00)	(2,000.00)
Total		(2,794.03)	145.49	(495.90)	(544.43)	(2,200.00)	(2,250.00)
Expenditures							
421-42301-3420	Building repair & maintenance services	-	-	-	-	-	-
421-42301-5110	Capital assets	-	-	-	-	1,000.00	1,000.00
Total		-	-	-	-	1,000.00	1,000.00
SIREN REPLACEMENT FUND							
Revenues							
422-37101	Interest on investments	(406.95)	36.37	3.55	(507.88)	(100.00)	(100.00)
422-39301	Transfer from general fund	-	-	-	-	-	-
Total		(406.95)	36.37	3.55	(507.88)	(100.00)	(100.00)
Expenditures							
422-42302-3440	Equipment repair & maintenance services	-	-	-	-	373,119.00	96,000.00
Total		-	-	-	-	373,119.00	96,000.00

Attachments

**CITY OF HAM LAKE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024**

		2020	2021	2022	YTD Jun-23	BUDGET 2023	2024
BUILDING INSPECTION EQUIPMENT FUND							
Revenues							
428-37101	Interest on investments	(737.99)	76.26	(84.01)	(62.40)	(1,000.00)	(1,000.00)
428-39101	Sale of Assets	-	(2,601.00)	-	-	-	-
428-39301	Transfer from general fund	(12,000.00)	(10,000.00)	-	(4,999.98)	(10,000.00)	(10,000.00)
428-39309	Transfer from other funds	-	-	(7,000.00)	(1,000.02)	-	-
Total		(12,737.99)	(12,524.74)	(7,084.01)	(6,062.40)	(11,000.00)	(11,000.00)
Expenditures							
428-42401-5110	Capital assets	17,071.84	70,204.09	-	7,400.00	-	-
Total		17,071.84	70,204.09	-	7,400.00	-	-
PUBLIC WORKS EQUIPMENT FUND							
Revenues							
430-37101	Interest on investments	(3,816.75)	316.60	(291.07)	(6,562.45)	(1,000.00)	(1,000.00)
430-39101	Sale of assets	(20,858.75)	(71,881.00)	-	-	(20,000.00)	(5,000.00)
430-39301	Transfer from general fund	(140,000.00)	(150,000.00)	(150,000.00)	(100,000.02)	(200,000.00)	(250,000.00)
Total		(164,675.50)	(221,564.40)	(150,291.07)	(106,562.47)	(221,000.00)	(256,000.00)
Expenditures							
430-43101-5110	Capital assets	75,061.84	355,621.45	-	-	342,900.00	342,900.00
Total		75,061.84	355,621.45	-	-	342,900.00	342,900.00
REVOLVING STREET FUND							
Revenues							
431-31002	Delinquent property taxes	(1,502.49)	-	-	-	-	-
431-33401	MSA maintenance	(298,620.82)	(545,024.07)	(1,160,709.00)	(115,533.50)	(250,000.00)	(250,000.00)
431-33402	MSA construction	(746,734.86)	(442,947.44)	-	(459,835.00)	-	(870,000.00)
431-33408	State bridge & highway grants	(710,440.94)	-	-	-	-	-
431-33501	Other county grants & aids	-	(12,990.43)	-	-	-	-
431-34301	Developer contributions	-	(632.00)	-	-	-	-
431-34307	Future paving fees	-	-	-	-	-	-
431-36101	Current assessments	(36,582.77)	(49,732.42)	(56,011.67)	2,216.12	(74,000.00)	(88,935.00)
431-36102	Delinquent assessments	-	-	-	-	-	-
431-36103	Prepaid assessments	(7,863.44)	(48,784.14)	(16,076.13)	(820.20)	-	-
431-36104	Penalties & interest	(43.41)	(116.10)	(151.76)	-	-	-
431-37101	Interest on investments	(55,712.41)	262.17	(5,367.83)	(40,684.65)	(10,000.00)	(1,000.00)
431-37601	Refunds & reimbursements	(51,658.76)	(32,482.51)	(4,015.38)	-	-	-
431-39301	Transfer from general fund	(850,000.00)	(1,400,470.00)	(900,000.00)	(1,603,576.31)	(1,100,000.00)	(1,100,000.00)
Total		(2,759,159.90)	(2,532,916.94)	(2,142,331.77)	(2,218,233.54)	(1,434,000.00)	(2,309,935.00)
Expenditures							
431-43301-2120	Postage	-	-	-	-	-	-
431-43301-2330	Street supplies	-	600.00	3,053.28	5,728.60	-	-
431-43301-3105	Assessing/property tax administration	-	-	229.26	212.79	200.00	200.00
431-43301-3110	Attorney	875.00	1,143.33	2,198.50	3,971.68	2,000.00	2,000.00
431-43301-3135	Engineering	427,160.88	330,689.54	230,384.80	207,381.12	563,000.00	360,000.00
431-43301-3190	Other professional services	-	1,379.53	-	15,000.00	40,000.00	40,000.00
431-43301-3320	Equipment rentals	-	-	405.39	1,639.00	-	-
431-43301-3810	Contractors	3,049,833.74	2,167,177.32	1,051,844.03	702,111.75	3,000,000.00	893,412.00
431-43301-3950	Legal notices/publications/bids	233.18	421.81	388.80	109.02	1,000.00	500.00
431-43301-3980	Filing fees	276.00	144.65	230.00	138.00	300.00	300.00
431-43301-5130	ROW Acquisition	700.00	-	44,538.00	2,800.00	50,000.00	50,000.00
Total		2,936,699.00	2,936,699.00	1,333,272.06	939,091.96	3,656,500.00	1,346,412.00
PARK AND BEACH LAND FUND							
Revenues							
440-33601	Other local government grants & aids	-	-	-	-	-	-
440-37101	Interest on investments	(13,082.38)	1,111.28	79.14	(15,579.83)	-	(1,000.00)
440-37102	Interest - Loans	(1,872.98)	(3,846.14)	(1,216.57)	(266.87)	(6,500.00)	(2,000.00)
440-37501	General donations	-	-	-	-	-	-
440-37504	Parkland dedication	(102,145.02)	(125,815.65)	(45,635.64)	(5,161.58)	(70,000.00)	(20,000.00)
440-39101	Sale of assets	-	-	-	-	-	-
Total		(117,100.38)	(128,550.51)	(46,773.07)	(21,008.28)	(76,500.00)	(23,000.00)
Expenditures							
440-44103-2390	Other repair & maintenance supplies	-	1,777.01	-	-	15,000.00	15,000.00
440-44103-3135	Engineering	213.68	820.50	-	3,319.52	-	-
440-44103-3490	Other repair & maintenance services	10,440.00	4,444.01	-	-	15,000.00	15,000.00
440-44103-4150	Reimbursable expense	-	-	-	-	-	-
440-44103-5110	Capital assets	128,950.38	240,405.78	16,249.61	9,990.00	20,000.00	20,000.00
440-44103-5120	Controllable assets	5,731.17	-	-	4,459.47	-	-
Total		145,335.23	247,447.30	16,249.61	17,768.99	50,000.00	50,000.00

Attachment E

CITY OF HAM LAKE							
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DETAILED							
BUDGET DETAIL - ACTUAL 2020-2022, YTD JULY 2023, BUDGET FINAL 2023, PROPOSED 2024							
		2020	2021	2022	YTD Jun-23	BUDGET	
						2023	2024
PARKS EQUIPMENT FUND							
Revenues							
441-37101	Interest on investments	(1,553.59)	82.98	(225.89)	(1,951.05)	(200.00)	(1,000.00)
441-39101	Sale of assets	-	-	-	-	(5,000.00)	(6,000.00)
441-39301	Transfer from general fund	(38,000.00)	(40,000.00)	(40,000.00)	(19,999.98)	(40,000.00)	(42,000.00)
Total		(39,553.59)	(39,917.02)	(40,225.89)	(21,951.03)	(46,200.00)	(49,000.00)
Expenditures							
441-44101-5110	Capital assets	96,951.21	-	-	-	45,000.00	45,000.00
441-44101-7170	Building inspection equipment transfer	-	-	-	-	-	-
Total		96,951.21	-	-	-	45,000.00	45,000.00

CITY OF HAM LAKE

CAPITAL IMPROVEMENT

AND

EQUIPMENT REPLACEMENT PLAN

2024 - 2028

15544 Central Avenue NE, Ham Lake, MN 55304
763-434-9555
www.ci.ham-lake.mn.us

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2028

Sources and Uses of Funds - Equipment Funds

	2024	2025	2026	2027	2028
410 General Government Equipment					
Beginning Balance	72,409	77,309	81,309	81,309	85,709
Revenues and other fund sources					
Interest	400	400	400	400	400
Transfer from general fund	5,500	5,000	5,000	5,000	5,000
Total revenue and other fund sources	5,900	5,000	5,400	5,400	5,400
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	77,309	81,309	85,709	85,709	90,109
411 Election Equipment					
Beginning Balance	3,406	3,506	3,506	3,506	3,606
Revenues and other fund sources					
Interest	100	100	100	100	100
Transfer from general fund	4,000	4,000	4,000	4,000	4,000
Total revenue and other fund sources	4,100	4,100	4,100	4,100	4,100
Expenditures and uses					
City's share of Anoka County's cost for election equipment	4,000	4,000	4,000	4,000	4,000
Total expenditures and uses	4,000	4,100	4,000	4,000	4,000
Ending Balance	3,506	3,506	3,606	3,606	3,706
412 Building Fund					
Beginning Balance	247,738	82,738	83,738	83,738	84,738
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Transfer from general fund	10,000	10,000	10,000	10,000	10,000
Total revenue and other fund sources	11,000	11,000	11,000	11,000	11,000
Expenditures and uses					
Miscellaneous as needed	10,000	10,000	10,000	10,000	10,000
Replace roof on Fire Station 2	35,000	-	-	-	-
Overlay of City Hall and Senior Center Parking Lot	131,000	-	-	-	-
Total expenditures and uses	176,000	10,000	10,000	10,000	10,000
Ending Balance	82,738	83,738	84,738	84,738	85,738
420 Fire Equipment					
Beginning Balance	1,944,818	(377,182)	(86,182)	(86,182)	91,357
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of assets-Utility Two (2006 Ford F250 crew cab)	-	-	-	-	-
Sale of C-1 '21 Dodge Durango	-	-	2,192	-	-
Sale of G-1 '20 Ford F350	-	-	3,253	-	-
Transfer from general fund	285,000	300,000	300,000	300,000	300,000
Total revenue and other fund sources	286,000	301,000	306,445	301,000	301,000
Expenditures and uses					
Fire Station 3	2,600,000	-	-	-	-
Network Switch Fire #2	8,000	-	-	-	-
Cascade System for #3	-	10,000	-	-	-
C-1 '21 DODGE DURANGO	-	-	43,837	-	-
G-1 '20 FORD F350	-	-	65,070	-	-
Wash and Dryer for Station #3	-	-	20,000	-	-
Engine #3	-	-	-	720,000	-
Bathrooms #1	-	-	-	-	70,000
Total expenditures and uses	2,608,000	10,000	128,906	720,000	70,000
Ending Balance	(377,182)	(86,182)	91,357	(505,182)	322,357
421 Emergency Operations Center					
Beginning Balance	37,564	38,814	40,064	40,064	41,314
Revenues and other fund sources					
Interest	250	250	250	250	250
Transfer from general fund	2,000	2,000	2,000	2,000	2,000
Total revenue and other fund sources	2,250	2,250	2,250	2,250	2,250
Expenditures and uses					
Miscellaneous as needed	1,000	1,000	1,000	1,000	1,000
Total expenditures and uses	1,000	1,000	1,000	1,000	1,000
Ending Balance	38,814	40,064	41,314	41,314	42,564

City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2028

Sources and Uses of Funds - Equipment Funds

	2024	2025	2026	2027	2028
422 Siren Replacement					
Beginning Balance	32,477	(63,423)	(68,373)	(68,373)	(73,323)
Revenues and other fund sources					
Interest	100	50	50	50	50
Total revenue and other fund sources	100	50	50	50	50
Expenditures and uses					
Siren repairs and upgrades	5,000	5,000	5,000	5,000	5,000
Siren Transmitter Upgrade - 7K/Siren	91,000	-	-	-	-
Total expenditures and uses	96,000	5,000	5,000	5,000	5,000
Ending Balance	(63,423)	(68,373)	(73,323)	(73,323)	(78,273)
428 Building Inspection Equipment					
Beginning Balance	16,828	27,828	38,828	38,828	49,828
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Future sale of assets	-	-	-	-	-
Transfer from general fund	10,000	10,000	10,000	10,000	10,000
Total revenue and other fund sources	11,000	11,000	11,000	11,000	11,000
Expenditures and uses					
Future purchase of Trucks	-	-	-	-	-
Total expenditures and uses	-	-	-	-	-
Ending Balance	27,828	38,828	49,828	49,828	60,828
430 Public Works Equipment					
Beginning Balance	603,528	520,628	527,128	527,128	88,128
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of Assets	9,000	45,500	20,000	27,985	27,985
Transfer from general fund	250,000	200,000	200,000	200,000	200,000
Total revenue and other fund sources	260,000	246,500	221,000	228,985	228,985
Expenditures and uses					
#89	-	350,000	-	-	-
#54 2006 STERLING L8500	-	350,000	-	-	-
#67 GOOSEN VAN N LOAD	20,000	-	-	-	-
#71 '08 JOHN DEERE 544J LOADER	322,900	-	-	-	-
POWER WASHER	-	15,000	-	-	-
#68 2001 ELGIN STREET SWEEPER	-	150,000	-	-	-
#102 '99 GILCREST PAVER	-	75,000	-	-	-
#57 - 140G MOTOR GRADER-CAT	-	-	200,000	-	-
#83 1998 CHEV 1/2-TON PICKUP	-	-	40,000	-	-
#97 1989 FORD L8000 W/PLOW	-	-	350,000	-	-
WAYNE IX FUEL DISPENSERS & CONTROL SYSTEM	-	-	70,000	-	-
#60 '05 ROLLER	-	-	-	15,000	-
#74 2009 FORD F450	-	-	-	94,700	-
#70 2011 FORD F350	-	-	-	50,000	-
#90 2000 FREIGHLINER FL70 PATCH TRUCK	-	-	-	400,000	-
Total expenditures and uses	342,900	240,000	660,000	559,700	-
Ending Balance	520,628	527,128	88,128	196,413	317,113
431 Revolving Street Fund					
Beginning Balance	196,257	1,159,780	2,209,997	369,006	616,229
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
MSA maintenance	250,000	250,000	250,000	250,000	250,000
MSA construction	870,000	880,000	890,000	900,000	910,000
State bridge & highway grants	-	-	-	-	-
ARPA Funding	-	-	-	-	-
County grants	-	-	-	-	-
Current assessments	88,935	86,154	84,404	82,654	-
Pavement management transfer from general fund	1,100,000	1,000,000	1,000,000	1,000,000	1,000,000
Total revenue and other fund sources	2,309,935	2,217,154	2,225,404	2,233,654	2,161,000
Expenditures and uses					
Prior Year Projects not yet completed					
Misc Fees					
Overlay-non MSA streets	1,148,577	649,970	1,127,505	1,331,033	-
Overlay-MSA streets	197,835	12,620	277,515	-	-
Reconstruction-non MSA streets	-	-	1,516,450	-	-
Reconstruction-MSA streets	-	-	732,086	-	-
New construction-non MSA streets	-	504,347	-	-	-
Participation in county projects	-	-	412,839	655,398	-
Total expenditures and uses	1,346,412	1,166,937	4,066,395	1,986,431	-
Ending Balance	1,159,780	2,209,997	369,006	616,229	2,777,229

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2028**

Sources and Uses of Funds - Equipment Funds

	2024	2025	2026	2027	2028
440 Park and Beach Land Fund					
Beginning Balance	998,857	971,857	927,857	927,857	880,857
Revenues and other fund sources					
Interest	3,000	3,000	3,000	3,000	3,000
Metropolitan Council grant-trail-Bunker Lake Blvd west of Jefferson					
Parkland dedications	20,000	unknown	unknown	unknown	unknown
Total revenue and other fund sources	23,000	6,000	3,000	3,000	3,000
Expenditures and uses					
Miscellaneous park improvements	30,000	30,000	30,000	30,000	30,000
Future park and trail development	20,000	20,000	20,000	20,000	20,000
Total expenditures and uses	50,000	50,000	50,000	50,000	50,000
Ending Balance	971,857	927,857	880,857	880,857	833,857
441 Park Equipment					
Beginning Balance	124,156	128,156	118,156	118,156	141,156
Revenues and other fund sources					
Interest	1,000	1,000	1,000	1,000	1,000
Sale of 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	-	-	-	-	-
Sale of 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	6,000	-	-	-	-
Sale of 2017 Bobcat 5600-T4 Toolcat (#47)	-	7,000	-	-	-
Sale of 2005 John Deer Pro Gator 2020 (#51)	-	-	1,000	-	-
Sale of Smith Co. Ballfield Groomer (#66)	-	-	1,000	-	-
Sale of Toro 36" Floating Deck Mower (#46)	-	-	-	1,000	1,000
Sale of 1994 Top - Utility Trailer (#107)	-	-	-	500	500
Transfer from general fund	42,000	42,000	42,000	44,000	44,000
Total revenue and other fund sources	49,000	50,000	45,000	46,500	46,500
Expenditures and uses					
Replace 2013 John Deer X950R Mower with 14-Bushel Dump (#53)	-	-	-	-	-
Replace 2018 John Deer 1580 Mower - 72" Deck & Canopy (#62)	45,000	-	-	-	-
Replace 2017 Bobcat 5600-T4 Toolcat (#47)	-	60,000	-	-	-
Replace 2005 John Deer Pro Gator 2020 (#51)	-	-	12,000	-	-
Replace Smith Co. Ballfield Groomer (#66)	-	-	10,000	-	-
Replace Toro 36" Floating Deck Mower (#46)	-	-	-	6,000	6,000
Replace 1994 Top - Utility Trailer (#107)	-	-	-	5,000	5,000
Total expenditures and uses	45,000	60,000	22,000	11,000	11,000
Ending Balance	128,156	118,156	141,156	153,656	176,656

**City of Ham Lake
Capital Improvement & Equipment Replacement Plan
2023 thru 2027**

General Fund Capital Outlay by Department

	2024	2025	2026	2027	2028	Total
41701 General Government & Elections	9,500	9,000	9,000	9,000	9,000	55,000
41702 General Building	10,000	10,000	10,000	10,000	10,000	60,000
42201 Fire Department	285,000	300,000	300,000	300,000	300,000	1,770,000
42301 EOC	2,000	2,000	2,000	2,000	2,000	12,000
42401 Building Department Equipment	10,000	10,000	10,000	10,000	10,000	60,000
43101 Public Works Equipment	250,000	200,000	200,000	500,000	550,000	1,900,000
43101 Revolving Street Fund	1,100,000	1,000,000	1,000,000	1,000,000	1,000,000	6,200,000
44101 Parks Equipment	42,000	42,000	42,000	42,000	42,000	250,000
TOTAL	1,708,500	1,573,000	1,573,000	1,873,000	1,923,000	10,307,000

General fund capital outlay in departments includes small equipment that is not budgeted in the equipment funds. The unspent amounts have historically been transferred to the equipment funds at year end.

**City of Ham Lake
Street Overlays
2024 thru 2027**

		Total
2024	Radisson Meadows ('02 construction)	111,937
	Eagle Ridge Estates South ('03 construction)	124,182
	Lever Street from 173rd Avenue to 177th Avenue ('03 construction)	124,789
	Royal Woods ('03 construction)	113,152
	Woodland Bluffs 3rd Addition ('03 construction)	490,885
	Naples Estates ('04 Construction)	183,632
	MSA: McKay Dr: E of Jackson St. to W. of Central Ave	197,835
		1,148,577
2025	Braastad Farms ('02 construction)	379,670
	Deer Haven Hills 2nd Addition ('03 construction)	64,212
	Deer Haven Hills 3rd Addition ('03 construction)	84,916
	Woodland Bluffs ('03 construction)	56,510
	Woodland Bluffs 2nd Addition ('03 construction)	64,662
	MSA - 181st Ave : HWY 65 to Baltimore	12,620
		649,970
		12,620
2026	Larson's Heritage Oaks 3rd Add('02 construction)	90,913
	Larson's Heritage Oaks 4th Add('02 construction)	102,739
	Larson's Heritage Oaks 5th Add('02 construction)	57,544
	Larson's Heritage Oaks 6th Add('02 construction)	159,673
	Cottages of Heritage Oaks ('03 construction)	134,417
	Landborg Industrial Park ('03 construction)	182,693
	Larson's Heritage Oaks West ('03 construction)	163,259
	Polk St.: Constance Blvd. to 833' N ('04 Construction)	44,574
	Rosewood Addition ('04 Construction)	52,921
	W. Frontage Rd S. of Crosstown Blvd. (174th Ave/Central Ave/Johnson St) ('04 Construction)	138,772
	MSA - Buchanan St from Constance Blvd to 165th Ave ('04 Construction)	140,838
	MSA - Hastings St.: 149th Ave. to 153rd Ave. ('03 Construction)	78,664
		1,127,505
		219,502
2027	Prairie Creek ('02 construction)	85,883
	White Oak Ridge ('02 construction)	121,853
	Clayton Park Estates ('03 construction)	147,433
	Nottingham Forest ('03 construction)	210,471
	Hidden Forest West ('04 Construction)	204,402
	Hidden Forest West 2nd Addn. ('04 Construction)	194,841
	Naples Estates 2nd Addn. ('05 Construction)	69,050
	Westlund's Creekside ('05 Construction)	125,733
	Westlund's Creekside 2nd Addn. ('05 Construction)	171,366
	MSA - Ulysses St.: 179th Ln. to 181st Ave. ('04 Construction)	62,074
		1,331,032
		62,074

ALL FUTURE STREET PROJECTS
2024 thru 2027

	2024	2025	2026	2027	Total
Overlay-non MSA streets and roads	1,148,577	649,970	1,127,505	1,331,032	4,257,084
Overlay-MSA streets and roads	197,835	12,620	219,502	62,074	492,031
Reconstruction-MSA-Crosstown Shopping Center ('98 rehab, '79 construct)					1,494,375
Construction-MSA Chisholm St/Baltimore from Holiday to 171st Ave					1,803,164
Reconstruction-Meadow Park (N. Constance) ('99 Rehab, '77 Construct)					783,811
Construction-MSA-Jackson St., .16 miles north of McKay Dr. to .06 miles south of 154th Avenue		540,347			540,347
Reconstruction-MSA Central Ave, 303 feet N of 149th Ave			732,086		732,086
Reconstruction-Idlewood 3rd Addition and 175th Lane W of Swedish Drive ('99 rehab, '82 construct)			1,516,450		1,516,450
County Shared-MSA - Bunker Lake Blvd: Jefferson St. To Hwy 65			412,839		412,839
Participate-MSA - Lexington Ave: Bunker Lake Blvd. to 155th Ave				655,398	655,398
Total Non-MSA Projects	1,148,577	649,970	2,643,955	1,331,032	6,557,345
Total MSA Projects	197,835	552,967	1,364,427	717,472	6,130,240

Meeting Date: August 21, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: The Willows of Ham Lake Senior Housing

Introduction/Discussion: Myself, Councilmember Kirkeide and Deputy City Clerk Shimek met with Anoka County Commissioner Julie Braastad, Anoka County Executive Director of HRA Karen Skepper, and Ehlers representatives Jessica Cook and Schane Rudlang last week.

There was discussion that the HRA bonds for The Willows will be paid off in January of 2026 and there needs to be discussions on what to do with The Willows once the bonds are paid off, such as stay in a partnership with Anoka County HRA or sell The Willows. There was discussion that The Willows serves the community and is affordable housing for the senior residents of Ham Lake who no longer can maintain their homes, but can stay within the City and close to their family. It was also discussed that the residents of Ham Lake get moved to the top of the list once an apartment becomes open. Currently there is a waiting list of over 30 people.

Recommendation: Start discussions of the future of The Willows of Ham Lake Senior Housing along with a future workshop meeting with Anoka County Executive Director of HRA Karen Skepper.

The Willows - Meeting Agenda

August 15, 2023

1. Introductions
2. Project Background
 - a. Summary
 - i. Circa 1995/1996 – City and HRA intend to provide affordable senior housing
 - ii. City originally acquired/provided two parcels (Woodland and Vilina)
 - iii. City and HRA entered into a Joint Powers Agreement (JPA) to complete the project and work on second building (Dated: March 4, 1996)
 - iv. HRA owns 49-unit project
 - v. Financed/backed by project revenues, HRA Levy, and City GO
 - vi. City has ROFR if HRA decides to sell
 - b. Project Debt
 - i. Debt has been refunded once already
 - ii. Bond call date coming up on January 1, 2024
 - iii. Maturity on January 1, 2026
3. Budget – High Level Overview
 - a. Net Operating Income: \$291,910 (from project operations)
 - b. Debt Service: -\$204,875
 - c. Operating Reserve -\$9,800 (does not fund major capital improvements)
 - d. Bond Trustee Fee: -\$2,500
 - e. Annual Net Income: \$74,735
4. Project Rents and Demand for Housing Units
 - a. CoStar Rent Report (attached, and updated from May 2023)
 - b. Great Lakes Management
 - c. Current rents correlate roughly to 50% AMI rents for Anoka County
5. Capital Improvement Plan – High Level Overview
 - a. Average \$230,000 per year (2023-2028)
 - b. Building and Site updates beyond CIP Plan
6. HRA Levy Account
 - a. Cash Balance \$3.9M
 - b. Annual revenue from Levy: \$330k and rising
 - c. Levy has not been needed to subsidize project historically (project “cashflows”)
 - i. But, Levy as backstop is critical to borrowing/debt
7. Opportunities
 - i. Modernize JPA - Update outdated information, practices
 - ii. Fund and complete building and site updates
 - iii. Maintain affordability
 - iv. Second building - Could be combined with other/new housing funding
8. Discussion



Rent Comparables

845 Bunker Lake Blvd

The Willows of Ham Lake

60 Unit Apartment Building

Ham Lake, Minnesota - Outlying Anoka County Neighborhood

PREPARED BY



Frank Roman

Economic Development Advisor

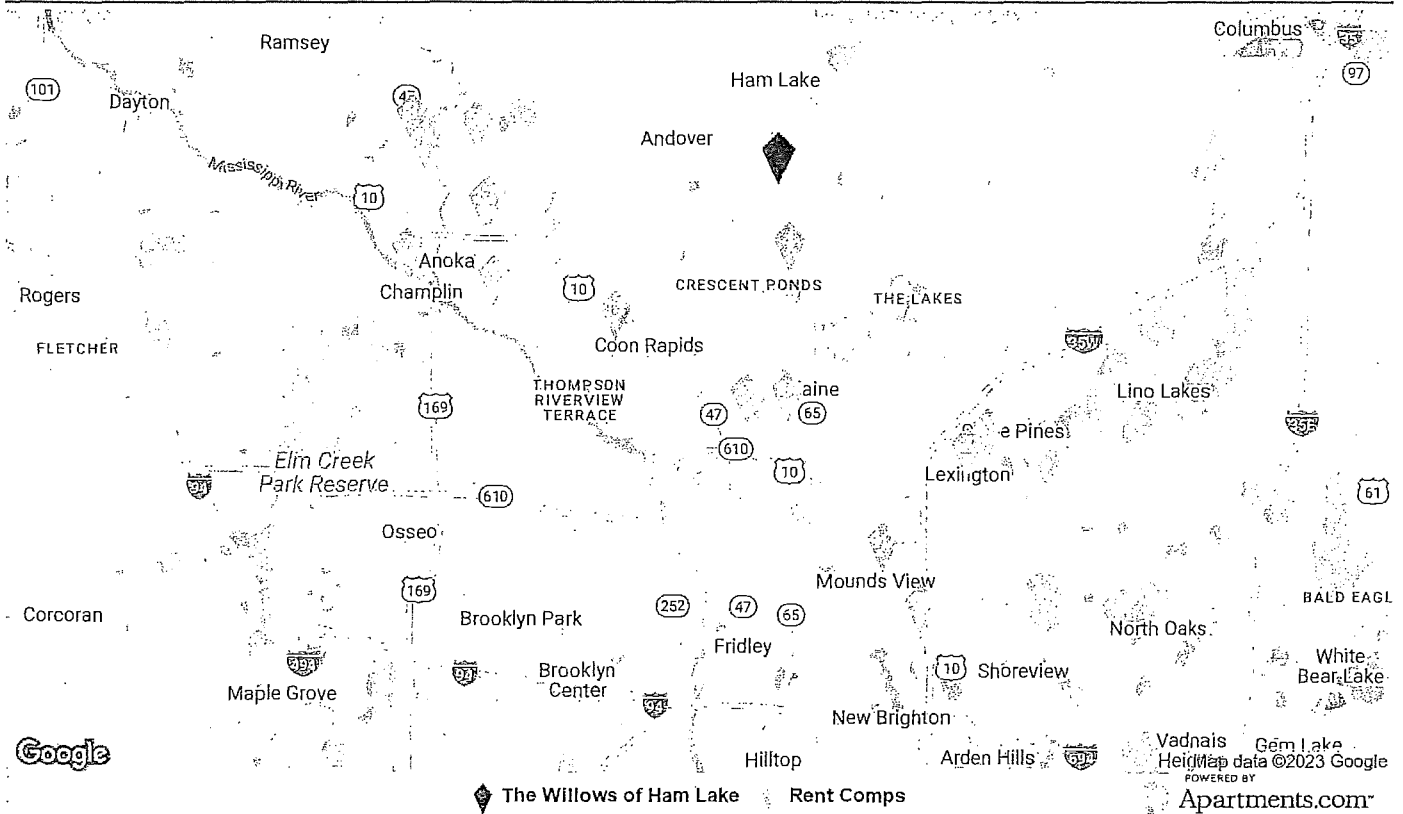


Rent Comparables Summary

845 Bunker Lake Blvd - The Willows of Ham Lake

No. Rent Comps	Avg. Rent Per Unit	Avg. Rent Per SF	Avg. Vacancy Rate
15	\$1,212	\$1.38	4.5%

RENT COMP LOCATIONS



















RENT COMPS SUMMARY STATISTICS

Unit Breakdown	Low	Average	Median	High
Total Units	8	108	100	336
Studio Units	0	8	0	43
One Bedroom Units	0	41	33	120
Two Bedroom Units	0	52	42	199
Three Bedroom Units	0	6	0	42
Property Attributes	Low	Average	Median	High
Year Built	1966	1990	1988	2023
Number of Floors	1	2	3	4
Average Unit Size SF	493	891	890	1,016
Vacancy Rate	0.0%	4.5%	3.4%	24.4%
Star Rating	☆☆☆☆☆	☆☆☆☆☆ 2.6	☆☆☆☆☆	☆☆☆☆☆

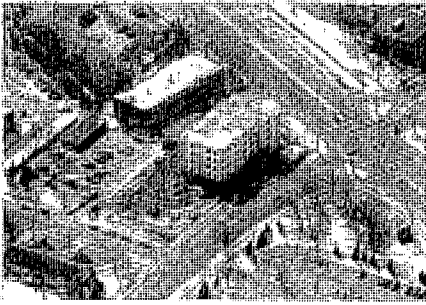
Rent Comparables Summary

845 Bunker Lake Blvd - The Willows of Ham Lake

Property Name/Address	Rating	Yr Built	Property Size		Asking Rent Per Month Per Unit				Rent/SF
			Units	Avg Unit SF	Studio	1 Bed	2 Bed	3 Bed	
 CR Crossing 4021 Coon Rapids Blvd NW	☆☆☆☆☆	2023	43	493	\$1,057	-	-	-	\$2.14
 89 Lexington Lakes 8941 Syndicate Ave	☆☆☆☆☆	1966	54	501	\$790	\$1,000	\$1,390	-	\$1.89
 Aurora Vista 14221 Inca St	☆☆☆☆☆	2023	150	856	\$1,352	\$1,411	\$1,874	-	\$1.82
 Carriage Oaks Apartments 12373 Oak Park Blvd NE	☆☆☆☆☆	1989	336	932	-	\$1,326	\$1,563	\$1,979	\$1.64
 Village Plaza 33 Village Pky	☆☆☆☆☆	2005	122	958	-	\$1,276	\$1,533	\$2,134	\$1.58
 Royal Oaks Apartments 245 99th Ave NE	☆☆☆☆☆	1968	63	761	-	\$1,069	\$1,274	-	\$1.56
 Riverview Estates of Cha... 411 Dayton Rd	☆☆☆☆☆	1971	96	847	-	\$1,026	\$1,209	-	\$1.35
 Savannah Oaks 14351 Dysprosium St NW	☆☆☆☆☆	1999	50	872	-	\$1,084	\$1,433	-	\$1.34
 The Willows of Ham Lake 845 Bunker Lake Blvd	☆☆☆	1996	60	896	-	\$921	\$1,416	-	\$1.20
 Blaine Manor Apartments 9901 Polk St NE	☆☆☆☆☆	1983	100	1,016	-	-	\$1,145	-	\$1.13
 Woodlawn Terrace 7639 Woodlawn Dr	☆☆☆☆☆	1969	113	909	-	\$929	\$1,029	-	\$1.10
 Rivers Bend Apartments 13929 St Francis Blvd	☆☆☆☆☆	1988	32	868	\$651	\$902	\$999	\$1,303	\$1.10
 Greenwood 1036 Lincoln St	☆☆☆☆☆	1982	8	960	-	-	\$1,051	-	\$1.10
 Lincoln Estates Apartments 2710 9th Ln	☆☆☆☆☆	1972	210	933	\$714	\$906	\$1,056	\$1,371	\$1.05
 Baneberry Estates 11205-11255 Hanson Blvd	☆☆☆☆☆	1988	126	983	-	\$700	\$860	\$1,025	\$0.88
 Villas of Mounds View 4889 Old Highway 8	☆☆☆☆☆	2023	120	-	-	\$953	-	-	-

Rent Comparables Photo Comparison

845 Bunker Lake Blvd



CR Crossing

4021 Coon Rapids Blvd NW
43 Units / 4 Stories
Rent/SF \$2.14, Vacancy -
Owner: -

☆☆☆☆☆



89 Lexington Lakes

8941 Syndicate Ave
54 Units / 2 Stories
Rent/SF \$1.89, Vacancy 5.6%
Owner: 89 Lexington Lakes, LLC

☆☆☆☆☆



Aurora Vista

14221 Inca St
150 Units / 3 Stories
Rent/SF \$1.82, Vacancy -
Owner: -

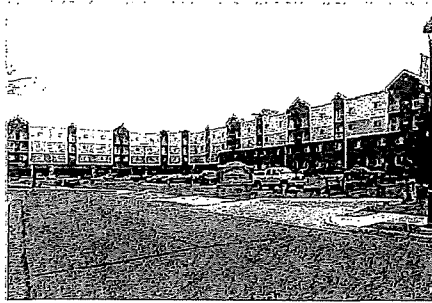
☆☆☆☆☆



Carriage Oaks Apartments

12373 Oak Park Blvd NE
336 Units / 3 Stories
Rent/SF \$1.64, Vacancy 3.6%
Owner: Executive Affiliates

☆☆☆☆☆



Village Plaza

33 Village Pky
122 Units / 4 Stories
Rent/SF \$1.58, Vacancy 0.8%
Owner: Uppal Enterprises

☆☆☆☆☆



Royal Oaks Apartments

245 99th Ave NE
63 Units / 2 Stories
Rent/SF \$1.56, Vacancy 1.6%
Owner: Homel Realty and Management

☆☆☆☆☆



Riverview Estates of Champ...

411 Dayton Rd
96 Units / 3 Stories
Rent/SF \$1.35, Vacancy 19.8%
Owner: Brentwood Management, Inc.

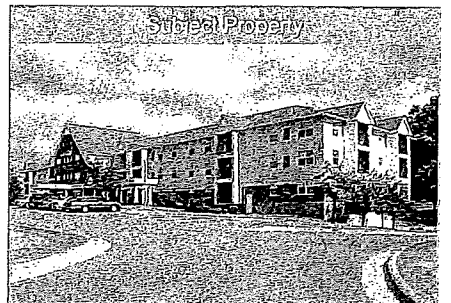
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Savannah Oaks

14351 Dysprosium St NW
50 Units / 3 Stories
Rent/SF \$1.34, Vacancy 0%
Owner: Anoka County Government C...

☆☆☆☆☆



The Willows of Ham Lake

845 Bunker Lake Blvd
60 Units / 3 Stories
Rent/SF \$1.20, Vacancy 0%
Owner: Anoka County Government C...

☆☆☆☆☆

Rent Comparables Photo Comparison

845 Bunker Lake Blvd



Blaine Manor Apartments ∞
 9901 Polk St NE
 100 Units / 3 Stories
Rent/SF \$1.13, Vacancy 0%
 Owner: AIMS- Blaine Manor Apartme...
 ☆☆☆☆☆



Woodlawn Terrace ∞
 7639 Woodlawn Dr
 113 Units / 3 Stories
Rent/SF \$1.10, Vacancy 3.5%
 Owner: KJ Management
 ☆☆☆☆☆



Rivers Bend Apartments ∞
 13929 St Francis Blvd
 32 Units / 2 Stories
Rent/SF \$1.10, Vacancy 6.3%
 Owner: Bailey Enterprises, Inc.
 ☆☆☆☆☆



Greenwood ∞
 1036 Lincoln St
 8 Units / 2 Stories
Rent/SF \$1.10, Vacancy 25.0%
 Owner: Max A & Sandra J Green
 ☆☆☆☆☆



Lincoln Estates Apartments ∞
 2710 9th Ln
 210 Units / 3 Stories
Rent/SF \$1.05, Vacancy 5.7%
 Owner: Carew Properties
 ☆☆☆☆☆



Baneberry Estates ∞
 11205-11255 Hanson Blvd
 126 Units / 3 Stories
Rent/SF \$0.88, Vacancy 2.4%
 Owner: Anda Construction
 ☆☆☆☆☆



Villas of Mounds View ∞
 4889 Old Highway 8
 120 Units / 1 Story
Rent/SF -, Vacancy -
 Owner: -
 ☆☆☆☆☆

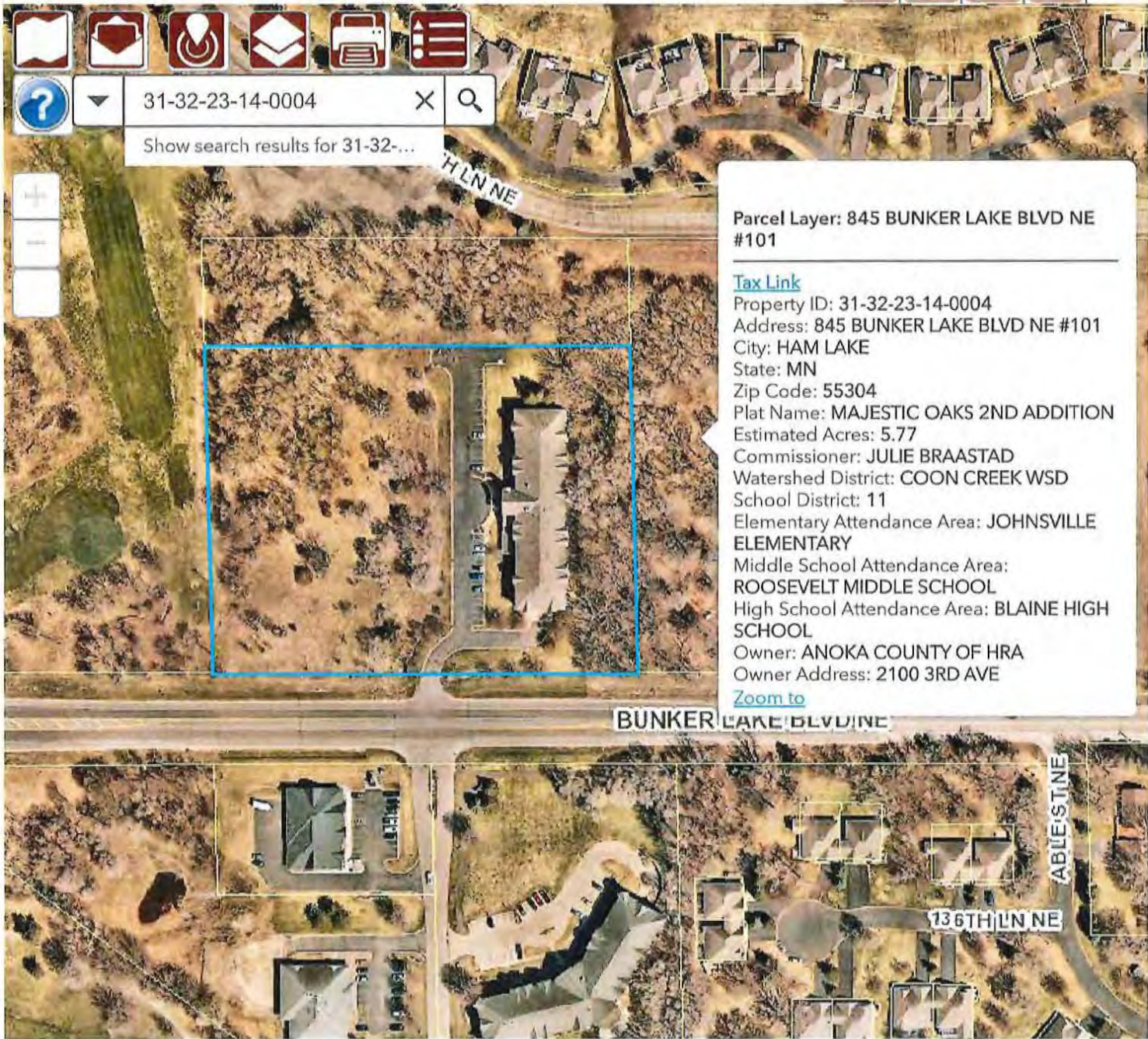


Anoka County Parcel Viewer



31-32-23-14-0004

Show search results for 31-32-...



Parcel Layer: 845 BUNKER LAKE BLVD NE #101

[Tax Link](#)

Property ID: 31-32-23-14-0004
 Address: 845 BUNKER LAKE BLVD NE #101
 City: HAM LAKE
 State: MN
 Zip Code: 55304
 Plat Name: MAJESTIC OAKS 2ND ADDITION
 Estimated Acres: 5.77
 Commissioner: JULIE BRAASTAD
 Watershed District: COON CREEK WSD
 School District: 11
 Elementary Attendance Area: JOHNSVILLE ELEMENTARY
 Middle School Attendance Area: ROOSEVELT MIDDLE SCHOOL
 High School Attendance Area: BLAINE HIGH SCHOOL
 Owner: ANOKA COUNTY OF HRA
 Owner Address: 2100 3RD AVE

[Zoom to](#)

BUNKER LAKE BLVD NE

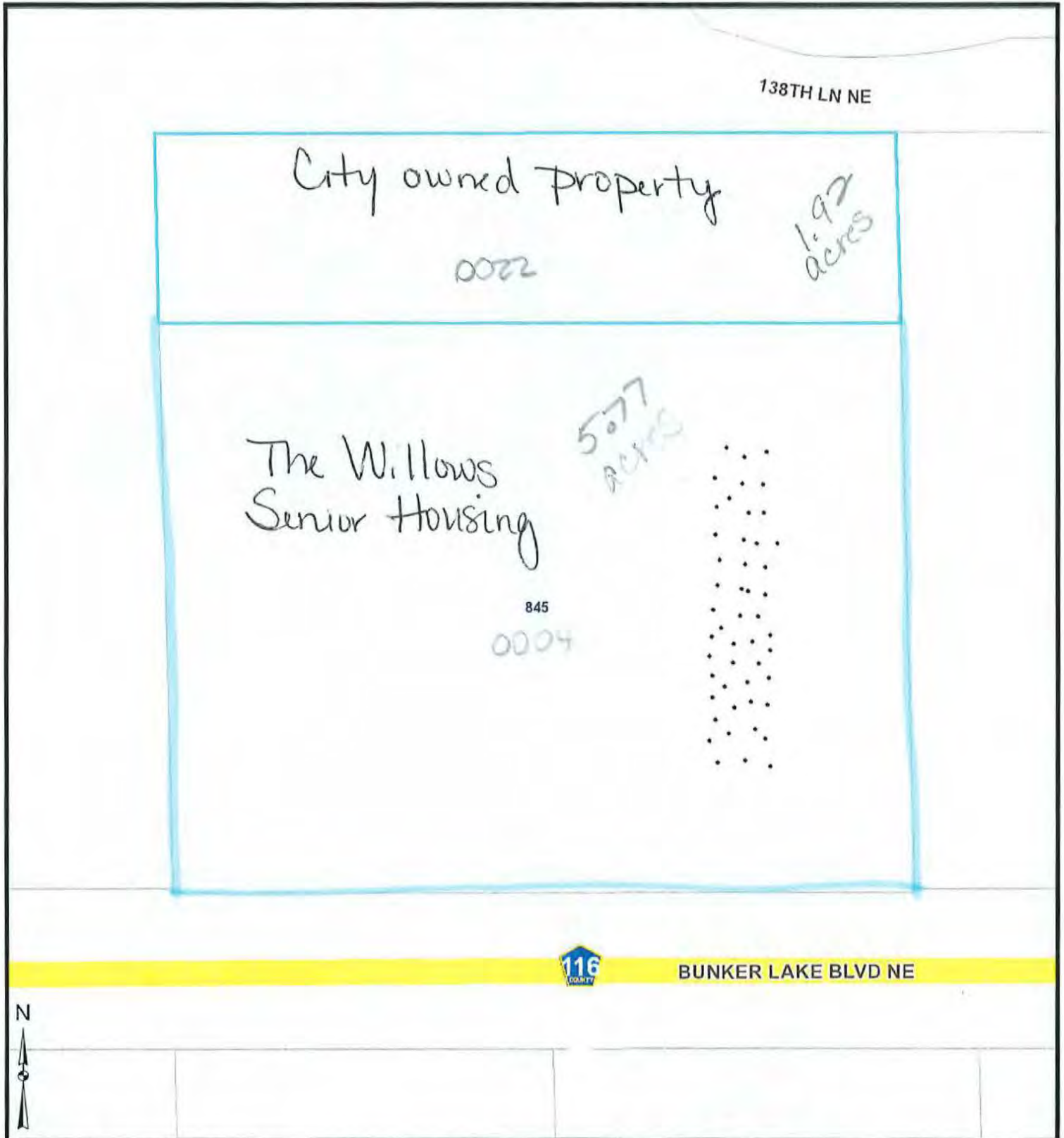
ABLEISTNE

136TH LN NE

200ft

506,348.350 167,071.138 Feet

The Willows Senior Housing



Parcel Information:

31-32-23-14-0022

Approx. Acres: 1.92317411

Commissioner: JULIE BRAASTAD

Owner Information:

ANOKA COUNTY HRA

2100 3RD AVE N

ANOKA

MN

55303



HAM LAKE

MN 55304

Plat: