

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, NOVEMBER 6, 2023

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

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

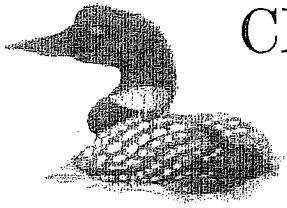
- 4.1 Approval of minutes of October 16, 2023 and Budget Meeting minutes of October 23, 2023
- 4.2 Approval of claims
- 4.3 Approval of an Ordinance rezoning 1016 Bunker Lake Boulevard NE to R-AH (Affordable Housing District)
- 4.4 Approval of the contract with Embedded Systems for the maintenance and monitoring of the radio equipment for the outdoor warning sirens
- 4.5 Approval of the Final Sunrise Watershed Management Organization Joint Powers Agreement (JPA) and adoption of a Resolution and approval of the 2024 Budget
- 4.6 Approval of accepting the Enchanted Estates 3rd Addition Development project and releasing the maintenance security
- 4.7 Approval of accepting the Coon Creek Commercial Park Development project and releasing the maintenance security
- 4.8 Approval of accepting the Hidden Forest East Third Addition Development Project and releasing the maintenance security.
- 4.9 Approval of accepting the Constance Boulevard Terrace Development project and commencing the one-year warranty period
- 4.10 Approval of accepting the Evergreen Estates Development project and commencing the one-year warranty period
- 4.11 Approval of accepting the Crosstown Rolling Acres 3rd Addition Development project and commencing the one-year warranty period
- 4.12 Approval of the 2024 bituminous overlay project plans and specifications and authorization to advertise for bids.

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Ryan Becker of Unlimited Concrete Concepts, LLC requesting a Conditional Use Permit to operate a construction service contractor business at 16651 Polk Street NE and adoption of a Resolution
- 5.2 Ryan Becker of Unlimited Concrete Concepts, LLC requesting Commercial Site Plan approval to construct a 4,608 square foot office/warehouse building at 16651 Polk Street NE, PID# 08-32-23-33-0007

- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**
- 7.0 APPEARANCES – None**

- 8.0 CITY ATTORNEY**
- 9.0 CITY ENGINEER**
- 10.0 CITY ADMINISTRATOR**
- 11.0 COUNCIL BUSINESS**
 - 11.1 Committee Reports
 - 11.3 Announcements and future agenda items



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, OCTOBER 16, 2023

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, October 16, 2023 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Councilmember Jim Doyle

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

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

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

2.0 PUBLIC COMMENT

Terry Olson, President of SBAA (Soderville/Blaine Athletic Association), was present before the City Council to thank the City of Ham Lake for the new backstops installed at Lion's Park. Mr. Olson also wanted to thank Public Works employee, Jim Kappelhoff, for the leveling of field six. Mayor Kirkham told Mr. Olson that it is also a goal of the city to purchase property from Holiday Stationstores to provide additional parking area at Soderville Ballfield.

Tommy Clingman, 2746 154th Lane NE, was present before the City Council requesting a variance for a wider driveway width than is allowed in the City Code. Mr. Clingman stated that he moved here from Arizona and had a house built that received its final inspection on August 28, 2023. Mr. Clingman stated that at the final inspection it was found that the driveway was constructed too wide, according to City requirements (maximum of 30' wide from curb to road right-of-way); and it was stated that the driveway's width must be reduced as shown on the Certificate of Survey that was submitted to obtain the building permit. Mayor Kirkham stated that staff researched neighboring cities and found that some of the other city's requirements were more restrictive than the City of Ham Lake. Mayor Kirkham asked Mr. Clingman if he was aware that the cul-de-sac abutting his property was temporary and that the road would eventually be going through; Mr. Clingman stated he is aware of that. Mayor Kirkham stated that last year the City required a resident to come into compliance by removing a portion of his driveway. Attorney Berglund stated that granting a variance requires a hardship, which the property owner cannot create their own hardship and therefore a hardship does not exist. **It was the consensus of the City Council that the driveway must be cut down to meet the City Code requirements regarding driveway width.**

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

Lt. Schuldt gave the September Anoka County Sheriff's Office report. Lt. Schuldt introduced Lt. Anthony Mendoza who will be taking his place as the city's liaison.

3.2 PUBLIC HEARING – 6:01 p.m. – to consider the vacation of a portion of Stutz Street NE dedicated on the recorded plat of Hidden Forest East Third Addition and adoption of Resolution No. 23-47
Mayor Kirkham opened the public hearing for comment at 6:12 p.m. and with there being no comment, Mayor Kirkham closed the public hearing at 6:12 p.m.

Motion by Kirkeide, seconded by Wilken, to adopt Resolution No. 23-47 approving the vacation of a portion of Stutz Street NE dedicated on the recorded plat of Hidden Forest East Third Addition. All present in favor, motion carried.

4.0 CONSENT AGENDA

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

- 4.1 Approval of minutes of October 2, 2023 and Workshop minutes of October 3, 2023
- 4.2 Approval of claims in the amount of \$619,401.09
- 4.3 Approval of scheduling a Budget Workshop Meeting for Monday, October 23, 2023 at 3:00 p.m.
- 4.4 Approval of scheduling a Workshop Meeting with Karen Skepper, Executive Director of Anoka County HRA for Monday, November 6, 2023 at 5:15 p.m. to discuss the Willows of Ham Lake Senior Housing
- 4.5 Approval of appointing Angela Brumbaugh as the Finance/Human Resource Director
- 4.6 Approval of Ordinance No. 23-11 rezoning 4611 139th Lane NE to R-1 (Single Family Residential)
- 4.7 Approval of the invoice and final Sunrise Watershed Management Organization Joint Powers Agreement (JPA)
- 4.8 Approval of a warranty extension for Lund’s Lakeview Forest Street Reconstruction Project
- 4.9 Road Committee Recommendation:
 - 1) Approval of Ordering plans and specifications for the 2024 bituminous overlay project

Motion by Kirkeide, seconded by Parranto, to approve the October 16, 2023 Consent Agenda as written. All present in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Jeremy Larson of Hampton Companies requesting to rezone certain parcels of land, 1016 Bunker Lake Boulevard NE, from R-1 (Single Family Residential) to R-AH (Affordable Housing District)

This is considered the first reading of a rezoning ordinance.

5.2 Jesse Osborne requesting a revision to the approved conditions of the final plat for the Creekside Farms Commercial Development in Sections 7 and 8

Motion by Kirkeide, seconded by Parranto, to concur with the Planning Commission and approve Jesse Osborne’s request to revise the approved conditions of the final plat for the Creekside Farms Commercial Development in Sections 7 and 8 related to screening subject to adhering to the screening plan exhibit modified by Commissioner Lejonvarn and meeting the approval of the Building Official. The Phase 1 screening exhibit has green lines indicating where trees are to be planted and is described as:

1. **From the northeast corner of the plat to the north edge of 167th Avenue NE a single row of four-foot conifers are to be planted ten-feet apart.**

2. From the south edge of 167th Avenue NE to where the line begins to angle slightly to the west, a single row of three-foot conifers are to be planted ten-feet apart.
3. From the point where the line begins to angle to the west again, south to just north of the infiltration basin located in the southeast corner of the plat, two rows of three-foot conifers are to be planted ten-feet apart with the second row of trees being staggered to give the appearance that all trees are planted five-feet apart.
4. From the point just north of the southeast infiltration basin, to the edge of Buchanan Street NE, a single row of three-foot conifers are to be planted ten-feet apart.
5. From the southeast corner of the infiltration basin, to the eastern edge of Buchanan Street NE, a single row of four-foot conifers are to be planted ten-feet apart.

Trees for Phase 1 are to be planted by December 1, 2023. Phase 2 screening to include six-foot, slatted, chain link fencing which is to be constructed between the proposed buildings, no trees are to be moved or removed and all screening must be outside of nearby easements. All present in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

8.1 Discussion of Wetland Banks

Attorney Berglund gave an update of what wetland banks are in general terms. Attorney Berglund stated that the property owner needs approval from the Army Corp of Engineers, BWSR (Board of Water and Soil Resources), and the State of Minnesota. Attorney Berglund stated that if certain criteria are met, the property would become a dedicated wetland. Attorney Berglund stated that there are no wetland banks in Anoka County. Attorney Berglund stated that the wetland designation is permanent and the property could not be used in any other manner. Attorney Berglund stated that wetland banking is relatively new, so there is not a long history to look at. Attorney Berglund stated that if plans are proposed, the City Council should hold a workshop meeting to discuss if it is something the City would allow and if the use should be codified and whether property could be given as a trail system. Attorney Berglund stated that wetland banking is a long- term commitment and wetland credits could not be sold for 5 years and then the property would be valued at current market value. Councilmember Kirkeide stated that the MAC (Metropolitan Airports Commission) property on East Lake Netta Drive is fenced in and cannot be used. Councilmember Kirkeide stated he feels this would be a waste of land, unless the City could benefit with natural trails. Mayor Kirkham stated that the City is currently moving forward with a wetland study on a portion of the Hidden Forest East Park. Mayor Kirkham stated that the property could connect natural trails and could the City request some of the land as a trail. Mayor Kirkham stated that he likes the idea. Councilmember Kirkeide stated that maybe the City could benefit with natural trails, but added that the property would no longer pay property taxes. Attorney Berglund stated that the landowner may not want the liability of a trail on their property. Attorney Berglund stated that the City of Forest Lake placed a moratorium on wetland banking for a year and after review, they voted to not allow it as they did not want to limit the land use in the future.

8.2 Discussion of authorizing the City Attorney to act on the Letter of Credit from Shingobee (Circle K/Holiday Stationstore)

Attorney Berglund explained the background regarding the Holiday Stationstore project as follows: Attorney Berglund stated that a Temporary Certificate of Occupancy permit was issued to the Holiday Stationstore on April 15, 2022 and a Letter of Credit was supplied by the construction company Shingobee to ensure work was properly completed. The Letter of Credit only covers the Holiday Stationstore

improvements and not the improvements in the development agreement associated with the preliminary plat submitted to the City for the entire lot. The Final Certificate of Occupancy has not been issued. Per the Temporary Certificate of Occupancy, there are 15 items to be resolved. Circle K/Holiday Stationstores have not yet signed the development agreement for the overall plat with the City to perform work to City Standards and the final plat has not been filed with Anoka County. There is one remaining item to be completed at the southern entrance of Holiday Stationstore as shown on the approved plans. The City has sent punch lists requesting remedy by installing a valley gutter to allow water to flow to the north into the catch basin on the north side of the driveway. The work has not been completed. An agreement to provide easements required for the roadway and future development has also not been agreed to. Baltimore Street NE from to 151 feet south was vacated on July 19, 2021. As of now, Chisholm Street NE is private property and not the City's responsibility. Attorney Berglund stated that at this time he is requesting approval of the City Council to authorize the City Attorney to act on the Letter of Credit if necessary. **Motion by Kirkham, seconded by Wilken, to authorize the City Attorney to act, if necessary, on the Letter of Credit set to expire on November 15, 2023 in the amount of \$180,198.75 for Shingobee Builders, Inc. concerning the project known as the Holiday Stationstores project. All present in favor, motion carried.**

9.0 CITY ENGINEER

Engineer Krugler stated that the bridge on 152nd Avenue NE in Brook View Meadows is currently closed until they can find out the condition of the existing culvert. Engineer Krugler stated that currently the culvert is a 14' x 7' box culvert and they are planning to reduce the size and replace it with a 10' by 6' box culvert.

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports – None

11.2 Discussion of the 2024 Law Enforcement Contract

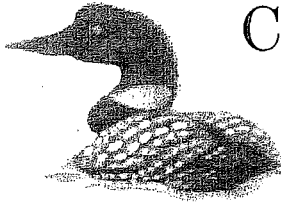
Mayor Kirkham stated that the Sheriff's Office has presented a couple of options for the 2024 Law Enforcement Contract. The City could go with a full-time investigator, a part-time investigator or go back to no investigator. Councilmember Wilken stated that if the City would choose to go with no investigator, the Sheriff's contract would go down \$200,000.00. Councilmembers Parranto and Kirkeide agreed. Councilmember Wilken wanted to clarify that crimes will still be investigated by a shared investigator. Councilmember Kirkeide stated that he would still like structural changes to levy separately on a county wide levy and assess property owners for law enforcement. The City Council agreed that the Law Enforcement Contract will be discussed at the October 23, 2023 Budget Workshop Meeting.

11.3 Announcements and future agenda items

Councilmember Kirkeide reminded the City Council that there is a Budget Meeting Workshop scheduled for Monday, November 23, 2023 at 3:00 p.m.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:45 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



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CITY OF HAM LAKE

CITY COUNCIL BUDGET WORKSHOP MINUTES MONDAY, OCTOBER 23, 2023

The Ham Lake City Council met for a budget workshop meeting on Monday, October 23, 2023 at 3:04 p.m. in the Conference Room at 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: Interim Finance Director, Julie McMackins; City Administrator, Denise Webster; City Engineer, Tom Collins; Public Works Superintendent, John Witkowski; and Administrative Assistant, Nicole Wheeler

1.0 Call to Order

Mayor Kirkham called the meeting to order at 3:04 p.m.

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

Mayor Kirkham stated that the additional amount of money required for a full-time investigator with the ACSO (Anoka County Sheriff's Office) is not a good use of our funds for the one or two cases that were solved last year. Councilmember Kirkeide stated that ACSO is required to provide the service of the county wide investigator to the City of Ham Lake at no additional cost. **Motion by Kirkham, seconded by Kirkeide, to approve the 2024 Law Enforcement Contract with the removal of the full-time investigator. All in favor, motion carried.**

3.0 Discussion of the proposed 2024 Budget and CIP Review

Councilmember Doyle stated he is happy with the proposed 2024 Budget after removing the full-time investigator from the Law Enforcement Contract. Councilmember Kirkeide stated the City of Ham Lake is in good financial shape even with the rising costs of inflation. It was discussed that Option #1, which would remove the full-time investigator from the Sheriff's Contract and still includes use of \$64,665 of fund balance reserves to fund the General Fund operations. Interim Finance Director McMackins stated that the City Tax Rate for 2024 would be 18.866% with the tax levy increase at 4.22%

There was discussion of the Revolving Street Fund and if the amount is going to be reduced to a transfer of \$1 million in 2025. Mayor Kirkham stated that it should be an increase for 2025 in the amount of \$1.1 million.

It was the consensus of the City Council to approve the proposed 2024 Budget and CIP Review using Option #1.

Motion by Kirkham, seconded by Parranto, to adjourn the meeting at 3:28 p.m. All in favor, motion carried.

Nicole Wheeler, Administrative Assistant

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
November 3, 2023

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		10/17/23 - 11/03/23	
EFT	# 1939 - 1946	\$	52,565.12
REFUND CHECKS	# 65535 - 65537, 65539 - 65540	\$	3,250.00
CHECKS	# 65541 - 65582	\$	918,798.85
BANK DRAFTS	DFT0002614 -DFT0002620	\$	52,487.09
TOTAL EFTS, CHECKS, AND BANK DRAFTS			\$ 1,027,101.06
 PAYROLL CHECKS			
10/20/23	Direct Deposits	\$	43,210.26
10/20/23	Check #65538	\$	27.70
11/03/23	Direct Deposits	\$	33,144.83
TOTAL PAYROLL CHECKS			\$ 76,382.79
 VOID CHECKS			
CHECKS	#65550, 65578	\$	-
ZERO EFT	#1945	\$	-
BANK DRAFTS		\$	-
TOTAL VOIDS			\$ -
 TOTAL OF ALL PAYMENTS			\$ 1,103,483.85

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

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Packet: ARPKT00920 - 11/18/23 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00355	BUNKER LAKE PARK & SELL	10/18/2023	65535	300.00
00403	ROHAN GRAMA VENKATESH	10/18/2023	65536	2,500.00
00429	JENNIFER JOCHUM	10/18/2023	65537	150.00
			Total Refund Amount:	2,950.00

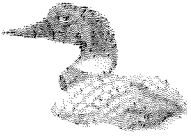
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,950.00
Revenue Totals:	2,950.00

General Ledger Distribution

Posting Date: 10/18/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-2,950.00	Yes
890-11501	Misc receivables	2,950.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-2,950.00	
999-20702	Due to other funds	2,950.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Packet: ARPKT00922 - 10/26/23 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00436	KAREN FUNK	10/26/2023	65539	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: 10/26/2023

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	



Packet: ARPKT00926 - 11/02/23 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00434	JESSICA OLSON	11/2/2023	65540	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: 11/02/2023

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 10/17/2023 - 11/6/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1939	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	90.32
1939	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
1939	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	58.74
1939	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	92.95
1939	ARAMARK UNIFORM & CAREE	FIRST AID SUPPLIES	Safety supplies	100-43101-2240	14.99
1939	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	56.86
1940	BRODIN PRESS	NOV HAM LAKER	Editing	211-41704-3125	900.00
1941	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
1941	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
1941	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
1941	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
1941	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
1941	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
1942	DELTA DENTAL PLAN OF MINN	COBRA - DK	COBRA receivable	100-11502	51.04
1942	DELTA DENTAL PLAN OF MINN	DENTAL	Dental Insurance	100-21711	810.03
1943	O'REILLY AUTOMOTIVE STORE	HOG RINGS FOR SAND BAGS	Operating supplies	100-43101-2290	15.99
1943	O'REILLY AUTOMOTIVE STORE	HOG RING PLIERS	Small tools	100-43101-2410	14.99
1943	O'REILLY AUTOMOTIVE STORE	#63 OIL FILTER	Vehicle parts & supplies	100-43101-2340	3.37
1943	O'REILLY AUTOMOTIVE STORE	DRIP TRAY & ABSORB ROLL	Operating supplies	100-43101-2290	31.97
1944	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	1,764.09
1944	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	81.12
1944	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	5,719.18
1944	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	419.26
1944	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	859.09
1944	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	2,058.54
1944	RFC ENGINEERING, INC.	COON LAKE CHANNEL DREDG	Engineering	100-41101-3135	1,313.07
1944	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	117.61
1944	RFC ENGINEERING, INC.	1505 - 143RD AVENUE CULVE	Engineering	100-41101-3135	114.18
1944	RFC ENGINEERING, INC.	BUNKER LAKE BOULEVARD IN	Engineering	100-41101-3135	42.82
1944	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	42.82
1944	RFC ENGINEERING, INC.	CITY CODE	Engineering	100-41102-3135	436.41
1944	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	156.99
1944	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	1,093.42
1944	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	65.34
1944	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	213.90
1944	RFC ENGINEERING, INC.	136TH LANE/LINCOLN STREET	Engineering	100-43101-3135	57.09
1944	RFC ENGINEERING, INC.	SNOW PLOW MAPS	Engineering	100-43102-3135	26.14
1944	RFC ENGINEERING, INC.	HAM LAKE AS LGU-WCA	Engineering	100-43201-3135	142.72
1944	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	39.20
1944	RFC ENGINEERING, INC.	SRWMO 2023 BUDGET	Engineering	100-43201-3135	42.82
1944	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	394.31
1944	RFC ENGINEERING, INC.	FIRE #3	Capital assets	420-42201-5110	11,932.00
1944	RFC ENGINEERING, INC.	COUNTY DITCH #58 CROSS CU	Engineering	431-43301-3135	7,858.69
1944	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65	Engineering	431-43301-3135	51.58
1944	RFC ENGINEERING, INC.	162ND LANE/BUCHANAN	Engineering	431-43301-3135	171.27
1944	RFC ENGINEERING, INC.	162ND LANE/BUCHANAN ST,	Engineering	431-43301-3135	889.55
1944	RFC ENGINEERING, INC.	2023 REHAB	Engineering	431-43301-3135	470.98
1944	RFC ENGINEERING, INC.	WHITETAIL CROSSING 2ND	Engineering	890-90001-3135	14.27
1944	RFC ENGINEERING, INC.	CONSTANCE BOULEVARD TER	Engineering	890-90001-3135	1,861.94
1944	RFC ENGINEERING, INC.	HOLIDAY	Engineering	890-90001-3135	1,195.92
1944	RFC ENGINEERING, INC.	L2B2 CREEKSIDE FARMS - UNL	Engineering	890-90001-3135	352.84
1944	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	4,118.28
1944	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	298.63
1944	RFC ENGINEERING, INC.	ENCHANTED ESTATES 4TH	Engineering	890-90001-3135	14.27

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1944	RFC ENGINEERING, INC.	COON CREEK COMMERCIAL P	Engineering	890-90001-3135	17.53
1944	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 3RD	Engineering	890-90001-3135	17.53
1944	RFC ENGINEERING, INC.	CREEKSIDE FARMS - LABELS	Engineering	890-90001-3135	25.00
1944	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH - L	Engineering	890-90001-3135	25.00
1944	RFC ENGINEERING, INC.	4611 - 139TH LOT LINE ADJ - L	Engineering	890-90001-3135	25.00
1944	RFC ENGINEERING, INC.	JAM HOPS EXPANSION	Engineering	890-90001-3135	26.14
1944	RFC ENGINEERING, INC.	4611 - 139TH LOT LINE ADJ	Engineering	890-90001-3135	309.16
1944	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	45.07
1944	RFC ENGINEERING, INC.	LIVE WIRE	Engineering	890-90001-3135	45.07
1944	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	55.58
1944	RFC ENGINEERING, INC.	164TH AVENUE & MANKATO S	Engineering	890-90001-3135	57.09
1944	RFC ENGINEERING, INC.	CATCHERS CREEK	Engineering	890-90001-3135	27.04
1944	RFC ENGINEERING, INC.	H&H LANDSCAPE	Engineering	890-90001-3135	78.41
1944	RFC ENGINEERING, INC.	ENCHANTED ESTATES 3RD	Engineering	890-90001-3135	81.12
1944	RFC ENGINEERING, INC.	165TH AVE - PARTIAL CUL-DE-	Engineering	890-90001-3135	157.00
1944	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	2,755.35
1944	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	39.20
1946	WICK COMMUNICATIONS-LEA	NOV HAM LAKER	Printing	211-41704-3970	667.25
65541	AKER DOOR SALES INC	PW GARAGE DOOR REPAIR	Building repair & maintenanc	100-43104-3420	189.00
65542	ALEX AIR APPARATUS 2 LLC	FIRE #1 COMPRESSOR TESTIN	Equipment repair & maintena	100-42201-3440	829.96
65542	ALEX AIR APPARATUS 2 LLC	FIRE #2 AIR COMPRESSOR TES	Equipment repair & maintena	100-42201-3440	1,025.52
65543	ANIMAL HUMANE SOCIETY	ANIMAL CONTROL JULY'23-SE	Other professional services	100-42501-3190	791.00
65544	ANOKA COUNTY TREASURY D	4TH QTR LAW ENFORCEMENT	Police protection	100-42101-3155	301,118.75
65545	ANOKA COUNTY TREASURY D	OCT BROADBAND	Internet & website	100-41301-3220	37.50
65545	ANOKA COUNTY TREASURY D	OCT BROADBAND FIRE #2	Internet & website	100-41301-3220	75.00
65546	BORN CARPENTRY	CANCEL DUPLICATE PERMIT #	Surcharge	100-22801	1.00
65546	BORN CARPENTRY	CANCEL DUPLICATE PERMIT #	Building permits	100-32201	60.00
65547	BUREAU OF CRIMINAL APPRE	CHILD PROT. BACKGROUND -	Personnel testing & recruitme	100-42201-3150	120.00
65548	COMCAST BUSINESS	FIRE #1 ADD'L CABLE BOX	Other professional services	100-42201-3190	11.34
65549	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	844.57
65549	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	33.22
65549	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	15.61
65549	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	243.55
65549	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	176.77
65549	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	311.39
65549	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	68.25
65549	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	656.29
65549	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	22.54
65549	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	49.26
65549	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	77.24
65549	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	71.90
65549	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	70.68
65549	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	70.57
65549	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	66.53
65549	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	61.65
65549	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	258.73
65549	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	112.74
65549	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	34.75
65549	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	14.50
65549	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	61.41
65549	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	117.38
65549	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	14.50
65549	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	58.84
65549	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	53.38
65549	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	111.76
65549	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	84.58
65549	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	23.30
65549	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	454.77
65549	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,388.45
65551	DEARBORN LIFE INS CO	SEPT/OCT VOL LIFE - PS	Life Insurance	100-21714	-87.60

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65551	DEARBORN LIFE INS CO	NOV LIFE	Life Insurance	100-21714	54.40
65551	DEARBORN LIFE INS CO	NOV VOL LIFE	Life Insurance	100-21714	171.60
65552	DEHN OIL CO	141 GAL. GASOLINE	Fuel	100-43101-2230	387.63
65552	DEHN OIL CO	400 GAL. DIESEL	Fuel	100-43101-2230	1,417.32
65553	EBERT COMPANIES	FIRE #3	Capital assets	420-42201-5110	567,840.82
65554	FIRE SAFETY USA INC	E1 DRAIN INSTALLATION	Fire apparatus repair & maint	100-42201-3450	118.00
65555	GRAINGER	SAND BAGS	Operating supplies	100-43101-2290	65.52
65555	GRAINGER	DRY WIPES	Operating supplies	100-43101-2290	22.56
65556	HAM LAKE HARDWARE INC	HAM LAKE PARK SPRINKER SU	Operating supplies	100-44101-2290	55.97
65557	HAM LAKE HAULERS INC	3RD QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
65558	HAY CREEK ENTERTAINMENT I	FREEDOM FEST 2024 ENTERT	Prepaid expense	100-15501	1,775.00
65559	HEALTH PARTNERS INC	OCT EAP	Other professional services	100-41701-3190	25.50
65560	LANO EQUIPMENT, INC.	#64-4 '23 ASPHALT SPREADER	Capital assets	430-43101-5110	14,114.00
65561	LEPAGE & SONS INC	10/11 YARDWASTE	Waste management & recycli	231-43601-3630	506.07
65561	LEPAGE & SONS INC	10/16 YARDWASTE	Waste management & recycli	231-43601-3630	506.07
65561	LEPAGE & SONS INC	10/20 YARDWASTE	Waste management & recycli	231-43601-3630	506.07
65562	LOE'S OIL COMPANY	55 GAL DRUM USED OIL FILTE	Waste management & recycli	231-43601-3630	35.00
65563	MENARDS-BLAINE	SPRAY PAINT, CURB MARKERS	Operating supplies	100-43102-2290	140.92
65563	MENARDS-BLAINE	DRIVEWAY MARKERS	Operating supplies	100-43102-2290	110.00
65563	MENARDS-BLAINE	ANTIFREEZE	Operating supplies	100-44101-2290	16.80
65564	MICHAEL SCOTT	DANGEROUS DOG SERVICES	Reimbursable expense	100-48101-4150	915.00
65565	MN DEPT OF PUBLIC SAFETY	DANGEROUS DOG TAGS	Operating supplies	100-41701-2290	25.00
65566	NCPERS GROUP LIFE INSURAN	NOV LIFE	Life Insurance	100-21714	96.00
65567	NELSON SANITATION & RENTA	CULVERT TELEVISIONING	Equipment rentals	100-43103-3320	1,100.00
65568	NEWMAN TRAFFIC SIGNS INC	CAPS, BRACKETS, POSTS, SIGN	Street signs	100-43401-2250	1,300.62
65568	NEWMAN TRAFFIC SIGNS INC	SIGN SUPPLIES	Street signs	100-43401-2250	590.00
65569	NORTHWEST FAMILY PHYSICI	MRO READINGS	Personnel testing & recruitme	100-42201-3150	54.00
65570	PAVEMENT RESOURCES	EMULSION	Street repair & maintenance s	100-43101-2330	825.00
65571	SIEGFRIED FAMILY TOOLS INC	RETRACTABLE LEAD W/MAGN	Covid 19	100-41701-4153	49.95
65572	SITEONE LANDSCAPE SUPPLY	HAM LAKE PARK SPRINKER EL	Operating supplies	100-44101-2290	2.42
65573	SPEEDPRO SAINT PAUL	C-1 DECAL REPLACEMENT	Fire apparatus repair & maint	100-42201-3450	680.00
65574	SUMMIT COMPANIES	RESIDENT EXTINGUISHER SER	Fire Extinguisher	100-20203	481.00
65575	TASC	DEC COBRA ADMINISTRATION	Other professional services	100-41701-3190	26.74
65576	UNLIMITED SUPPLIES INC	MISC SUPPLIES	Operating supplies	100-43101-2290	106.57
65577	US BANK CORPORATE PAYME	IOS-desk calendar-NW	Office supplies	100-41201-2110	4.81
65577	US BANK CORPORATE PAYME	ZOOM-- Zoom - October-DW	Dues & subscriptions	100-41201-3920	13.70
65577	US BANK CORPORATE PAYME	IIMC-2024 MEMBERSHIP DUE	Dues & subscriptions	100-41201-3920	185.00
65577	US BANK CORPORATE PAYME	AMAZON-calendar dawnette-	Office supplies	100-41301-2110	9.48
65577	US BANK CORPORATE PAYME	IOS-wall calendar-NW	Office supplies	100-41701-2110	5.88
65577	US BANK CORPORATE PAYME	IOS-copier paper-NW	Office supplies	100-41701-2110	206.88
65577	US BANK CORPORATE PAYME	IOS-copier paper-NW	Office supplies	100-41701-2110	63.10
65577	US BANK CORPORATE PAYME	IOS-paper towels-NW	Operating supplies	100-41701-2290	11.43
65577	US BANK CORPORATE PAYME	AMAZON-wrist coil key chain-	Operating supplies	100-41701-2290	5.99
65577	US BANK CORPORATE PAYME	AMAZON-rust remover-NW	Operating supplies	100-41701-2290	68.85
65577	US BANK CORPORATE PAYME	AMAZON-David Ross name pl	Operating supplies	100-41701-2290	10.48
65577	US BANK CORPORATE PAYME	AMAZON-coffee sweetener-N	Operating supplies	100-41701-2290	17.59
65577	US BANK CORPORATE PAYME	PANTHEON-website-NW	Software licenses & upgrades	100-41701-2510	300.00
65577	US BANK CORPORATE PAYME	HARBOR FREIGHT-FLOOR JAC	Covid 19	100-41701-4153	456.27
65577	US BANK CORPORATE PAYME	IOS-wall calendars-NW	Office supplies	100-42401-2110	24.59
65577	US BANK CORPORATE PAYME	IOS-wall calendar-NW	Office Supplies	100-43101-2110	18.71
65577	US BANK CORPORATE PAYME	HARBOR FREIGHT-MAGNETIC	Operating supplies	100-43101-2290	43.24
65577	US BANK CORPORATE PAYME	AMAZON-butane torch-NW	Small tools	100-43101-2410	37.49
65577	US BANK CORPORATE PAYME	AMAZON-butane soldering iro	Small tools	100-43101-2410	37.48
65577	US BANK CORPORATE PAYME	AMAZON-AIR BLOW GUN-NW	Small tools	100-43101-2410	10.32
65577	US BANK CORPORATE PAYME	AMAZON-AIR BLOW GUN-NW	Small tools	100-43101-2410	12.45
65577	US BANK CORPORATE PAYME	AMAZON-pressure tire gauges	Small tools	100-43101-2410	53.99
65577	US BANK CORPORATE PAYME	MN FALL EXPO-pw training-J	Training/conferences/schools	100-43101-3510	120.00
65577	US BANK CORPORATE PAYME	MN FALL EXPO-pw training-J	Training/conferences/schools	100-44101-3510	120.00
65579	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.23
65579	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.48

Council Approval List

Payment Dates: 10/17/2023 - 11/6/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65579	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	294.18
65579	VERIZON WIRELESS	DH, AC, MS	Phones/radios/pagers	100-44101-3210	123.67
65580	WARNING LITES OF MN INC	ROAD WORK AHEAD SIGNS	Street supplies	431-43301-2330	572.00
65581	WINNICK SUPPLY INC	HAM LAKE PARK SPRINKLER P	Operating supplies	100-44101-2290	291.03
65581	WINNICK SUPPLY INC	FABRIC	Street supplies	431-43301-2330	330.00
65582	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	33.95
65582	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
65582	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002614	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	42.06
DFT0002615	US POSTMASTER	DUPLICATE PERMIT FEE	Reimbursable expense	100-48101-4150	310.00
DFT0002615	US POSTMASTER	NOVHAM LAKER POSTAGE	Postage	211-41704-2120	1,193.62
DFT0002616	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002616	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002617	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,005.00
DFT0002617	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002617	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,005.00
DFT0002617	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002618	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,517.38
DFT0002618	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,789.12
DFT0002618	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,310.12
DFT0002618	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	11.15
DFT0002618	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	3.04
DFT0002618	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,428.49
DFT0002618	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,461.08
DFT0002618	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,091.18
DFT0002619	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,386.40
DFT0002619	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	4.98
DFT0002619	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,335.04
DFT0002620	PERA	Retirement-Coordinated	PERA	100-21703	6,570.00
DFT0002620	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002620	PERA	Retirement-Police & Fire	PERA	100-21703	567.70
DFT0002620	PERA	Retirement-Police & Fire	PERA	100-21703	31.08
DFT0002620	PERA	Retirement-Coordinated	PERA	100-21703	6,570.00
DFT0002620	PERA	Retirement-Police & Fire	PERA	100-21703	372.97

Grand Total: 1,023,851.06

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	382,607.46
211 - HAM LAKER	2,760.87
230 - FUTURE DRAINAGE	394.31
231 - RECYCLING	9,680.71
232 - STREET LIGHT	4,388.45
262 - HAM LAKE EDA	859.09
420 - FIRE EQUIPMENT	579,772.82
430 - PUBLIC WORKS EQUIPMENT	14,114.00
431 - REVOLVING STREET	20,425.46
890 - TRUST FUND	8,847.89
Grand Total:	1,023,851.06

Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	51.04
100-15501	Prepaid expense	1,775.00
100-20203	Fire Extinguisher	481.00
100-20204	Postage Liability	42.06
100-21701	Federal WH/FICA/MC	27,611.56
100-21702	State W/H	4,726.42
100-21703	PERA	14,193.43
100-21704	Deferred compensation	4,110.00
100-21711	Dental Insurance	810.03
100-21712	HSA Account	300.00
100-21714	Life Insurance	234.40
100-22801	Surcharge	1.00
100-32201	Building permits	60.00
100-41101-3135	Engineering	1,630.50
100-41102-3135	Engineering	436.41
100-41201-2110	Office supplies	4.81
100-41201-3920	Dues & subscriptions	198.70
100-41301-2110	Office supplies	9.48
100-41301-3220	Internet & website	112.50
100-41601-3135	Engineering	1,315.75
100-41701-2110	Office supplies	275.86
100-41701-2290	Operating supplies	139.34
100-41701-2510	Software licenses & upgr	300.00
100-41701-3190	Other professional servi	52.24
100-41701-4153	Covid 19	506.22
100-41702-3145	Monitoring	43.95
100-41702-3430	Cleaning service	765.00
100-41702-3610	Electricity	877.79
100-41703-3610	Electricity	259.16
100-42101-3155	Police protection	301,118.75
100-42201-3150	Personnel testing & recr	174.00
100-42201-3190	Other professional servi	11.34
100-42201-3210	Phones/radios/pagers	41.23
100-42201-3440	Equipment repair & mai	1,855.48
100-42201-3450	Fire apparatus repair &	798.00
100-42202-3430	Cleaning service	312.00
100-42202-3610	Electricity	488.16
100-42302-3610	Electricity	68.25
100-42401-2110	Office supplies	24.59
100-42401-3135	Engineering	213.90
100-42401-3210	Phones/radios/pagers	162.48
100-42501-3190	Other professional servi	791.00
100-43101-2110	Office Supplies	18.71

Account Summary

Account Number	Account Name	Payment Amount
100-43101-2210	Clothing & personal prot	183.27
100-43101-2230	Fuel	1,804.95
100-43101-2240	Safety supplies	29.98
100-43101-2290	Operating supplies	285.85
100-43101-2330	Street repair & mainten	825.00
100-43101-2340	Vehicle parts & supplies	3.37
100-43101-2410	Small tools	166.72
100-43101-3135	Engineering	57.09
100-43101-3210	Phones/radios/pagers	294.18
100-43101-3510	Training/conferences/sc	120.00
100-43102-2290	Operating supplies	250.92
100-43102-3135	Engineering	26.14
100-43103-3320	Equipment rentals	1,100.00
100-43104-3145	Monitoring	52.95
100-43104-3420	Building repair & mainte	189.00
100-43104-3430	Cleaning service	148.00
100-43104-3610	Electricity	656.29
100-43201-3135	Engineering	224.74
100-43401-2250	Street signs	1,890.62
100-43401-3610	Electricity	861.84
100-43501-3135	Engineering	2,755.35
100-44101-2210	Clothing & personal prot	115.60
100-44101-2290	Operating supplies	366.22
100-44101-3210	Phones/radios/pagers	123.67
100-44101-3510	Training/conferences/sc	120.00
100-44101-3610	Electricity	242.54
100-44102-3610	Electricity	331.86
100-44202-3430	Cleaning service	300.00
100-44202-3610	Electricity	454.77
100-48101-4150	Reimbursable expense	1,225.00
211-41704-2120	Postage	1,193.62
211-41704-3125	Editing	900.00
211-41704-3970	Printing	667.25
230-43201-3135	Engineering	394.31
231-43601-3630	Waste management & r	9,680.71
232-43701-3610	Electricity	4,388.45
262-46101-5110	Capital assets	859.09
420-42201-5110	Capital assets	579,772.82
430-43101-5110	Capital assets	14,114.00
431-43301-2330	Street supplies	902.00
431-43301-3135	Engineering	19,523.46
890-90001-3135	Engineering	8,847.89
	Grand Total:	1,023,851.06

Project Account Summary

Project Account Key	Payment Amount
None	992,885.80
201805-100	1,764.09
201907-100	81.12
202002.057-100	51.58
202102.053-160	330.00
202103-100	5,719.18
202105-100	419.26
202111-100	859.09
202205-100	2,058.54
202302.032-100	1,060.82
202302.038-101	572.00
231001001	8,127.50

Project Account Summary

Project Account Key	Payment Amount
231004009	1,518.21
231005006	35.00
MISC-100	8,368.87
Grand Total:	1,023,851.06



City of Ham Lake, MN

EFT Payroll Check Register

Report Summary

Pay Period: 10/1/2023-10/14/2023

Packet: PYPKT01519 - PPE 10/14/23 PAID 10/20/23

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	1	27.70
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	66	43,210.26
Total	67	43,237.96



City of Ham Lake, MN

EFT Payroll Check Register

Report Summary

Pay Period: 10/15/2023-10/28/2023

Packet: PYPKT01523 - PPE 10/28/23 PAID 11/03/23

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	27	33,144.83
Total	27	33,144.83

ORDINANCE NO. 23-XX

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

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

That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated R-AH (Affordable Housing District) (1016 Bunker Lake Boulevard NE).

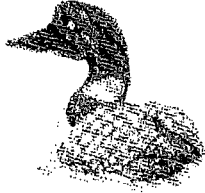
The West 345 feet of the North 400 feet of the West half of the Southwest Quarter of Section 32, Township 32 Range 23, Anoka County, Minnesota.

Presented to the Ham Lake City Council on October 16, 2023 and adopted by a unanimous vote this 6th day of November, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: November 6, 2023



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Subject: Embedded Systems, Inc.

Introduction/Discussion: Attached is the renewal contract with Embedded Systems for 2024 for the maintenance and monitoring of the radio equipment for our outdoor warning system. This contract also includes replacement of batteries for the system every three years, and they are scheduled to be replaced in 2024. We have contracted with them since 1996 for this service.

The contract price from 2023 has a slight increase of \$1.54 a siren. The pricing will be \$49.97 per siren, per month. This is a budgeted expenditure for 2024.

Recommendation: I recommend approval of the contract with Embedded Systems at \$49.97 per siren, per month for a total cost of \$7,795.32 in 2024.

Embedded Systems, Inc.

Tel. (763) 757-3696
www.embedsys.com

11931 Hwy 65 NE, Minneapolis, MN 55434

Fax: (763) 767-2817
btorkelson@embedsys.com

Contract Renewal

October 13, 2023



City of Ham Lake
Denise Webster
15544 Central Ave. NE
Ham Lake, MN 55304

We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2024 will be **\$49.97** per siren, per month.

The decoder batteries for your city were replaced in 2023 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 25, 2023** to enable us to continue to provide our best service through the end of 2024. Feel free to fax the signed contract renewal to (763) 767-2817 or email it to phowe@embedsys.com.

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions, feel free to contact me directly.

Thank you,

Peggy Howe
Embedded Systems, Inc.

Contract terms accepted:

Signature

Date

Phone

Email

For continuation of services through the end of the year 2024



Sunrise River Watershed Management Organization

Memo

To: Columbus City Administrator Elizabeth Mursko
East Bethel City Administrator Jack Davis
Linwood Town Clerk Pam Olson
Ham lake City Administrator Denise Webster

From: SRWMO Administrator Jamie Schurbon

CC: SRWMO Board Members: Brian Mundle, Tim Melchior, Leon Mager, Troy Wolens, Jeff Entsminger, Jonn Olson, Kevin Kelly, Janet Hegland
JPA Attorney Troy Gilchrist

Date: 10/18/2023

Re: Final SRWMO JPA

Enclosed with this memo you will find two items for action:

1. **Final Sunrise River WMO joint powers agreement.** The JPA is no longer open to additional suggestions for edits. Your community's approval by resolution is needed. A template resolution is provided. Also, please sign your signature page of the JPA.
2. **2024 SRWMO budget.** Ratification by motion of your town board or city council is needed. This budget is the amount that was previously presented, but now uses the method of the new JPA to divide costs amongst communities.

Please email jamie.schurbon@anokaswcd.org to let us know when your community has done these.

I've heard words of thanks expressed to numerous people who spent countless hours to update the JPA. I've also heard words of frustration regarding the dollars and time spent to get to this point, which isn't all that different from where we started. The Chair has asked that I memorialize in this memo some of the lessons learned through this process. And that this memo be kept with the JPA in the SRWMO records so that our successors understand how we arrived at this point.

Lessons learned through this 2021-2023 update of the watershed organization's joint powers agreement:

- **A watershed organization is required by law.** Each city or township with the seven county metro must be in a watershed management organization or watershed district. Boundaries must be set based on the flow of water.
- **A WMO costs much less than a WD.** The Sunrise River WMO operates with no office, no staff, no property, and no regulatory program. A watershed district would likely have all these and therefore be a more expensive option for our area.
- **A WMO maximizes local control.** A WMO board is appointed by the member communities and must get approvals from the communities for certain things like setting an annual budget. In a watershed district, board members are appointed by the county, typically can set their own levy, and often have a regulatory program.
- **The county doesn't want to take anyone's watershed role.** Under statute the county could take a community's place on the watershed organization, but they don't want it, they don't have the staff for it, and they would find a way to bounce that increased cost back to the communities.
- **The watershed funding isn't spent equally everywhere.** There will be some areas or waters that get disproportionately more attention and funding because those waters are more impaired or qualify for grants that contribute to the overall cost of the project.
- **Operate at the watershed level.** Advocate for your community's priorities, but know that watershed-level priorities may differ. Expect that some of your benefits will be indirect, such as quality lakes nearby for recreation or clean groundwater to drink. Water flows across communities, and cannot effectively be managed via municipal boundaries.
- **The watershed plan is important.** It sets 10 years of priorities and expenditures. Engage in the planning.
- **Calculating a funding formula is futile.** Formulas for how much each community pays can be based on population, land area, water area, market valuation, and innumerable other ways. We tried many, and found none that everyone thought was fair and yielded just the right community contributions. No matter what methodology we used to split the WMO costs amongst communities, the percent difference was small. Percent contributions of the various formula options differed by <5% at most, but agreement was not found to adopt one of the proposed methodologies. Either the principle behind the methodology was not unanimously agreed to, or the contribution distribution it resulted in projecting was not acceptable. So, we abandoned the formula and agreed on straight percentages.
- **Communication is key.** A city council member or town board member is a valued liaison to have on the WMO board and is imperative to effective communication between the SRWMO and the JPA community leaders.
- **Drive the bus.** If a community has a problem with the operation of the WMO, they need to articulate it to the other communities and be the leader who guides any agreed-upon change. It doesn't work to have others try to find the solution you want.

Memo to SRWMO Member Community Administrators

October 18, 2023

Page 3 of 3

Our recent JPA update took over 2 years and \$20,000. It included a facilitator, attorneys, state agencies including the Attorney General's office, and many more.

To our successors in the future: Please learn from our experience. Engage with each other positively. Seek to build a lean but effective WMO. Base your positions on a watershed-level perspective, not just your own city or township's. Don't spend a dollar to save a penny.

Our primary issues and solutions were:

Issue	Proposed Solution
Communications concerns when a community does not have a city council or town board member on the WMO.	Each community will be required to have one city council or town board member on the WMO board.
Unanimous ratification of budgets	If a budget is ratified by only three of four communities, it cannot increase more than 10% from the annual amount in the approved watershed plan for that year.
Timeline of budget ratifications	Responses to proposed budget are required within 60 days. If concerns are voiced that prompt the WMO board to change the budget, communities have an additional 30 day to respond to the revised budget.
Funding Formula	Use the most recent percentages from the 30+ year old funding formula. Dispose of the formula itself.

RESOLUTION NO. 23-XX
RESOLUTION APPROVING AN UPDATED JOINT POWERS AGREEMENT
FOR THE SUNRISE RIVER WATERSHED MANAGEMENT ORGANIZATION

WHEREAS, the City of Ham Lake is a member of the Sunrise River Watershed Management Organization (“SRWMO”); and

WHEREAS, the SRWMO was established pursuant to a joint power’s agreement entered into among the member communities in accordance with Minnesota Statutes, sections 103B.201 thru 103B.255; and

WHEREAS, the SRWMO board recognized a need to update the joint powers agreement that was entered into in 2011 and worked with its attorney to develop the attached updated joint powers agreement, which includes a new approach for dividing the SRWMO’s costs among the member communities; and

WHEREAS, specifically, the member communities agreed to replace the formula previously used to divide non-operational costs with set percentages that reflect the last division generated by the formula. The parties agreed dividing the costs using fixed percentages rather than a formula was the best means of dividing non-operational costs. Additionally, the parties agreed to an equal percentage division (25% each) of operational costs; and

WHEREAS, the Updated JPA contains various other updates to help ensure it complies with the requirements under Minnesota Rules and to better reflect how the SRWMO’s actually operates; and

WHEREAS, the City Council determines it is in the best interest of the City to adopt the Updated JPA to replace the prior joint powers agreement and to provide for the continued operation of the SRWMO.

NOW, THEREFORE, BE IT RESOLVED, by the City Council as follows:

1. The attached Updated JPA is hereby approved.
2. The Mayor and City Clerk are hereby authorized and directed to execute the Updated JPA on the City’s behalf.

Adopted by the City Council of the City of Ham Lake this 6th day of November, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk

SUNRISE RIVER WATERSHED MANAGEMENT ORGANIZATION
JOINT POWERS AGREEMENT

THIS SUNRISE RIVER WATERSHED MANAGEMENT ORGANIZATION JOINT POWERS AGREEMENT (“**Agreement**”) is made and entered into by and among the local government units of the City of Columbus, City of East Bethel, City of Ham Lake, and Linwood Township. The purpose of this Joint Powers Agreement is to continue the Water Management Organization previously established by the local government units to assist them with surface water, ground water, water quality, and water usage issues. The named local government units may hereinafter be referred to individually as a “party” or collectively as the “parties.”

RECITALS

- A. The parties have elected to exercise their authority under the Metropolitan Surface Water Management Act contained in Minnesota Statutes, sections 103B.201 to 103B.255 (“**Act**”) to establish the Sunrise River Water Management Organization (“**WMO**”), a joint powers watershed management organization, to cooperatively manage and plan for the management of surface water within the watershed.
- B. The parties have authority pursuant to Minnesota Statutes, section 471.59 to enter into a joint powers agreement to jointly exercise any power common to the parties and are expressly authorized by the Act to form the WMO.
- C. The parties have previously acted pursuant to its authority to establish the “Sunrise River Watershed Management Organization Board” (“**Board**”) and said Board is hereby reaffirmed as the entity charged with the authority and responsibility to manage the WMO.
- D. The Board has previously acted to adopt a watershed management plan (“**Watershed Management Plan**”) for the watershed.
- E. The parties desire to enter into this Agreement to reaffirm the WMO and the Board in furtherance of its efforts to continue working cooperatively to prepare and administer a surface water management plan to manage and implement program in accordance with the Act and Minnesota Rules, chapter 8410.

AGREEMENT

In consideration of the mutual promises and agreements contained herein, the parties mutually agree as follows:

SECTION I
Establishment and General Purpose

1.1 **Establishment**: The establishment of the “Sunrise River Water Management Organization” is hereby reaffirmed in accordance with the Act and such other laws and rules as

may apply. The official office of the WMO shall be the East Bethel City Hall, 2241 221st Avenue NE, East Bethel, MN 55011. All notices required under this Agreement shall be delivered or served at said office. The Board may change the location of the office as it determines it needed. Upon any such change the Board shall provide written notice to the parties of the new location.

1.2 Purpose: It is the general purpose of the parties to this Agreement to continue the Board the parties established to jointly and cooperatively develop a Watershed Management Plan for the WMO to carry out the purposes identified in Minnesota Statutes, section 103B.201. The plan and programs shall operate within the boundaries of the Sunrise River Watershed as identified in the official map attached hereto as Appendix 1 (“**Area**”). The boundaries of the Area are subject to change utilizing the procedure set out in Minnesota Statutes, section 103B.225 as may be needed to better reflect the hydrological boundaries of the Area.

SECTION II

Sunrise River Watershed Management Organization Board

2.1 Establishment: The parties hereby reaffirm the establishment and continued operation of the “Sunrise River Watershed Management Organization Board” in accordance with the Act. Each party to this Agreement is a member of the Board, which shall carry out the purposes and have the powers as provided herein.

2.2 Joint Board: The WMO is governed by the Board, which is comprised of up to eight (8) members (individually a “**Board Member**” and collectively the “**Board Members**”) appointed by the parties. The Board has the duties and powers as provided in state law and this Agreement.

2.3 Board Membership: Each party shall appoint two (2) members to represent it on the Board, one of which shall be the mayor or councilmember of the city or an elected or appointed official of the town board. Each party shall notify the Board of each Board Member it appoints by providing it a copy of the appointment resolution or a copy of the meeting minutes at which the appointment occurred. Each Board Member shall have one (1) vote on the Board and must be present to vote. The authority of a Board Member to vote shall be suspended if the appointing party is delinquent in making any payments due to the WMO. The voting authority of the Board Member shall be restored once the party pays all past due amounts.

2.4 Alternate Board Members: Each party may appoint one alternate member (“**Alternate Member**”) to the Board in the same manner required to appoint a Board Member. The Alternate Member is authorized to attend and vote at a Board meeting in the absence or disability of the appointing party’s Board Member. If the absent Board Member is also an officer of the Board, the Alternate Member shall not be entitled to serve as such officer. If necessary, the Board may select a current Board Member to temporarily undertake the duties of the absent officer.

2.5 Term: Board Members serve indefinite terms as determined by the appointing party. A party may remove its Board Member or Alternate Member as provided in Minnesota Statutes, section 103B.227, subdivision 3. The party shall notify the Board of the removal in writing

within ten (10) days of acting to remove the Board Members. The appointing party shall act to fill the vacancy as provided in this Agreement.

2.6 Vacancies: The Board shall notify the Board of Water and Soil Resources of member appointments and vacancies in member positions within 30 days. The party with the vacancy on the Board shall act to fill it by appointment within 90 days after the vacancy occurs. The party is required to follow the procedures set out in Minnesota Statutes, section 103B.227 to fill the vacancy.

2.7 Compensation and Expenses: Board Members shall not be entitled to compensation or reimbursement for expenses incurred in attending meetings from the WMO. Nothing herein prohibits a party from choosing, in its sole discretion and cost, to compensate or reimburse the expenses of its Board Members.

2.8 Officers: The Board shall elect from its membership a Chair, a Vice-Chair, a Secretary, and a Treasurer. All such officers shall hold office for a term of one (1) year and until their successors have been qualified and duly elected by the Board. An officer may serve only while a member of the Board. A vacancy in an officer position shall be filled from the membership of the Board by election for the remainder of the unexpired term of such office.

2.9 Duties of Officers: The Chair shall serve as the presiding officer at Board meetings, execute documents on behalf of the Board, sign checks, and perform other duties and functions as may be determined by the Board. The Vice-Chair shall undertake the duties of the Chair in the absence or disability of the Chair. The Secretary shall maintain the records of the WMO, Board meeting minutes, ensure meetings are properly noticed, countersign documents with the Chair, and performs such other duties as assigned by the Board. The Secretary may delegate one or more specific duties of the position. The Treasurer shall oversee the WMO's budget and finances, sign checks, and performs such other duties as assigned by the Board.

2.10 Quorum: A majority of the Board Members shall constitute a quorum. Less than a quorum may adjourn a scheduled meeting. A simple majority of the quorum is required for the Board to act unless a higher number of votes is required by this Agreement or by law. A Board vacancy or the suspension of voting rights as provided herein shall temporarily reduce the number of Board Members required for a quorum.

2.11 Meetings:

- A. Regular Meetings. The Board shall develop a schedule of its regular meetings and post the schedule on the WMO's website. The Secretary shall maintain a copy of the schedule of regular meetings. The Chair and Vice-Chair may cancel a meeting due to a lack of business items. The Secretary shall make a good faith effort to notify Board Members of a meeting cancellation.
- B. Special Meetings. The Board may hold such special meetings as it may determine are needed to conduct the business of the WMO. A special meeting may be called

by the Chair or by any two Board Members. The Secretary shall post and provide notice of special meetings to the Board Members.

- C. Annual Meeting. The Board shall hold an annual meeting in or around February. At the annual meeting the Board, at a minimum, shall:
1. Elect officers for the next fiscal year;
 2. Establish the annual budget and work plan;
 3. Hear recommendations on amendments to this Agreement and the Watershed Management Plan;
 4. Biennially renew or decide on contracts for professional, legal, and administrative services;
 5. Decide on regular meeting dates; and
 6. Select a newspaper of record and designate the bulletin board for the posting of public notices.
- D. Location. The Board shall conduct its meetings at the location designated by the Board, which shall constitute its regular meeting location. The Board may change the location of its regular meeting or for one or more particular meetings.
- E. Compliance. Board meetings shall be noticed and conducted in accordance with the requirements of the Minnesota Open Meeting Law (Minnesota Statutes, chapter 13D). The official posting place for notices shall be the meeting location designated by the Board for its regular meetings. Meeting notices will also be posted on the WMO's website.
- F. Conduct of Meetings: The Board shall adopt rules of order and procedure for the conduct of its meetings. The Board may adopt any such rules upon a majority vote of all the Board Members. In accordance with Minnesota Statutes, section 103B.211, subdivision 1(c), decisions by the Board may not require more than a majority vote, except a decision on a capital improvement project may require up to a two-thirds vote if expressly required in the Board's rules. This limitation does not apply to votes required by the parties under this Agreement, which may expressly require a unanimous vote by all parties.

SECTION III **Board Powers and Duties**

3.1 Authority: The Board shall have authority provided for in this Agreement and the Act, subject to any limitations contained in this Agreement. The Board's authority includes, but is not limited to, the following:

- A. The authority to prepare, adopt, and implement a plan for the Sunrise River Watershed that satisfies the requirements of Minnesota Statutes, section 103B.231;
- B. The authority to review and approve local water management plans as provided in Minnesota Statutes, section 103B.235, subdivision 3;
- C. The authority to contract for services, including with a party, as needed to carry out its duties and may employ such other persons as it deems necessary. Where staff services of a party are contracted, such services shall not reduce the financial commitment of such party to the operating fund of the Board unless the Board so authorizes;
- D. The authority to work cooperatively with other watersheds and, if unanimously approved by the parties, to participate in a comprehensive watershed management planning program provided for in Minnesota Statutes, section 103B.801; and
- E. The Board shall have such other powers necessary to exercise the authorities provided in this Agreement and may take such actions as are reasonably necessary and convenient to carry out the purpose of this Agreement.

3.2 Watershed Management Plan: The Board shall update as needed and administer the Watershed Management Plan for the Sunrise River Watershed. The Watershed Management Plan shall comply with Minnesota Statutes, section 103B.231, subdivision 4, Minnesota Rules, chapter 8410, and other applicable laws.

3.3 Committees: The Board may appoint such committees and subcommittees as it deems necessary. The Board shall establish a citizen advisory committee and technical advisory committee and promote other means of public participation.

- A. Citizen and/or technical advisory committees will be formed from time-to-time as deemed appropriate by the Board and shall be issue-specific. Committees may be formed that include both citizens and technical experts. Committees shall operate by seeking consensus, while noting any dissenting opinions. Committee findings shall be reduced to writing and submitted to the Board. In all cases, committees shall be advisory in nature and their findings shall be referred to the Board. Issues that may warrant formation of advisory committees include, but are not limited to, the following: amendments or updates to the WMO's Watershed Management Plan; lake level or water quality issues; a total maximum daily load (TMDL) impaired waters study or implementation of the study; capital improvement projects; major hydrological changes in the watershed; and others as deemed appropriate by the Board.
- B. Technical advisory committees shall include technical experts in areas relating to land use, natural resources, pollution control, and soil and water resources.

- C. Citizen advisory committees shall include residents and elected officials from the affected area including, but not limited to, homeowners, business owners, lake association or lake improvement district representatives, and others as may be selected by the Board.
- D. All advisory committees shall include at least one Board member.

3.4 Rules and Regulations: The Board may prescribe and promulgate such rules and regulations as it deems necessary or expedient to carry out its powers and duties and the purpose of the Agreement.

3.5 Review and Recommendations: Where the Board is authorized or requested to review and make recommendations on any matter relating to the Watershed Management Plan, the Board shall act on such matter within 60 days of receipt of the matter referred. Failure of the Board to act within 60 days shall constitute a recommendation of approval of the matter referred, unless the Board requests and receives from the referring unit of government an extension of time to act on the matter referred. Such extension shall be in writing and acknowledged by both parties.

3.6 Ratification: The Board may, and where required by this Agreement shall, refer matters to the governing bodies of the parties for review, comment, or action.

3.7 Financial Matters:

- A. Method of Operation. The Board may collect and receive money and contract for services subject to the provision of the Agreement from the parties and from any other sources approved by the Board. The Board may incur expenses and make disbursements necessary and incidental to the effectuation of the purposes of this Agreement. Funds may be expended by the Board in accordance with procedures established herein. Checks shall be signed by the Chair and Treasurer. The Board may appoint another member to sign checks on behalf of the Chair or Treasurer when either is not available to sign. Other legal instruments shall, upon Board approval, be executed on behalf of the Board by the Chair or Vice-Chair and countersigned by the Secretary.
- B. Budgeting.
 - 1. Prepared. The WMO's fiscal year shall be the calendar year. On or before June 1st of each year, the WMO shall prepare a work plan and budget for the following year. The annual budget shall provide details to support the proposed revenues and expenditures for the WMO. This detail shall be sufficient to meet standard budget and/or accounting principles generally recognized for governmental organizations. Expenditures may include administrative expenses, plan development costs, review expenses, capital

improvement costs, and insurance costs. A majority vote of the Board is required to approve the proposed work plan and budget.

2. Party Review. The Board shall forward the approved proposed budget to the parties for review and ratification along with a statement showing each party's proposed share of the budget. Within 60 days of receipt of the proposed budget, each party shall communicate its ratification of the budget or provide a written explanation of any objections or concerns it has regarding the proposed budget. No party may withhold ratification solely based on objections to the terms of this Agreement or to matters that do not directly relate to a budgeted item to be funded entirely by the parties. Any party that fails to respond within that period shall be deemed to have ratified the proposed budget. The Board shall consider any written objections or concerns received from a party and shall provide a written response that is copied to all of the parties. If the response includes any proposed changes in the proposed budget, the parties shall act on ratifying the revised budget within 30 days.
3. Adoption. The proposed budget shall be deemed approved upon ratification by all of the parties. If only one party refuses to ratify the proposed budget, the previous year's budget shall be extended to the current fiscal year together with any increases in the proposed budget, but the total of all such increases shall not exceed 10% of the total community contributions for that year as represented in the currently approved Watershed Management Plan. If the proposed budget contains a total increase of more than 10% of the total community contributions for the year as represented in the currently approved Watershed Management Plan, the Board shall reduce it as needed so the approved budget meets this criterion. The proposed budget, with any required reductions, shall become the adopted budget. If a party refuses to ratify the proposed budget for three consecutive years, that party is required to participate in mediation with the representatives of the other parties as provided in Section 7.1 of this Agreement, unless a majority of the other parties elect not to require mediation. The purpose of the mediation is to identify and resolve the specific reasons causing the party to not ratify the budgets. Engaging in mediation, or the failure to reach agreement in mediation, does not delay or alter the process set out in this paragraph for reaching an approved budget regardless of one party's refusal to ratify it.
4. Payment. The Board shall certify the approved budget to each party together with a statement showing the budgeted amounts applicable to each party. Each party shall pay to the WMO the amount owing in two (2) equal installments, the first on or before January 15 and the second on or before July 15 in accordance with the tax year for which the amount due is being paid.

5. Failure to Pay. Any party who is more than 60 days in default in paying its share to the WMO's general fund shall have the vote of its Board Members suspended pending the payment of its proportionate share. Any Board Member whose vote is under suspension shall reduce the number required for a quorum and to act on matters before the Board.

C. Party Contributions. The budget will include a work plan and operating costs in accordance with the following.

1. Work Plan Budget. Each party's percentage share of the Board's work plan (non-operational) budget for which they are responsible shall be as follows:

PARTY	PERCENTAGE
Columbus	19%
East Bethel	30%
Ham Lake	4%
Linwood	47%

2. Operating Costs Budget. Each party's percentage share of the operating costs for which they are responsible shall be as set out below. Operating costs included in this budget are defined as copies, postage, recording secretary fees, insurance, and administrative fee charged to each party. The administrative fee may include fees for general administrative services, annual reporting to the State and parties, providing required public notices, and required advertisement for secretarial or administrative professional services.

PARTY	PERCENTAGE
Columbus	25%
East Bethel	25%
Ham Lake	25%
Linwood	25%

D. Review Services. When the Board is authorized or requested to undertake a review and submit recommendations to a party as provided in this Agreement, the Board shall conduct such review, without charge, except as provided below. Where the project size and complexity of review are deemed by the Board to be extraordinary and substantial, the Board may charge a fee for such review services, the amount to be based upon direct and indirect costs attributable to that portion of review services determined by the Board to be extraordinary and substantial. Where the Board determines that a fee will be charged for extraordinary and substantial review services, or where the flowage enters the Sunrise River, but the entity is not a member of the Sunrise River Watershed Management Organization Board, the entity to be charged shall receive written notice from the Board of the services to be performed and the fee therefore, prior to undertaking such review services. Unless the entity to be charged objects

within fifteen (15) days of receipt of such written notice to the amount of the fee to be charged, such review services shall be performed and the entity shall be responsible for the cost thereof. If the entity to be charged objects to the proposed fee for such services with fifteen (15) days and the entity and the Board are unable to agree on a reasonable alternative amount for review services, such extraordinary and substantial review services shall not be undertaken by the Board. Payment for such services shall be in advance of any work performed.

3.8 Annual Audit: The Board shall prepare a comprehensive financial report on operations and activities at the frequency required by law. An audit, by an independent accounting firm or the State Auditor, shall be provided for that includes a full and complete audit of all books and accounts the Board is charged with maintaining. Such audit shall be conducted in accordance with generally accepted auditing principles and guidelines. A copy of the financial report and auditor's statement shall be provided to all parties to this Agreement and to the Board of Water and Soil Resources. The report to the Board of Water and Soil Resources shall include an annual activity report. All books, reports and records of the WMO shall be available for and open to examination by any party at all reasonable times.

3.9 Gifts and Grants: The Board may, within the scope of this Agreement, accept gifts, may apply for and use grants of money or other property from the United States, the State of Minnesota, a local government unit or other governmental unit or organization or any person or entity for the purpose described herein. The Board may enter into any reasonable agreement required in connection therewith. The Board shall comply with any laws or regulations applicable to grants, donations, and agreements. The Board may hold, use, and dispose of such money or property in accordance with the terms of the gift, grant, or agreement relating thereto.

3.10 Contracts. The Board may make such contracts and enter into any such agreements as it deems necessary to make effective any power granted to it by this Agreement. Every contract for the purchase or sale of merchandise, materials, or equipment by the Board shall be let in accordance with the Uniform Municipal Contracting Law, Minnesota Statutes, Section 471.345 and the Joint Exercise of Powers Statute, Minnesota Statutes, Section 471.59. No member or employee of the Board or officer or employee of any of the parties shall be directly or indirectly have an interest in any contract made by the Board.

3.11 Works of Improvement: Works of improvement for protection and management of the natural resources of the Area including, but not limited to, improvements to property, land acquisition, easements, or right-of-way, may be initiated by:

- A. Inclusion in the Watershed Management Plan;
- B. Majority vote of the Board for projects using less than \$10,000 in funds from the Parties;
- C. Recommendation of the Board to a party or parties; or
- D. Petition to the Board by the governing body of a party or parties.

Where works of improvement are recommended by the Board, the Board shall first determine whether such improvement will result in a local or regional benefit to the area. Where the Board determines that the benefits from the improvement will be local or not realized beyond the boundaries of the party in which the improvement is to be established, the Board may recommend such improvement to the governing body of the unit of government which the Board determines will be benefited. The recommendation shall include the total estimated cost of the improvement and a detailed description of the benefits to be realized.

Where the Board determines that the benefits from the improvement will be beyond the local unit or beyond the boundaries of the party in which the improvement is to be established, the Board may recommend such improvement to each party to this Agreement which the Board determines will be benefited thereby. The recommendation of the Board shall include the total estimated cost of the improvement, a description of the extent of the benefits to be realized by each party to this Agreement and the portion of the cost to be borne by each party benefited in accordance with the benefit of party to this Agreement.

Each party to whom the Board submits such recommendation shall respond within 60 days from receipt of such recommendation. Where the Board determines that the benefits of such improvement will be local, the unit of government to whom such recommendation is made may decline to ratify and undertake said improvement. Where the Board determines that the benefits of such improvement will be regional, all Parties to this Agreement must ratify the project proposal before any project is moved forward by the Board. Should the project not be ratified by all Parties to this Agreement, the Board shall continue to review and recommend alternative methods of cooperation and implementation among those parties ratifying the recommendation of the Board, unless and until the Board determines that said improvement is no longer feasible.

When works of improvement are initiated by a Party to this Agreement, a copy of the proposed project shall be submitted to the Board for review and comment. The Board shall review and make recommendations on the proposed improvement and its compliance with the Board's management plan.

When a proposed improvement may be eligible for grant funds, the Board may apply. Any local matching funds committed must be in an approved Board budget, in the Watershed Management Plan, or secured by a written commitment from other sources.

Projects on real property require a written maintenance agreement.

3.12 Property Entry: The Board or its agents may enter upon lands within or without the Sunrise River Watershed to make surveys and investigations to accomplish the purpose of the Board. The Board shall be liable for actual damages resulting there from. But every person who claims damages shall serve the Chair or Secretary of the Board with a notice of claim as required by Minnesota Statutes, section 466.05. The Board shall obtain court orders authorizing and directing such entries when necessary due to refusals of landowners to allow the same.

3.13 Indemnification: Any and all claims that arise or may arise against the WMO, its agents or employees as a consequence of any act or omission on the part of the WMO or its agents or employees while engaged in the performance of this Agreement shall in no way be the obligation or responsibility of the parties. The WMO shall indemnify, hold harmless and defend the parties, their officers and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney's fees which the parties, their officers, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the WMO, its agents or employees in the execution, performance, or failure to adequately perform the WMO's obligations under this Agreement. The WMO's duty to indemnify does not constitute, and shall not be construed as, a waiver by either the WMO or any or all parties of any exemptions, immunities, or limitations on liability provided by law or of being treated as a single governmental unit as provided in Minnesota Statutes, section 471.59, subdivision 1a. To the fullest extent permitted by law, this Agreement and the activities carried out hereunder thereof are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they, together with the WMO, shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, section 471.59, subdivision 1a. For purposes of the statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other parties.

3.14 Insurance: The Board shall at all times during the term of this Agreement keep in force such insurance policies as it determines are needed, including general liability coverage in the amount of the applicable limit of liability established in Minnesota Statutes, section 466.04. Any policy obtained and maintained under this section shall provide that it shall not be cancelled, materially changed or not renewed without a minimum of thirty (30) days prior notice thereof to each of the parties. The Board will furnish the parties with certificates of insurance listing each party to the Agreement as an additional insured.

SECTION IV **Termination and Withdrawal**

4.1 Termination: This Agreement may be terminated by approval of two-thirds vote of the governing bodies of each party hereto, provided that all such approvals occur within a ninety (90) day period.

4.2 Party Withdrawal: Withdrawal of any party may be accomplished by filing written notice with the Board and the other parties sixty (60) days prior to the effective date of termination. No party may withdraw from this Agreement until the withdrawing party has met its full financial obligations through the effective date of such withdrawal.

SECTION V **Dissolution of WMO**

5.1 Dissolution:

A. Occurrences. The WMO shall be dissolved under any of the following occurrences:

1. Upon termination of this Agreement;
 2. Upon unanimous agreement of all parties; or
 3. Upon the membership of the WMO being reduced to fewer than three (3) parties.
- B. Process. At least 90 days notice of the intent to dissolve shall be given to affected counties and the Board of Water and Soil Resources. Upon dissolution, all personal property of the Board shall be sold, and the proceeds thereof, together with monies on hand after payment of all obligations, shall be distributed to the parties after all outstanding obligations of the WMO have been paid. Such distribution of Board assets shall be made in proportion to the total contributions to the WMO for such costs made by each party. All amounts due and owing to the WMO by any party shall continue to be the lawful obligation of the party and shall be paid before being eligible to receive any distribution of assets.

SECTION VII **General Provisions**

7.1 Mediation: The parties agree that any controversy that cannot be resolved between parties shall be submitted to mediation. Mediation shall be conducted by a mutually agreeable process by all parties. If the parties are not able to mutually agree on a mediator, the party and the Board shall each select a mediator and the two mediators shall select a third. Each party to the mediation shall be responsible for the cost of the mediator it selected and shall share equally in the costs of the mediation and of the third mediator.

7.2 Data Practices: The WMO shall comply with the requirements of Minnesota Statutes, chapter 13, the Minnesota Government Data Practices Act ("Act"). Any entity with which the WMO contracts is required to comply with the Act as provided in Minnesota Statutes, section 13.05. The contractor shall be required to notify the Board if it receives a data request and to work with the WMO to respond to it.

7.3 Amendments: The Board may recommend changes and amendments to this Agreement to the governing bodies of the parties. Amendments shall be adopted by all governing bodies of the parties. Adopted amendments shall be evidenced by appropriate resolutions or certified copies of meeting minutes of the governing bodies of each party filed with the Board and shall, if no effective date is contained in the amendment, become effective as of the date all such filings have been completed.

7.4 Waiver: The delay or failure of any party of this Agreement at any time to require performance or compliance by any other party of any of its obligations under this Agreement shall in no way be deemed a waiver of those rights to require such performance or compliance.

7.5 Headings and Captions: The headings and captions of these paragraphs and sections of this Agreement are included for convenience or reference only and shall not constitute a part hereof.

7.6 Entire Agreement: This Agreement, including the recitals, contains the entire understanding among the parties concerning the subject matter hereof. This Agreement supersedes and replaces the prior joint powers agreement among the parties regarding the WMO and such prior agreement is hereby terminated. Any outstanding obligations of the parties under the prior agreement are not affected by the termination and shall be continued under this Agreement.

7.7 Examination of Books: Pursuant to Minnesota Statutes, section 16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of the Board are subject to examination by the State.

7.8 Governing Law: The respective rights, obligations, and remedies of the parties under this Agreement and the interpretation thereof shall be governed by the laws of the State of Minnesota which pertain to agreements made and to be performed in the State of Minnesota.

7.9 Counterparts: This Agreement shall be executed in several counterparts and all so executed shall constitute one Agreement, binding on all of the parties hereto. Each party to the agreement shall receive a fully executed copy of the entire document following adoption by all parties.

IN WITNESS OF, the parties hereto have executed this Agreement effective as of the ____ day of _____ 2023.

CITY OF COLUMBUS

By: _____
Mayor

Dated: _____

By: _____
City Administrator

CITY OF EAST BETHEL

By: _____
Mayor

Dated: _____

By: _____
City Administrator

CITY OF HAM LAKE

By: _____
Mayor

Dated: _____

By: _____
City Administrator

LINWOOD TOWNSHIP

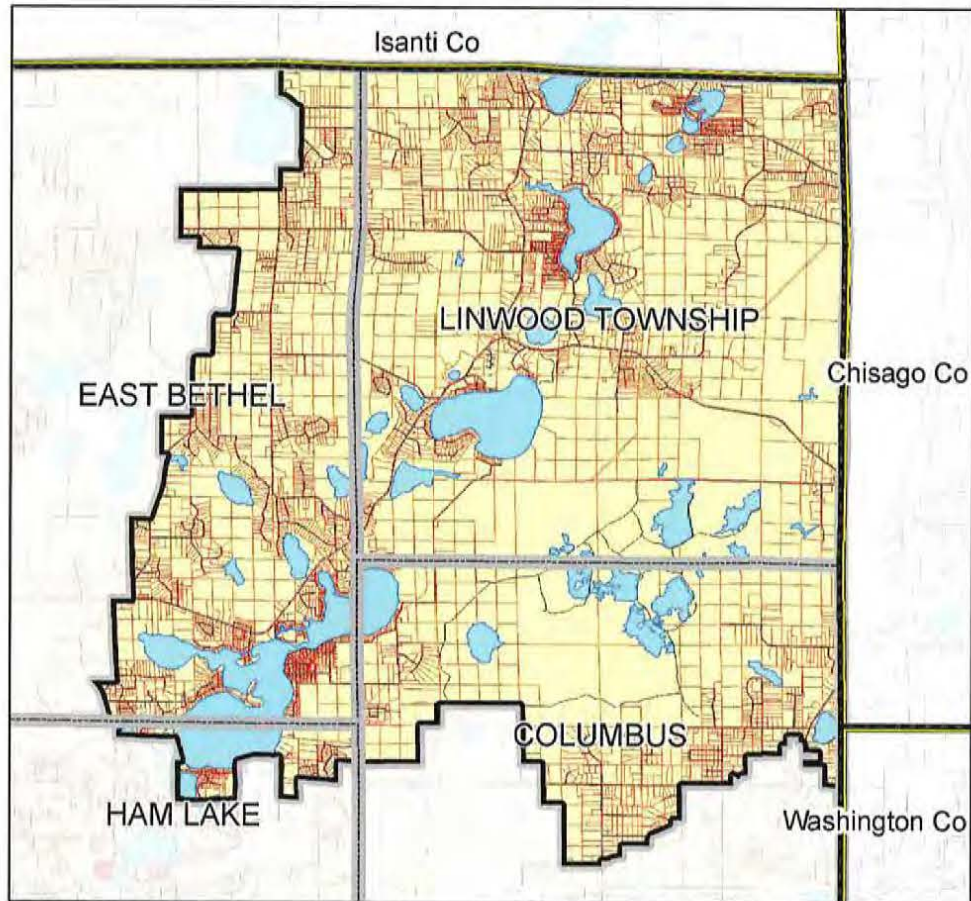
By: _____
Board Chair

Dated: _____

By: _____
Township Clerk

Appendix 1
SRWMO AREA BOUNDARIES

Sunrise River Watershed Management Organization
Boundary October 2022



Legend

- City Boundaries
- SRWMO Boundary (Oct 2022)
- Parcels

Data sources:
Anoka County GIS: SRWMO boundary,
parcels, public parcels.
MN Geospatial commons: MNDOT
roads, public waters, lakes and streams.
All data downloaded 10/5/2022



2024 Draft Budget Detail

10/6/2023

Notes:

Budget was developed 2020-2029 SRWMO Watershed Management Plan.

Row Labels	Sum of 2024 Budget
1 Non-operating	
2 Collaboration/Planning	
3 Aerial photos	\$0.00
4 Participate in One Watershed, One Plan (1W1P)	\$0.00
5	
6 Education and Public Outreach	
7 Anoka Co Outreach Coordinator Position	\$4,767.00
8 Lakeshore Restoration Guidance Materials	\$0.00
9 Newsletters	\$2,184.00
10 Promote Well Water Wise	\$55.00
11 Website operations/maintenance	\$870.00
12 Workshops Promotion	\$0.00
13 Website platform update	\$0.00
14	
15 Non-Operating General	
16 Grant Search and Applications	\$1,148.00
17	
18 Water Quality Improvement Projects	
19 Ag Conservation Planning Outreach	\$0.00
20 Alum Feasibility Study or Treatment	\$0.00
21 Carp Management	\$0.00
22 Carp Mgmt Feasibility Study or Maintenance Harvests	\$1,000.00
23 Ditch 20 Wetland Restoration Outreach	\$0.00
24 Linwood Lake Subwatershed Retrofitting Study	\$2,000.00
25 SRWMO Cost Share Grant Fund - open to public	\$1,000.00
26 SRWMO Cost Share Grant Fund - through lake associations	\$0.00
27	
28 Monitoring - Effectiveness	
29 Lake Water Quality Monitoring	\$4,800.00
30 Stream Water Quality Monitoring	\$1,680.00
31	
32 Monitoring - Diagnostic	
33 Lake Water Quality Monitoring	\$0.00
34	
35 Monitoring - Surveillance	
36 Chloride sampling - streams	\$1,197.00
37 Lake Level Monitoring	\$1,650.00
38 Lake Water Quality Monitoring	\$7,200.00
39 Reference Wetland Hydrology Monitoring	\$2,175.00
40 Secchi Transparency Lake Monitoring - volunteer coord.	\$273.00
41	
42 Actions for Finances Mgmt	
43 Reserve Spend-Down	\$0.00
44 Carryover Funds*	\$1,186.00
45	
46 Operating	
47 Operating Expenses	
48 Advertise Bids for Pro Services (req'd in odd yrs)	\$0.00
49 Annual Reports to BWSR, State Auditor	\$1,262.00
50 Annual Written Communication to Member Communities	\$689.00
51 Liability Insurance	\$1,850.00
52 On-call Administrative Assistance	\$8,800.00
53 Recording Secretary services	\$1,400.00
54 SRWMO JPA update inc Plan and boundary updates	\$0.00
55	
56 Actions for Finances Mgmt	
57 Reserve Spend-Down	\$0.00
58	
59 Grand Total	\$47,186.00

* To cover planned future year expenses, ensuring ≤\$50K budgets annually. See Watershed Plan.



Sunrise River Watershed Management Organization

2024 Draft Budget Summary

10/6/2023

Notes:

Budget was developed 2020-2029 SRWMO Watershed Management Plan.
Community contributions are based on the revised JPA October 2023.

% non-operating costs -->
% operating costs -->

	Linwood	East Bethel	Columbus	Ham Lake	TOTAL
% non-operating costs -->	47.00%	30.00%	19.00%	4.00%	
% operating costs -->	25%	25%	25%	25%	

Row Labels	Sum of 2024 Budget	Linwood	East Bethel	Columbus	Ham Lake	TOTAL
Non-operating	\$33,185.00	\$15,596.95	\$9,955.50	\$6,305.15	\$1,327.40	\$33,185.00
Actions for Finances Mgmt	\$1,186.00	\$557.42	\$355.80	\$225.34	\$47.44	\$1,186.00
Collaboration/Planning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Education and Public Outreach	\$7,876.00	\$3,701.72	\$2,362.80	\$1,496.44	\$315.04	\$7,876.00
Monitoring - Diagnostic	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monitoring - Effectiveness	\$6,480.00	\$3,045.60	\$1,944.00	\$1,231.20	\$259.20	\$6,480.00
Monitoring - Surveillance	\$12,495.00	\$5,872.65	\$3,748.50	\$2,374.05	\$499.80	\$12,495.00
Non-Operating General	\$1,148.00	\$539.56	\$344.40	\$218.12	\$45.92	\$1,148.00
Water Quality Improvement Projects	\$4,000.00	\$1,880.00	\$1,200.00	\$760.00	\$160.00	\$4,000.00
Operating	\$14,001.00	\$3,500.25	\$3,500.25	\$3,500.25	\$3,500.25	\$14,001.00
Actions for Finances Mgmt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operating Expenses	\$14,001.00	\$3,500.25	\$3,500.25	\$3,500.25	\$3,500.25	\$14,001.00
Grand Total	\$47,186.00	\$19,097.20	\$13,455.75	\$9,805.40	\$4,827.65	\$47,186.00

Memorandum

Date: October 30, 2023
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: Enchanted Estates 3rd Addition

Introduction:

The Enchanted Estates 3rd Addition residential development project was accepted at the November 7, 2022 City Council meeting, which commenced the one-year maintenance period.

Discussion:

An inspection of the Enchanted Estates 3rd Addition project was completed October 3rd. All of the maintenance items have been adequately corrected and there are no known deficiencies.

Recommendations:

It is recommended that the cash maintenance security, in the amount of \$9,800, be released.

Memorandum

Date: October 30, 2023
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: Coon Creek Commercial Park

Introduction:

The Coon Creek Commercial Park commercial development project was accepted at the November 7, 2022 City Council meeting, which commenced the one-year maintenance period.


Discussion:

An inspection of the Coon Creek Commercial Park project was completed October 24th. All of the maintenance items have been adequately corrected and there are no known deficiencies.

Recommendations:

It is recommended that the cash maintenance security, in the amount of \$17,600, be released.

Memorandum

Date: October 31, 2023
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer 
Subject: Hidden Forest East Third Addition

Introduction:

The Hidden Forest East Third Addition residential development project was accepted at the December 5, 2023 City Council meeting, which commenced the one-year maintenance period.

Discussion:

An inspection of the Hidden Forest East Third Addition project was completed on October 19th. All of the maintenance items have been adequately corrected and there are no known deficiencies.

Recommendations:

It is recommended that the maintenance security, in the amount of \$208,300, be released.

Memorandum

Date: October 30, 2023
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: Constance Boulevard Terrace

Introduction:

An inspection of the Constance Boulevard Terrace residential development project was completed October 12th.

Discussion:

All of the Development Agreement Work Items that were guaranteed by the performance security have been completed.

Recommendation:

It is recommended that the project be accepted and that the one-year maintenance period commences, and it is recommended that the performance security of \$125,925, be released after the maintenance security of \$93,400 is posted by the Developer with the City.

Memorandum

Date: November 1, 2023
To: Mayor and Councilmembers
From: Tom Collins, City Engineer *TPC*
Subject: Evergreen Estates

Introduction:

An inspection of the Evergreen Estates residential development project was completed November 1st.


Discussion:

All of the Development Agreement Work Items that were guaranteed by the performance security have been completed.

Recommendation:

It is recommended that the project be accepted and that the one-year maintenance period commences. The posted \$167,460 performance security, that expires November 1, 2024, is in the amount of the maintenance security so it can replace the performance security.

Memorandum

Date: November 2, 2023
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer 
Subject: Crosstown Rolling Acres 3rd Addition

Introduction:

An inspection of the Crosstown Rolling Acres 3rd Addition development project was completed on October 26th.

Discussion:

All of the Development Agreement Work Items that were guaranteed by the performance security have been completed.

Recommendation:

It is recommended that the project be accepted and that the one-year maintenance period commences, and it is recommended that the performance security, in the amount of \$417,300, be released after the maintenance security, in the amount of \$322,000, is received.

Memorandum

Date: November 2, 2023

To: Mayor and Councilmembers

From: Tom Collins, City Engineer *TPC*

Subject: 2024 Bituminous Overlay Project

Introduction:

The Plans and Specifications for the 2024 bituminous overlay project were ordered at the October 16th City Council meeting. It is recommended that these streets receive an overlay in 2024.

Discussion:

The following streets are proposed to receive an overlay in 2024:

- Eagle Ridge Estates South ('03 construction)
- Lever St.: 173rd Ave. to 177th Avenue ('03 construction)
- Naples Estates ('04 construction)
- Radisson Meadows ('02 construction)
- Royal Woods ('03 construction)
- Woodland Bluffs 3rd Addition ('03 construction)

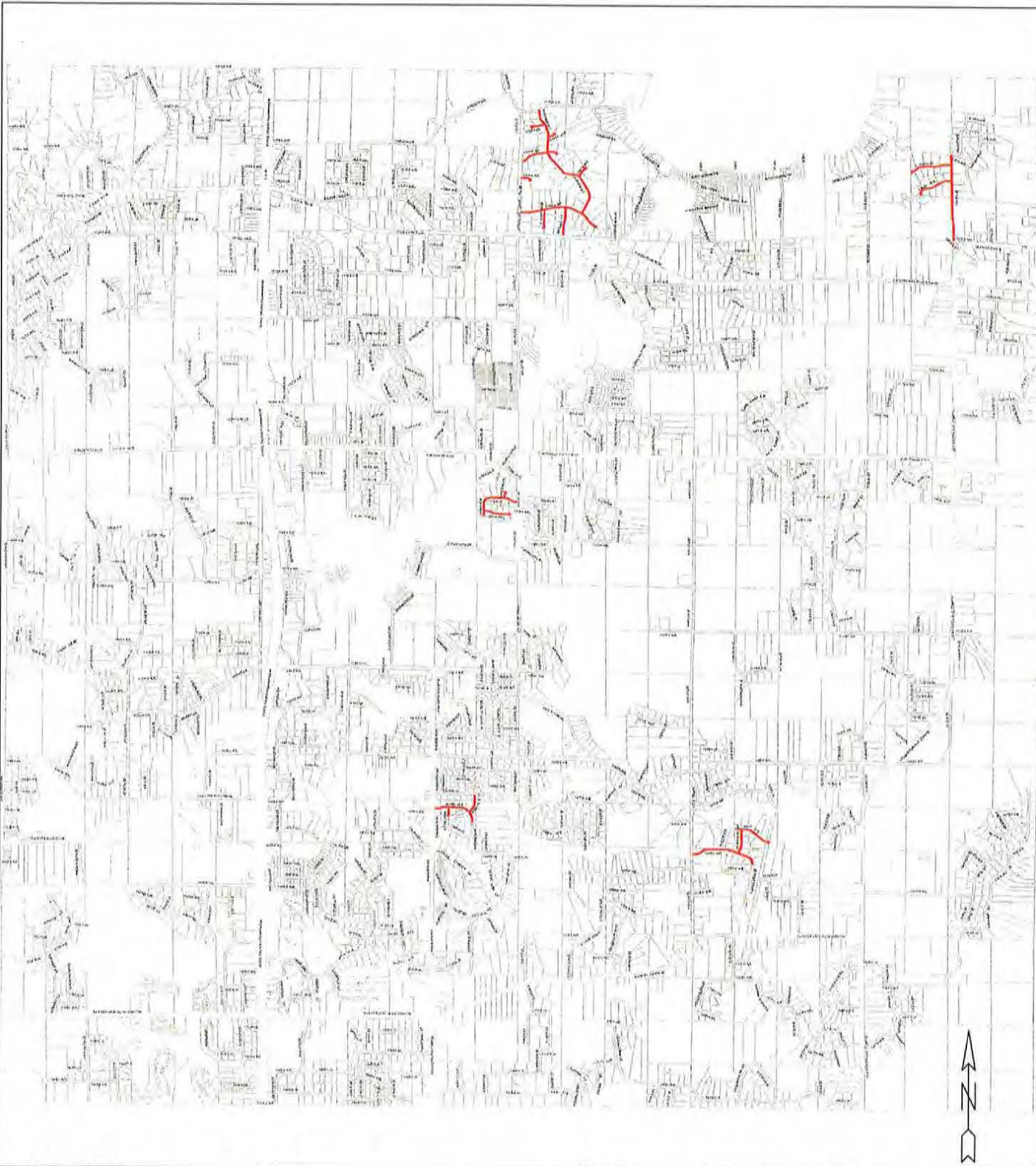
The overlay project includes full width milling. The total length of the streets proposed to receive an overlay is 4.66 miles. The contractor cost estimate for the proposed 2024 bituminous overlays is \$1,477,258.94. The cost estimate assumes that the contractor will haul the millings away rather than utilizing them on existing streets. This will result in a reduced contract price, which is estimated to be \$3/ton.

Recommendation:

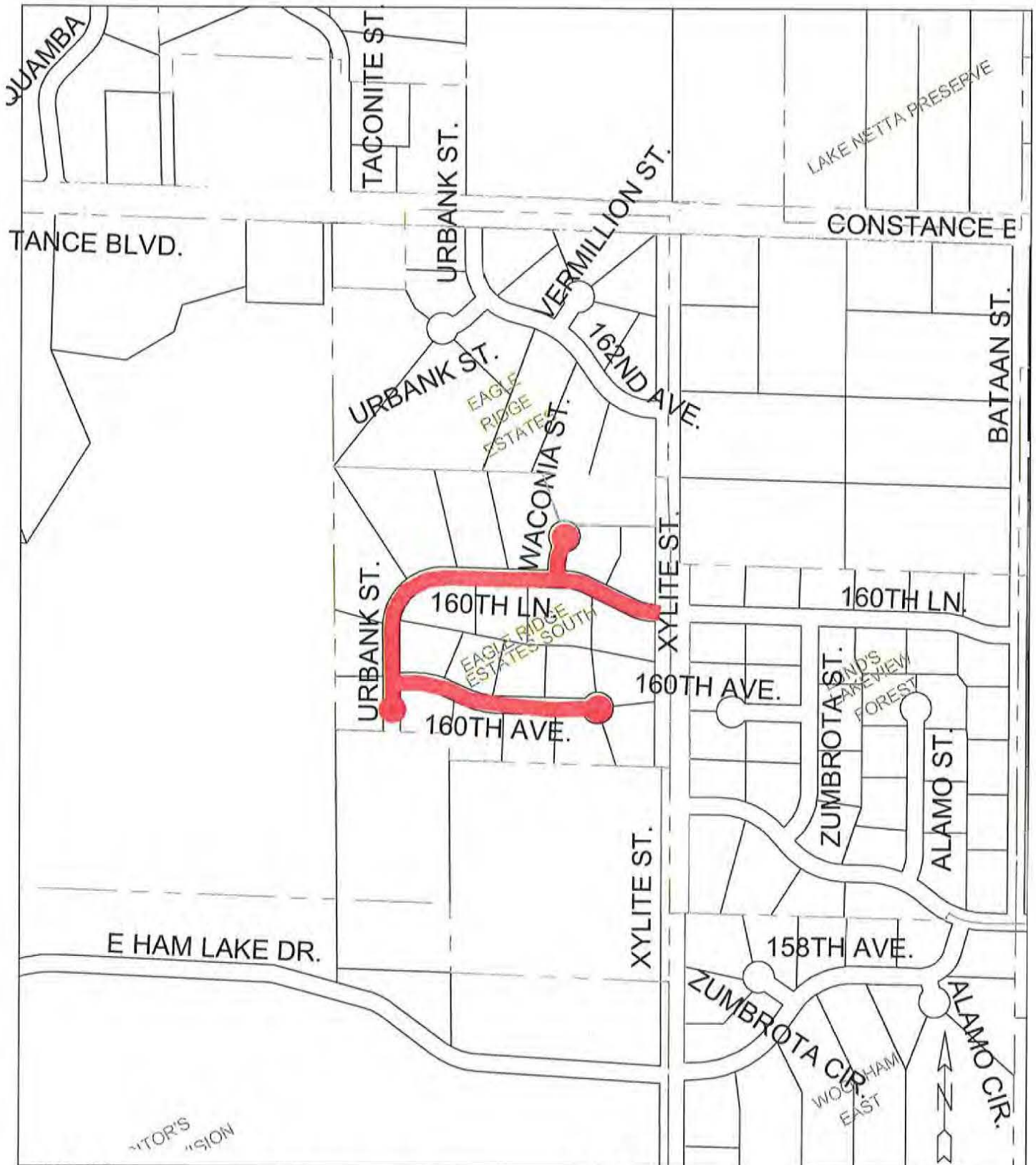
Approve the Plans and Specifications for the 2024 Bituminous Overlay Project and authorize the advertisement for bids.

ENGINEER'S ESTIMATE
 2024 BITUMINOUS OVERLAY PROJECT
 2-Nov-24

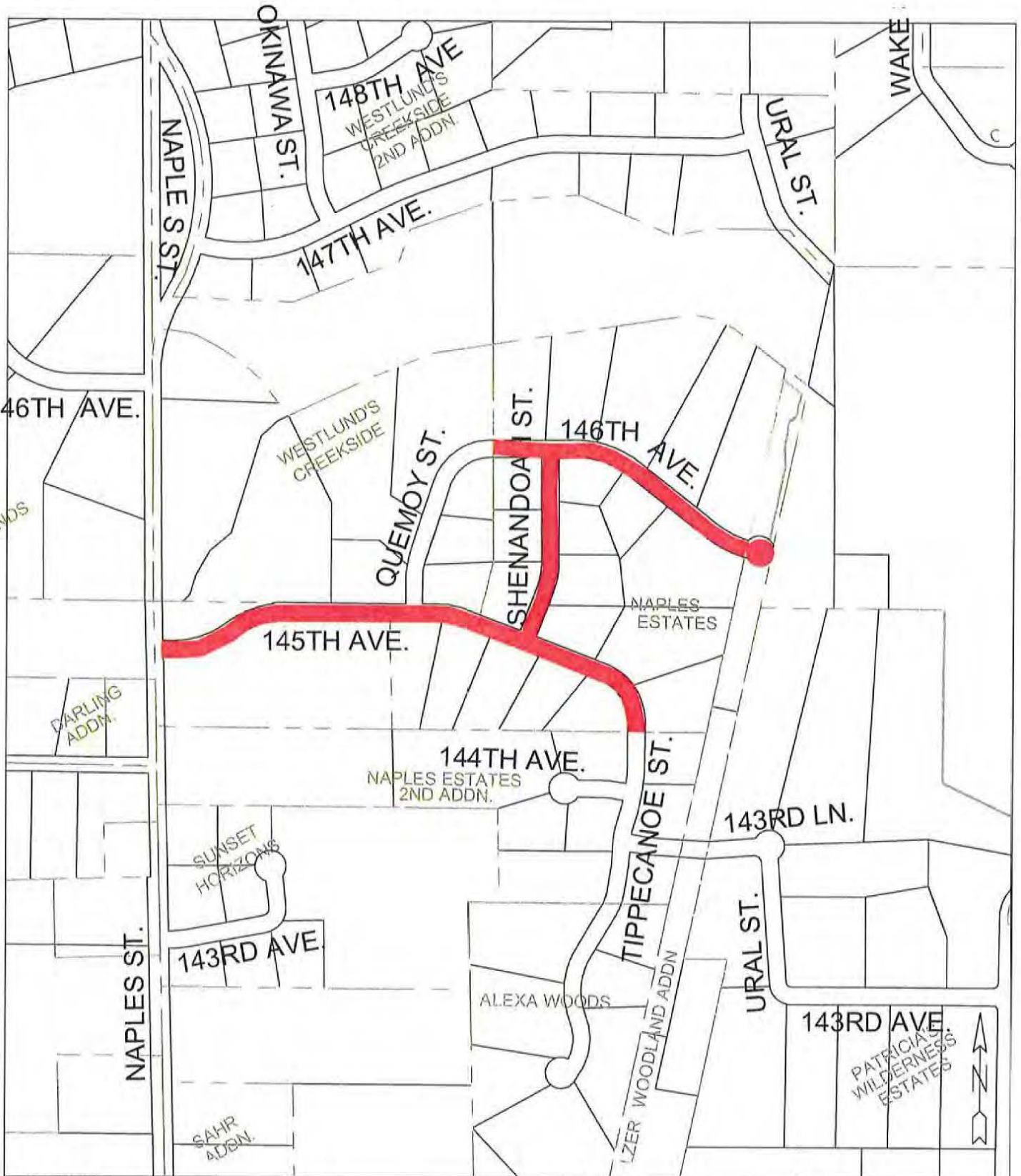
ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY.	UNIT PRICE	TOTAL
2021.503	MOBILIZATION	L.S.	1	\$120,000.00	\$120,000.00
2232.501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,732	\$7.00	\$12,124.00
2331.604	MILL BITUMINOUS SURFACE	S.Y.	73,498	\$1.70	\$124,946.60
2501.609	HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,993	\$19.80	\$59,246.44
2360.501	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	8,893	\$126.00	\$1,120,518.00
2357.502	BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	73,498	\$0.55	\$40,423.90
TOTAL					\$1,477,258.94



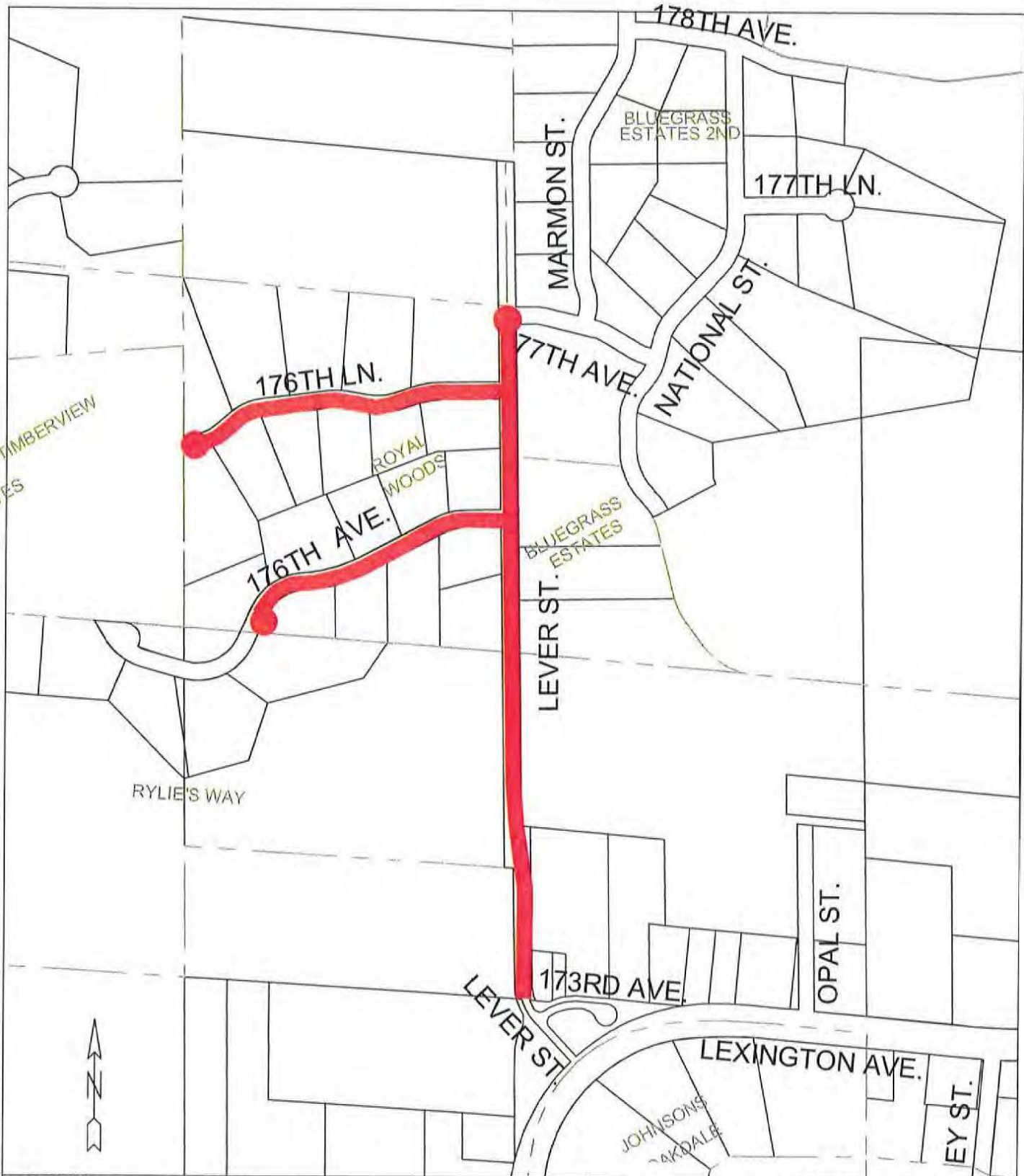
Sheet Title: CITY OF HAM LAKE BITUMINOUS OVERLAY	Date 11/02/23	Scale 1"=4,000'
Project: OVERALL 2024 BITUMINOUS OVERLAY LOCATIONS	RFC ENGINEERING, INC. Consulting Engineers 13635 Johnson Street Ham Lake, MN 55304 Telephone (763) 862-8000 Fax (763) 862-8042	



Sheet Title: CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY	Date 11/02/23	Scale 1" = 500'
Locations: EAGLE RIDGE ESTATES SOUTH	RFC ENGINEERING, INC. Consulting Engineers 13635 Johnson Street Ham Lake, MN 55304 Telephone (763) 862-8000 Fax (763) 862-8042	



Sheet Title: CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY	Date 11/02/23	Scale 1" = 500'
Locations: NAPLES ESTATES	RFC ENGINEERING, INC. Consulting Engineers 13635 Johnson Street Ham Lake, MN 55304 Telephone (763) 862-8000 Fax (763) 862-8042	



Sheet Title: CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY	Date 11/02/23	Scale 1" = 500'
Locations: LEVER STREET AND ROYAL WOODS	RFC ENGINEERING, INC. Consulting Engineers 13635 Johnson Street Ham Lake, MN 55304 Telephone (763) 862-8000 Fax (763) 862-8042	



Sheet Title:

CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY

Date

11/02/23

Scale

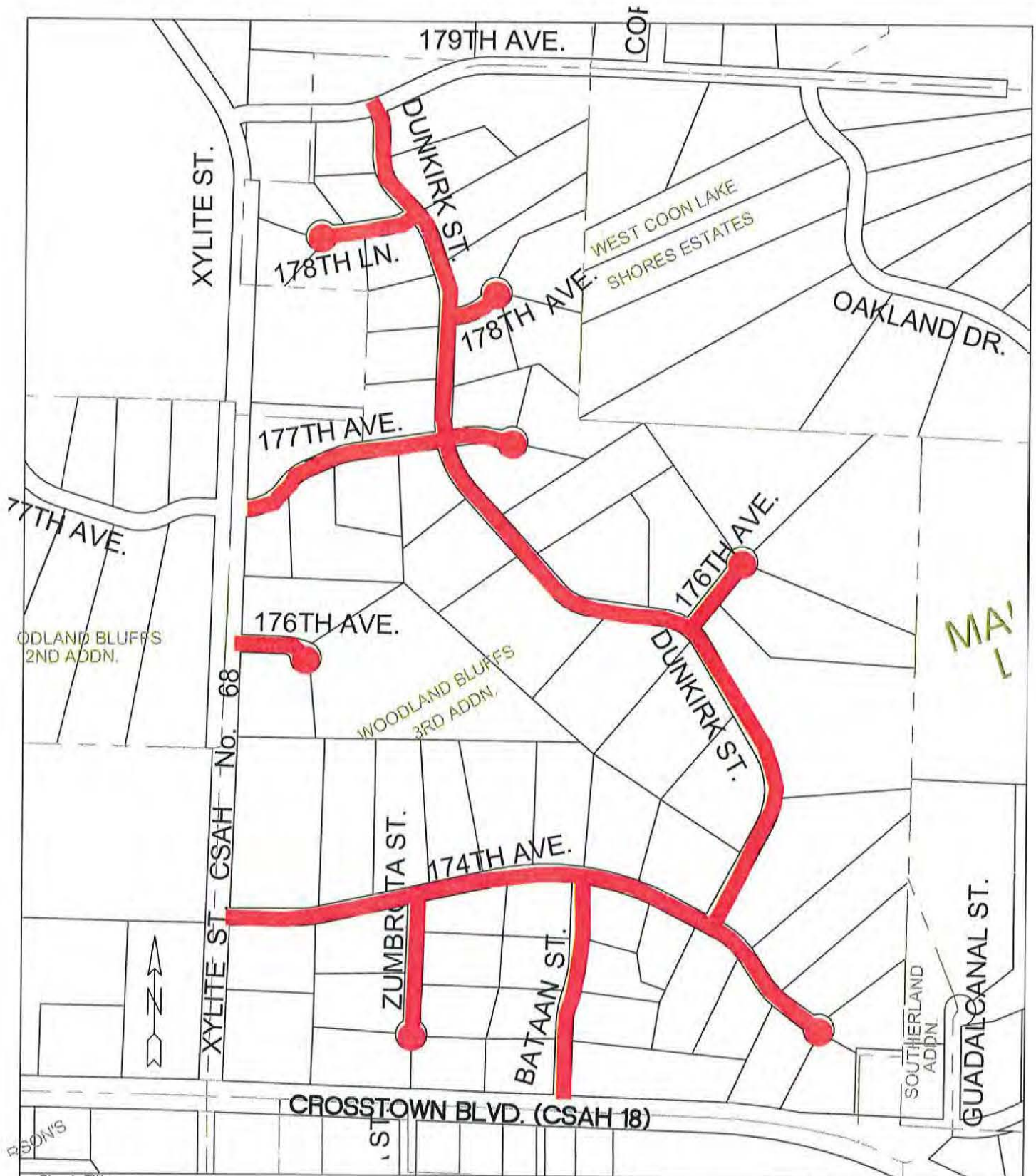
1" = 500'

Locations:

RADISSON MEADOWS

RFC ENGINEERING, INC.
Consulting Engineers

13635 Johnson Street
 Ham Lake, MN 55304
 Telephone (763) 862-8000
 Fax (763) 862-8042



Sheet Title:
CITY OF HAM LAKE 2024 BITUMINOUS OVERLAY

Date
11/02/23

Scale
1" = 500'

Locations:
WOODLAND BLUFFS 3RD ADDITION

RFC ENGINEERING, INC.
Consulting Engineers

13635 Johnson Street
Ham Lake, MN 55304
Telephone (763) 862-8000
Fax (763) 862-8042



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, OCTOBER 23, 2023

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: October 9, 2023

PUBLIC HEARINGS:

6:01 p.m. Ryan Becker of Unlimited Concrete Concepts, LLC requesting a Conditional Use Permit to operate a construction service contractor business at 16651 Polk Street NE

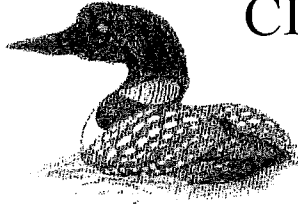
NEW BUSINESS:

1. Ryan Becker of Unlimited Concrete Concepts, LLC requesting Commercial Site Plan approval to construct a 4,608 square foot office/warehouse building at 16651 Polk Street NE. PID# 08-32-23-33-0007
2. Jeff Stalberger, MN Development LLC, requesting Sketch Plan approval for a development located at 2506 Swedish Drive NE (47 Residential Single Family lots and 1 out lot) in Section 4

TABLED

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, OCTOBER 23, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, October 23, 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, Jeff Entsminger, Jonathan Fisher, Erin Dixson and David Ross

MEMBERS ABSENT: Commissioners Dave Ringler and Kyle Lejonvarn

OTHERS PRESENT: City Engineer Dave Krugler, Building and Zoning Official Mark Jones and Building and Zoning Clerk Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Ross, seconded by Fisher, to approve the minutes of the October 9, 2023 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Ryan Becker of Unlimited Concrete Concepts, LLC requesting a Conditional Use Permit to operate a construction service contractor business at 16651 Polk Street NE

Mr. Ryan Becker was present. Mr. Becker stated he is the owner of Unlimited Concrete Concepts LLC, he has 20 employees and has been operating the company since 2007. Mr. Becker stated his company does concrete related construction services focusing on remodeling and restoration projects. Mr. Becker stated their specialty is decorative or stamped concrete driveways, patios and sidewalks. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated the Creekside Farms plat stormwater design identified the ultimate build out of the lots within the plat and Unlimited Concrete follows that plan. Engineer Krugler stated there are no additional storm water requirements, however a Minnesota Pollution Control Agency National Pollutant Discharge Elimination System Construction Stormwater Permit must be obtained prior to the start of construction due to the disturbed area being over one-acre. Engineer Krugler stated a Coon Creek Watershed District (CCWD) permit is also required before grading operations can commence. Engineer Krugler stated a landscaping plan has been provided; the Commission will need to determine whether the proposed landscaping adjacent to the

public roadway is adequate. Chair Pogalz asked for confirmation that the trees shown on the landscape plan met the requirements for decorative trees along the right-of-way adjacent to the public roadway and that the City didn't require trees that would provide screening. Engineer Krugler stated the trees on Unlimited Concrete LLC's plans could be decorative. Engineer Krugler stated trees that provided screening between the commercial development and residential property are to be put in place by the developer. Chair Pogalz stated that when the City reviews another commercial plat, the City might want to identify some preferred tree varieties to be planted within the plat by land owners. Building and Zoning Official Jones stated the Code stipulates that trees planted between commercial and residential property be conifer trees but it does not specify decorative tree types to be planted. Building and Zoning Official Jones stated decorative tree types would need to be identified in City Code in order to be able to enforce the planting of specified tree varieties. Engineer Krugler stated the development agreement or covenants for the plat could identify select tree varieties to be planted for future developments, but was not identified in Creekside Farms. Chair Pogalz asked Building and Zoning Official Jones if he had any additional comments to what was stated in his staff report. Building and Zoning Official Jones stated for commercial building plans and Conditional Use Permits (CUP), Code states aesthetically screened outside storage is permitted outside storage if used as a condition of approval of any site plan or CUP on the CD-1 or CD-2 parcel. The former Suburban Rental site (13763 Johnson St NE) has aesthetically screened outdoor storage. Building and Zoning Official Jones stated any licensed, over the road vehicle must be in the screened in area on a concrete or bituminous surface. Chair Pogalz asked if Code could be less strict for this request. Building and Zoning Official Jones stated the outdoor storage requirements are more relaxed in the CD-2 district; screening will need to be via an opaque fence. Chair Pogalz completed the inspection; a copy which is on file. Chair Pogalz stated the site is currently a vacant lot with a building pad. Chair Pogalz asked Mr. Becker to take part in the screening discussion. Mr. Becker stated he will construct a fence if it is required. Building and Zoning Official Jones stated the Mr. Becker can submit information about the type of fence he intends to construct with the building plans. Chair Pogalz stated Mr. Becker has requested approval for operating hours to start at 6:00 am. Mr. Becker stated, during the summer, his employees normally begin to arrive at the shop around 6:00 am. Mr. Becker stated they are normally at the shop from 6:00 am to 8:00 am. Chair Pogalz stated other CUP's have been reviewed and business hours start at 7:00 am, so to be consistent, the business hours will need to start at 7:00 am as well. Mr. Becker asked if employees could arrive earlier if activity doesn't entail noise. Building and Zoning Official Jones stated the start-up of heavy equipment, trucks, especially diesel trucks, and any equipment with back-up alarms could not be done until 7:01 am.

Chair Pogalz opened the public hearing at 6:15 p.m. and asked for public comment; with there being none, Chair Pogalz closed the public hearing at 6:15 p.m.

Motion by Pogalz, seconded by Fisher, to recommend approval of Ryan Becker's request for a Conditional Use Permit to operate a construction service contractor business at 16651 Polk Street Ne subject to all outside storage being on a Class V surface and screened by an eight-foot tall, opaque, code compliant fence that is acceptable to the Building Official, operating hours of 7:01 am to 10:00 pm, meeting

all the requirements noted in the City Engineer's memorandum and Building Official's staff report 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, November 6, 2023 agenda.*

NEW BUSINESS:

Ryan Becker of Unlimited Concrete Concepts, LLC requesting Commercial Site Plan approval to construct a 4,608 square foot office/warehouse building at 16651 Polk Street NE. PID# 08-32-23-33-0007

Chair Pogalz stated this request is also from Mr. Becker. Chair Pogalz stated Building and Zoning Official Jones has a few different suggested conditions for site plan approval. Chair Pogalz asked Building and Zoning Official Jones if he had any additional comments. Building and Zoning Official Jones stated the soffit and overhang that are on the current plan set submitted to the City do not meet Code. Building and Zoning Official Jones stated the west side of the building, which faces Polk Street NE, currently does not show wainscot along the entire length of the building as required by Code. Mr. Becker asked if he could remove the wainscot shown on the backside of the building. Building and Zoning Official Jones stated he could. Chair Pogalz asked Mr. Becker if he had any concerns about what has been recommended and discussed. Mr. Becker said he did not. **Motion by Pogalz, seconded by Fisher, to recommend approval of Ryan Becker's request for commercial site plan approval to construct a 4,608 square foot office/warehouse building at 16651 Polk Street NE subject to the following conditions: the applicant submits architectural plans, with engineering, that meet the standards for site and building construction in CD-2 zoning, the number of parking spaces provided and the design of the septic system meet the maximum occupancy load of the building, all surfaces used for customer and employee parking, and for storage of over the road vehicles, shall be asphalt or concrete to specifications established and approved by the City Engineer, all refuse containers are to be stored inside of the building or comply with Article 9-220.1.f if stored outside of the building, obtaining a Minnesota Pollution Control Agency National Pollutant Discharge Elimination System Construction Stormwater Permit and a Coon Creek Watershed District (CCWD) permit prior to the commencement of grading operations, meeting all the requirements of the City Engineer and 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, November 6, 2023 agenda.*

Jeff Stalberger, MN Development LLC, requesting Sketch Plan approval for a development located at 2506 Swedish Drive NE (47 Residential Single Family lots and 1 outlot) in Section 4

Mr. Jeff Stalberger, Sr. Mr. Jeff Stalberger, Jr. and Mr. Ryan Stalberger were present. Mr. Stalberger Sr. spoke on behalf of the project. Mr. Stalberger stated the development of 47 lots is west of County Road 68 (Xylite Street NE) near the Ham Lake and East Bethel border. Mr. Stalberger stated the land that will be developed currently consists of corn fields, a little wetland and some woods. Mr. Stalberger stated Engineer Collins stated a connection to 177th Avenue will be required to connect the existing temporary cul-de-sac and Engineer Krugler stated that the sketch plan complies with that

requirement. Mr. Stalberger stated he is proposing to realign a portion of Swedish Drive NE. Mr. Stalberger stated Swedish Drive NE's title is vague and has never had a roadway easement dedication to the City. Mr. Stalberger stated he has talked with Engineer Krugler about connecting Swedish Drive NE to a Municipal State Aid (MSA) route that would go west and connect to Highway 65 NE at 181st Avenue. Engineer Krugler stated he misspoke about the MSA route. Engineer Krugler stated he misread a map and the route discussed with Mr. Stalberger is a *potential* MSA route, it has not officially been designated as an MSA route. Mr. Stalberger asked if Swedish Drive is to be built to MSA standards. Engineer Krugler stated curve radii of 312-feet will be required to be to MSA standards even if the road will not be to the thickness required for an MSA route. Chair Pogalz asked if the State of Minnesota provided funding for MSA routes. Engineer Krugler stated the State of Minnesota provides the City with an allotment of funds every year to use for roads designated as MSA routes within the City. Discussion ensued about specifications and requirements for MSA routes. Mr. Stalberger stated the title work for Swedish Drive NE never dedicated, 33' of roadway easement from the center of the road. Mr. Stalberger stated Swedish Drive, near the church and cemetery, is someone else's property. Mr. Stalberger stated in Engineer Krugler's memo, he has noted a separate document providing right-of-way from the owners of parcels 04-32-23-13-0003 and 04-32-23-13-0005 will need to be provided. Mr. Stalberger stated those parcels are someone else's property and he doesn't feel it should be his responsibility to obtain right-of-way for Swedish Drive NE on property he doesn't own. Mr. Stalberger stated he will dedicate right-of-way for the property he owns but he does not know how right-of-way west of the development can be obtained. Mr. Stalberger stated he can talk with adjacent property owners about dedicating right-of-way but does not feel obtaining right-of-way way from other property owners should be a condition of approval of his plat. Mr. Stalberger stated the outlot is a separate parcel that isn't buildable. Mr. Stalberger stated he is aware that the City does not want to have unbuildable outlots and because this proposed outlot is across Xylite Street NE and is not connected to other lots in the plat, it could be deeded to an adjacent property owner. Chair Pogalz asked Engineer Krugler to comment on the sketch plan. Engineer Krugler stated, as mentioned earlier, Swedish Drive NE is a potential MSA route. Engineer Krugler stated Xylite Street NE is under the jurisdiction of the Anoka County Highway Department and they may require a left turn or bypass lane for the intersection with Swedish Drive NE. Engineer Krugler stated the City of Ham Lake and East Bethel identify Xylite Street NE/Greenbrook Drive as a future bike path. Engineer Krugler stated Superintendent Witkowski, should ask the Park Committee if land should be dedicated for a bike path as the current recommendation is fees in lieu of the dedication of land. Engineer Krugler stated FEMA Letters of Map Amendment will be required for several lots as noted in his October 19, 2023 memo. Engineer Krugler stated Swedish Drive NE is the boundary between the Coon Creek Watershed District (CCWD) and the Upper Rum River Watershed Management Organization (URRWMO). Engineer Krugler stated wetland impacts will be reviewed by CCWD and the City be the responsible authority for the URRWMO area to review rate control and ensure storm water rate control requirements are met. Engineer Krugler stated a Natural Heritage Information System data review by the DNR will be required to determine whether any state-protected species may be located within the plat boundary. Commissioner Fisher asked what should be done with the outlot. Engineer Krugler stated, in the past, if the outlot was not buildable, the City will require the outlot be deeded to an adjacent property owner. Mr. Stalberger

stated he is willing to deed the outlot to an adjacent property owner. Chair Pogalz stated there are a few issues that need further discussion before moving forward, such as determining if Swedish Drive NE will be designated as a MSA route prior to the start of road construction for this plat and how right-of-way dedication will be addressed on property that is not part of the plat. Mr. Stalberger stated the church and cemetery property are not part of the plat. Engineer Krugler identified a discrepancy related to right-of-way on the sketch plan with the Dosedel property, the church and cemetery property which will need to be resolved by preliminary plat review. Engineer Krugler and Mr. Stalberger reviewed the plat document and discussed the symbols representing right-of-way in the southwest part of the plat. Commissioner Fisher asked if the sketch plan can be reviewed and potentially modified to identify right-of-way dedication correctly. Chair Pogalz asked Mr. Stalberger if knowing whether or not Swedish Drive NE will be designated as an MSA route will have an impact on this plat. Mr. Stalberger stated it will if there will be additional costs to him. The MSA route and right-of-way shown on the sketch plan were discussed. Engineer Krugler suggested that Mr. Stalberger's right-of-way dedication for the plat might end just south of the western property line of proposed Lot 24. Mr. Stalberger stated he will ask the title company he is working with to look into what right-of-way may exist on Swedish Drive NE now. Chair Pogalz stated looking at the Bike Facilities Map, a potential future park has been identified on this property. Chair Pogalz stated he understands Engineer Krugler spoke with Superintendent Witkowski about accepting money in lieu of parkland. Chair Pogalz asked if the City still had a Park and Tree Commission. Building and Zoning Clerk Bohr stated the Park and Tree Commission has been disbanded. Engineer Krugler stated a Park Committee now exists and the members are two City Council members. Engineer Krugler stated it is his understanding Superintendent Witkowski spoke with the Park Committee about accepting money in lieu of parkland but he is not aware that a memo was written stating such. Commissioner Dixon stated she would like clarification from the Park Committee on the decision to accept money in lieu of parkland for this plat. Commissioner Dixon stated it is a huge potential park area identified on our maps and it makes sense to go through all the proper channels before making a recommendation. Chair Pogalz stated it would be better to have a more formal communication from the Park Committee indicating what they would like and it would also be helpful to have more definitive information on where right-of-way dedication will be required for this plat. Chair Pogalz asked Mr. Stalberger when they intend to break ground on this plat. Mr. Stalberger stated they plan to break ground next year. Mr. Stalberger stated he understands the Commission has to do what they have to do. Commissioner Dixon stated she agreed that things need to be cleaned up and an official communication about the park and trail requirement should be provided. Chair Pogalz stated his recommendation is to table this discussion. Mr. Stalberger stated he is trying to get out to the property to do soil borings on the general layout before it freezes. Mr. Stalberger stated he had hoped to divide the property into 55 lots, but they are only able to divide the land into 47 lots due to soil boring results. Mr. Stalberger stated that if he has to dedicate parkland, it would not be feasible to plat the property, "it is a numbers game". There was additional discussion about parkland dedication. Commissioner Ross stated he is in favor of tabling the discussion with the charge to staff to have the three issues clarified with written resolutions by the next meeting. **Motion by Pogalz, seconded by Dixon, to table sketch plan approval for a development located at 2506 Swedish Drive NE (47 Residential Single Family lots and 1 outlot)**

in Section 4 pending the determination of MSA mileage and funds, clarification of right-of-way dedication requirements outside of the plat boundaries and receiving formal direction on parkland or money in lieu of parkland requirements. All present in favor, motion carried.

COMMISSION BUSINESS:

City Council Update

Chair Pogalz stated the City Council concurred with the Commission's recommendations to approve Jeremy Larson's (Hampton Companies) rezoning request and Jesse Osborne's request for a revision to the approved conditions of the final plat for the Creekside Farms Commercial Development. A planning commissioner will not be present at the November 6, 2023 City Council meeting.

ADJOURNMENT:

Motion by Fisher, seconded by Dixon, to adjourn the Planning Commission meeting at 7:09 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk

**CITY OF HAM LAKE, MINNESOTA
RESOLUTION NO. 23-XX**

**APPROVAL OF CONDITIONAL USE PERMIT
16651 POLK STREET NE**

WHEREAS, Unlimited Concrete Concepts, LLC filed an application dated October 5, 2023, Receipt #97770, requesting a conditional use permit to operate Unlimited Concrete Concepts, LLC, a concrete masonry construction service company on property located at 16651 Polk Street NE. The subject property is legally described as follows:

PID# 08-32-23-33-0007

LOT 2, BLOCK 2, CREEKSIDE FARMS

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

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

WHEREAS, the intended use of the Property is for the operation of a concrete masonry construction service contracting business; and

WHEREAS, under Section 9-220.3 (c) of the Ham Lake City Code, concrete masonry construction service contracting is a conditional use in CD-2 Zoning Districts; and

WHEREAS, pursuant to Section 9-310.2 of the Ham Lake City Code, the Ham Lake Planning Commission reviewed the conditional use application and held a public hearing at their regular meeting on October 23, 2023, and recommended approval of the Conditional Use Permit with the following conditions:

1. That all outside storage be on a Class V surface and screened by an eight-foot tall, opaque, code compliant fence that is acceptable to the Building Official.
2. That operating hours be 7:01 am to 10:00 pm.
3. That all the requirements noted in the City Engineer's memorandum and Building Official's staff report are met.
4. That the applicant and business meet all City, County and State requirements.

WHEREAS, the Ham Lake Planning Commissions meeting minutes and materials from its October 23, 2023 meeting shall be used to support the Ham Lake City Council's findings of fact.

NOW, THEREFORE, BE IT RESOLVED that the Ham Lake City Council hereby approves the Conditional Use Permit for the property located at 16651 Polk Street NE subject to the conditions

and approval as recommended by the Planning Commission and stated herein, and further subject to the following condition:

1. Written receipt by the City, and approval by the City Attorney, of acknowledgement and approval of the Conditional Use Permit by the owner of the property located at 16651 Polk Street NE.
2. Compliance with all applicable Ham Lake City Code requirements.

Adopted by the Ham Lake City Council this the 6th day of November, 2023.

ATTEST:

Denise Webster, City Clerk

Brian Kirkham, Mayor



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 08/08/2023 ^{17 RB}

Date of Receipt 8-17-23 / 10-5-23
Receipt # 97122 / 97170

Meeting Appearance Dates:

Planning Commission 10-23-2023 City Council 11-6-23

Please check request(s):

- | | |
|---|---|
| <input type="checkbox"/> Metes & Bounds Conveyance | <input checked="" type="checkbox"/> Commercial Building Site |
| <input type="checkbox"/> Sketch Plan | <input type="checkbox"/> Certificate of Occupancy |
| <input type="checkbox"/> Preliminary Plat Approval* | <input type="checkbox"/> Home Occupation Permit |
| <input type="checkbox"/> Final Plat Approval | <input checked="" type="checkbox"/> Conditional Use Permit (New)* |
| <input type="checkbox"/> Rezoning* | <input type="checkbox"/> Conditional Use Permit (Renewal) |
| <input type="checkbox"/> Multiple Dog License* | <input type="checkbox"/> 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: Creekside Farms

Address/Location of property: 16651 Polk St NE

Legal Description of property: LOT 2 BLOCK 2 CREEKSIDE FARMS

PIN # 08-32-23-33-0007 Current Zoning CD-2 Proposed Zoning _____

Notes: Construction of a 4,608 sq ft office/warehouse for construction service contractor business

Applicant's Name: Ryan Becker

Business Name: Unlimited Concrete Concepts, LLC

Address 13739 Lincoln St NE Suite A

City Ham Lake State MN Zip Code 55304

Phone 7637533903 *Cell Phone 7634424943 Fax _____

Email address ryan@unlimitedconcreteconcepts

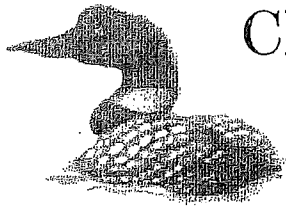
You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

SIGNATURE [Signature] DATE 8/17/23

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission 10-23-23
City Council _____

PROPERTY TAXES CURRENT YES NO



CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a Public Hearing shall be held before the Ham Lake Planning Commission on Monday, October 23, 2023 at 6:01 p.m. at the Ham Lake City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Ryan Becker, requesting a Conditional Use Permit to operate Unlimited Concrete Concepts, LLC, a concrete construction service contractor business, at 16651 Polk Street NE, a parcel of certain land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

LOT 2, BLOCK 2 CREEKSIDE FARMS

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

DATED: October 13, 2023

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake



Office - (763) 753-3903
unlimitedconcreteconcepts.com
Lic. # BC634700

Narrative of Business

Unlimited Concrete is a concrete contractor specializing in concrete driveways and stamped concrete.

I, Ryan Becker, started the business in 2007. We have been located in Ham Lake since 2015.

Our storage needs are a few trucks and trailers outside and some materials such as rebar and forms.

We currently have 20 employees. 4 office staff and 4 foremen are regulars at the building. The other 12 workers do not come to the building often.

Our hours of operation are 6am to 5pm Monday through Friday and sometimes Saturday mornings.

Most of the traffic from our building will be the vehicles in the morning and afternoon hours when employees are leaving and returning from jobsites. We occasionally have customers come into our office, maybe twice a week, to select finishes, sign contracts, and pay bills. Since we are seasonal, winter months are much slower with little to no traffic.


Sincerely,

A handwritten signature in blue ink that reads 'Ryan Becker'.

8/3/23

Ryan Becker, Owner

Memorandum

Date: October 4, 2023
To: Planning Commissioners
From: David A. Krugler, City Engineer 
Subject: Unlimited Concrete Concepts, LLC

Introduction:

The proposed 4,608 square-foot Unlimited Concrete Concepts building is located on the 5.70-acre Lot 2, Block 2, Creekside Farms parcel. The parcel is zoned Commercial Development Tier 2 (CD-2). A 100-scale aerial photo, a 500-scale zoning map and a 400-scale half section map are attached.

Discussion:

The Site Plan, Standard Notes & Specifications, Standard Details, Grading Plan, SWPPP – Standard Notes, SWPPP – Plan View, Utility Plan and Storm Sewer Design received October 2nd, the Exterior Photometrics received September 18th and the Architectural Plans received September 12th address prior review comments.

The attached Landscape Plan which was received on September 15th, shows trees surrounding 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 of landscape requirements for commercial land 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 adjacent to the public roadway or if additional screening should be required.

The Unlimited Concrete Concepts project was conditionally approved by the Coon Creek Watershed District (CCWD) Board of Managers at their August 28th meeting. The Notice of Application Status is attached. 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.

Recommendation:

It is recommended that the Unlimited Concrete Concepts commercial site plan be recommended for approval, including the determination if the proposed screening is adequate.

Meeting Date: October 23, 2023

CITY OF HAM LAKE
STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building and Zoning Official

Subject: Unlimited Concrete Concepts, LLC requesting Site Plan Approval to build a 4,608 square foot office/warehouse building and a Conditional Use Permit to operate a construction service contractor business at 16651 Polk Street NE

Introduction/Discussion:

Unlimited Concrete, a business specializing in concrete driveways and stamped concrete, is owned by Mr. Ryan Becker and has been operating since 2007. Mr. Becker is requesting site plan approval, and approval to operate under a Conditional Use Permit, at 16651 Polk Street NE. The business currently has 20 employees, 8 of which work out of the office and 12 that primarily work off-site. Unlimited Concrete's regular hours of operation are 6:00 am to 5:00 pm Monday through Friday with an occasional need to be on-site on Saturday mornings. Mr. Becker indicates outside storage will be needed at the site for company trucks, trailers and some project materials such as rebar and concrete forms. The site plan does not show a location for a refuse container. Per Mr. Becker, the refuse container will be stored inside of the building.

Per Article 9-220.1(2)(bb), Standards Common to All Mercantile Districts, Permitted Outside Storage, 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. Aesthetically screened storage is storage defined as inventory... behind an opaque barrier constructed of masonry or brick, attached to and matching or complementary to the main building. The screening chosen should be a code compliant fence that is at least eight-feet high. The 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 per Article 11-1851. The surface inside of the screened area can be Class V.

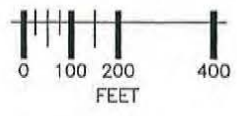
Recommendation:

I recommend approval of the site plan with the following conditions:

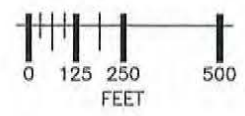
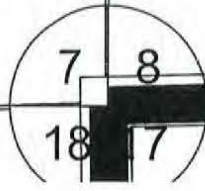
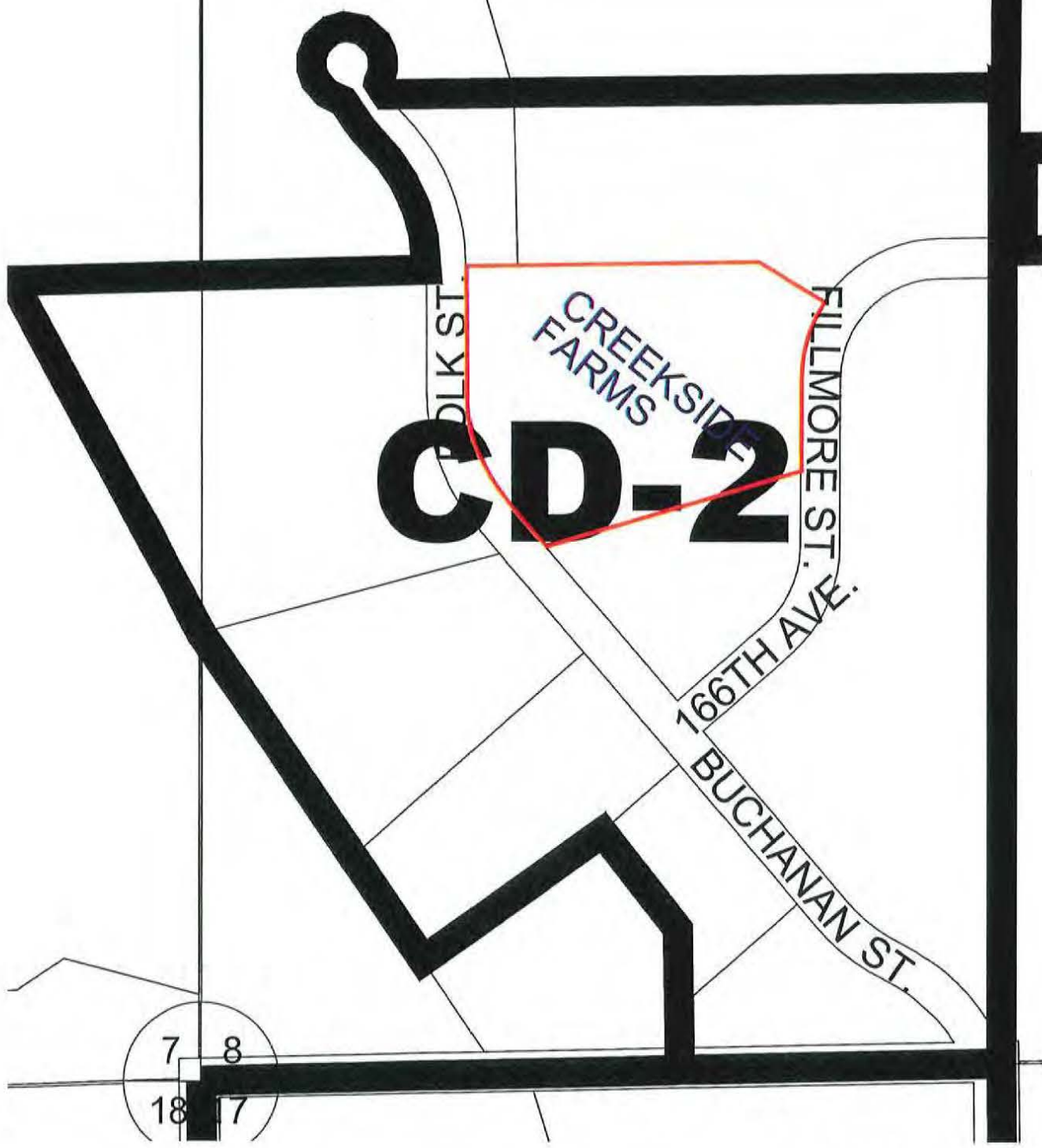
1. All surfaces used for customer and employee parking and for storage of over the road vehicles shall be asphalt or concrete to specifications established and approved by the City Engineer.
2. All refuse containers are to be stored inside of the building. If refuse containers are stored outside, they must comply with Article 9-220.1.f.
3. Exterior finish of the building must meet CD-2 building standards.

I recommend approval of the Conditional Use Permit with the following conditions:

1. All outside storage is to be on a Class V surface screened by a code compliant fence that is at least eight-feet high.
2. Hours of operation are to be between 7:01 am and 10:00 pm

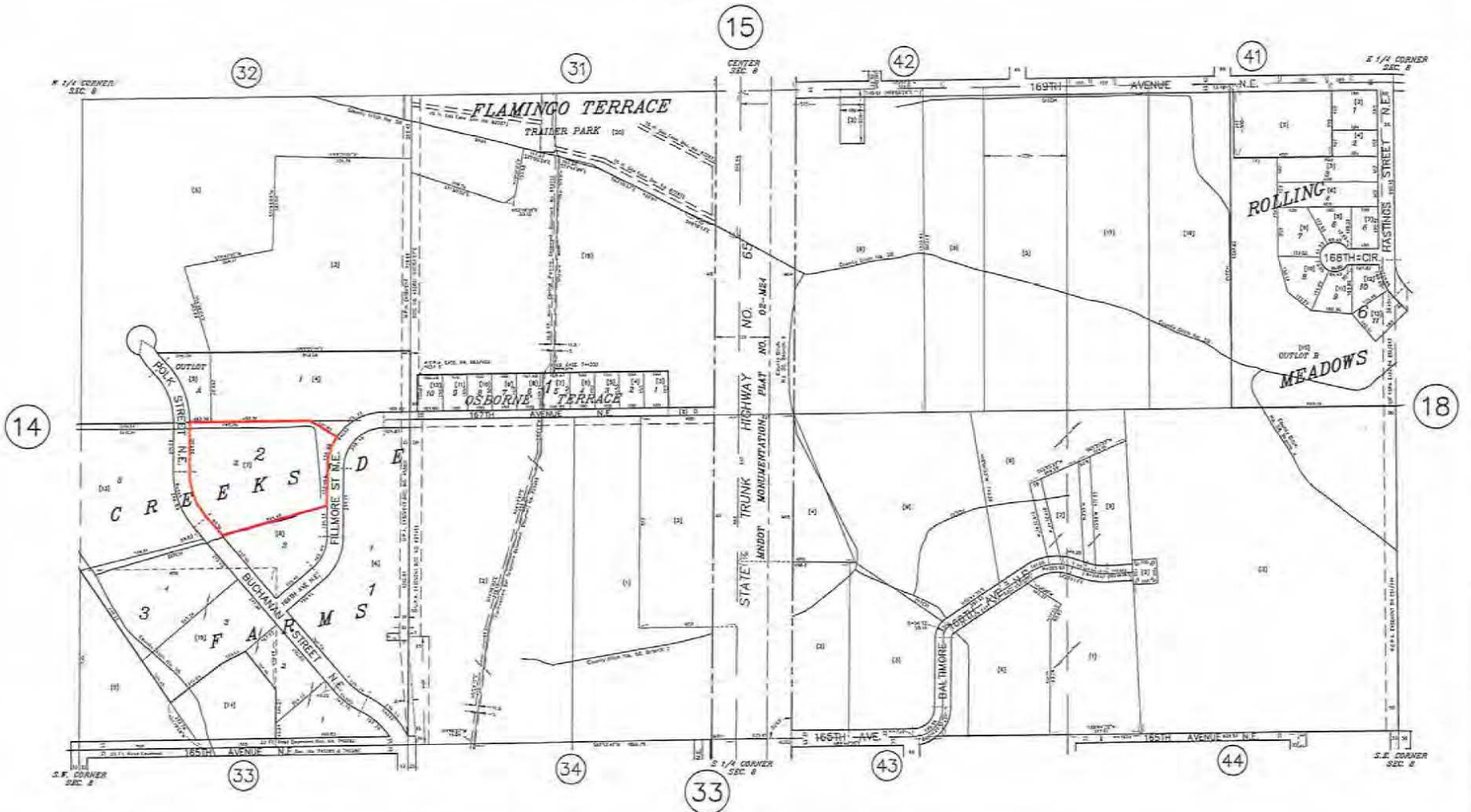


R-M



S 1/2 SECTION 8, 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

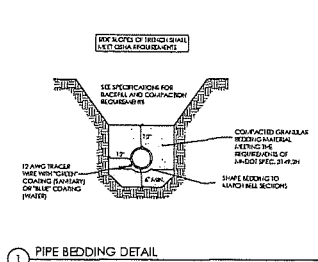
22	21	12	11	NORTH HALF OF SECTION
33	24	13	14	
32	31	42	41	SOUTH HALF OF SECTION
33	34	43	44	

PROPERTY IDENTIFICATION NUMBER

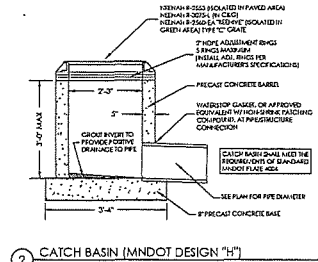
Section	Township	Range	Quarter	Specific
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SPECIFIC PARCEL NUMBERS ARE IN BRACKETS. [1]
EXAMPLE OF PIN NUMBER: 01-23-23-43-0001

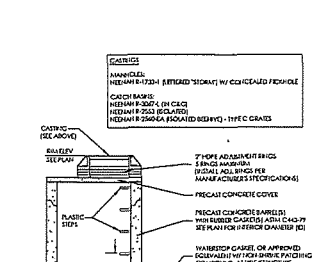
THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THE AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.



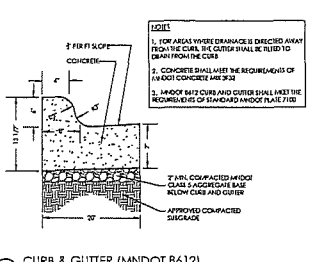
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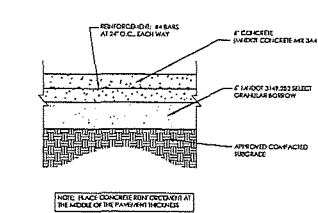
2 CATCH BASIN (MNDOT DESIGN 'H')



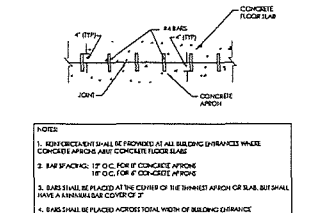
3 STORM MANHOLE OR CATCH BASIN



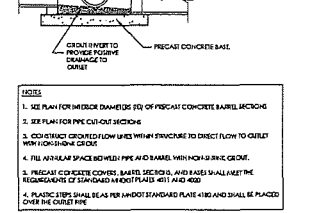
4 CURB & GUTTER (MNDOT 8612)



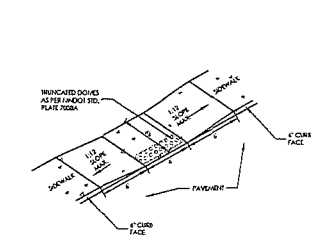
5 CONCRETE APRON/PAVEMENT SECTION



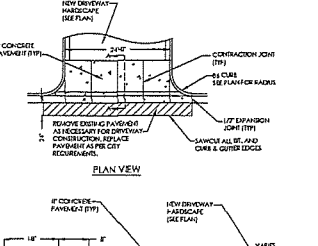
6 APRON/FLOOR SLAB JOINT REINFORCEMENT



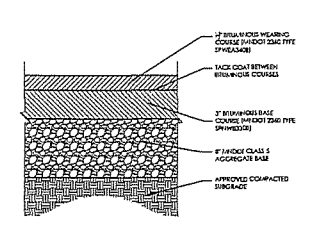
7 THICKENED EDGE SIDEWALK



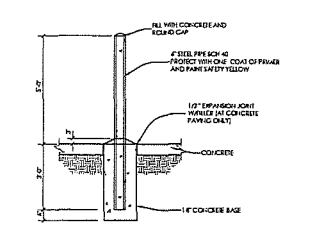
8 ADA RAMP



9 CONCRETE DRIVEWAY APRON



10 BITUMINOUS PAVEMENT SECTION



11 BOLLARD

2023 Update and
 REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		

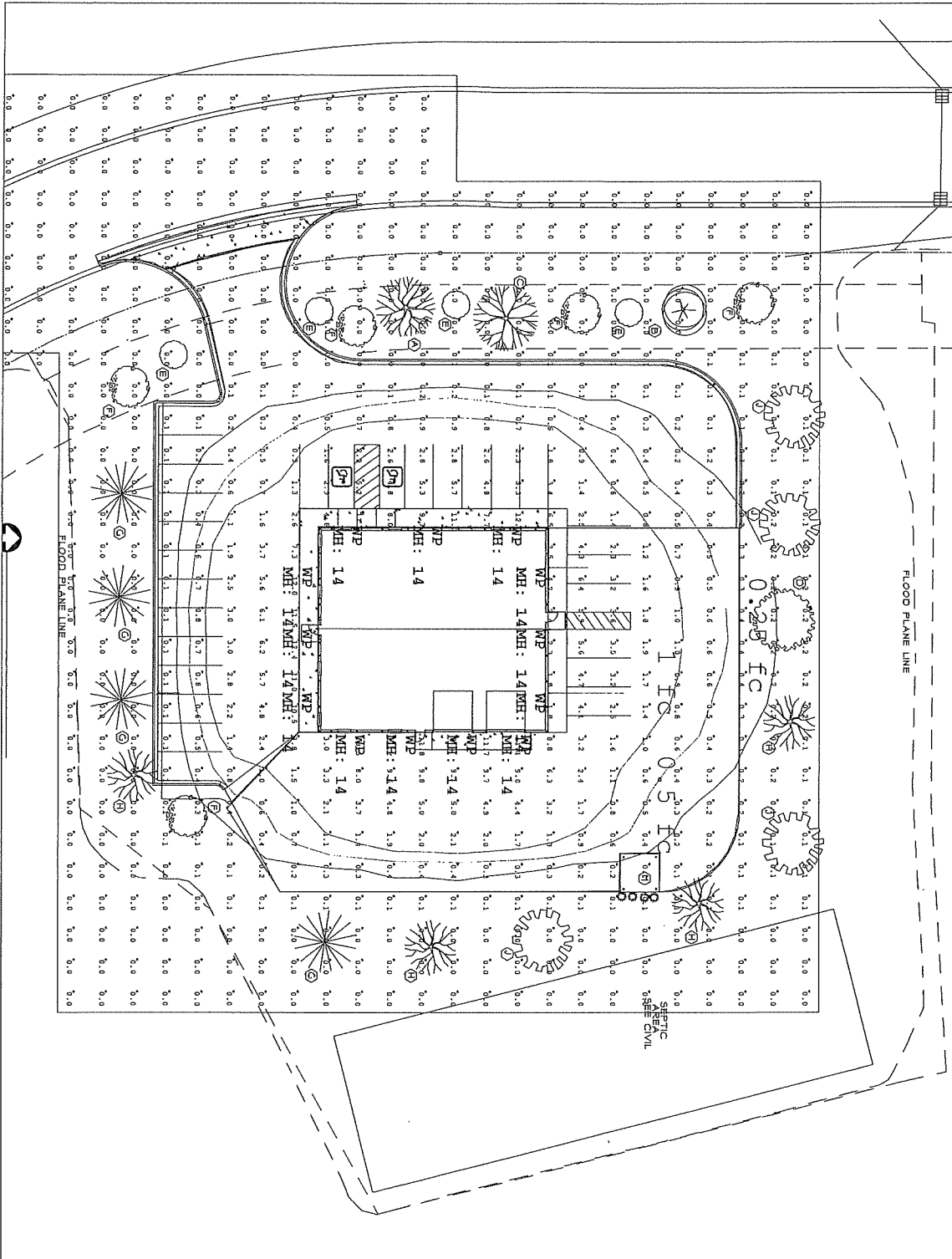
SCHULTZ ENGINEERING & SITE DESIGN

1800 Westmoreland Avenue
 Suite 200
 Summit, NJ 07977
 www.schultzengineering.com

PH: (908) 338-6609
 FX: (908) 338-1639
 Fax: (908) 338-1639
 schultz@schultzeng.com

UNLIMITED CONCRETE
 NEW FACILITY
 1451 ROCK STREET
 MAYA AVE. NJ

License No. 4119
 Date: 09/11/2023



Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Ground Planar	Illuminanc	Fc	0.94	12.4	0.0	N.A.	N.A.

Luminaire Schedule

Symbol	Qty	Label	Arrangement	LLF	Description	Lum. Watts
☐	13	WP	SINGLE	0.910	SLIM17FAFC60 4K at 0 CCT Sett	58.39

Page 11 of 11

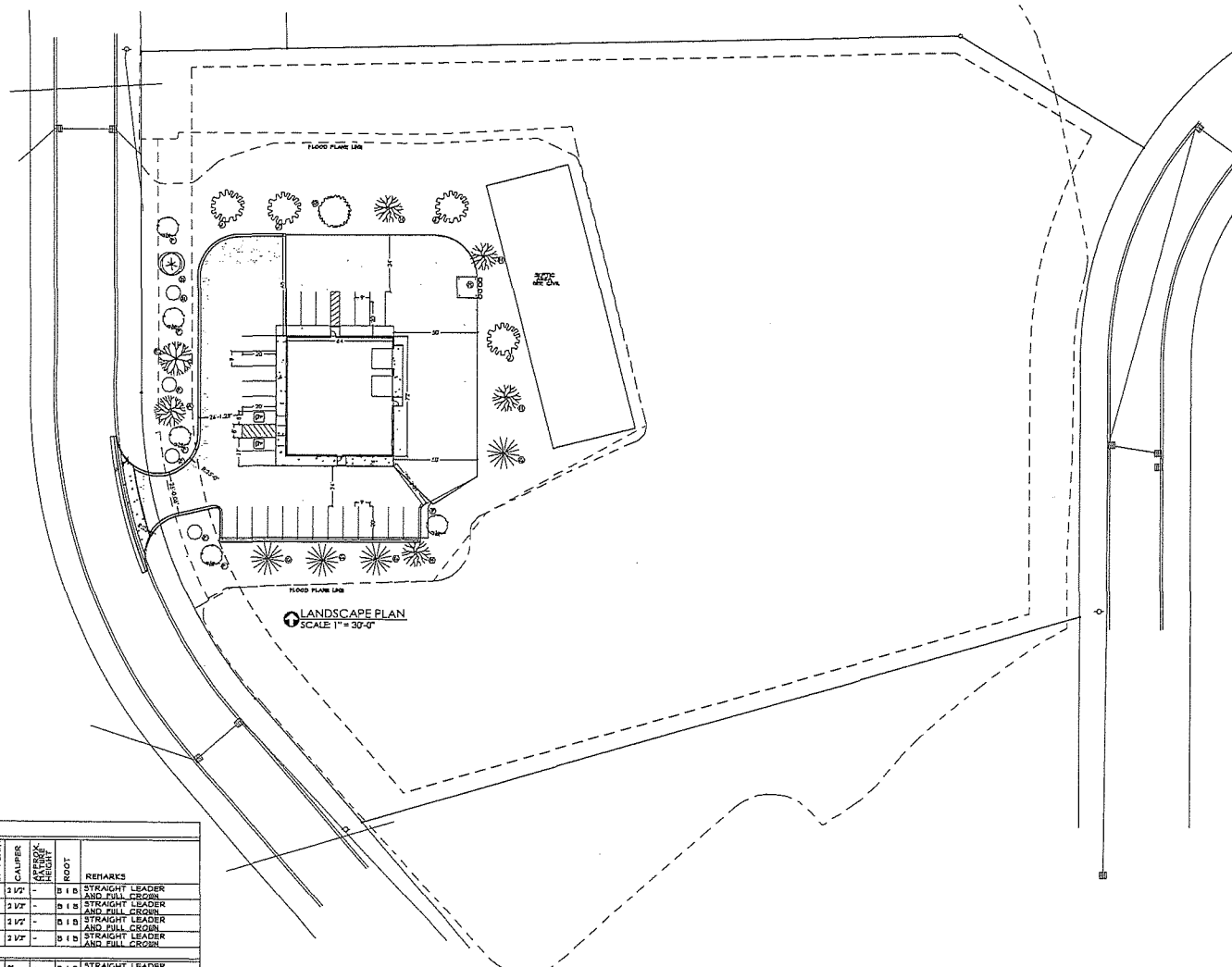
Unlimited Concrete
Exterior

Drawn By: Daniel Budke
Checked By:
Date: 9/18/2023
Scale:

#	Date	Comments



PLANTING SCHEDULE									
QUANTITY	TYPE	SYMBOL	COMMON NAME	BOTANICAL NAME	MIN. CALIPER	MIN. HEIGHT	MIN. SPREAD	ROOT	REMARKS
4	A	⊙	BLACK CHERRY	<i>Prunus serotina</i>	2 1/2"	12'	12'	B 1 B	STRAIGHT LEADER AND FULL CROWN
2	B	⊙	COMMON HAZELBERRY	<i>Cornus canadensis</i>	2 1/2"	12'	12'	B 1 B	STRAIGHT LEADER AND FULL CROWN
2	C	⊙	NORTHWOODS RED MAPLE	<i>Acer rubrum 'Redwood'</i>	2 1/2"	12'	12'	B 1 B	STRAIGHT LEADER AND FULL CROWN
1	D	⊙	SKYLINE HONEYLOCUST	<i>Gleditsia triacanthos var. inermis 'Signal'</i>	2 1/2"	12'	12'	B 1 B	STRAIGHT LEADER AND FULL CROWN
4 DECIDUOUS TREES PROVIDED									
2	E	⊙	PALE SPICE CRABAPPLE	<i>Malus 'Pale Spice'</i>	2"	12'	12'	B 1 B	STRAIGHT LEADER AND FULL CROWN
2	F	⊙	THORNLESS HAWTHORN	<i>Spiraea vanhouttei 'Snow Day'</i>	2"	12'	12'	B 1 B	STRAIGHT LEADER AND FULL CROWN
2 CONIFEROUS TREES PROVIDED									
1	G	⊙	BLACK HILLS SPRUCE	<i>Picea glauca 'Minima'</i>	1 1/2"	12'	12'	B 1 B	STRAIGHT LEADER
1	H	⊙	SCOTCH PINE	<i>Pinus sylvestris</i>	1 1/2"	12'	12'	B 1 B	STRAIGHT LEADER
1	J	⊙	WHITE FIR	<i>Abies concolor</i>	1 1/2"	12'	12'	B 1 B	STRAIGHT LEADER
12 CONIFEROUS TREES PROVIDED									
1	K	⊙	CALGARY CARPET ANEMONE	<i>Anemone pulsatilla 'Thera'</i>	2 1/4"	12"	12"	POTTED	-
1 TOTAL EVERGREEN SHRUBS PROVIDED									



GENERAL NOTES:

- A) VERIFY EXISTING TREE LOCATIONS AND QUANTITIES TO REMAIN, AND ADJUST PLANTING SCHEDULE ACCORDINGLY, TO BE APPROVED BY CITY.
- B) ALL LANDSCAPED AREAS TO BE IRRIGATED. EQUIPMENT TO HAVE BACK FLOW PREVENTION DEVICE AND RAIN SENSOR DEVICE. VERIFY W/ G.C.
- C) ALL LANDSCAPED AREAS WITHOUT ROCK / CEDAR MULCH TO HAVE SOD OR SEED. VERIFY W/ G.C.
- D) PLANTING DEPTH OF ALL MATERIALS SHALL BE SUCH THAT THE ROOT FLAIR IS AT FINISHED GRADE.
- E) ALL DECIDUOUS AND CONIFEROUS TREES SHALL BE BALL AND BURLAP AND STAKES CUTED PER NATIONAL NURSERYMEN'S STANDARDS. ALL SHRUBS SHALL BE POTTED.

FOR CDD ARCHITECTS, INC. 2024.11.15 THE 2024.11.15 DATE. 4

PROPOSED BUILDING MINIMUM CONCRETE FOUNDATION

UNLIMITED CONCRETE

PROJECT NO. 231037

DATE: 11/15/2025

1010

DAVID L. HARRIS, P.E. 7683 28th Ave N, Minneapolis, MN 55412

DAVID L. HARRIS, P.E. 7683 28th Ave N, Minneapolis, MN 55412

NEW BUILDING FOR: UNLIMITED CONCRETE

16651 POLK STREET NE HAM LAKE, MN 55304

PROJECT TEAM

GENERAL CONTRACTOR: STRUCTURAL BUILDINGS, INC.
12424 FIRST STREET
BECKER, MN 55308
PHONE: (763) 294-5800

ARCHITECT: COLE GROUP ARCHITECTS
214 PARK AVENUE SOUTH
SUITE 102
ST. CLOUD, MN 56301
PHONE: (320) 654-6570

STRUCTURAL ENGINEERING: DUFFY ENGINEERING & ASSOCIATES
350 HIGHWAY 10 SOUTH
ST. CLOUD, MN, 56304
PHONE: (320) 259-6575

CIVIL ENGINEERING: SCHULTZ ENGINEERING & SITE DESIGN
18 SOUTH RIVERSIDE AVENUE
SUITE 230
SARTELL, MN 56377
PHONE: (320) 339-0669

CODE SUMMARY

BUILDING DESCRIPTION:

A NEW ONE STORY 2488 GROSS S.F. STORAGE WAREHOUSE WITH 3,840 GROSS S.F. TWO STORY OFFICE BUILDING.

CODE SUMMARY:

2020 MINNESOTA STATE BUILDING CODE AND RELATED CODES

- OCCUPANCIES (MNBC CHAPTER 3):
S-1 WAREHOUSE (SECTION 58.2)
B BUSINESS (SECTION 30.4)
- MIXED USE OCCUPANCIES (MNBC CHAPTER 5):
SEPARATED OCCUPANCIES, BUT NO FIRE SEPARATION REQUIRED UNDER TABLE 1004.1
- ALLOWABLE AREA PER FLOOR (MNBC CHAPTER 5 TABLE 504.2):
ALLOWABLE AREA FOR S-1 OCCUPANCY = 1,000 SF
ACTUAL AREA FOR S-1 OCCUPANCY = 2,488 SF
ALLOWABLE AREA FOR B OCCUPANCY = 1,000 SF (PER FLOOR)
ACTUAL AREA FOR B OCCUPANCY = 1,324 SF (PER FLOOR)
- ALLOWABLE HEIGHT (MNBC CHAPTER 5 TABLE 504.3 (504.4)):
S-1 OCCUPANCY = 1 STORY / 40'-0"
S-1 OCCUPANCY - ACTUAL HEIGHT 1 STORY - 24'-1"
B OCCUPANCY = 2 STORIES / 40'-0"
B OCCUPANCY - ACTUAL HEIGHT 2 STORIES - 22'-0"
- TYPE OF CONSTRUCTION (MNBC CHAPTER 4):
TYPE V-B (NOT RATED)
- FIRE SPRINKLERS (MNBC CHAPTER 9):
NOT REQUIRED PER THE FOLLOWING:
 - S4 FIRE AREA LESS THAN 10,000 SF ACTUAL (S4.1)
 - S4 FIRE AREA NOT LOCATED MORE THAN 3-STORIES ABOVE GRADE (ACTUAL 1-STORY)
 - COMBINED S4-FIRE AREA LESS THAN 14,000 SF (ACTUAL 154.1)
 - TENANTS NOT STORING COMBUSTIBLE MOTOR VEHICLES
 - TENANTS DO NOT CLASSIFY AS A REPAIR GARAGE
 - TENANTS NOT STORING MORE THAN 20,000 CUBIC FEET OF TIRES (COMBINED)
 - TENANTS NOT STORING MORE THAN 1,500 SF OF INSULATED FRONTAGE OR MATTRESSES (COMBINED)

H. MEANS OF EGRESS (I.B.C. CHAPTER 10):

- STORAGE (S-1 OCCUPANCY)
GRADE FLOOR: 2,773 S.F. (TABLE 1004.5)
2,713 S.F. / 500 S.F. PER OCC. = 5.5
2 EXITS REQ'D - 2 PROVIDED (TABLE 1004.2.1)
MAXIMUM EXIT ACCESS TRAVEL DISTANCE
LESS THAN 100'-0" (TABLE 1004.2.1)
- BUSINESS (B OCCUPANCY)
GRADE FLOOR: 1,321 S.F. (TABLE 1004.5)
1,321 S.F. / 500 S.F. PER OCC. = 2.6
1 EXIT REQ'D - 1 PROVIDED (TABLE 1004.2.1)
MAXIMUM EXIT ACCESS TRAVEL DISTANCE
LESS THAN 100'-0" (TABLE 1004.2.1)
- SECOND FLOOR: 1,833 S.F. (TABLE 1004.5)
1,833 S.F. / 500 S.F. PER OCC. = 3.7
1 EXIT REQ'D - 1 PROVIDED (TABLE 1004.2.1)
MAXIMUM EXIT ACCESS TRAVEL DISTANCE
LESS THAN 10'-0" (TABLE 1004.3.2.1)
- TOTAL:
21 MAXIMUM BUILDING OCCUPANT LOAD FOR
DETERMINING MEANS OF EGRESS

4. PLUMBING FIXTURES (CHAPTER 21 TABLE 2102.1)

PLUMBING FIXTURES - WATER CLOSETS

S-1 OCC. (WAREHOUSE - AREAS)

4 OCCUPANTS/2 = 3 EA M/F

1 PER 100 = 3/100 = 0.03 MEN

B OCC. (BUSINESS - AREAS)

22 OCCUPANTS/2 = 11 EA M/F

1 PER 25 = 11/25 = 0.44 MEN

1 PER 25 = 11/25 = 0.44 WOMEN

0.03 + 0.44 = 0.47 MEN REQUIRED

0.03 + 0.44 = 0.47 WOMEN REQUIRED

MEN - 1 TOILET PROVIDED

WOMEN - 1 TOILET PROVIDED

1 ADDITIONAL UNISEX TOILET PROVIDED

PLUMBING FIXTURES - LAVATORIES

S-1 OCC. (WAREHOUSE - AREAS)

4 OCCUPANTS/2 = 3 EA M/F

1 PER 100 = 3/100 = 0.03 MEN

B OCC. (BUSINESS - AREAS)

22 OCCUPANTS/2 = 11 EA M/F

1 PER 40 = 11/40 = 0.275 MEN

1 PER 40 = 11/40 = 0.275 WOMEN

0.03 + 0.275 = 0.305 MEN REQUIRED

0.03 + 0.275 = 0.305 WOMEN REQUIRED

MEN - 1 LAVATORY PROVIDED

WOMEN - 1 LAVATORY PROVIDED

1 ADDITIONAL UNISEX LAVATORY PROVIDED

PLUMBING FIXTURES - SERVICE SINKS

1 REQUIRED FOR THE ENTIRE BUILDING PROVIDED

PLUMBING FIXTURES - DRINKING FOUNTAINS

S-1 OCC. (WAREHOUSE - AREAS)

4 OCCUPANTS

1 PER 1000 = 4/1000 = 0.04

B OCC. (BUSINESS - AREAS)

22 OCCUPANTS

1 PER 100 = 22/100 = 0.22

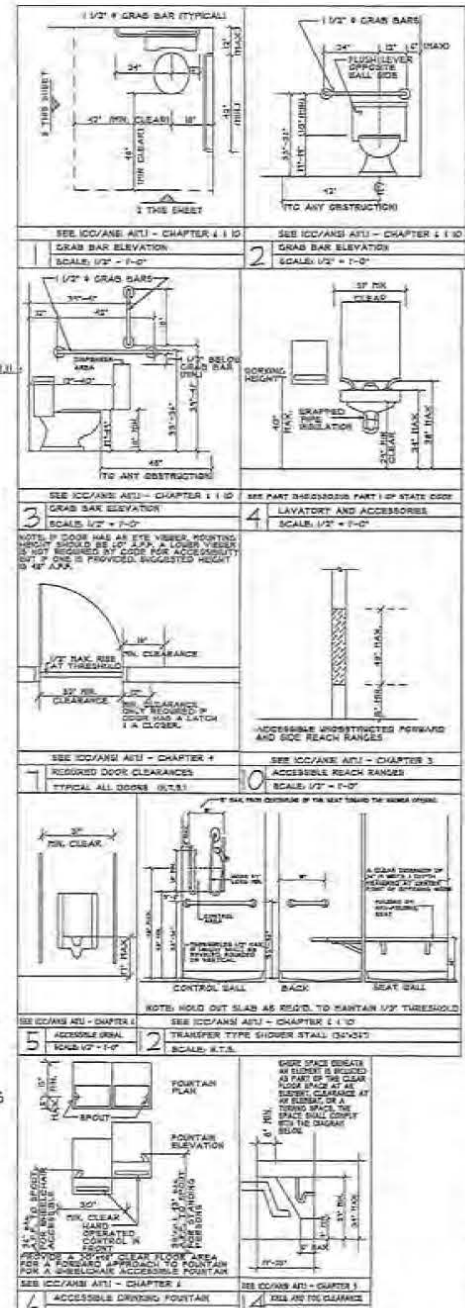
0.04 + 0.22 = 0.26 REQUIRED

1 PROVIDED

SHEET INDEX

ARCHITECTURAL:

- A001 CODE INFO & ADA DETAILS
- A101 FLOOR PLANS
- A401 FINISH PLAN & SCHEDULES
- A501 ELEVATIONS
- A701 CROSS SECTIONS & DETAILS



UNLIMITED CONCRETE
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HAM LAKE, MN 55304
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ROOM #	ROOM NAME	FLOOR	WALLS	CEILING	NOTES
101	STORAGE	CONCRETE	STEEL	STEEL	
102	OFFICE	CONCRETE	STEEL	STEEL	
103	OFFICE	CONCRETE	STEEL	STEEL	
104	OFFICE	CONCRETE	STEEL	STEEL	
105	OFFICE	CONCRETE	STEEL	STEEL	
106	OFFICE	CONCRETE	STEEL	STEEL	
107	OFFICE	CONCRETE	STEEL	STEEL	
108	OFFICE	CONCRETE	STEEL	STEEL	
109	OFFICE	CONCRETE	STEEL	STEEL	
110	OFFICE	CONCRETE	STEEL	STEEL	
111	OFFICE	CONCRETE	STEEL	STEEL	
112	OFFICE	CONCRETE	STEEL	STEEL	
113	OFFICE	CONCRETE	STEEL	STEEL	
114	OFFICE	CONCRETE	STEEL	STEEL	
115	OFFICE	CONCRETE	STEEL	STEEL	
116	OFFICE	CONCRETE	STEEL	STEEL	
117	OFFICE	CONCRETE	STEEL	STEEL	
118	OFFICE	CONCRETE	STEEL	STEEL	
119	OFFICE	CONCRETE	STEEL	STEEL	
120	OFFICE	CONCRETE	STEEL	STEEL	

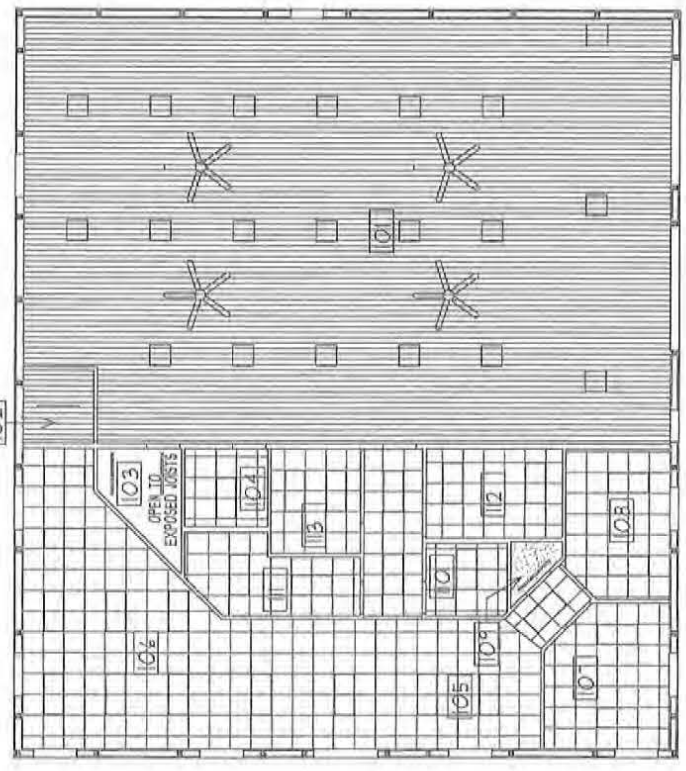
LABEL/TTY	TYPE / MODEL	SIZE	DOOR SCHEDULE	DOOR MAT	DOOR SCHEDULE	FINISH	REMARKS
101	101	101	101	101	101	101	101
102	102	102	102	102	102	102	102
103	103	103	103	103	103	103	103
104	104	104	104	104	104	104	104
105	105	105	105	105	105	105	105
106	106	106	106	106	106	106	106
107	107	107	107	107	107	107	107
108	108	108	108	108	108	108	108
109	109	109	109	109	109	109	109
110	110	110	110	110	110	110	110
111	111	111	111	111	111	111	111
112	112	112	112	112	112	112	112
113	113	113	113	113	113	113	113
114	114	114	114	114	114	114	114
115	115	115	115	115	115	115	115
116	116	116	116	116	116	116	116
117	117	117	117	117	117	117	117
118	118	118	118	118	118	118	118
119	119	119	119	119	119	119	119
120	120	120	120	120	120	120	120

KEY

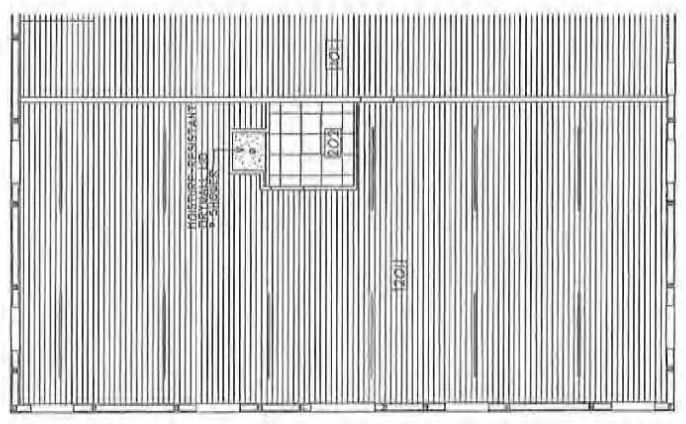
- STEEL CEILING LINER VERIFY STYLE WITH G.C.
- 2" ACQUASTIC CEILING TILE VERIFY SAMPLE WITH G.C.
- SHEETROCK CEILING VERIFY STYLE WITH G.C.

LIGHT SCHEDULE

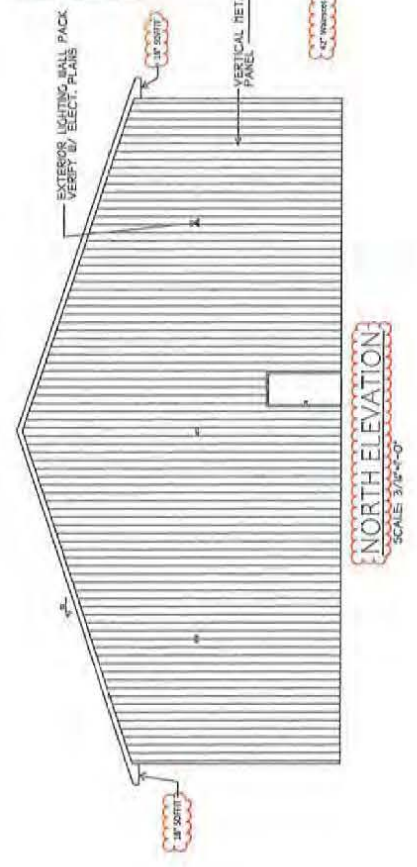
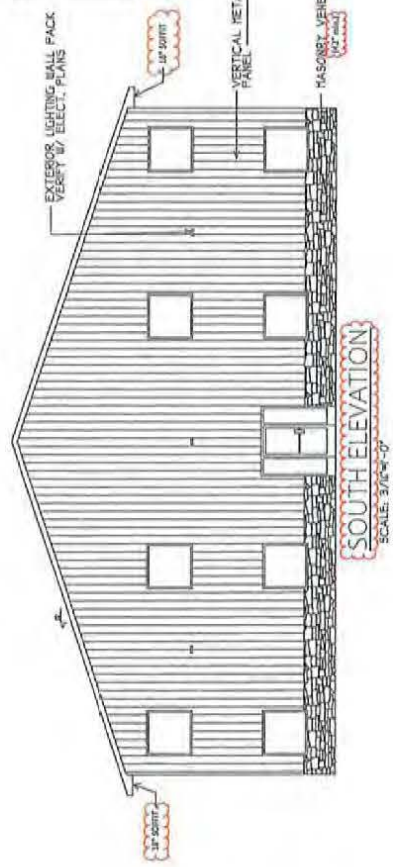
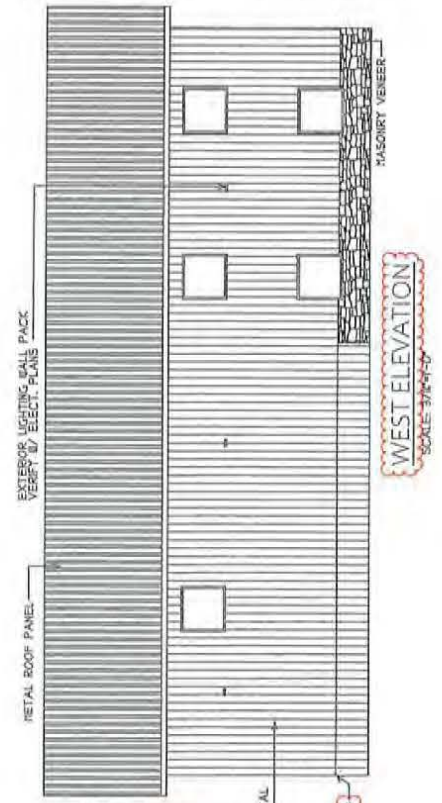
- HIGH-BAY LIGHT FIXTURE
- CAN LIGHT WATER TIGHT
- 2X4 LED LAY-IN LIGHT FIXTURE
- STRIP LIGHT FIXTURE
- CEILING FAN FIXTURE W/ 7 DOWNROD



FIRST FLOOR FINISH PLAN
SCALE: 1/8"=1'-0"



SECOND FLOOR FINISH PLAN
SCALE: 1/8"=1'-0"



NOTICE OF PERMIT APPLICATION STATUS

Project: Unlimited Concrete

Date: August 28, 2023

Applicant: Unlimited Concrete Concepts, LLC
Attn: Ryan Becker
13739 Lincoln St Ne Ste A
Ham Lake, MN 55304

Permit Application#: P-23-060

Purpose: construction of a new commercial building, parking lot, driveway and truck maneuvering areas

Location: West side of property, 16651 Polk St NE, Ham Lake

At their meeting on August 28, 2023, the Board of Managers of the Coon Creek Watershed District approved the above referenced project with 4 conditions and 0 stipulations. **This is NOT a permit.**

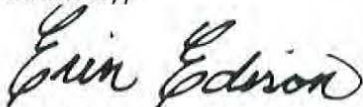
Prior to permit issuance, the following conditions must be fulfilled. Please respond to each of these items in writing when resubmitting application materials to the District.

Conditions:

1. Submittal of a performance escrow in the amount of \$2,550.00.
2. Update the erosion and soil control plan to include a note that soils and soil stockpiles will be stabilized within 24 hours of inactivity.
3. Provide proof of NPDES permit application.
4. Provide an explanation and details of the diesel pump station and containment system that ensures any potential leaks or spills are mitigated. Explain how spills and/or leaks will be addressed to avoid diesel fuel from draining to the adjacent ditch system.

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,



Erin Edison
Watershed Development Coordinator

cc: File P-23-060

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.

9-220.3 Commercial Development II (CD-2)

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

a) Standards for Site and Building Construction

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

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

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

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

c) Conditional Uses

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

Excerpt from Article 11 of the Ham Lake City Code

...

11-1800 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.

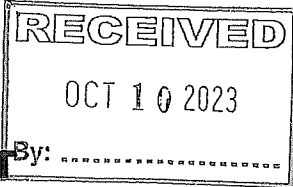
11-1853 Tree Plantings Trees which are planted outside of areas intended to return to a natural wooded state shall be of a variety indigenous to the local climate. Deciduous trees shall, when planted, have a trunk size of at least one and one half inches at a height of four feet from ground level. Conifers 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.



CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

PLANNING

REQUEST

By:

Date of Application 10-9-2023

Date of Receipt 10-10-23

Receipt # 97823

Meeting Appearance Dates:

Planning Commission 10-23-23

City Council _____

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: Mr. Developments L.L.C

Address/Location of property: Co. Rd. 68 & Swedish Dr.

Legal Description of property: _____

PIN # 04-32-23-14-0001 Current Zoning RA Proposed Zoning _____

Notes: Concept Plan for 105.16 acre parcel
47 Residential Single Family lots and 1 out lot

Applicant's Name: Jeffrey L. Stalburger

Business Name: Mr. Developments LLC

Address 17404-WARD LK DR. NW

City Andover State Mn. Zip Code 55304

Phone _____ Cell Phone 612-799-1471 Fax _____

Email address _____

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 Jeffrey L. Stalburger


DATE 10-9-2023

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission _____
City Council _____

PROPERTY TAXES CURRENT YES NO

Memorandum

Date: October 19, 2023
To: Planning Commissioners
From: David A. Krugler, City Engineer 
Subject: Dosedel Parcel Sketch Plan

Introduction:

The proposed 47 lot residential development is located on the 110.69-acre 04-32-23-14-0001 parcel. The parcel is currently zoned of Rural Single Family Residential (R-A) and the proposed zoning is all Single Family Residential (R-1). A 500-scale aerial photo, 400-scale half-section map and a 1,000-scale zoning map are attached.

Discussion:

Swedish Drive was designated as an MSA route as part of the Crosstown Shopping Center project which is attached. The alignment of Swedish Drive is in general compliance with the thoroughfare plan, which has a future connection to 181st Street and Baltimore Street which is attached. The minimum design speed of Swedish Drive is 30 mph, which requires a minimum radius centerline of 312 feet. The centerline radii shown meets that requirement.

Xylite Street is under the jurisdiction of the Anoka County Highway Department. The attached Figure 32 of the ACHD 2040 Transportation Plan identifies CR 68 (Xylite Street) from Crosstown Boulevard to CSAH 22 (Viking Boulevard) as a major collector. Anoka County Highway Department (ACHD) comments are to be provided on the following:

- Proposed connection to the County jurisdiction roadways/intersection spacing.
- Whether right turn lanes and/or bypass lanes will be required.

The 04-32-23-13-0003 parcel is separate from the sketch plan and does not show right-of-way dedication for Swedish Drive. A separate document providing right-of-way from the owner will be required. The 04-32-23-13-0005 parcel shows an overlapping area with the Swedish right-of-way which will need documentation that there is no conflict or dedication from the owner for a 66-foot road right-of-way.

Per the attached Proposed Municipal Bike Trail System exhibit from Anoka County, Xylite Street is not designated as a bike path. However, the City Park Maps for both Ham Lake and East Bethel identifies Xylite Street/Greenbrook Drive as a future Bike Path. Woodland Bluffs 2nd or 3rd Addition have not dedicated a bike easement with their respective plats. Per correspondence with Public Works Superintendent John Witkowski, it was recommended that parkland dedication fees be collected rather than dedication of parkland or trail easements.

Urbank Street is extended from the Woodland Bluffs 2nd Addition (attached). The temporary cul-de-sac right-of-way will need to be shown to be vacated. An exhibit showing the location of

utilities will be required to verify that there are no utilities in what is to be considered for vacation.

The Sketch Plan includes a 5.33-acre Outlot on the east side of Xylite Street. This reduces the land area of the 47 lots to 105.36 acres. The Outlot will need to be combined with an adjacent parcel 04-32-23-11-0001 (17943 Xylite Street), 03-32-23-22-0003 or 03-32-23-23-0002 (17833 Xylite Street). The Development Agreement will include conveyance of the Outlot to an adjacent property.

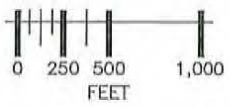
FEMA Letter of Map Amendments will be needed for Lots 8, 9, 13, 14, 15, 20 and 21 of the lots north of Swedish Drive. Lots 8 and 9 east of Waconia Street and Lots 4, 5, 6, 7, 9, 10, 11, 12 and 13 west of Waconia Street.

Swedish Drive is the jurisdictional boundary between the Coon Creek Watershed District (CCWD) and the Upper Rum River Watershed Management Organization (URRWMO). The parcels are within a drainage sensitive area, however since they will be regraded, this will be removed when the plat is completed. Parcels 4, 6, 12 and 13 are adjacent to County Ditch #58 which will require a 100-foot easement (50-foot either side of the centerline). The City of Ham Lake waived Wetland Conservation Act jurisdiction to CCWD for that portion of the project located outside of the CCWD boundary. That portion of the plans outside of the CCWD will be reviewed for compliance with the URRWMO Watershed Management Plan. A MnRAM will need to be submitted to ensure proper wetland setbacks are adhered to.

The Natural Resources Inventory and Assessment (NRIA) completed in 2008 by the Anoka Conservation District (Appendix S of the Storm Water Pollution Prevention Plan) does not identify any portion of the proposed development area as being within a Major Natural Resource Concentration per the attached Map 3. A Natural Heritage Information System data review by the DNR will be required to determine whether any state-protected species may be located within the plat boundary.

Recommendations:

It is recommended that the Dosedel Parcel Sketch Plan be recommended for approval.



N 1/2 SECTION 4, T. 32, R. 23

CITY OF HAM LAKE

CITY OF EAST BETHEL



THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY RECORDS. THE SURVEYOR HAS REVIEWED THIS DATA AND BELIEVES IT TO BE CORRECT FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HERIN CONTAINED.

PROPERTY IDENTIFICATION NUMBER
 Section Township Range Quarter Specific
 Number Number Number Parcel
 XX XX XX XX XXX
 SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: (1)
 EXAMPLE OF PIN NUMBERS: 94323-15-001

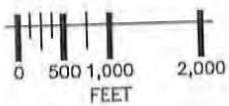
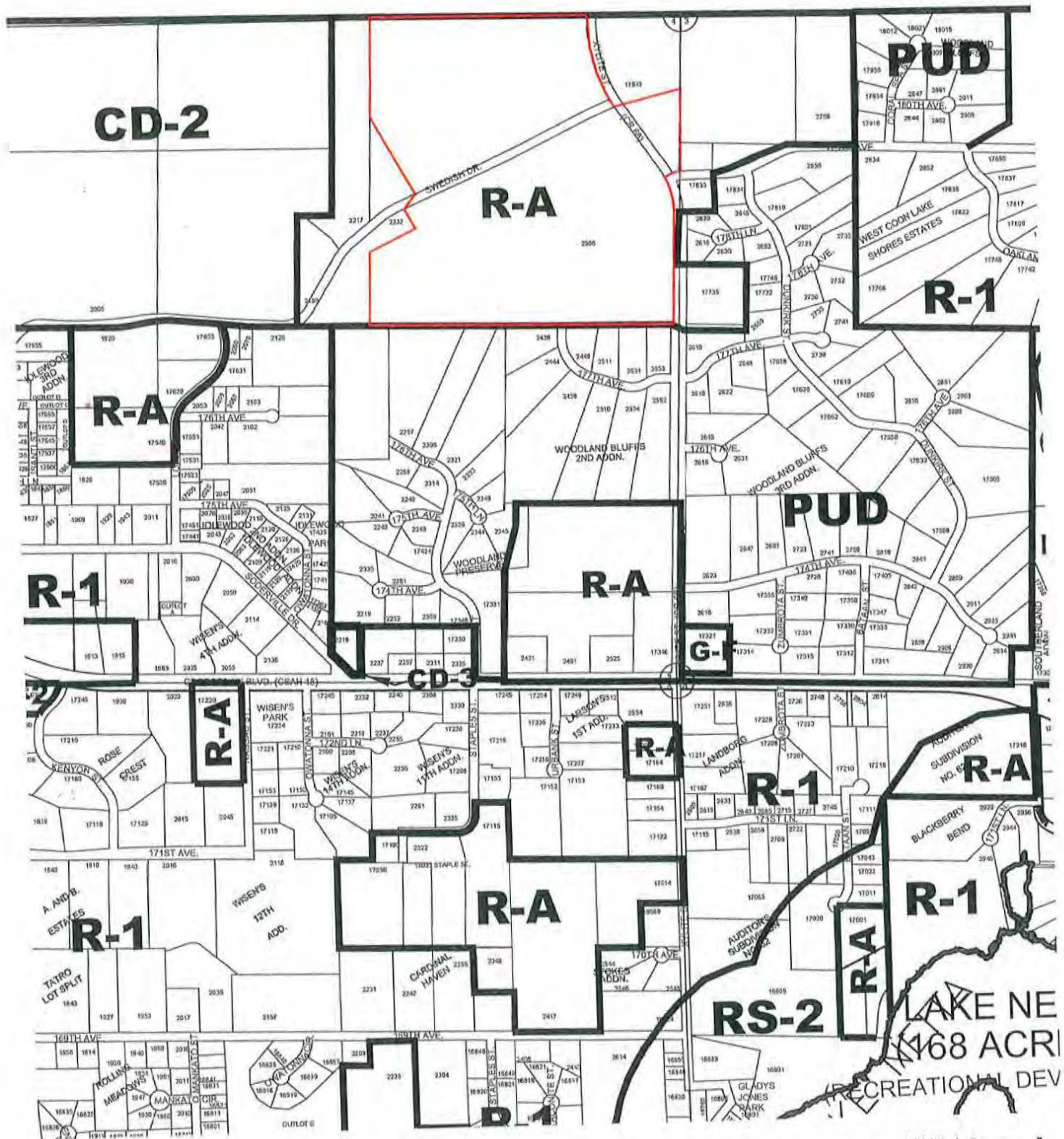
QUARTER QUARTER INDEX

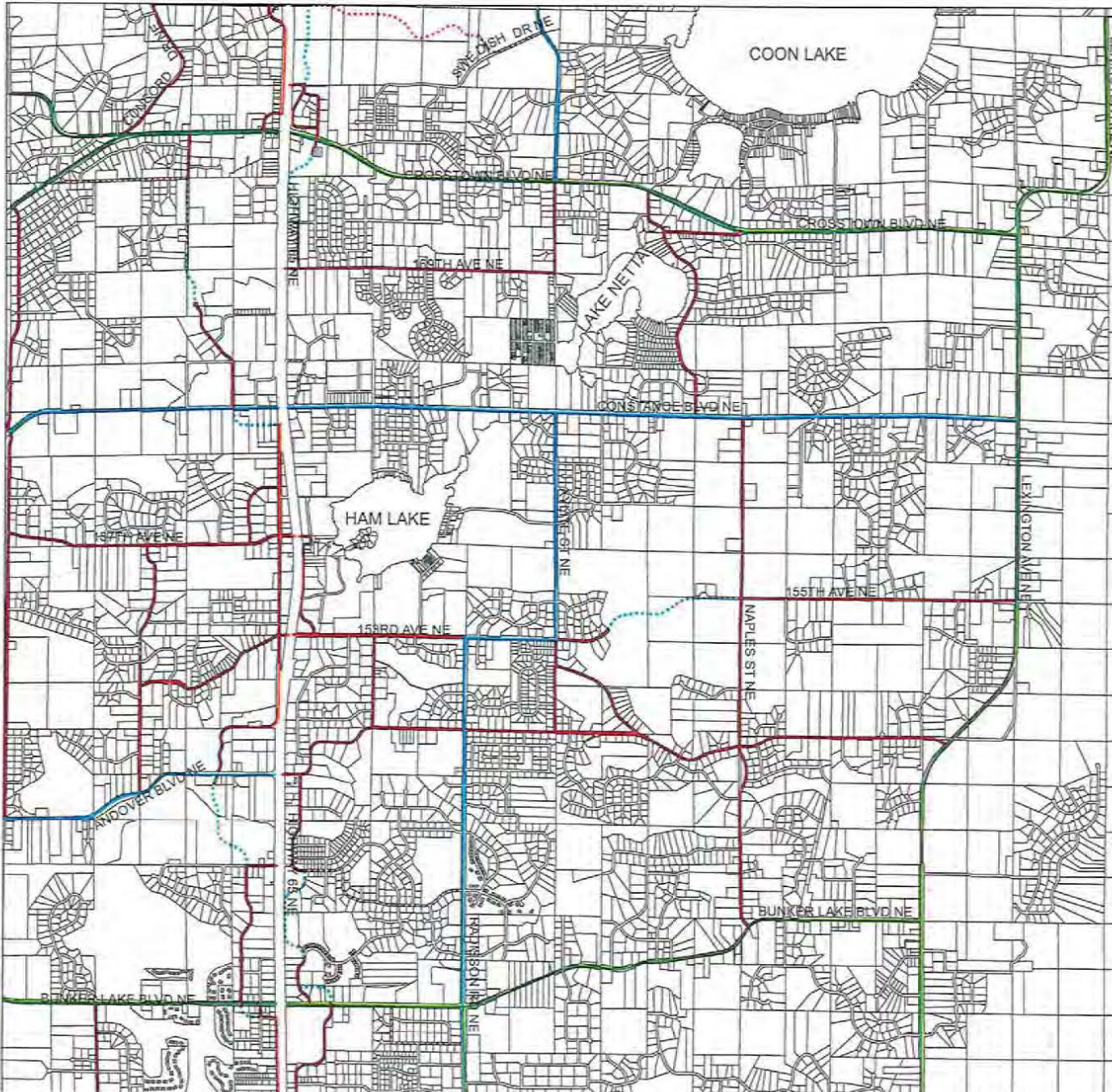

22	21	12	11
23	24	13	14
33	31	42	41
33	24	41	44

NORTH HALF OF SECTION
 SOUTH HALF OF SECTION

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



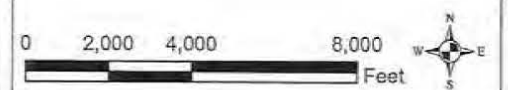


**HAM LAKE,
MINNESOTA**

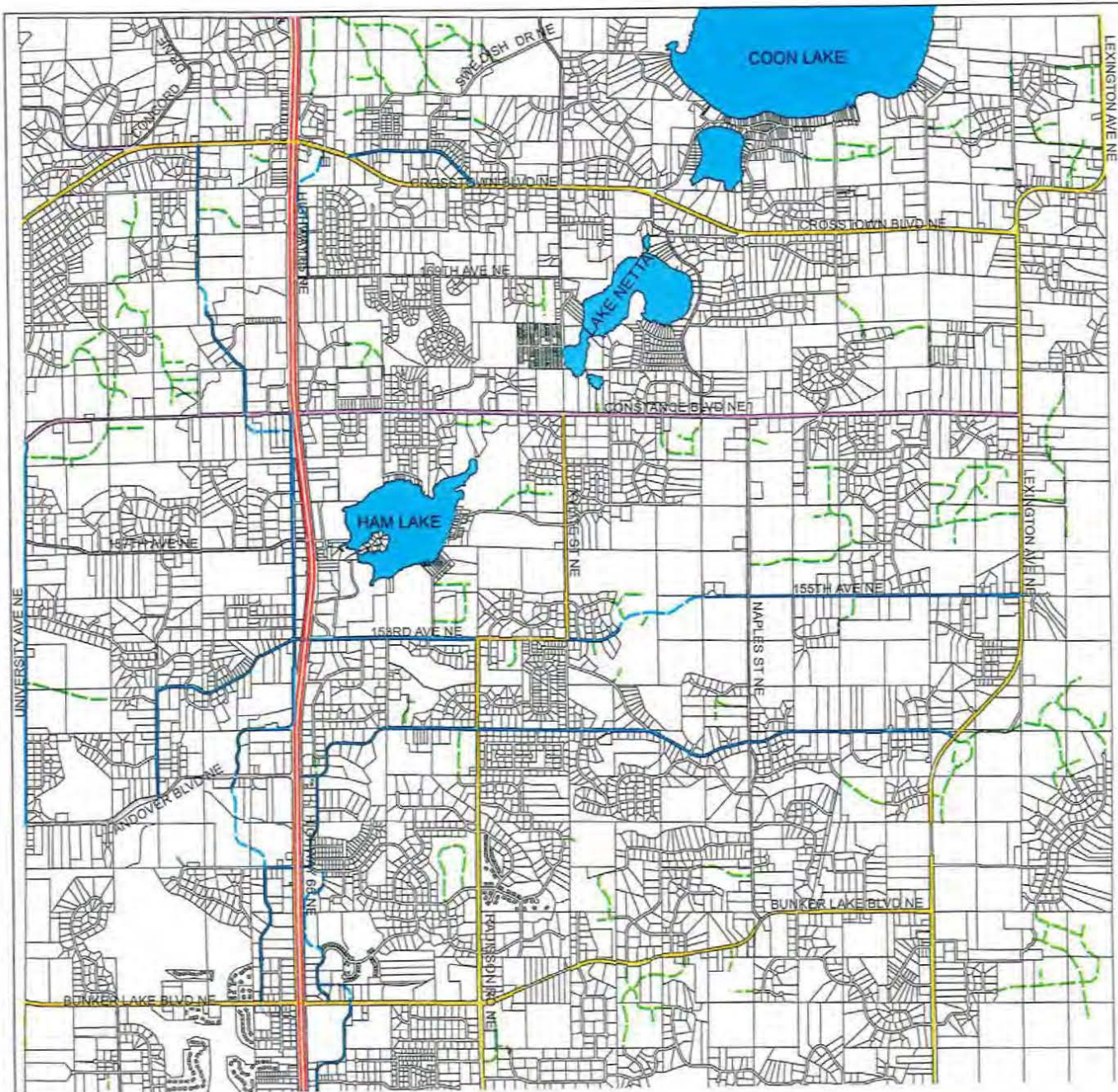
**MUNICIPAL STATE AID
STREET SYSTEM**

- LEGEND**
- County Road
 - County State Aid Highway
 - Municipal State Aid Street
 - Non-Existing MSA Street
 - Possible MSA Designation



MAP DATE: 7/27/2023



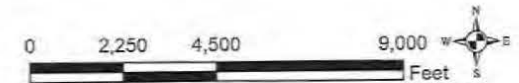


**HAM LAKE,
MINNESOTA**

**FUTURE ROADWAY
CLASSIFICATION**

LEGEND

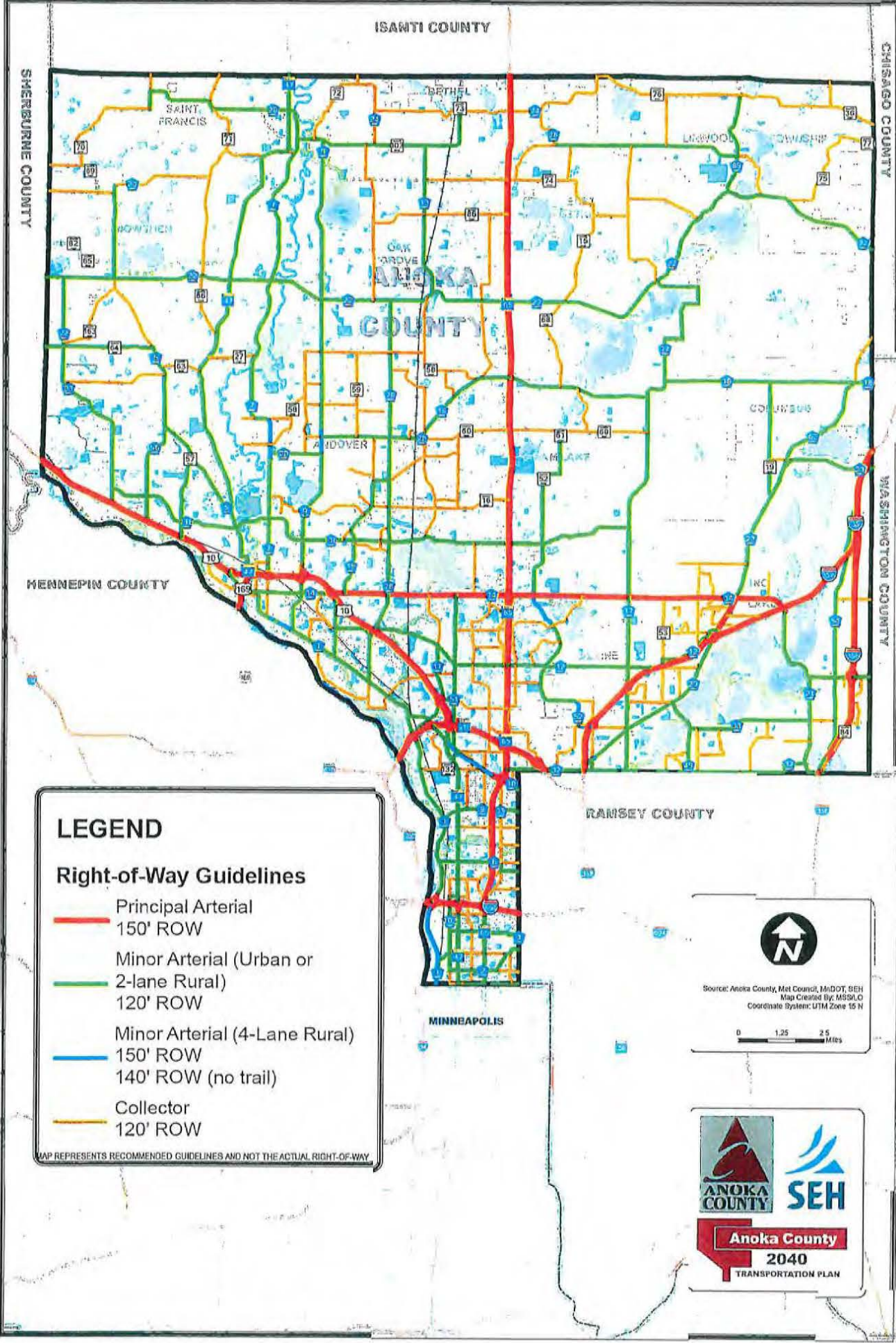
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- - - Proposed Arterial
- - - Proposed Major Collector
- - - Proposed Minor Collector
- - - Proposed Local



MAP DATE:

8/24/2023






LEGEND

Right-of-Way Guidelines

- Principal Arterial
150' ROW
- Minor Arterial (Urban or 2-lane Rural)
120' ROW
- Minor Arterial (4-Lane Rural)
150' ROW
140' ROW (no trail)
- Collector
120' ROW

MAP REPRESENTS RECOMMENDED GUIDELINES AND NOT THE ACTUAL RIGHT-OF-WAY


 Source: Anoka County, Met Council, MnDOT, SEH
 Map Created By: MSSLO
 Coordinate System: UTM Zone 15 N





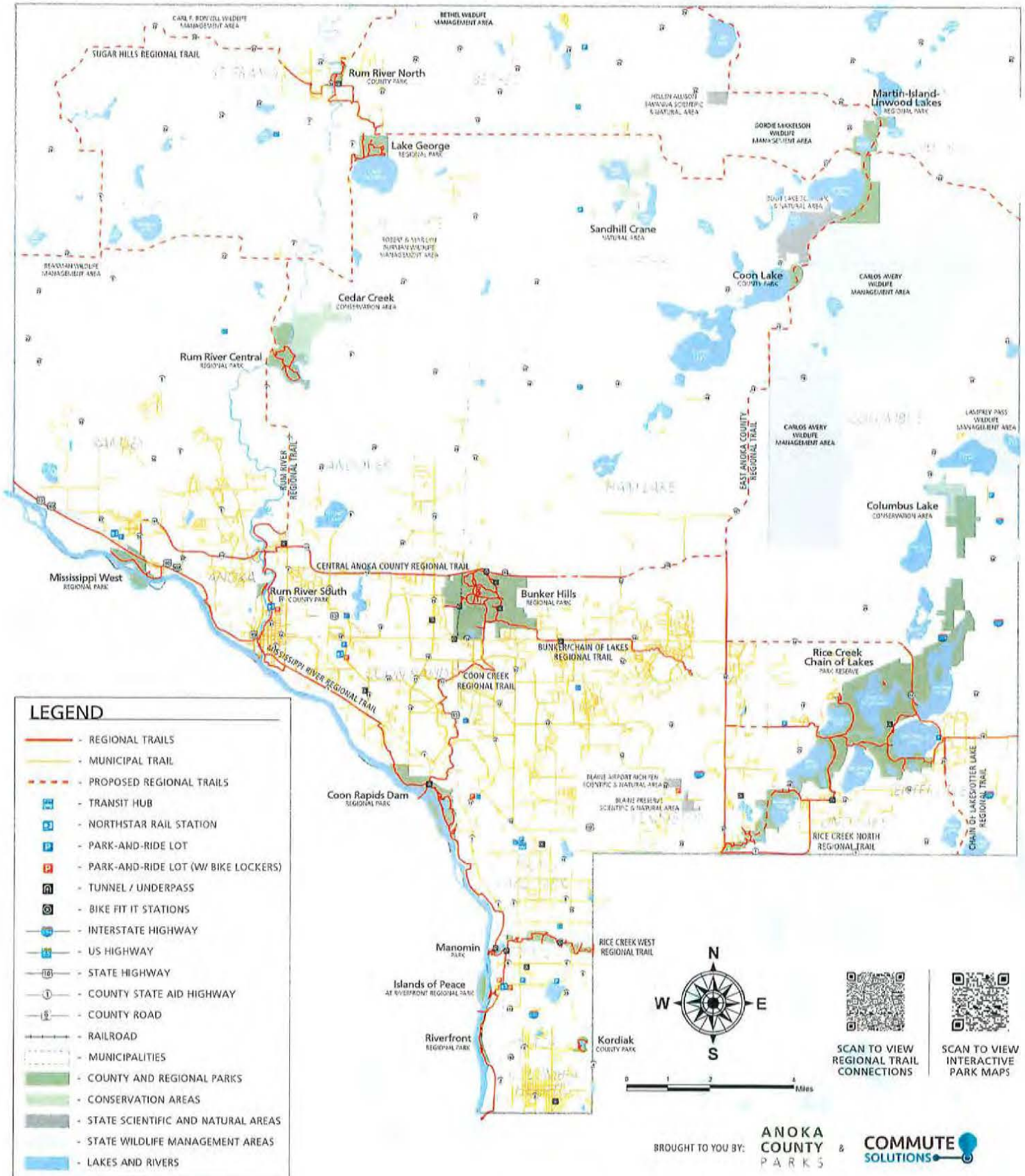
Anoka County
2040
 TRANSPORTATION PLAN

MINIMUM RIGHT-OF-WAY GUIDELINES

FIGURE 32



EXPLORE ANOKA COUNTY




SCAN TO VIEW REGIONAL TRAIL CONNECTIONS



SCAN TO VIEW INTERACTIVE PARK MAPS

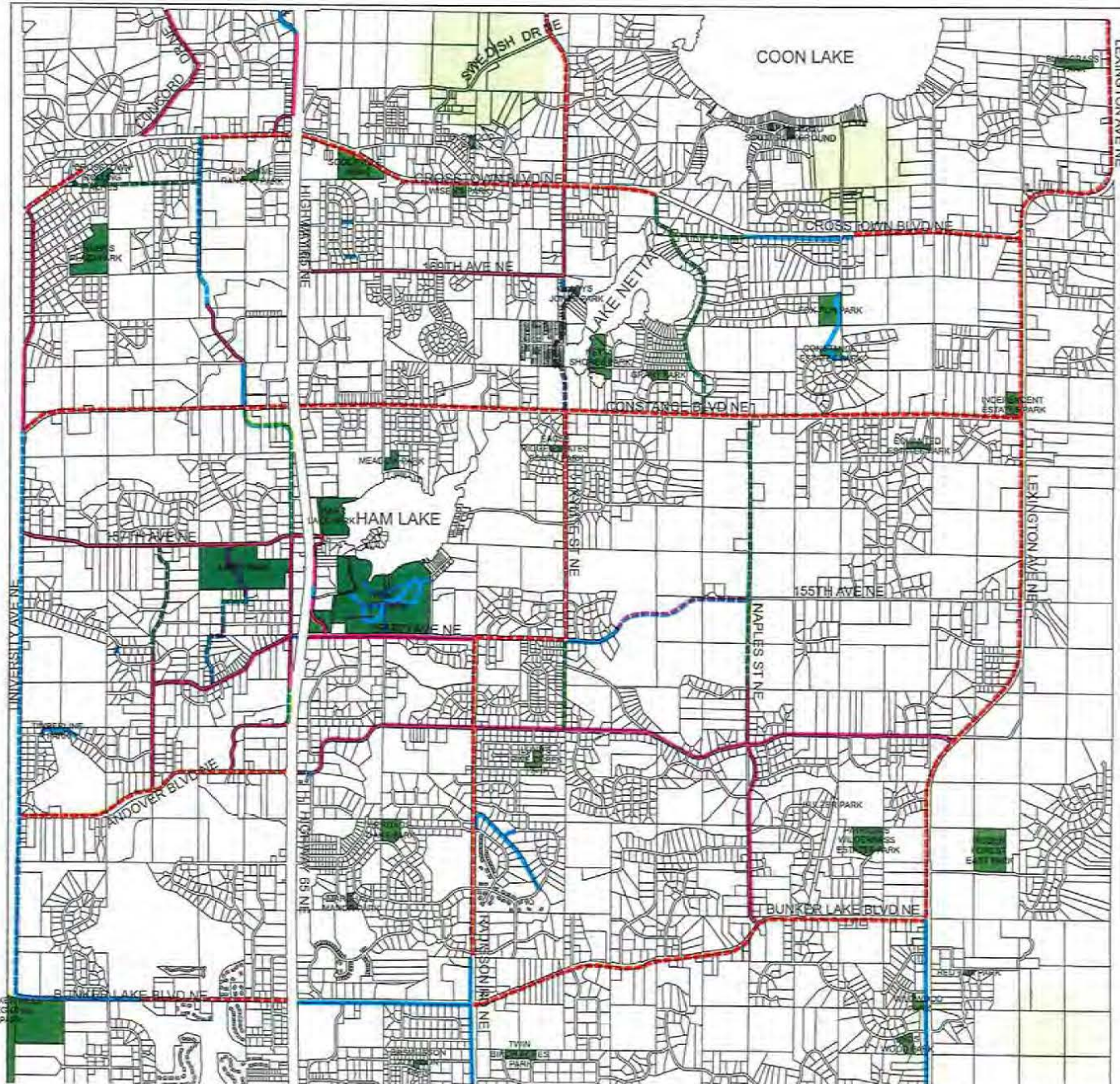
BROUGHT TO YOU BY:





**HAM LAKE,
MINNESOTA**

BIKE FACILITIES MAP



Legend

-  Potential Future Park
-  Existing Bike Lane
-  Existing Bike Path
-  Proposed County Bike Path
-  Proposed Bike Lane/Path
-  Proposed Bike Lane
-  Proposed Bike Path
-  Existing Park



MAP DATE: 10/9/2023



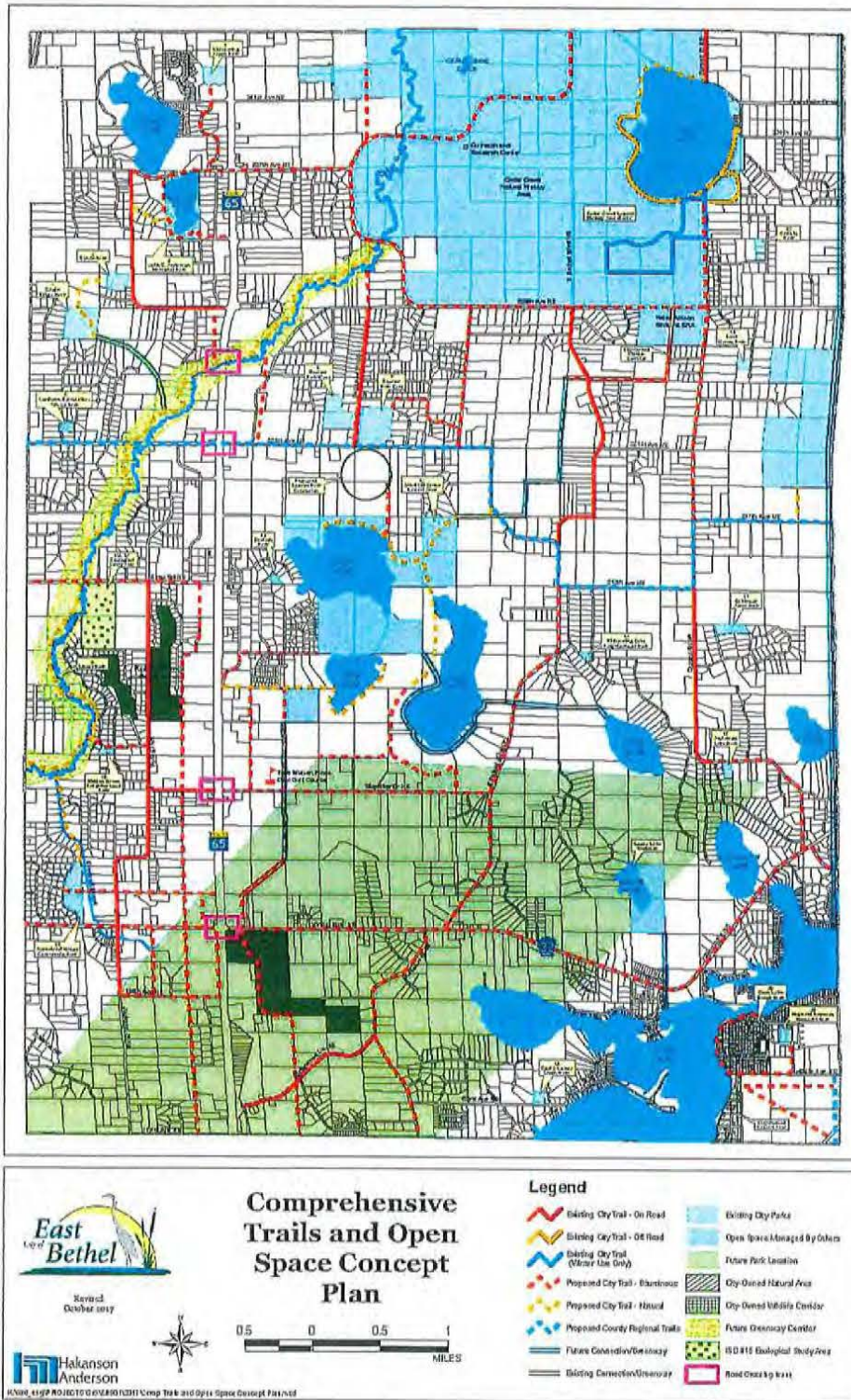
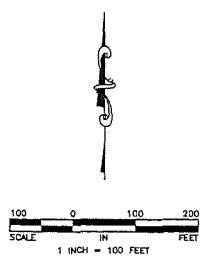
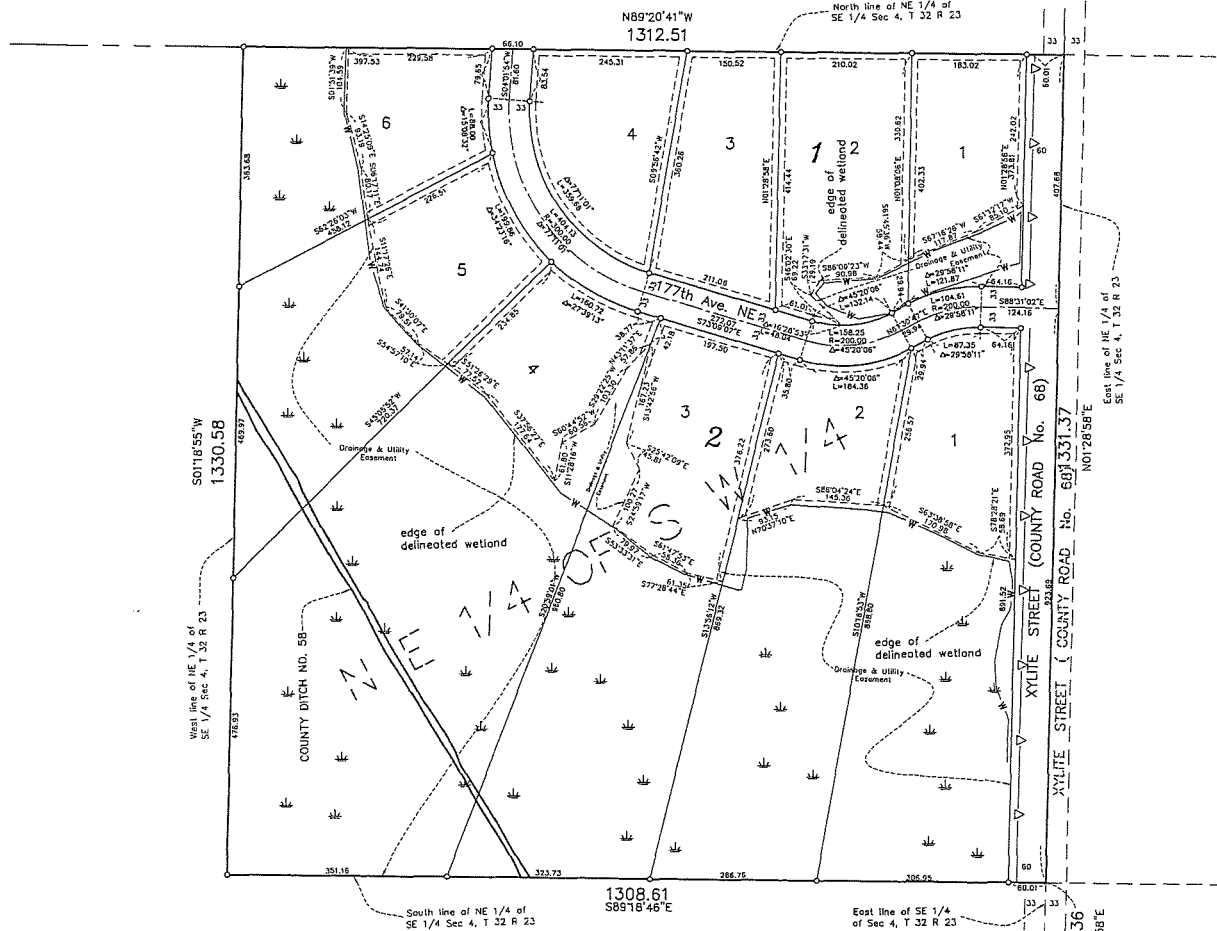


FIGURE 4-3: PROPOSED CITY TRAILS

OFFICIAL PLAT

WOODLAND BLUFFS SECOND ADDITION

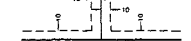
CITY OF HAM LAKE
COUNTY OF ANOKA
SECTION 4, T. 32, R. 23
Book 63 Page 33



- ⊙ Denotes Anoka County Monument
- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 16420.
- Denotes iron monument found
- △— Denotes Restricted Access dedicated to the County of Anoka

For the purposes of this plat the south line of the SE 1/4 of Section 28, T 32, R. 23, is assumed to bear N 89°48'32\"/>

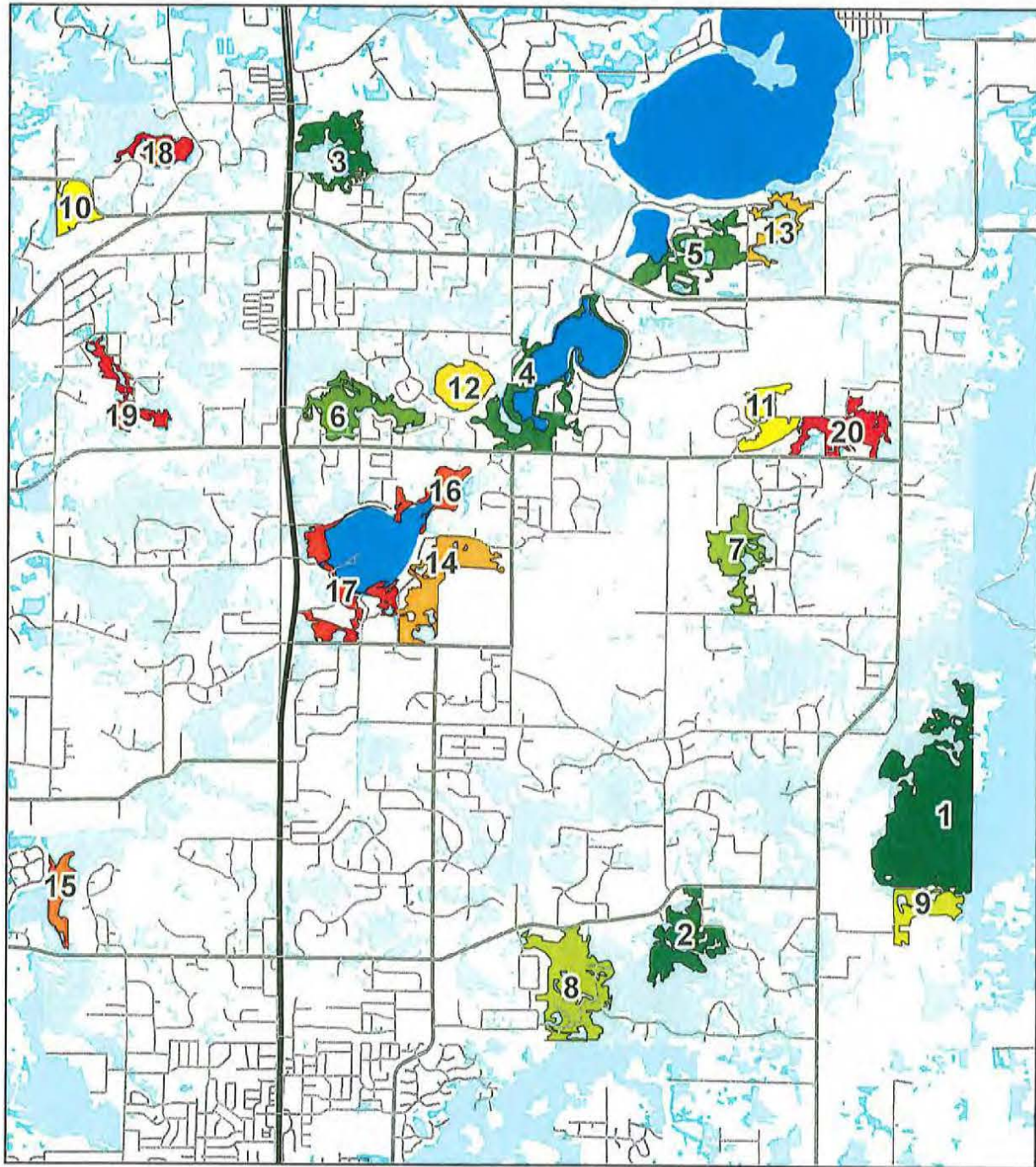
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



Being 10 feet in width and adjoining all lot lines unless otherwise shown on the plat.

South line of SE 1/4 of Sec 4, T 32 R 23 Southeast corner of Sec 4, T 32 R 23

Major Natural Resource Concentrations City of Ham Lake



Natural Resource Clusters

(Top 20 Natural Resource Clusters, by Undeveloped Acreage)

- Largest Undeveloped Acreage
-
-
- Smallest Undeveloped Acreage

Lakes



Wetlands



Roads

- Interstate Highways
- U.S. Highways
- State Highways
- County Roads/CSAHs
- Municipal Streets
- Misc. Other