

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 20, 2023

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

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

4.0 CONSENT AGENDA

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

4.1 Approval of minutes of November 6, 2023 and Workshop Minutes of November 6, 2023

4.2 Approval of claims

4.3 Approval of the 12-month extension of the Memorandum of Understand (MOU) for Anoka County Economic Development

4.4 Approval of the accepting the overpaid funds for the completion of the Joint Power Agreement (JPA) for the Sunrise Watershed Management Organization (SRWMO)

4.5 Approval of the agreement with Anoka County allowing funds from the Office of the Secretary of State to be used to offset the annual Elections Joint Powers Agreement (JPA)

4.6 Approval of accepting the Crosstown Rolling Acres Third Addition project and releasing the maintenance security and adoption of a Resolution

4.7 Approval of a Resolution for an amendment to the Conditional Use Permit at 13830 Aberdeen Street NE

4.8 Approval of a Resolution to appoint signers and authorized traders for bank and investment accounts

4.9 Approval of the Animal Humane Society (AHS) Letter of Understanding for Impound Services for 2024

4.10 Approval of hiring part-time snow plow drivers

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Stalberger, MN Development LLC, requesting Sketch Plan approval for a development located at 2506 Swedish Drive NE (47 Residential Single-Family lots and 2 Outlots) in Section 4

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

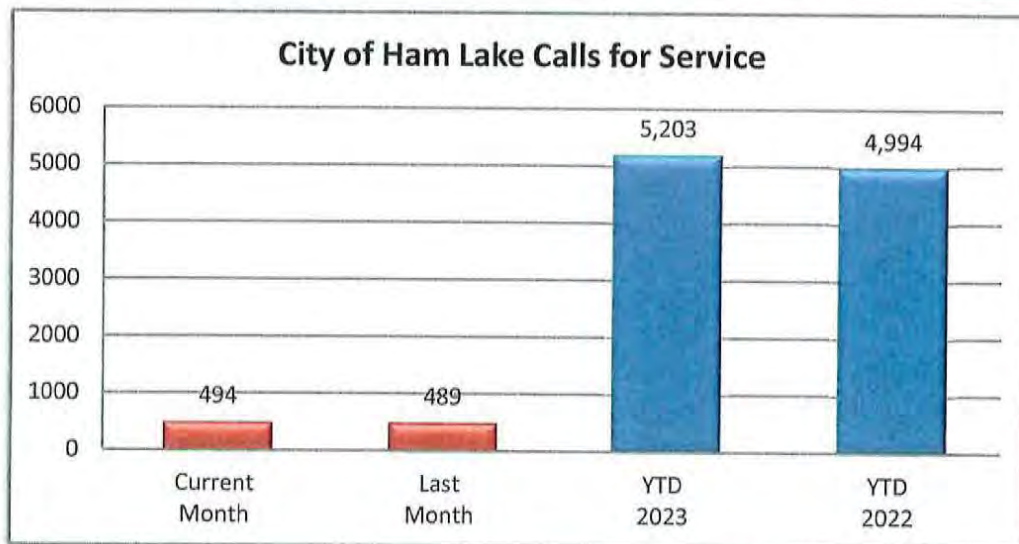
11.2 Discussion of scheduling workshop meetings

11.3 Announcements and future agenda items

PATROL DIVISION

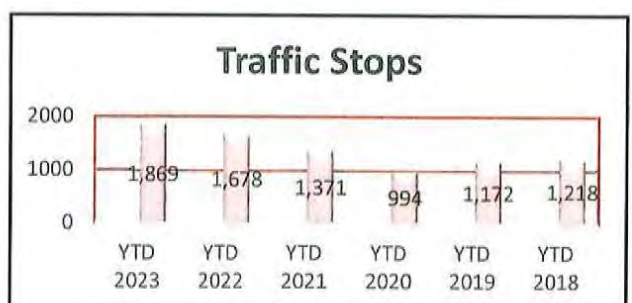
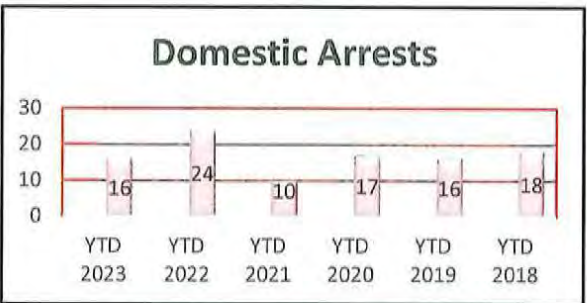
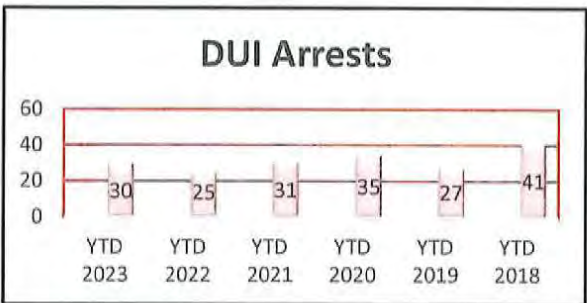
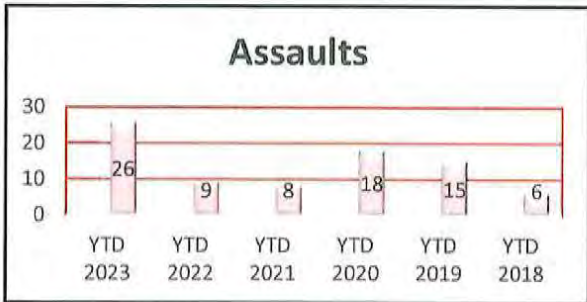
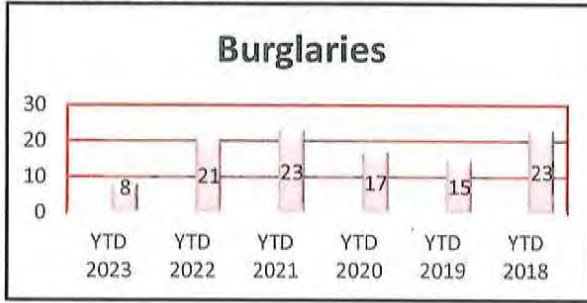
CITY OF HAM LAKE - OCTOBER 2023

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2023	YTD 2022
Call for Service	505	456	494	512	568	619	560	506	489	494			5,203	4,994
Burglaries	3	0	1	1	1	0	0	0	0	2			8	21
Thefts	17	11	10	7	6	13	8	12	8	11			103	132
Crim Sex Conduct	0	0	0	0	0	0	1	2	1	0			4	7
Assault	2	3	1	7	2	0	1	3	4	3			26	9
Dam to Property	0	3	1	1	2	2	1	2	2	2			16	37
Harass Comm	0	0	0	0	0	0	0	0	0	0			0	2
PI Accidents	5	6	5	4	9	2	7	4	5	7			54	70
PD Accidents	27	26	33	29	30	30	26	22	26	30			279	264
Medical	68	63	60	62	47	55	61	56	55	46			573	608
Animal Complaint	28	36	19	25	37	38	29	33	22	24			291	272
Alarms	19	26	29	21	30	36	34	30	35	25			285	299
Felony Arrests	6	2	2	3	1	2	3	1	2	2			24	58
GM Arrests	4	4	6	6	8	0	2	3	2	4			39	37
Misd Arrests	3	5	7	7	3	4	2	7	4	12			54	56
DUI Arrests	0	6	3	3	3	1	3	5	2	4			30	25
Drug Arrests	1	6	2	3	0	3	0	1	0	3			19	42
Domestic Arrests	1	1	1	4	1	0	2	2	1	3			16	24
Warrant Arrests	6	1	4	5	10	3	3	5	3	3			43	68
Traffic Stops	223	145	228	160	189	220	213	158	159	164			1,859	1678
Traffic Arrests	53	35	51	38	48	51	53	36	56	48			469	488



CITY OF HAM LAKE

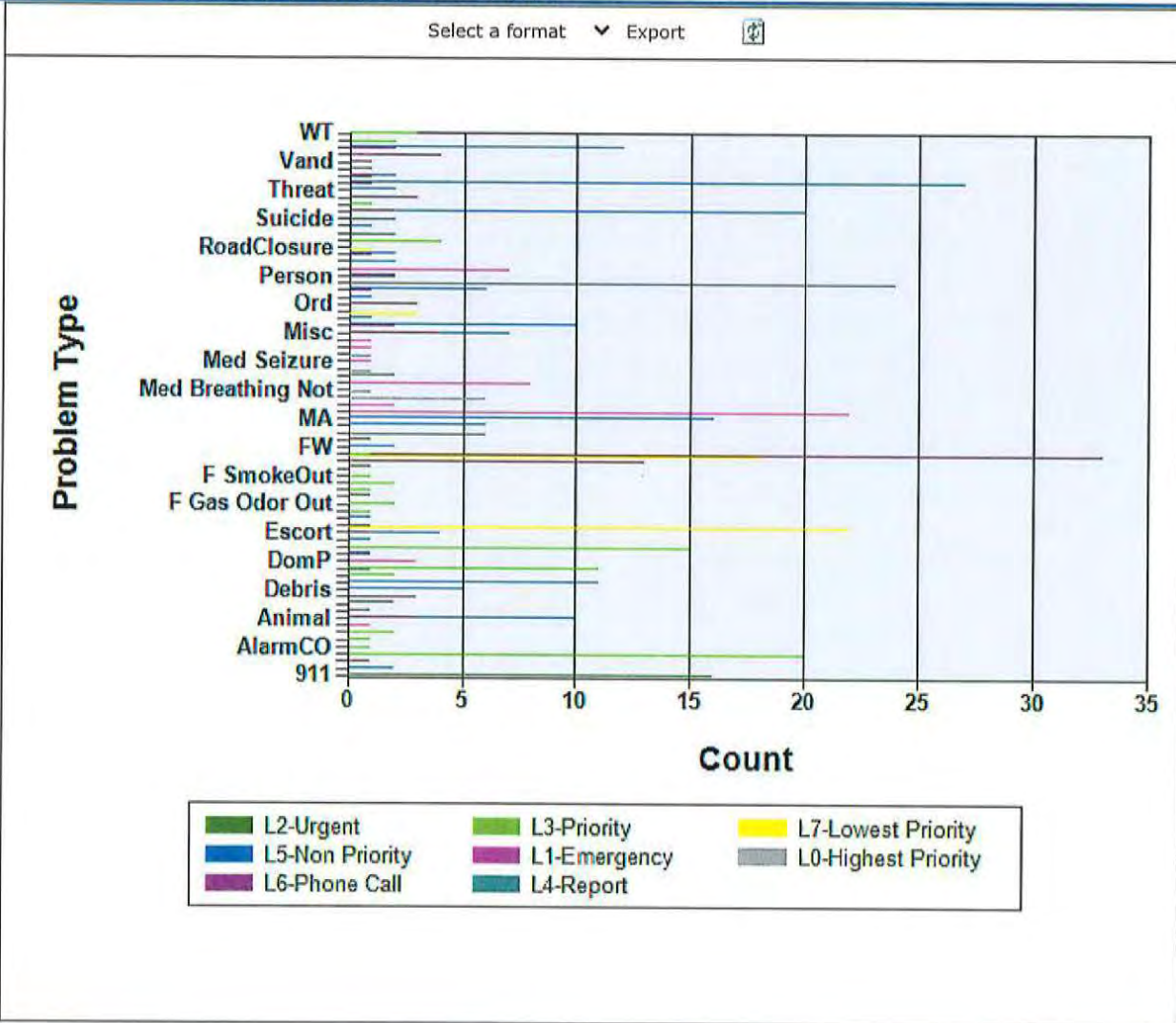
YEAR TO DATE - OCTOBER 2018-2023



Problem Type Summary

12:00 PM 11/03/2023
Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Ham Lake Law
Day Range:	Date From 10/1/2023 To 10/31/2023
Exclusion:	• Calls canceled before first unit assigned



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

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	16	0	0	0	0	0	16
Abandon	0	0	0	0	0	2	0	0	2
Abuse	0	0	0	0	0	0	1	0	1
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	20	0	0	0	0	20

MA	0	0	0	0	0	16	0	0	16
MASS	0	0	0	0	0	0	0	0	0
Med -	0	22	0	0	0	0	0	0	22
Med Alarm	0	2	0	0	0	0	0	0	2
Med Allergic	0	0	0	0	0	0	0	0	0
Med Assault	0	0	0	0	0	0	0	0	0
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	6	0	0	0	0	0	0	0	6
Med Breathing Not	1	0	0	0	0	0	0	0	1
Med Choking	0	0	0	0	0	0	0	0	0
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	8	0	0	0	0	0	0	8
Med Hold	0	0	2	0	0	0	0	0	2
Med Ill	0	0	0	0	0	0	0	0	0
Med Info	0	0	0	0	0	0	0	0	0
Med OP	1	0	0	0	0	0	0	0	1
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	1	0	0	0	0	0	0	1
Med Stab-Gunshot	1	0	0	0	0	0	0	0	1
Med Stroke	0	1	0	0	0	0	0	0	1
Med Uncon	0	1	0	0	0	0	0	0	1
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	7	4	0	11
MiscO	0	0	0	0	0	10	2	0	12
Mutual Aid Law	0	0	0	0	0	0	0	0	0
Noise	0	0	0	0	0	1	0	0	1
No Tag	0	0	0	0	0	0	0	3	3
Ord	0	0	0	0	0	0	3	0	3
Other	0	0	0	0	0	1	0	0	1
Park	0	0	0	0	0	6	1	0	7
PD	0	0	0	0	24	0	6	0	30
Person	0	0	0	0	2	0	2	0	4
PT	0	7	0	0	0	0	0	0	7
POA	0	0	0	0	0	2	0	0	2
Property	0	0	0	0	0	2	1	0	3
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	0	0
RJ	0	0	0	0	0	0	0	0	0
RoadClosure	0	0	0	0	0	0	0	1	1
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	4	0	0	0	0	4
Slumper	0	0	0	0	2	0	0	0	2
StolenProp	0	0	0	0	0	1	0	0	1
Suicide	0	0	0	0	2	0	1	0	3
SuicideP	0	0	0	0	0	0	0	0	0
Susp	0	0	0	0	0	20	2	0	22
SuspP	0	0	0	1	0	0	0	0	1
Theft	0	0	0	0	0	3	3	0	6
TheftP	0	0	0	0	0	0	0	0	0
Threat	0	0	0	0	0	2	0	0	2
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	0	0	27	1	0	28
Tres	0	0	0	0	1	2	1	0	4
UNK	0	0	1	0	0	0	0	0	1
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	0	1	1	0	2
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	4	0	4
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	12	2	0	14
WelfareP	0	0	0	2	0	0	0	0	2

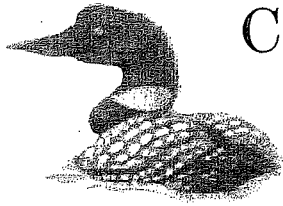
WT

Total

0	0	0	3	0	0	0	0	3
9	46	23	70	38	163	101	44	494

Go Back

Close



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, NOVEMBER 6, 2023

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

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

MEMBERS ABSENT: Councilmember Jesse Wilken

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

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

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

2.0 PUBLIC COMMENT

Derek Lind, 15230 Germanium Street NW, Ramsey, Minnesota was present. Mr. Lind stated that he represents a citizen advocate group called Anoka County Election Integrity Team (ACEIT). Mr. Lind stated that they want to go back to the way elections used to run 30 years ago. Mr. Lind stated there are three problems with elections; people cheat, the equipment can be hacked and the system is not transparent. Mr. Lind also stated that to secure elections the following should be implemented: secured election judge data, verify registered voters, validated paper ballots, have paper poll books, hand-counted paper ballots and smaller voting precincts. Mr. Lind stated that they want laws made at a local level. Mayor Kirkham stated it is a huge cost to run elections. Councilmember Kirkeide stated that there was a recount in the early 2000's and the count was spot on between the machine tabulators and hand counting.

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 in the amount of \$1,103,483.85
- 4.3 Approval of Ordinance No. 23-12 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 Resolution No. 23-48 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.

Councilmember Kirkeide asked that item 4.1 be removed from the agenda as there is an error regarding a date in the October 16, 2023 City Council minutes. Motion by Kirkeide, seconded by Doyle, to approve the November 6, 2023 Consent Agenda with the omission of item 4.1. All present in favor, motion carried.

Motion by Kirkeide, seconded by Doyle, to approve item 4.1 with correction of a date in the October 16, 2023 City Council minutes. All present in favor, motion carried.

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 Resolution No. 23-49

Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve 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 and adopt Resolution No. 23-49. All present in favor, motion carried.

- 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

Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve 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.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER

Engineer Collins summarized a meeting he had with a potential wetland bank applicant. Attorney Berglund stated that city code codification is required prior to allowing or accepting an application. Engineer Collins stated he would keep the Council updated.

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

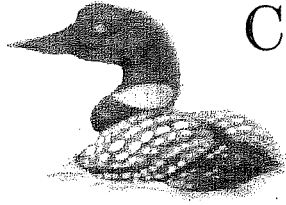
11.1 Committee Reports

Councilmember Kirkeide stated that the Planning Commission tabled the application of Jeff Stalberger 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. Councilmember Kirkeide stated that the recommendations from the Park Committee need to be given to the Planning Commission.

11.2 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:17 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



CITY OF HAM LAKE

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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY WORKSHOP MEETING MINUTES NOVEMBER 6, 2023

The Ham Lake City Council met on Monday, November 6, 2023 at 5:15 p.m. in the Conference Room at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Councilmember Jesse Wilken

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

1.0 Call to Order

Mayor Van Kirk called the meeting to order at 5:26 p.m.

2.0 Discussion of the Willows of Ham Lake Senior Housing with Karen Skepper, Executive Director of Anoka County Housing and Redevelopment Authority (HRA)

Jessica Cook, representing Ehlers Public Finance Advisors, was present. Ms. Cook gave the background regarding The Willows (49 units) constructed in 1996 and its financial background. Ms. Cook stated that the debt will be paid off on January 1, 2026. Ms. Cook stated that the City has the Right of First Refusal (ROFR) if the HRA decides to sell the property, but it is not the HRA's intent to sell the property. Ms. Cook stated that the current Joint Powers Agreement (JPA) intends parties to work towards a second building (second phase). Ms. Cook stated that the HRA and City can continue to maintain and keep the housing affordable, as currently rent is at 80% or less of median income where the County is at 50% area median income for rent. Ms. Cook stated that there is the potential need to replace the septic system. Councilmember Kirkeide stated he spoke with the City's Building Official and he stated that there may not be enough area for both another building and septic system to be constructed. Discussion followed regarding the City having no intention on constructing another building and the possibility of the property not being viable for another building because of the septic system. Ms. Cook stated that the Capital Improvement Plan, which will average \$250,000 per year (2023-2028) for project renewal such as septic, parking lot, windows, path and gazebos, and updating the units. (Karen Skepper, Executive Director of the Anoka County Housing and Redevelopment Authority (HRA), arrived at 5:47 p.m.). Ms. Skepper stated they are looking for direction from the City Council to clean-up the JPA. Attorney Berglund asked Ms. Skepper to email a copy of the JPA to him for review.

Motion by Kirkham, seconded by Kirkeide, to adjourn the workshop meeting at 5:55 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
November 20, 2023

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		11/03/23 - 11/20/23	
EFT	# 1947 - 1956		\$ 75,537.03
REFUND CHECKS	# 65583 - 65589		\$ 244,011.65
CHECKS	# 65590 - 65634		\$ 105,402.51
BANK DRAFTS	DFT0002621 -DFT0002625		\$ 27,136.32
TOTAL EFTS, CHECKS, AND BANK DRAFTS			<u>\$ 452,087.51</u>
PAYROLL CHECKS			
11/17/23	Direct Deposits		\$ 44,966.29
TOTAL PAYROLL CHECKS			<u>\$ 44,966.29</u>
VOID CHECKS			
CHECKS	#65597		\$ -
ZERO EFT	#1954 - 1955		\$ -
BANK DRAFTS			\$ -
TOTAL VOIDS			<u>\$ -</u>
TOTAL OF ALL PAYMENTS			<u><u>\$ 497,053.80</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 20TH DAY OF NOVEMBER 2023

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



Packet: ARPKT00931 - 11/16/23 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00050	ENTSMINGER ENTERPRISES, LLC	11/16/2023	65583	17,643.53
00139	HIDDEN FOREST NORTH PROPERTIES LLC	11/16/2023	65584	209,309.98
00147	S & R BUILDERS	11/16/2023	65585	9,808.14
00308	TJB HOMES	11/16/2023	65586	2,500.00
00430	STONE CREEK HOMES INC	11/16/2023	65587	2,600.00
00438	PAMELA GILLUND	11/16/2023	65588	150.00
Total Refund Amount:				242,011.65

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	5,250.00
TR- PERF BOND - PERFORMANCE BOND DEPOSIT	235,700.00
TR - PERF INT - PERFORMANCE BOND INTEREST	1,061.65
Revenue Totals:	242,011.65

General Ledger Distribution

Posting Date: 11/16/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-242,011.65	Yes
890-11501	Misc receivables	5,250.00	
890-22804	Performance bonds	236,761.65	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-242,011.65	
999-20702	Due to other funds	242,011.65	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Packet: ARPKT00933 - 11/16/23 TRUST REFUND #2

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00327	YAN WESTRUM	11/16/2023	65589	2,000.00
Total Refund Amount:				2,000.00

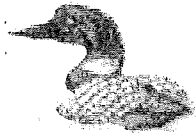
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,000.00
Revenue Totals:	2,000.00

General Ledger Distribution

Posting Date: 11/16/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-2,000.00	Yes
890-11501	Misc receivables	2,000.00	
	890 Total:	0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-2,000.00	
999-20702	Due to other funds	2,000.00	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	



Payment Dates 11/7/2023 - 11/20/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1947	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.10
1947	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
1947	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.83
1947	ARAMARK UNIFORM & CAREE	PW UNIFORMS	Clothing & personal protectiv	100-43101-2210	91.10
1947	ARAMARK UNIFORM & CAREE	FIRST AID CABINET	Safety supplies	100-43101-2240	14.99
1947	ARAMARK UNIFORM & CAREE	PARK UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
1948	BRODIN PRESS	DEC HAM LAKER	Editing	211-41704-3125	900.00
1949	FIRE EQUIPMENT SPECIALTIES	PPE - MR	Clothing & personal protectiv	100-42201-2210	3,835.95
1950	HOTSYS MINNESOTA	WASH BAY REPAIR SUPPLIES	Building repair & maintenanc	100-43104-2310	292.44
1951	MEDTOX LABORATORIES	DRUG TESTING	Personnel testing & recruitme	100-42201-3150	162.30
1952	O'REILLY AUTOMOTIVE STORE	DRAIN COCK	Vehicle parts & supplies	100-42201-2340	5.91
1952	O'REILLY AUTOMOTIVE STORE	STARTER FLUID	Operating supplies	100-43101-2290	13.58
1952	O'REILLY AUTOMOTIVE STORE	#81 BRAKE HONES	Vehicle parts & supplies	100-43101-2340	19.99
1952	O'REILLY AUTOMOTIVE STORE	#81 DRIP TRAY	Vehicle parts & supplies	100-43101-2340	29.98
1953	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	72.21
1953	RFC ENGINEERING, INC.	LUND'S LAKEVIEW FOREST	Engineering	431-43301-3135	625.64
1953	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	2,657.03
1953	RFC ENGINEERING, INC.	CREEK VALLEY RECONSTRUCTI	Engineering	431-43301-3135	856.99
1953	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Capital assets	262-46101-5110	8,857.84
1953	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	542.95
1953	RFC ENGINEERING, INC.	AERIAL MAPPING	Engineering	100-41101-3135	130.68
1953	RFC ENGINEERING, INC.	ANOKA COUNTY GIS DATA EX	Engineering	100-41101-3135	14.27
1953	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	130.68
1953	RFC ENGINEERING, INC.	14555 RADISSON ROAD EASE	Engineering	100-41101-3135	85.63
1953	RFC ENGINEERING, INC.	2152 S HAM LAKE DRIVE EASE	Engineering	100-41101-3135	65.34
1953	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	652.90
1953	RFC ENGINEERING, INC.	2152 SOUTH HAM LAKE DRIV	Engineering	100-41601-3135	54.68
1953	RFC ENGINEERING, INC.	PLANNING COMMISION MEE	Engineering	100-41601-3135	326.70
1953	RFC ENGINEERING, INC.	15155 UNIVERSITY LOT LINE A	Engineering	100-41601-3135	104.54
1953	RFC ENGINEERING, INC.	L3 B1 MAPLE RIDGE EASEME	Engineering	100-41601-3135	14.27
1953	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	1,669.46
1953	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	542.33
1953	RFC ENGINEERING, INC.	L1 B2 ENTERPRISE PLAZA 2ND	Engineering	100-42401-3135	57.09
1953	RFC ENGINEERING, INC.	4611 - 139TH LANE LOT LINE	Engineering	100-42401-3135	80.82
1953	RFC ENGINEERING, INC.	L1 B2 EVERGREEN ESTATES DE	Engineering	100-42401-3135	156.99
1953	RFC ENGINEERING, INC.	L1 B5 CROSSTOWN SHOPPING	Engineering	100-42401-3135	101.25
1953	RFC ENGINEERING, INC.	TWIN TOWN DEMOLITION	Engineering	100-42401-3135	504.16
1953	RFC ENGINEERING, INC.	5-YEAR PLAN	Engineering	100-43101-3135	570.88
1953	RFC ENGINEERING, INC.	ROAD COMMITTEE MEETING	Engineering	100-43101-3135	273.40
1953	RFC ENGINEERING, INC.	BALTIMORE/16TH AVE ROW	Engineering	100-43101-3135	18.03
1953	RFC ENGINEERING, INC.	136TH LANE/LINCOLN STREET	Engineering	100-43101-3135	199.81
1953	RFC ENGINEERING, INC.	1505 - 143RD AVENUE CULVE	Engineering	100-43101-3135	170.06
1953	RFC ENGINEERING, INC.	406 - 172ND LANE DRAINAGE	Engineering	100-43201-3135	578.63
1953	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	57.09
1953	RFC ENGINEERING, INC.	FIRE #3	Capital assets	420-42201-5110	6,235.85
1953	RFC ENGINEERING, INC.	14405 HIGHWAY 65 FEMA LO	Capital assets	420-42201-5110	35.06
1953	RFC ENGINEERING, INC.	162ND LANE CONNECTION TO	Engineering	431-43301-3135	599.79
1953	RFC ENGINEERING, INC.	181ST, CONCORD - HWY 65	Engineering	431-43301-3135	487.94
1953	RFC ENGINEERING, INC.	162ND LANE / BUCHANAN ST	Engineering	431-43301-3135	721.86
1953	RFC ENGINEERING, INC.	2024 TH 65 MILL & OVERLAY	Engineering	431-43301-3135	322.24
1953	RFC ENGINEERING, INC.	2024 REHAB	Engineering	431-43301-3135	1,994.91
1953	RFC ENGINEERING, INC.	BUNKER LAKE BOULEVARD IN	Engineering	431-43301-3135	1,141.77
1953	RFC ENGINEERING, INC.	2023 REHAB	Engineering	431-43301-3135	85.63
1953	RFC ENGINEERING, INC.	COUNTY DITCH #58 CROSS CU	Engineering	431-43301-3135	3,809.55

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
1953	RFC ENGINEERING, INC.	HIDDEN FOREST EAST WETLA	Engineering	440-44103-3135	8,939.90
1953	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	1,836.69
1953	RFC ENGINEERING, INC.	FLAMINGO TERRACE	Engineering	890-90001-3135	17.77
1953	RFC ENGINEERING, INC.	DOSEDEL RESIDENTIAL DEVEL	Engineering	890-90001-3135	1,511.61
1953	RFC ENGINEERING, INC.	TOBY'S TRAILS	Engineering	890-90001-3135	123.19
1953	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	6,795.58
1953	RFC ENGINEERING, INC.	TOUCHDOWN TILE	Engineering	890-90001-3135	13.07
1953	RFC ENGINEERING, INC.	HOLIDAY	Engineering	890-90001-3135	3,574.76
1953	RFC ENGINEERING, INC.	HENTGES ADDITION	Engineering	890-90001-3135	9.01
1953	RFC ENGINEERING, INC.	COON CREEK COMMERCIAL P	Engineering	890-90001-3135	100.15
1953	RFC ENGINEERING, INC.	UNLIMITED CONCRETE	Engineering	890-90001-3135	514.02
1953	RFC ENGINEERING, INC.	RADISSON SUNSET ESTATES	Engineering	890-90001-3135	45.06
1953	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 3RD	Engineering	890-90001-3135	441.50
1953	RFC ENGINEERING, INC.	CREEKSIDE FARMS	Engineering	890-90001-3135	384.14
1953	RFC ENGINEERING, INC.	SCHWARTZ ESTATES	Engineering	890-90001-3135	51.82
1953	RFC ENGINEERING, INC.	WHITETAIL CROSSING 2ND	Engineering	890-90001-3135	61.35
1953	RFC ENGINEERING, INC.	EVERGREEN ESTATES	Engineering	890-90001-3135	232.86
1953	RFC ENGINEERING, INC.	CONSTANCE BOULEVARD TER	Engineering	890-90001-3135	223.07
1953	RFC ENGINEERING, INC.	ENCHANTED ESTATES 3RD	Engineering	890-90001-3135	82.62
1953	RFC ENGINEERING, INC.	CATCHERS CREEK	Engineering	890-90001-3135	90.13
1953	RFC ENGINEERING, INC.	SUITE LIVING	Engineering	890-90001-3135	137.90
1953	RFC ENGINEERING, INC.	LIVE WIRE ELECTRIC	Engineering	890-90001-3135	95.69
1953	RFC ENGINEERING, INC.	CROSSTOWN ROLLING ACRES	Engineering	890-90001-3135	42.82
1953	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	7,648.20
1953	RFC ENGINEERING, INC.	CREEK VALLEY ROW2023-83	Engineering	431-43301-3135	185.52
1953	RFC ENGINEERING, INC.	MEADOW PARK ROW2022-26	Engineering	431-43301-3135	214.08
1953	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	783.05
1956	STAR TRIBUNE MEDIA COMPA	STUTZ STREET VACATION	Legal notices/publications/bid	890-90001-3950	66.36
1956	STAR TRIBUNE MEDIA COMPA	ORD. 23-11 ELWELL REZONE	Legal notices/publications/bid	890-90001-3950	58.46
1956	STAR TRIBUNE MEDIA COMPA	UNLIMITED CONCRETE	Legal notices/publications/bid	890-90001-3950	58.46
65590	ABDO FINANCIAL SOLUTIONS	OCTOBER FINANCIAL SERVICE	Other professional services	100-41401-3190	9,850.46
65591	ACCESS	OCT SHREDDING	Waste management & recycli	231-43601-3630	205.80
65592	ACE SOLID WASTE INC	NOV ORGANICS	Waste management & recycli	231-43601-3630	349.17
65593	AKER DOOR SALES INC	Garage door repair	Building repair & maintenanc	100-43104-3420	622.50
65594	AMERICAN LEGAL PUBLISHIN	CODIFICATION OF ORDINANC	Covid 19	100-41701-4153	6,830.00
65595	ANOKA COUNTY PROPERTY	CARDINAL DRIVEWAY	Refunds & reimbursements	100-37601	46.00
65595	ANOKA COUNTY PROPERTY	SEXTON DRIVEAWY	Refunds & reimbursements	100-37601	46.00
65595	ANOKA COUNTY PROPERTY	STUTZ STREET VACATION	Filing fees	890-90001-3980	46.00
65596	BERGLUND, BAUMGARTNER,	Council Meeting	Attorney	100-41101-3110	700.88
65596	BERGLUND, BAUMGARTNER,	Dangerous Dog	Attorney	100-41101-3110	1,447.64
65596	BERGLUND, BAUMGARTNER,	Recycling Agreement	Attorney	100-41101-3110	115.36
65596	BERGLUND, BAUMGARTNER,	Arnold land donation	Attorney	100-41101-3110	65.92
65596	BERGLUND, BAUMGARTNER,	Prosecutions	Attorney	100-41501-3110	6,695.00
65596	BERGLUND, BAUMGARTNER,	15115 University	Attorney	100-41601-3110	82.40
65596	BERGLUND, BAUMGARTNER,	Firemen's Relief	Attorney	100-42201-3110	65.92
65596	BERGLUND, BAUMGARTNER,	Violations - 16360 Isanti	Attorney	100-42401-3110	82.40
65596	BERGLUND, BAUMGARTNER,	Violations - 16317 Isanti	Attorney	100-42401-3110	82.40
65596	BERGLUND, BAUMGARTNER,	Violations	Attorney	100-42401-3110	164.80
65596	BERGLUND, BAUMGARTNER,	Violations - 16406 Isanti	Attorney	100-42401-3110	82.40
65596	BERGLUND, BAUMGARTNER,	Richland Refrigeration violatio	Attorney	100-42401-3110	82.40
65596	BERGLUND, BAUMGARTNER,	2746 154th Land variancwe	Attorney	100-42401-3110	115.36
65596	BERGLUND, BAUMGARTNER,	Road Committee meeting	Attorney	100-43101-3110	164.80
65596	BERGLUND, BAUMGARTNER,	SRWMO JPA	Attorney	100-43201-3110	181.28
65596	BERGLUND, BAUMGARTNER,	Dangerous Dog	Reimbursable expense	100-48101-4150	85.00
65596	BERGLUND, BAUMGARTNER,	Osborne Property	Capital assets	262-46101-5110	346.08
65596	BERGLUND, BAUMGARTNER,	Fire #3	Capital assets	420-42201-5110	131.84
65596	BERGLUND, BAUMGARTNER,	152nd Street culvert/culdesac	Attorney	431-43301-3110	131.84
65596	BERGLUND, BAUMGARTNER,	Crawford - Constance	Attorney	431-43301-3110	49.44
65596	BERGLUND, BAUMGARTNER,	Holiday	Attorney	890-90001-3110	906.40
65596	BERGLUND, BAUMGARTNER,	2506 Swedish Drive Outlot	Attorney	890-90001-3110	65.92

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65596	BERGLUND, BAUMGARTNER,	Hidden Forest East 4th	Attorney	890-90001-3110	889.92
65596	BERGLUND, BAUMGARTNER,	Hentges Wetland Bank	Attorney	890-90001-3110	725.12
65596	BERGLUND, BAUMGARTNER,	Bunker Lake Motors CUP	Attorney	890-90001-3110	675.68
65596	BERGLUND, BAUMGARTNER,	Unlimited Concrete	Attorney	890-90001-3110	131.84
65598	BJORKLUND TRUCKING LLC	57.83 TN CLASS 5 TIPPECANO	Street supplies	431-43301-2330	968.66
65598	BJORKLUND TRUCKING LLC	34.65 TN CLASS 5 TIPPECANO	Street supplies	431-43301-2330	580.39
65598	BJORKLUND TRUCKING LLC	71.07 TN CLASS 5 - TIPPECAN	Street supplies	431-43301-2330	1,190.42
65599	BLAINE BROTHERS INC	#81 VOYAGER SEAL, HUBCAP	Vehicle parts & supplies	100-43101-2340	126.42
65600	BLUE CROSS BLUE SHIELD OF	DEC VISION	Vision Insurance	100-21715	37.98
65601	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	96.61
65601	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	44.13
65601	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	74.94
65601	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	128.22
65601	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	97.98
65601	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	40.09
65601	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	52.22
65602	CITY OF COLUMBUS	OCT SIGNAL LEXINGTON & BR	Electricity	100-43401-3610	22.85
65603	CONNEXUS	FIRE #3 ELECTRICAL HOOK UP	Capital assets	420-42201-5110	12,113.00
65604	DEHN OIL CO	200 GAL GASOLINE	Fuel	100-43101-2230	509.08
65604	DEHN OIL CO	326.2 GAL. DIESEL	Fuel	100-43101-2230	1,216.40
65605	DESIGNED HOMES & REMOD	71.5 CUBIC YARDS OF SAND - T	Street supplies	431-43301-2330	3,575.00
65606	FIRE INSTRUCTION & RESCUE	CHIMNEY FIRES CLASS	Training/conferences/schools	100-42201-3510	850.00
65607	FIRE SAFETY USA INC	PPE GEAR DRYING CABINET -	Covid 19	100-41701-4153	5,540.00
65607	FIRE SAFETY USA INC	PPE GEAR DRYING CABINET -	Capital assets	420-42201-5110	5,540.00
65607	FIRE SAFETY USA INC	PPE GEAR DRYING CABINET- F	Capital assets	420-42201-5110	-5,540.00
65608	FLEETPRIDE	DEF	Fuel	100-43101-2230	347.42
65609	GRAINGER	MARKING STAKES	Street supplies	431-43301-2330	188.56
65610	H & H CONTRACTING COMPA	360 YARD OF SAND - COUNTY	Street supplies	431-43301-2330	1,440.00
65611	HAM LAKE CHAMBER OF CO	COMMUNITY EVENTS	Reimbursable expense	100-48101-4150	3,615.90
65612	HOFFMAN ABSTRACT	O&E REPORT - ARNOLD LAND	Other professional services	100-41101-3190	100.00
65613	KINGS III EMERGENCY COMM	NOV ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
65614	LEPAGE & SONS INC	10/27 YARDWASTE	Waste management & recycli	231-43601-3630	506.07
65614	LEPAGE & SONS INC	11/2 YARDWASTE	Waste management & recycli	231-43601-3630	506.07
65615	LINCOLN NATIONAL LIFE INSU	ST DISABILITY	STD/LTD	100-21713	797.85
65615	LINCOLN NATIONAL LIFE INSU	DEC LT DISABILITY	STD/LTD	100-21713	574.84
65616	LITTLE FALLS MACHINE INC	PLOW NUTS, BOLTS, COTTER	Operating supplies	100-43102-2290	393.87
65616	LITTLE FALLS MACHINE INC	#75 WING CLEVIS	Vehicle parts & supplies	100-43101-2340	108.76
65617	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT,	Personnel testing & recruitme	100-42201-3150	4,375.00
65618	MENARDS-BLAINE	LATH & MARKING PAINT - OA	Operating supplies	250-45101-2290	33.94
65619	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	39.36
65619	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	31.76
65619	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	55.93
65619	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	24.16
65619	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	124.00
65619	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	5,370.00
65619	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	55.93
65619	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	52.00
65619	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	95.30
65619	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	62.00
65619	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	21.56
65619	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	31.00
65619	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	10.00
65619	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	41.00
65620	MINNESOTA OCCUPATIONAL	SCREENINGS MG, JL, JO, BP, T	Personnel testing & recruitme	100-42201-3150	3,400.00
65621	MN METRO NORTH TOURISM	SEPT LODGING TAX	Convention bureau	263-46101-4120	2,469.81
65622	MN PEIP	HEALTH INSURANCE	Health Insurance	100-21710	9,602.58
65623	NORTHERN TOOL & EQUIPME	SHELVING	Operating supplies	100-43101-2290	-79.99
65623	NORTHERN TOOL & EQUIPME	SHELVING & AIR HOSE	Operating supplies	100-43101-2290	296.31
65624	PREMIUM WATERS INC	OCT WATER	Equipment rentals	100-41701-3320	34.20
65624	PREMIUM WATERS INC	NOV WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00

Council Approval List

Payment Dates: 11/7/2023 - 11/20/2023

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
65625	REGINALD LARSON	OVERPAYMENT FOR PERMIT 2	Refunds & reimbursements	100-37601	88.65
65626	S & S INDUSTRIAL SUPPLY INC	#81 LOCKNUT SOCKET	Vehicle parts & supplies	100-43101-2340	44.91
65626	S & S INDUSTRIAL SUPPLY INC	MISC PARTS	Operating supplies	100-43101-2290	4.38
65627	SIEGFRIED FAMILY TOOLS INC	WRENCH EXTENDER	Covid 19	100-41701-4153	171.95
65627	SIEGFRIED FAMILY TOOLS INC	RECHARGABLE KEYCHAIN LIG	Covid 19	100-41701-4153	29.88
65628	SITEONE LANDSCAPE SUPPLY	MARKING FLAGS	Operating supplies	100-43102-2290	60.00
65629	SPECIALTY SOLUTIONS LLC	DITCH MIX - TIPPECANOE CO	Street supplies	431-43301-2330	112.14
65630	SUE DAHL	12/02/23 HAM LAKE PARK RE	Sales tax	100-21801	7.13
65630	SUE DAHL	12/02/23 HAM LAKE PARK RE	Park/pavilion rentals	100-34702	100.00
65631	THE MPX GROUP	NOV HAM LAKER DELIVERY	Other services and charges	211-41704-3990	225.00
65632	TOP A TRUCK	R-3 TRUCK TOPPER	Capital assets	420-42201-5110	5,016.00
65633	TWIN CITY GATE LLC	GATE SERVICE CALL	Building repair & maintenanc	100-43104-3420	250.00
65634	ZIEGLER, INC	SOIL COMPACTOR RENTAL - TI	Equipment rentals	431-43301-3320	4,985.75
DFT0002621	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002622	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,055.00
DFT0002622	EMPOWER	Roth IRA	Deferred compensation	100-21704	200.00
DFT0002623	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,563.63
DFT0002623	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,852.30
DFT0002623	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,509.42
DFT0002624	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,409.34
DFT0002625	PERA	Retirement-Coordinated	PERA	100-21703	6,578.63
DFT0002625	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
DFT0002625	PERA	Retirement-Police & Fire	PERA	100-21703	736.32
Grand Total:					208,075.86

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	112,815.01
211 - HAM LAKER	1,125.00
230 - FUTURE DRAINAGE	57.09
231 - RECYCLING	1,567.11
250 - OAKWILT	33.94
262 - HAM LAKE EDA	9,203.92
263 - LODGING TAX	2,469.81
420 - FIRE EQUIPMENT	23,531.75
431 - REVOLVING STREET	28,323.36
440 - PARK & BEACH LAND	8,939.90
890 - TRUST FUND	20,008.97
Grand Total:	208,075.86

Account Summary

Account Number	Account Name	Payment Amount
100-21701	Federal WH/FICA/MC	14,925.35
100-21702	State W/H	2,409.34
100-21703	PERA	7,396.63
100-21704	Deferred compensation	2,255.00
100-21710	Health Insurance	9,602.58
100-21712	HSA Account	150.00
100-21713	STD/LTD	1,372.69
100-21715	Vision Insurance	37.98
100-21801	Sales tax	7.13
100-34702	Park/pavilion rentals	100.00
100-37601	Refunds & reimburseme	180.65
100-41101-3110	Attorney	2,329.80
100-41101-3135	Engineering	426.60
100-41101-3190	Other professional servi	100.00
100-41102-3135	Engineering	652.90
100-41201-2510	Software licenses & upgr	39.36
100-41301-2510	Software licenses & upgr	31.76
100-41401-2510	Software licenses & upgr	55.93
100-41401-3190	Other professional servi	9,850.46
100-41501-3110	Attorney	6,695.00
100-41601-2510	Software licenses & upgr	24.16
100-41601-3110	Attorney	82.40
100-41601-3135	Engineering	2,169.65
100-41701-3210	Phones/radios/pagers	163.17
100-41701-3320	Equipment rentals	48.20
100-41701-4153	Covid 19	12,571.83
100-41702-3620	Natural gas	96.61
100-41707-3120	Computer & software su	5,370.00
100-42201-2210	Clothing & personal prot	3,835.95
100-42201-2340	Vehicle parts & supplies	5.91
100-42201-2510	Software licenses & upgr	55.93
100-42201-3110	Attorney	65.92
100-42201-3150	Personnel testing & recr	7,937.30
100-42201-3210	Phones/radios/pagers	52.00
100-42201-3510	Training/conferences/sc	850.00
100-42202-3620	Natural gas	119.07
100-42401-2510	Software licenses & upgr	95.30
100-42401-3110	Attorney	609.76
100-42401-3135	Engineering	1,442.64
100-42401-3210	Phones/radios/pagers	62.00
100-43101-2210	Clothing & personal prot	182.20
100-43101-2230	Fuel	2,072.90

Account Summary

Account Number	Account Name	Payment Amount
100-43101-2240	Safety supplies	29.98
100-43101-2290	Operating supplies	234.28
100-43101-2340	Vehicle parts & supplies	330.06
100-43101-2510	Software licenses & upgr	21.56
100-43101-3110	Attorney	164.80
100-43101-3135	Engineering	1,232.18
100-43101-3210	Phones/radios/pagers	31.00
100-43102-2290	Operating supplies	453.87
100-43104-2310	Building repair & mainte	292.44
100-43104-3420	Building repair & mainte	872.50
100-43104-3620	Natural gas	128.22
100-43201-3110	Attorney	181.28
100-43201-3135	Engineering	578.63
100-43401-3610	Electricity	22.85
100-43501-3135	Engineering	7,648.20
100-44101-2210	Clothing & personal prot	118.91
100-44101-3210	Phones/radios/pagers	10.00
100-44102-3620	Natural gas	138.07
100-44201-3210	Phones/radios/pagers	41.00
100-44202-3620	Natural gas	52.22
100-48101-4150	Reimbursable expense	3,700.90
211-41704-3125	Editing	900.00
211-41704-3990	Other services and charg	225.00
230-43201-3135	Engineering	57.09
231-43601-3630	Waste management & r	1,567.11
250-45101-2290	Operating supplies	33.94
262-46101-5110	Capital assets	9,203.92
263-46101-4120	Convention bureau	2,469.81
420-42201-5110	Capital assets	23,531.75
431-43301-2330	Street supplies	8,055.17
431-43301-3110	Attorney	181.28
431-43301-3135	Engineering	15,101.16
431-43301-3320	Equipment rentals	4,985.75
440-44103-3135	Engineering	8,939.90
890-90001-3110	Attorney	3,394.88
890-90001-3135	Engineering	16,384.81
890-90001-3950	Legal notices/publicatio	183.28
890-90001-3980	Filing fees	46.00
	Grand Total:	208,075.86

Project Account Summary

Project Account Key	Payment Amount
None	168,981.47
201805-100	72.21
201907-100	625.64
202002.048-100	599.79
202002.048-160	11,600.92
202002.057-100	487.94
202103-100	2,871.11
202105-100	1,042.51
202111-100	8,857.84
202111-160	346.08
202205-100	542.95
202302.032-100	771.30
202302.038-101	5,381.39
231004009	1,012.14
231009001	349.17
231010001	205.80

Project Account Summary

Project Account Key
MISC-100

Payment Amount
4,327.60
208,075.86

Grand Total:



City of Ham Lake, MN

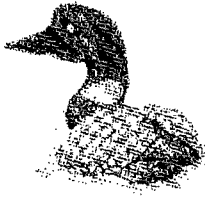
EFT Payroll Check Register Report Summary

Pay Period: 10/29/2023-11/11/2023

Packet: PYPKT01530 - PPE 11/11/23 PAID 11/17/23
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	67	44,966.29
Total	67	44,966.29

Meeting Date: November 20, 2023



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Item/Title/Subject: Approval of the 12-month extension for the Memorandum of Understanding (MOU) for Anoka County Economic Development

Introduction/: Discussion:

In 2019 the City Council approved the Memorandum of Understanding (MOU) with Anoka County Economic Development. Anoka County is looking to extend the MOU for 12 months and all terms will remain the same. The purpose of the extension is to allow for key planning documents to be completed first (county-wide housing study and updated strategic plan) and the Partnership can have a conversation on what a long-term MOU would like with those new priorities identified.

Recommendation:

I recommend approving the 12-month extension for the Memorandum of Understanding (MOU) for Anoka County Economic Development.

AGREEMENT EXTENDING AND AMENDING
the
MEMORANDUM OF UNDERSTANDING FOR ANOKA COUNTY
ECONOMIC DEVELOPMENT
By and Among
THE COUNTY OF ANOKA, CONNEXUS ENERGY, METRONORTH
CHAMBER OF COMMERCE, AND PARTICIPATING MUNICIPALITIES OF
ANOKA COUNTY

THIS AGREEMENT is by and between the County of Anoka County (the “County”), a political subdivision of the State of Minnesota, by and through its Housing and Redevelopment Authority (“HRA”), Connexus Energy, a Minnesota corporation in Ramsey, Minnesota, MetroNorth Chamber of Commerce, a Minnesota nonprofit organization, and those participating municipalities located within Anoka County, Minnesota, identified on Exhibit A.

Recitals:

1. In 2017, a research consultant produced a report and market analysis of business opportunities, targets, and strategies for economic development within Anoka County.
2. Following the 2017 study, the parties signed the “Memorandum of Understanding By and Among The County of Anoka, Connexus Energy, MetroNorth Chamber of Commerce, and Participating Municipalities of Anoka County” (the “2019 Memorandum of Understanding”) for the purpose of forming an executive committee (the “Executive Committee”) to develop and implement an economic action plan (the “Final Action Plan”).
3. The original 5-year term of the 2019 Memorandum of Understanding will expire on January 10, 2024, or upon the determination by the Executive Committee that the Final Action Plan had been fully implemented.
4. The Executive Committee has not determined that a Final Action Plan has been implemented.
5. The parties are engaged in active strategic planning efforts with multiple studies and projects in progress.
6. The parties find that the economic development purposes served by the 2019 Memorandum of Understanding warrant extending the 2019 Memorandum of Understanding for an additional one-year period.

7. With the exception of the contract term, the parties have agreed to continue all other terms, conditions, and covenants of the 2019 Memorandum of Understanding.

Therefore, the parties agree as follows:

1. The above recitals are true and correct and are hereby incorporated in their entirety into this agreement.
2. The parties hereby renew and extend the 2019 Memorandum of Understanding for one additional year.
3. Paragraph B of the 2019 Memorandum of Understanding, entitled "Term," is hereby deleted in its entirety and is replaced with the following:
 - B. Term.** This Memorandum of Understanding is effective upon execution and will terminate upon the earlier of (1) January 10, 2025, (2) three-months' written notice by any entity who is part of this agreement, or (3) a determination by the Executive Committee that a Final Action Plan has been completed and implemented.
4. Except as expressly set forth herein, all other terms and conditions of the 2019 Memorandum of Understanding shall continue in full force and effect, and the 2019 Memorandum of Understanding is hereby ratified, reaffirmed, and confirmed by the parties as hereby amended.
5. This agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have signed this agreement on the dates written below.

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY:

By: _____ Date: _____
MIKE GAMACHE,
Chair, Board of Trustees

ANOKA COUNTY HOUSING AND REDEVELOPMENT AUTHORITY:

By: _____ Date: _____
KAREN SKEPPER,
Executive Director

CONNEXUS ENERGY:

By: _____ Date: _____
Name:
Title:

NORTHMETRO CHAMBER OF COMMERCE:

By: _____ Date: _____
Name:
Title:

CITY OF ANDOVER:

By: _____ Date: _____
Name:
Title:

CITY OF ANOKA:

By: _____ Date: _____
Name:
Title:

CITY OF BETHEL:

By: _____ Date: _____
Name:
Title:

CITY OF BLAINE:

By: _____ Date: _____
Name:
Title:

CITY OF ANOKA:

By: _____ Date: _____
Name:
Title:

CITY OF CENTERVILLE:

By: _____ Date: _____
Name:
Title:

CITY OF CIRCLE PINES:

By: _____ Date: _____
Name:
Title:

CITY OF COLUMBIA HEIGHTS:

By: _____ Date: _____
Name:
Title:

CITY OF COLUMBUS:

By: _____ Date: _____
Name:
Title:

CITY OF COON RAPIDS:

By: _____ Date: _____
Name:
Title:

CITY OF EAST BETHEL:

By: _____ Date: _____
Name:
Title:

CITY OF FRIDLEY:

By: _____ Date: _____
Name:
Title:

CITY OF HAM LAKE:

By: _____ Date: _____
Name:
Title:

CITY OF HILLTOP:

By: _____ Date: _____
Name:
Title:

CITY OF LEXINGTON:

By: _____ Date: _____
Name:
Title:

CITY OF LINO LAKES:

By: _____ Date: _____
Name:
Title:

LINWOOD TOWNSHIP:

By: _____ Date: _____
Name:
Title:

CITY OF NOWTHEN:

By: _____ Date: _____
Name:
Title:

CITY OF OAK GROVE:

By: _____ Date: _____
Name:
Title:

CITY OF RAMSEY:

By: _____ Date: _____
Name:
Title:

CITY OF ST. FRANCIS:

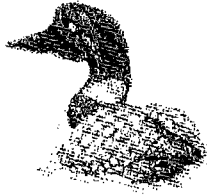
By: _____ Date: _____
Name:
Title:

CITY OF SPRING LAKE PARK:

By: _____ Date: _____
Name:
Title:

Exhibit A:

CITY OF ANDOVER
CITY OF ANOKA
CITY OF BETHEL:
CITY OF BLAINE:
CITY OF ANOKA:
CITY OF CENTERVILLE:
CITY OF CIRCLE PINES:
CITY OF COLUMBIA HEIGHTS:
CITY OF COLUMBUS:
CITY OF COON RAPIDS:
CITY OF EAST BETHEL:
CITY OF HAM LAKE:
CITY OF HILLTOP:
CITY OF LEXINGTON:
CITY OF LINO LAKES:
LINWOOD TOWNSHIP:
CITY OF NOWTHEN:
CITY OF OAK GROVE:
CITY OF RAMSEY:
CITY OF ST. FRANCIS:
CITY OF SPRING LAKE PARK:



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Item/Title/Subject: Joint Powers Agreement (JPA) Funds to be returned for the Sunrise Watershed Management Organization

Introduction/: Discussion:

I received an email that the actual Joint Powers Agreement (JPA) for the Sunrise Watershed Management Organization (SRWMO) expenses were \$439.00 below the funds that the communities contributed for the completion of the JPA. There are two options for returning the funds to the City.

- (1) Accept a credit of \$109.75 on the 2024 SRWMO invoicing.
- (2) Ask that the SRWMO send a refund check for \$109.75 to your community.

Because the City Council approved the SRMWO Budget for 2024 at the November 6, 2023 City Council meeting, a check refunded in the amount of \$109.75 to the City would correspond with the invoicing that the City Council already approved.

Recommendation:

I recommend approving the refund check in the amount of \$109.75 to the City of Ham Lake for the overpaid funds to complete the JPA for the SRWMO.



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

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Item/Title/Subject: Approval of an agreement to allow the funds from the Office of the Secretary of State to be used to offset the annual Elections JPA (Joint Powers Agreement) with Anoka County

Introduction/Discussion:

The county has received the first annual disbursement of the “Voting Operations, Technology, and Election Resources Account” from the state. The county and each municipality can agree on a specific plan for those funds or, if no agreement is reached, the county must distribute the funds that are due to each municipality. It is an option that the county hold onto the funds and using each municipality’s portion to offset a portion of the cost of the annual JPA fees. Attached is the Local Jurisdiction Fee Calculation from Anoka County.

Recommendation:

I recommend approval of the agreement between Anoka County and the City of Ham Lake allowing the State Election funds allocated to the City to be used to offset the cost of the annual JPA with Anoka County.

LOCAL JURISDICTION FEE CALCULATION
Contract #2013-0164

Municipal 30%	2010 Census Population	Proportion of Population	DS-200 Capital Payments			Omni Ballot Tablet Capital Payments						Total Contribution 2020-2028
			2020	2021	2022	2023	2024	2025	2026	2027	2028	
City of Andover	30,587	9.24%	\$7,077	\$8,994	\$7,217	\$7,034	\$7,175	\$7,189	\$7,343	\$7,360	\$7,517	\$66,905
City of Anoka	17,153	5.18%	\$3,969	\$5,044	\$4,047	\$3,944	\$4,024	\$4,032	\$4,118	\$4,127	\$4,216	\$37,520
City of Bethel	488	0.15%	\$113	\$143	\$115	\$112	\$114	\$115	\$117	\$117	\$120	\$1,067
City of Blaine	57,186	17.28%	\$13,231	\$16,815	\$13,493	\$13,150	\$13,415	\$13,441	\$13,728	\$13,760	\$14,054	\$125,088
City of Centerville	3,792	1.15%	\$877	\$1,115	\$895	\$872	\$890	\$891	\$910	\$912	\$932	\$8,295
City of Circle Pines	4,918	1.49%	\$1,138	\$1,446	\$1,160	\$1,131	\$1,154	\$1,156	\$1,181	\$1,183	\$1,209	\$10,758
City of Columbia Heights	19,486	5.89%	\$4,508	\$5,730	\$4,598	\$4,481	\$4,571	\$4,580	\$4,678	\$4,689	\$4,789	\$42,623
City of Columbus	3,914	1.18%	\$906	\$1,151	\$924	\$900	\$918	\$920	\$940	\$942	\$962	\$8,561
City of Coon Rapids	61,476	18.57%	\$14,223	\$18,076	\$14,505	\$14,137	\$14,421	\$14,449	\$14,758	\$14,793	\$15,109	\$134,471
City of East Bethel	11,603	3.51%	\$2,685	\$3,412	\$2,738	\$2,668	\$2,722	\$2,727	\$2,785	\$2,792	\$2,852	\$25,380
City of Fridley	27,208	8.22%	\$6,295	\$8,000	\$6,420	\$6,257	\$6,383	\$6,395	\$6,532	\$6,547	\$6,687	\$59,514
City of Ham Lake	15,286	4.62%	\$3,539	\$4,498	\$3,609	\$3,517	\$3,588	\$3,595	\$3,672	\$3,681	\$3,759	\$33,458
City of Hilltop	754	0.23%	\$174	\$222	\$178	\$173	\$177	\$177	\$181	\$181	\$185	\$1,649
City of Lexington	2,049	0.62%	\$474	\$602	\$483	\$471	\$481	\$482	\$492	\$493	\$504	\$4,482
City of Lino Lakes	20,216	6.11%	\$4,677	\$5,944	\$4,770	\$4,649	\$4,742	\$4,751	\$4,853	\$4,864	\$4,968	\$44,220
Linwood Township	5,123	1.55%	\$1,185	\$1,506	\$1,209	\$1,178	\$1,202	\$1,204	\$1,230	\$1,233	\$1,259	\$11,206
City of Nowthen	4,443	1.34%	\$1,028	\$1,306	\$1,048	\$1,022	\$1,042	\$1,044	\$1,067	\$1,069	\$1,092	\$9,719
City of Oak Grove	8,031	2.43%	\$1,858	\$2,361	\$1,895	\$1,847	\$1,884	\$1,888	\$1,928	\$1,932	\$1,974	\$17,567
City of Ramsey	23,668	7.15%	\$5,476	\$6,959	\$5,584	\$5,443	\$5,552	\$5,563	\$5,682	\$5,695	\$5,817	\$51,771
City of Saint Francis	7,219	2.18%	\$1,670	\$2,123	\$1,703	\$1,660	\$1,693	\$1,697	\$1,733	\$1,737	\$1,774	\$15,791
City of Spring Lake Park	6,412	1.94%	\$1,484	\$1,885	\$1,513	\$1,474	\$1,504	\$1,507	\$1,539	\$1,543	\$1,576	\$14,025
TOTAL	331,022	100.00%	\$76,587	\$97,333	\$78,105	\$76,120	\$77,653	\$77,801	\$79,467	\$79,651	\$81,354	\$724,071

School 15%	2010 Census Population	Proportion of Population	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total Contribution 2020-2028
Anoka-Hennepin ISD #11	177,169	53.55%	\$20,506	\$26,061	\$20,913	\$20,381	\$20,792	\$20,832	\$21,278	\$21,327	\$21,783	\$193,872
Centennial ISD #12	32,249	9.75%	\$3,733	\$4,744	\$3,807	\$3,710	\$3,785	\$3,792	\$3,873	\$3,882	\$3,965	\$35,289
Columbia Heights ISD #13	25,195	7.62%	\$2,916	\$3,706	\$2,974	\$2,898	\$2,957	\$2,962	\$3,026	\$3,033	\$3,098	\$27,570
Fridley ISD #14	15,504	4.69%	\$1,795	\$2,281	\$1,830	\$1,784	\$1,819	\$1,823	\$1,862	\$1,866	\$1,906	\$16,966
Saint Francis ISD #15	29,168	8.82%	\$3,376	\$4,291	\$3,443	\$3,355	\$3,423	\$3,430	\$3,503	\$3,511	\$3,586	\$31,918
Spring Lake Park ISD #16	30,548	9.23%	\$3,536	\$4,494	\$3,606	\$3,514	\$3,585	\$3,592	\$3,669	\$3,677	\$3,756	\$33,428
Elk River ISD #724	4057	1.23%	\$470	\$597	\$479	\$467	\$475	\$477	\$487	\$488	\$499	\$4,439
White Bear Lake ISD #624	1722	0.52%	\$199	\$253	\$203	\$198	\$202	\$202	\$207	\$207	\$212	\$1,884
Forest Lake ISD #831	15,232	4.60%	\$1,763	\$2,241	\$1,798	\$1,752	\$1,788	\$1,791	\$1,829	\$1,834	\$1,873	\$16,668
Total	330,844	100.00%	\$38,293	\$48,666	\$39,052	\$38,060	\$38,827	\$38,901	\$39,734	\$39,826	\$40,677	\$362,036

Cost to Partners			\$114,880	\$145,999	\$117,157	\$114,179	\$116,480	\$116,702	\$119,201	\$119,477	\$122,031	\$1,086,107
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Fee Calc 55-30-15

*Note: Calculations will be updated once 2020 census data is published

**STATE OF MINNESOTA
VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT
COUNTY – MUNICIPALITY AGREEMENT**

This Agreement (hereinafter “Agreement”) is made between Anoka County ("County"), and City of Ham Lake (“Municipality”).

Recitals

1. Under Minnesota Laws 2023, Chapter 62, Article 4, section 6, the Voting Operations, Technology, and Election Resources (VOTER) Account was established requiring the Office of the Secretary of State, hereinafter the OSS, to distribute funds to each county as prescribed.
2. Total allocation to County is approximately \$67,239.04 annually.
3. Upon receipt of funds, County and Municipality must agree on a distribution plan for allocating funds from the account which must be used for expenditures directly related to election administration.
4. County is responsible for elections within its county and Municipality operates polling places within its jurisdiction.

Agreement

1. *Effectiveness of Agreement*

- 1.1. ***Effective date.*** October 30, 2023, or the date all required signatures have been affixed to the agreement by County and Municipality, whichever is later.
- 1.2. ***Annual Renewal.*** This agreement shall remain in effect and renew annually until such time that the County or the Municipality notifies the other party in writing of its desire to terminate the Agreement. The termination will be effective December 31 of the year of notice, for the following year’s allocation.
- 1.3. ***Application of terms.*** Municipality agrees to be subject to the obligations applicable to County in the Agreement set forth in said agreement.

2. *Allocation of VOTER Account Funds*

- 2.1. ***Allocation determination.*** The Municipality agrees to receive no direct allocation under this agreement. The Municipality’s default allocation amount as provided by the OSS will instead be retained by the County for qualifying expenditures of the County and the Municipality as referenced in this Agreement.
- 2.2. ***Allocation methodology.*** The County will utilize the provided OSS default allocation as a consistent and equitable distribution of VOTER account funds for qualifying expenditures for all municipalities.
- 2.3. ***Maximum available amount.*** Based on the OSS default allocation, Municipality is allocated no more than \$1,680.76 for qualifying expenditures described in the Agreement and in accordance with all federal and state laws authorizing these expenditures.

3. *Use and Maintenance of VOTER Account Funds*

- 3.1. ***Municipality authorization.*** Municipality agrees to authorize County to expend the allocated amount for authorized purposes on behalf of Municipality.
- 3.2. ***Segregation of funds.*** County must segregate all funds in an election funding account.
- 3.3. ***Maintenance of funds.*** County must maintain the funds in the segregated account until spent for any authorized purposes described in the Agreement.
- 3.4. ***Authorized purposes.*** County may use the funds provided under the Agreement for expenditures directly

related to election administration as defined in Minnesota Statutes section 5.305.

3.5. **Reporting requirements.** County agrees to provide any required information to OSS to meet reporting requirements outlined in statute for all funds expended for each calendar year by December 31 annually.

4. Authorized Representatives

County's Authorized Representative is:

Name: Tom Hunt
Title: Election's Manager
Address: 2100 3rd Ave, Anoka, MN 55303
Phone: 763-324-1304
Email: tom.hunt@anokacountymn.gov

Municipality's Authorized Representative is:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

If either Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, parties must notify each other of the change.

5. Signatures and Certification

County and Municipality certify that the appropriate person(s) have executed the Agreement on behalf of County and Municipality as required by applicable resolutions or ordinances.


COUNTY

MUNICIPALITY

By: _____
Signed: _____
Title: _____
Date: _____

Jurisdiction: _____
By: _____
Signed: _____
Title: _____
Date: _____

Memorandum

Date: November 15, 2023
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer 
Subject: Crosstown Rolling Acres Third Addition

Introduction:

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

Discussion:

All of the Development Agreement Work Items that were guaranteed by the performance security such as bituminous pavement and storm infrastructure were completed by October 12, 2022. All work typically completed for warranty satisfaction was completed in 2023.

Recommendation:

It is recommended that the termination date of the maintenance period be revised to November 21st and that the posted security be released and approval of the attached Resolution.

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

**ACCEPTANCE AND CLOSE OUT OF DEVELOPMENT AGREEMENT FOR
CROSTOWN ROLLING ACRES THIRD ADDITION**

THIS ADDENDUM TO DEVELOPMENT AGREEMENT (“Development Agreement”) dated November 24, 2021 by and between THE City of Ham Lake, a Political Subdivision under the laws of the State of Minnesota (“City”) and Crosstown Development, LLC, (“Developer”) regarding the Crosstown Rolling Acres Third Addition (“Project”).

WHEREAS, The Development Agreement at paragraph 5 requires security for maintenance and improvements for the work performed by Developer to be provided to the City in the form of a Letter or Credit for a period of one year following the acceptance of the Developer’s work by the City; and

WHEREAS, the acceptance of the “Storm Sewer as-builts” was delayed due to a lack of testing as required by the Coon Creek Watershed District from December of 2022 to October of 2023 through no fault of Developer; and

WHEREAS, the “Storm Sewer as-builts” have passed inspection and the City has determined that it does not need the Developer to maintain the security as required in Paragraph 5 of the Development Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Ham Lake City Council hereby approves the release of the Developer’s security as required under Paragraph 5 of the Development Agreement and accepts the improvements of the Project.

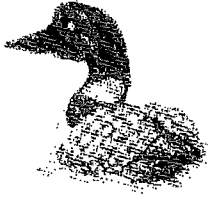
Adopted by the Ham Lake City Council this the 20th day of November, 2023.

ATTEST:

Denise Webster, City Clerk

Brian Kirkham, Mayor

Meeting Date: November 20, 2023



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Resolution approving the amendment of the Conditional Use Permit for Bunker Lake Motors, LLC

Introduction/Discussion: Attached is a Resolution for the approval of an amendment to the Conditional Use Permit for Bunker Lake Motor, LLC. Due to procedural error, the 60 day rule has expired and therefore the request to amend the Conditional Use Permit for Bunker Lake Motors, 13830 Aberdeen Street NE, must be approved per their request.

Recommendation: I recommend approval of the Resolution amending the Conditional Use Permit for Bunker Lake Motor, LLC.

**CITY OF HAM LAKE, MINNESOTA
RESOLUTION**

RESOLUTION NO. 23-XX

**APPROVAL OF CONDITIONAL USE PERMIT
13830 Aberdeen St. NE**

WHEREAS, Bunker Lake Motors, LLC (the “Applicant”) filed an application dated March 3, 2023, requesting an amendment of its conditional use permit (“CUP Amendment”) to sell used vehicles with the ratio of 2/3 dealer owned and 1/3 on consignment on property located at 13830 Aberdeen St NE. The subject property is legally described as follows:

PIN#32-32-23-13-0009

LOT 1, BLK 1, ENTERPRISE PLAZA

WHEREAS, the Property is located in the Commercial Development I (CD-1) Zoning District; and

WHEREAS, The CD-1 zone is intended to apply to certain commercial uses on lands abutting the city’s only major thoroughfare, Trunk Highway 65; and

WHEREAS, the Application currently has a conditional use permit as amended on March 5, 2001, October 20, 2003 and October 6, 2014; and

WHEREAS, the current conditional use of the Property is for a used car lot with 1/3 dealer owned used car sales and 2/3 consignment sales; and

WHEREAS, the Applicant’s intended conditional use of the Property is for a used car lot with 1/3 consignment car sales and 2/3 dealer owned used car sales; and

WHEREAS, the Applicant does not seek to modify the other conditions of the existing CUP; and

WHEREAS, the Applicant was not provided with a written denial stating the reasons for the denial of the Application within 60 days of receipt of the Application and payment of the application fee as required pursuant to Minnesota Statute 15.99, Subd. 2(a).

NOW, THEREFORE, BE IT RESOLVED that the Application for CUP Amendment is approved subject to the following condition:

1. Compliance with the conditions of the existing and amended conditional use permit as well as all applicable City, State and County requirements.

Adopted by the Ham Lake City Council this 20th day of November, 2023.

ATTEST:

Denise Webster, City Clerk

Brian Kirkham, Mayor

Meeting Date: November 20, 2023

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

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

Introduction:/ Discussion:

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

The signers/authorized traders are currently as follows:

21st Century Bank:

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

Falcon Bank:

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

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

Finance Director Angela Brumbaugh and City Administrator Denise Webster

Recommendation:

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

RESOLUTION NO. 23-XX

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

WHEREAS, Susan Knouse, Accounting Technician will be removed as a signer for the following accounts:

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

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

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

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

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

Adopted by the City Council of the City of Ham Lake this 20th day of November, 2023.

Brian Kirkham, Mayor

Denise Webster, City Clerk



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Item/Title/Subject: Animal Humane Society (AHS) Letter of Understanding for Impound Housing Services for 2024

Introduction/Discussion: I have attached an email from the Animal Humane Society regarding the increases in their fees in 2024, with clarification to some of those issues from last year.

2023 Pricing: Pay the designated fees for each animal cared for from your municipality

- i. AHS will charge a standard fee hold of \$214 per canine or feline and a \$49 fee per “other” domestic animals (rabbits, guinea pigs, birds, etc.) not reclaimed by its owner.
- ii. AHS will charge a municipality mandated quarantine fee of \$428 per canine or feline that is held for a quarantine or other holding period lasting more than 5 days independent of who claims the animal after that hold.
- iii. AHS will charge a \$25 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.
- iv. AHS will charge a \$40 DOA (administrative/processing/cremation) fee for disposal of any cadavers brought to an AHS facility by a representative of the municipality.

NOTE: City of Ham Lake is responsible for fees if the owner does not reclaim by the last of the stray hold.

2024 Pricing: Pay the designated fees for each animal cared for from your municipality

- i. AHS will charge a standard hold fee for stray and abandoned animals of \$225 per canine or feline and a \$51 fee per “other” domestic animals (rabbits, guinea pigs, birds, etc.) not reclaimed by its owner.
- ii. AHS will charge an additional fee of \$630 for stray and abandoned animals with a legally mandated hold or quarantine that is not a 5-day stray hold.
 1. This fee covers up to 10 days of care and will usually be associated with a rabies quarantine after a bite.
 2. Holds lasting longer than 10 days will be charged a fee of \$63 per day.
 3. This fee will be charged to the municipality independent of who claims the animal.
- iii. Animals that are deemed dangerous or potentially dangerous or animals that require multiple runs to house safely will have an added surcharge of \$75 per day.
- iv. AHS will charge a \$26 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.
- v. AHS will charge \$75 DOA (administrative/processing/cremation) fee for disposal of any cadavers brought to an AHS facility by a representative of the municipality.

NOTE: City of Ham Lake is responsible for fees if the owner does not reclaim by the last of the stray hold.

Recommendation: I recommend approving the Animal Humane Society Letter of Understanding for Impound services for 2024.

Denise Webster

From: HL Accounts Payable
Sent: Monday, November 13, 2023 10:44 AM
To: Denise Webster
Subject: FW: 2024 Animal Humane Society Impound Services Renewal

Susan Knouse
Accounting Technician
City of Ham Lake
763-235-1667

From: Mara Gallagher <mgallagher@animalhumanesociety.org>
Sent: Monday, November 13, 2023 8:42 AM
Cc: Erin Delmore <edelmore@animalhumanesociety.org>; Shannon Houg <shoug@animalhumanesociety.org>
Subject: 2024 Animal Humane Society Impound Services Renewal

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

Dear Municipal Administrator,

Animal Humane Society's partnership with local municipalities improves the lives and welfare of animals as well as the impact they have on people in our community. We look forward to continuing our partnership with you in 2024.

We experienced several issues last year, so there are some things we wanted to clarify. There have been differences between the language of the contract and how municipalities are using impound services. This impacts our ability to operate effectively and efficiently. We understand how important impound services are for cities and the people they serve. We have specific processes we must follow to allow us to be an open admission shelter for the community and continue to provide impound services that support municipalities.

- The contract is to house only stray or abandoned companion (non-farm/livestock) animals. If the owner of the animal is known, it should only come to us if abandoned by that owner (including if that owner is taken to jail). **The contract does not include housing owned animals due to bite quarantine or if they are deemed dangerous or potentially dangerous.**
- We understand that sometimes longer holds are needed for stray and abandoned animals. Any extra holding time or services are not included in normal contract fees.
 - o Bite quarantine for a stray or abandoned animal necessitates a vet exam after a 10-day hold or euthanasia and diagnostic testing. There is an additional fee of \$630 for this service.
 - o Housing stray or abandoned animal that is also a Dangerous or Potentially Dangerous dog or is generally unsafe exposes our staff to more risk and requires extra housing space. There is a surcharge of \$75/day will be added to normal contract fees.

- If a municipality is handling a legal seizure of animals, they must reach out to the designated AHS contact for guidance and direction if they need or want support from Animal Humane Society. This contract does not apply to those situations.
- Please have officers fill out the intake form as completely as possible, especially if there is a bite involved. Incomplete information makes the process and potential follow up with Department of Health more difficult and it makes it more likely that rabies prophylaxis may be needed.
- Deceased animals must have intake paperwork filled.
- ACO's must not use this process to circumvent our normal surrender process for animals owned by the public. An owned animal needing to be surrendered must be coordinated through our [Pet Helpline 952-435-7738](tel:952-435-7738).

We aligned our fees with our costs. This means that charges in 2024 would be:

- Hold Fee - animal is not returned and is held at AHS for 5 days - \$225 for dog/cat; \$51 for other.
- Stray/ Abandoned Quarantine Fee - animal is held at AHS for 10 days for rabies quarantine - \$630 in addition to normal contract fees.
- Dangerous/Unsafe dog housing - \$75/day surcharge in addition to normal contract fees.
- Admin Fee - animal is returned to owner - \$26.
- DOA Fee - animal is brought in deceased, held and cremated by AHS - \$75.

If you have any questions about the program in general, please feel free to contact me at the email or phone number below. If you have any questions about specific billing issues or animals, please contact Shannon Houg, our shelter operations manager in Coon Rapids.

You will receive a contract digitally (*via separate email from Adobe Sign*) that has already been signed by Janelle Dixon, our CEO. Please digitally sign the contract in PDF format and return to us via the email address from which you received the contract.

We appreciate your partnership as we seek to serve both the people and animals of our communities.

Sincerely,

Erin Delmore, Director of Shelter Operations
 Animal Humane Society
edelmore@animalhumanesociety.org
 763-489-1580

Animal Humane Society, Coon Rapids
 c/o Shannon Houg, Shelter Operations Manager
 1411 Main St NW
 Coon Rapids, MN 55448
shoug@animalhumanesociety.org
 (763) 432-4856

Mara Gallagher
 Director of Finance
 Office: 763-432-4827



**Animal Humane Society
and
City of Ham Lake**

**Letter of Understanding for Impound Housing Services
2024**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are lawfully retrieved by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. AHS is unable to house wildlife or farm animals.
 - i. Exceptions can be made for chickens with prior approval of the site manager at AHS.
 - c. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - d. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - e. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - g. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - h. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - i. AHS will follow internal policy and best practice for unclaimed animals. **City of Ham Lake** may request and view AHS policies at any time.

2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.

- b. Animal Control Officer or Community Service Officer must reach out to their designated AHS contact for guidance prior to any seized animal being brought to AHS that is not stray or abandoned. Ability to house animals that are not stray or abandoned is not guaranteed through this contract.
- c. AHS has the sole authority for the disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period.
- d. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.
- e. AHS is not responsible for collecting any fees from an owner for a municipality.

3. **City of Ham Lake** agrees to:

- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
- b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
- c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality.
 - i. AHS will charge a standard hold fee for stray and abandoned animals of \$225 per canine or feline and a \$51 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
 - ii. AHS will charge an additional fee of \$630 for stray and abandoned animals with a legally mandated hold or quarantine that is not a 5-day stray hold.
 - 1. This fee covers up to 10 days of care and will usually be associated with a rabies quarantine after a bite.
 - 2. Holds lasting longer than 10 days will be charged a fee of \$63 per day.
 - 3. This fee will be charged to the municipality independent of who claims the animal.
 - iii. Animals that are deemed dangerous or potentially dangerous or animals that require multiple runs to house safely will have an added surcharge of \$75 per day.
 - iv. AHS will charge a \$26 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the standard fee. In these instances, AHS will charge the owner the additional reclaim fees.
 - v. AHS will charge a \$75 DOA (administrative/processing/cremation) fee for disposal of any cadavers brought to an AHS facility by a representative of the municipality.
- f. Adhere to AHS policy and best practice for unclaimed animals. **City of Ham Lake** may request and view AHS policies at any time.

- g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after-hours drop off.
- h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
- i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.

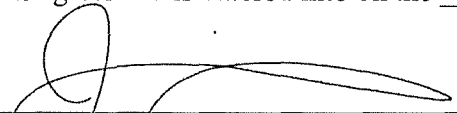
4. Administration

- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
- b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
- c. Any billing disputes must be raised within 10 days of receipt of billing.
- d. The AHS agrees to maintain all data received from **City of Ham Lake** in the same manner as **City of Ham Lake** as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- e. Insurance Requirements.
 - i. Liability. AHS agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Upon request **City of Ham Lake** shall be named as an additional insured.
 - ii. Automobile Liability. If AHS operates a motor vehicle in performing the services under this agreement, AHS shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit.
 - iii. Workers' Compensation. AHS agrees to comply with all applicable workers' compensation laws in Minnesota.
 - iv. Certificate of Insurance. The AHS shall deliver to **City of Ham Lake** a Certificate of Insurance as evidence that the above coverages are in full force and effect.
- f. Indemnification:
 - i. AHS. To the fullest extent permitted by law, AHS agrees to defend and indemnify **City of Ham Lake**, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of AHS, AHS's subcontractor(s), or anyone directly or indirectly employed or hired by AHS, or anyone for whose acts AHS may be liable. AHS agrees this indemnity obligation shall survive the completion or termination of this agreement.

- ii. **City of Ham Lake.** To the fullest extent permitted by law, **City of Ham Lake** agrees to defend and indemnify AHS, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of **City of Ham Lake**, or anyone directly or indirectly employed or hired by **City of Ham Lake**, or anyone for whose acts **City of Ham Lake** may be liable. **City of Ham Lake** agrees this indemnity obligation shall survive the completion or termination of this agreement.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. If the municipality brings animals to AHS without a signed contract, it will be assumed that the agreement is extended for term of the next contract. The agreement can be ended at any time by either party with a 30 day written notice.

This agreement is entered into on the _____ day of _____, 202__ by



Janelle Dixon, President & CEO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title

Signed on behalf of Municipal Authority

Printed Name and Title

Email Address to send invoices

Meeting Date: November 20, 2023

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

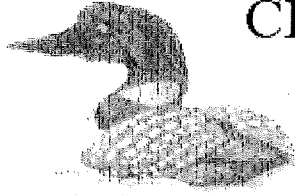
From: John Witkowski, Public Works Superintendent

Subject: Hiring Public Works part-time Seasonal/On-Call Snowplow Operators

Introduction: I am recommending the hiring of five Public Works part-time seasonal/on-call snowplow operators.

Recommendation: Listed below are the individuals that are being recommended for the Public Works part-time seasonal/on-call snowplow operator position.

Mark Madich will be at a pay rate of \$21.70 per hour as a returning employee. Steven Lachinski, David Erickson, William Bernard and Lonnie Hagman will be at a pay rate of \$20.40 per hour as new hires.



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, NOVEMBER 13, 2023

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: October 23, 2023

PUBLIC HEARINGS: None

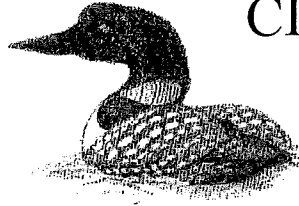
OLD BUSINESS:

1. 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

NEW BUSINESS: None

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, NOVEMBER 13, 2023

The Ham Lake Planning Commission met for its regular meeting on Monday, November 13, 2023 in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Kyle Lejonvarn, Jeff Entsminger, Erin Dixson and David Ross

MEMBERS ABSENT: Commissioners Dave Ringler and Jonathan Fisher

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

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Ross, seconded by Dixson, to approve the minutes of the October 23, 2023 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING: None

OLD BUSINESS:

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. Chair Pogalz stated this matter was tabled at the previous meeting due to the need to determine the amount of Municipal State Aid (MSA) mileage available, resolve right-of-way (ROW) concerns and obtain direction from the Park Committee on parkland dedication requirements. Chair Pogalz asked the applicant for comment. Mr. Stalberger Sr. spoke on behalf of the project. Mr. Stalberger stated he spoke with the City's Engineers to determine how the plat could be modified so that all right-of-way dedication would be within the plat's boundaries. Mr. Stalberger stated another small outlot was created adjacent to parcel 04-32-23-13-0005 south of Swedish Drive NE to modify the limits of the plat. Mr. Stalberger stated Outlot B is approximately 0.79 acres. Mr. Stalberger stated he is willing to donate that outlot to the church. Engineer Krugler

agreed the road must be constructed within dedicated ROW within the plat border limits. Engineer Krugler stated the issue with the original sketch plan submitted was that the western plat border did not dedicate ROW on the north side of Swedish Drive NE which would have required the developer to obtain ROW from other property owners. Chair Pogalz asked Engineer Krugler about available MSA miles. Engineer Krugler stated the City currently has 480-feet of mileage available to dedicate to an MSA roadway. Engineer Krugler stated the connect between Xylite Street NE and the intersection of 181st Avenue NE and Baltimore Street NE plat is approximately 1.7 miles or 9,000-feet in length. Engineer Krugler stated Mr. Stalberger's current sketch plan dedicates sufficient ROW to accommodate 30 mile per hour curves so additional ROW will not need to be acquired if or when Swedish Drive NE can be designated as an MSA road. Engineer Krugler stated Mr. Stalberger will not need to construct Swedish Drive NE to MSA standards. Chair Pogalz stated a memo from Administrator Webster, on behalf of the Park Committee, recommends acquiring a 20-foot wide trail easement along the west side of Xylite Street NE with the balance of the parkland dedication requirement being monies in lieu of parkland. Mr. Stalberger stated that was acceptable. **Motion by Lejonvarn, seconded by Dixon, to recommend approval of the Sketch Plan for a development located at 2506 Swedish Drive NE as presented by Jeff Stalberger of MN Development, LLC for 47 Single Family Residential lots and one outlot in Section 4, subject to a minimum design speed of 30 miles per hour on Swedish Drive NE, combining Outlot B with adjacent parcel 04-32-23-13-0005 after final plat approval, parkland dedication consisting of the dedication of a 20-foot wide trail easement along the west side of Xylite Street NE (County Road 68) for a future bike path and the remainder in monies in lieu of parkland.**

There was discussion about the revised sketch plan now including 47 residential single family lots and two outlots. The motion was revised.

Motion by Lejonvarn, seconded by Dixon, to recommend approval of the Sketch Plan for a development located at 2506 Swedish Drive NE as presented by Jeff Stalberger of MN Development, LLC for 47 Single Family Residential lots and two outlots in Section 4, subject to a minimum design speed of 30 miles per hour on Swedish Drive NE, combining Outlot B with adjacent parcel 04-32-23-13-0005 after final plat approval, parkland dedication consisting of the dedication of a 20-foot wide trail easement along the west side of Xylite Street NE (County Road 68) for a future bike path and the remainder in monies in lieu of parkland, meeting all the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried. *This application will be placed on the City Council's Monday, November 20, 2023 agenda.*

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Chair Pogalz stated the City Council concurred with the Commission's recommendations to approve the Conditional Use Permit and commercial site plan for Ryan Becker of

Unlimited Concrete Concepts, LLC. A planning commissioner will not be present at the November 20, 2023 City Council meeting.

ADJOURNMENT:

Motion by Dixon, seconded by Lejonvarn, to adjourn the Planning Commission meeting at 6:12 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



RECEIVED
 OCT 10 2023
 By:

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 10-9-2023

Date of Receipt 10-10-23

Receipt # 97823

Meeting Appearance Dates:
 Planning Commission 11-13-23
10-23-23

City Council 11-20-23

Please check request(s):

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

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

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

Development/Business Name: 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 2 out lots

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 11-13-23
 City Council _____

PROPERTY TAXES CURRENT YES NO

Memorandum

Date: November 8, 2023

To: Planning Commissioners

From: David A. Krugler, City Engineer 

Subject: Dosedel Parcel Sketch Plan

Introduction:

Recommendation for approval by the Planning Commission for the proposed 47 lot residential development was tabled at the last Planning Commission meeting. Tabling was for further review on Municipal State Aid (MSA) mileage/funding, right-of-way dedication requirements outside of the plat boundary and formal direction on parkland dedication.

Discussion:

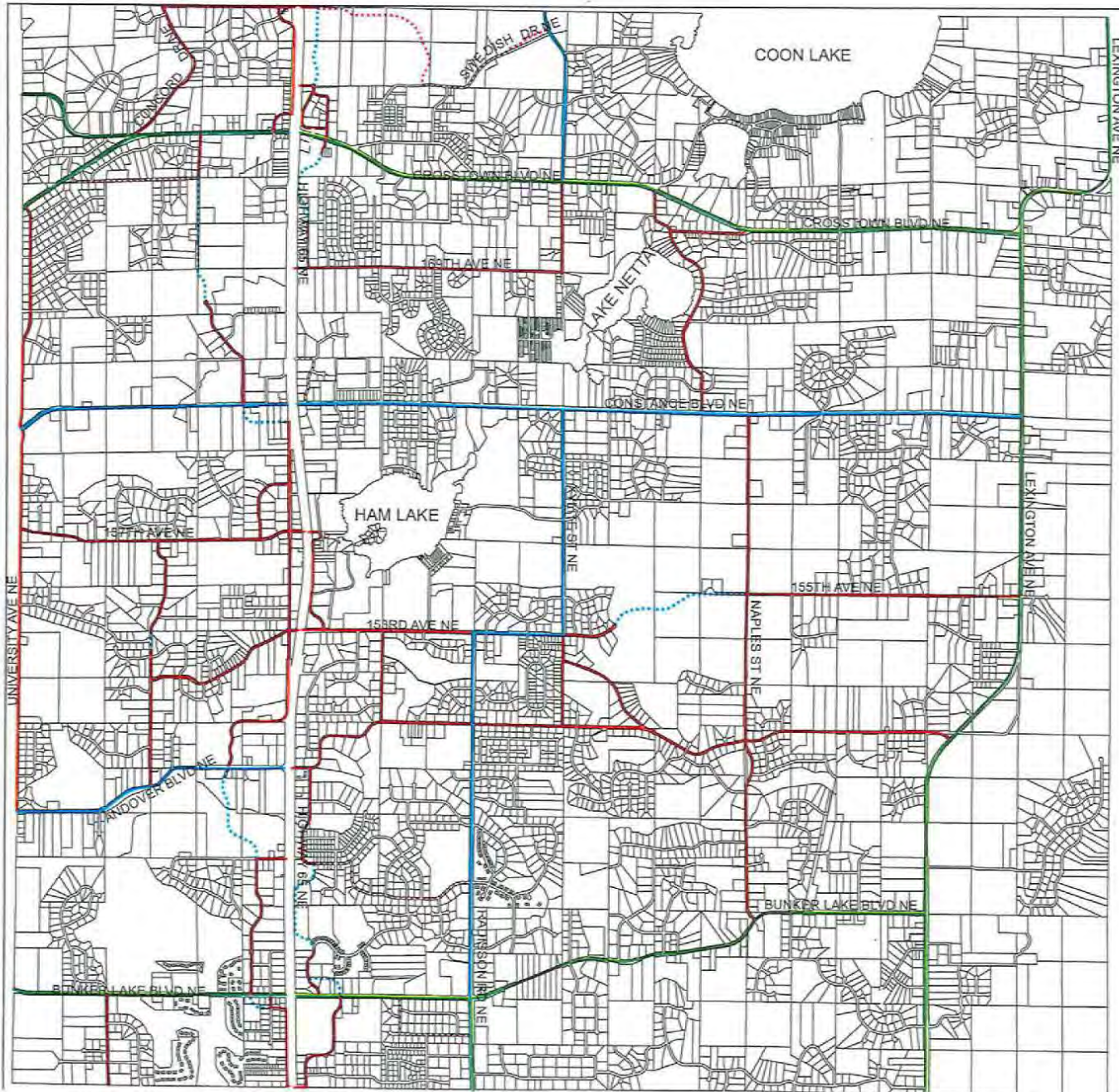

Swedish Drive was designated as a potential municipal state aid (MSA) route. The alignment of Swedish Drive is in compliance with the attached thoroughfare plan, which has a future connection from Swedish Drive and London Street to 181st Street and Baltimore Street. The minimum design speed of Swedish Drive is 30 mph, which requires a minimum radius centerline of 312 feet. The centerline radii shown meets that requirement. The city has 0.09 miles (475 feet) available to designate as a MSA route at this time. There is insufficient mileage to designate Swedish Drive as an MSA route at this time.

The attached revised sketch plan shows the updated limits of the plat and the limits of the roadway to be constructed as part of the realignment of Swedish Drive. As part of this change, Outlot B reduces the land area of the 47 lots by 0.79 acres. Outlot B will need to be combined with the adjacent parcel 04-32-23-13-0005 (2232 Swedish Drive). The Development Agreement will include conveyance of the Outlot to an adjacent property.

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 identify Xylite Street/Greenbrook Drive as a future bike path. Per the attached memo, the Park Committee recommended that a trail easement be dedicated along the west side of Xylite Street (CR 68) for a future bike path. In addition, parkland dedication fees will be collected rather than dedication of parkland. The developer will be credited for land dedication for trail easement.

Recommendations:

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





**HAM LAKE,
MINNESOTA**


**MUNICIPAL STATE AID
STREET SYSTEM**

LEGEND

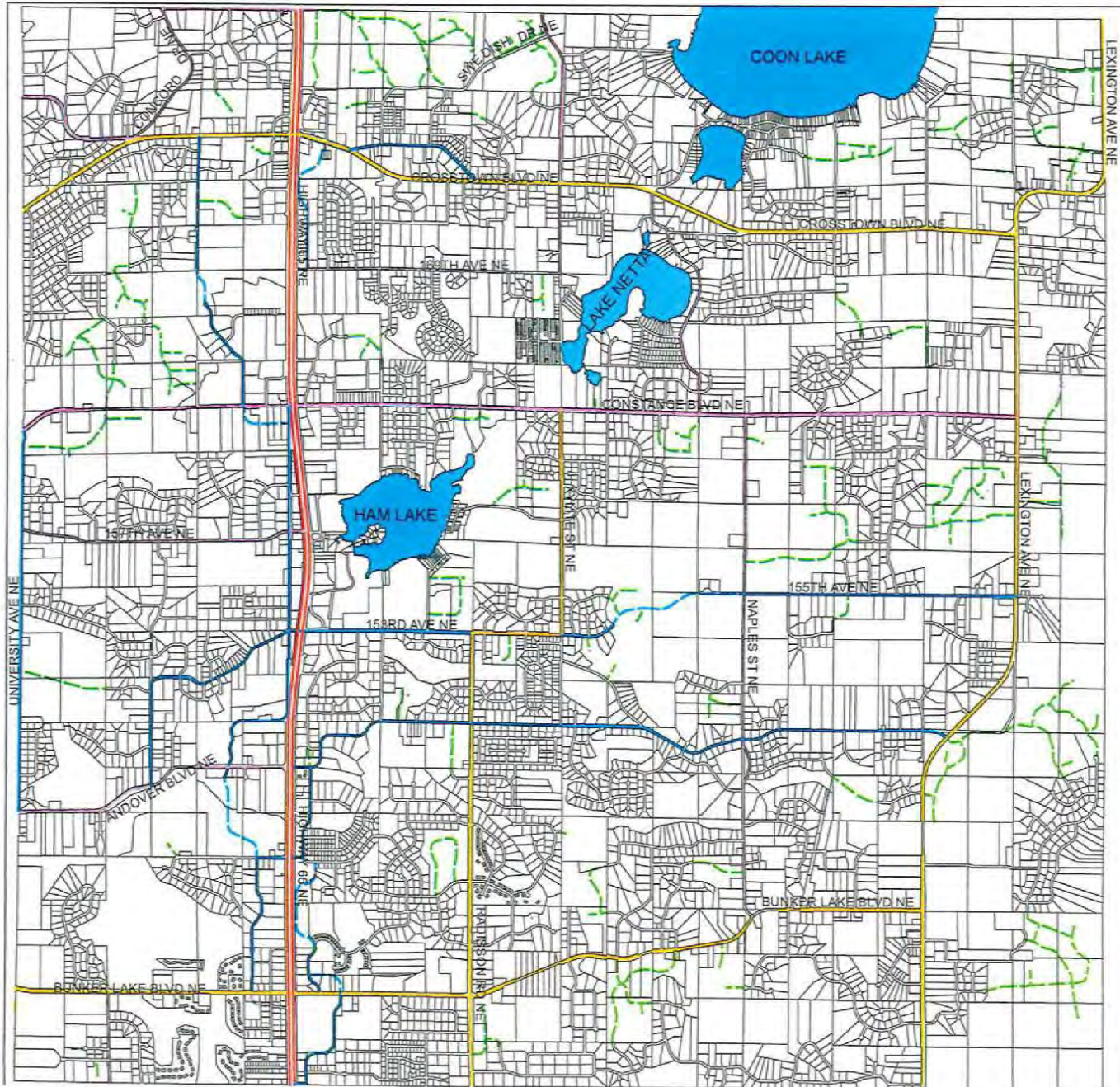

- County Road
- County State Aid Highway
- Municipal State Aid Street
- Non-Existing MSA Street
- Possible MSA Designation

0 1,500 3,000 6,000
 Feet

MAP DATE: 11/8/2023



RFC
 Engineering, Inc.
CONSULTING ENGINEERS

**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

0 1,500 3,000 6,000 Feet

MAP DATE: 11/8/2023

RFC
Engineering, Inc.
Community. Engaged.

Meeting Date: November 13, 2023



**CITY OF HAM LAKE
STAFF REPORT**

To: Planning Commissioners

From: Denise Webster, City Administrator, on behalf of the Park Committee
(Mayor Kirkham and Councilmember Parranto)

Subject: Consideration of Parkland Dedication for 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

Introduction/Discussion:

The Park Committee discussed the parkland dedication for Jeff Stalberger, MN Development LLC, Sketch Plan for a development located at 2506 Swedish Drive NE (47 Residential Single-Family lots and 1 Outlot) in Section 4. The Park Committee is requesting a 20-foot wide trail easement along the west side of Xylite Street NE (County Road 68), with the remaining in monies in lieu of parkland for the proposed development.

Recommendation:

It is the recommendation of the Park Committee to require a 20-foot wide trail easement along the west side of Xylite Street NE (County Road 68), and the remaining in monies in lieu of parkland for the Jeff Stalberger, MN Development LLC, Sketch Plan for a development located at 2506 Swedish Drive NE (47 Residential Single-Family lots and 1 Outlot) in Section 4.



RECEIVED
 OCT 10 2023
 By:

**PLANNING
 REQUEST**

CITY OF HAM LAKE

15544 Central Avenue NE
 Ham Lake, MN 55304

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

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):

- | | |
|---|---|
| <input type="checkbox"/> Metes & Bounds Conveyance | <input type="checkbox"/> Commercial Building Site |
| <input checked="" 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 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 |

→ Tabled

**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: JEFFRY L. STALBUER

Business Name: Mr. Developments LLC

Address 17404-WARD LN 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 Jeffery L. Stalbur 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.

CONCEPT PLAN

-of- DOSEDEL PARCEL
-for- MN DEVELOPMENTS, LLC
17404 WARD LAKE DRIVE NW
ANDOVER, MN 55304
(612) 799-1471

VICINITY MAP

PART OF SEC. 4, TWP. 33, R. 23



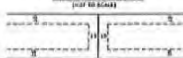
ANDOVER COUNTY, MINNESOTA
NO SCALE



PROPERTY DESCRIPTION

The Northeast Quarter of Section 4, Township 33, Range 23, Assays a 1/4 acre of land. The West 1/2 of the East 1/4 of Section 4, Township 33, Range 23, Assays a 1/2 acre of land. The Southeast Quarter of Section 4, Township 33, Range 23, Assays a 1/4 acre of land. The Southwest Quarter of Section 4, Township 33, Range 23, Assays a 1/4 acre of land.

TYPICAL ENCUMBRANCES



NOTES

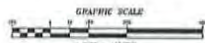
- 1. Assays a 1/4 acre of land.
- 2. Assays a 1/2 acre of land.
- 3. Assays a 1/4 acre of land.
- 4. Assays a 1/4 acre of land.

DEVELOPMENT DATA

TOTAL SITE AREA - 10.000 ACRES
GROSS AREA - 5.21 ACRES
NET AREA - 4.79 ACRES
TOTAL LOT AREA - 4.79 ACRES
TOTAL LOT AREA - 4.79 ACRES
TOTAL LOT AREA - 4.79 ACRES

LEGEND

- 1. EASEMENT
- 2. EASEMENT
- 3. EASEMENT
- 4. EASEMENT

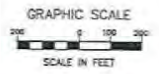


E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 261-8200 Fax (651) 261-8701

First Sketch Plan Submitted

N 1/2 SECTION 4, 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
23	24	13	14
32	31	42	41
33	34	43	44

NORTH HALF OF SECTION

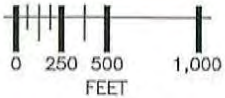
SOUTH HALF OF SECTION

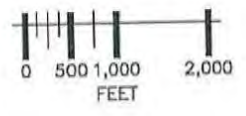
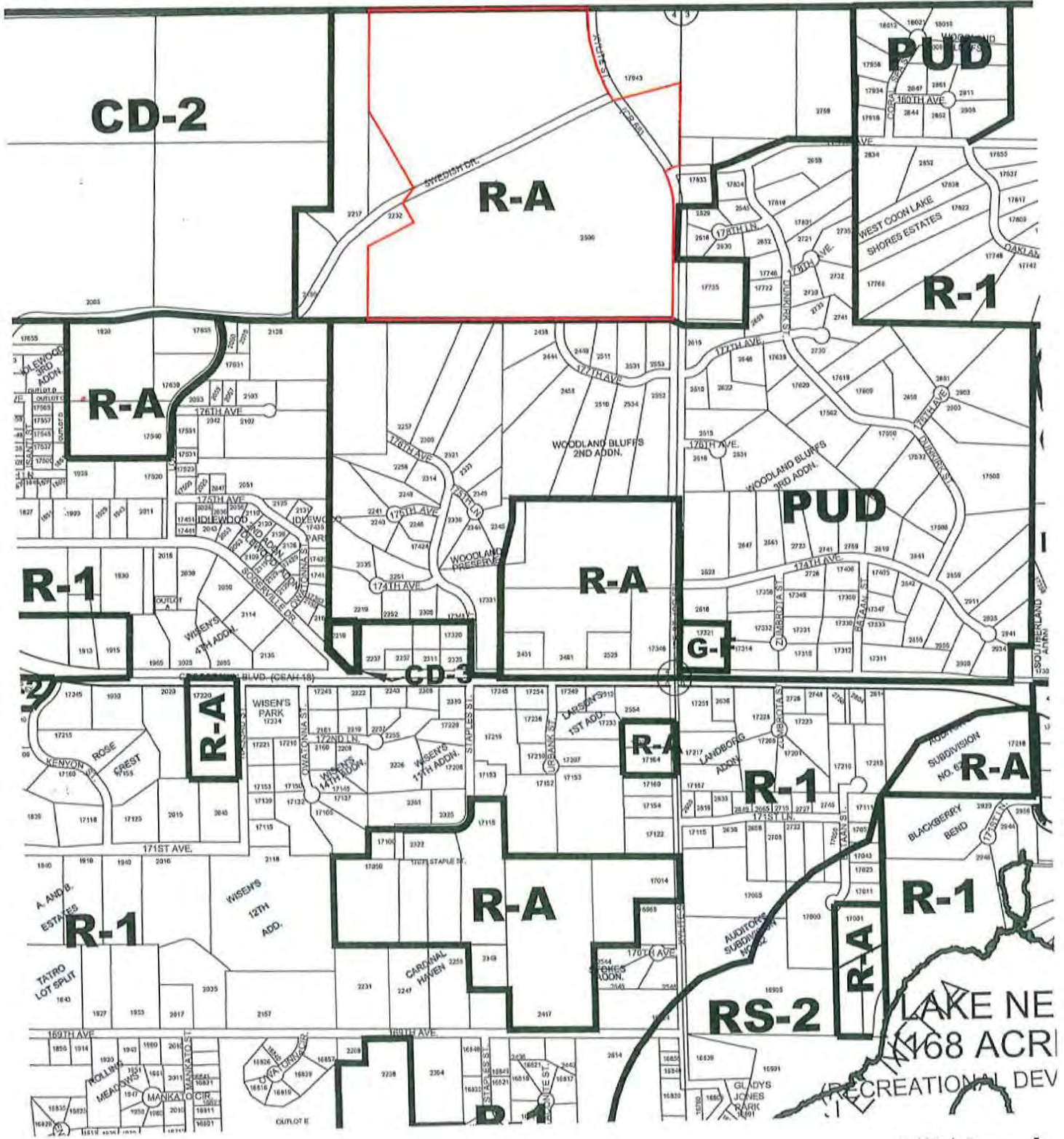
PROPERTY IDENTIFICATION NUMBER

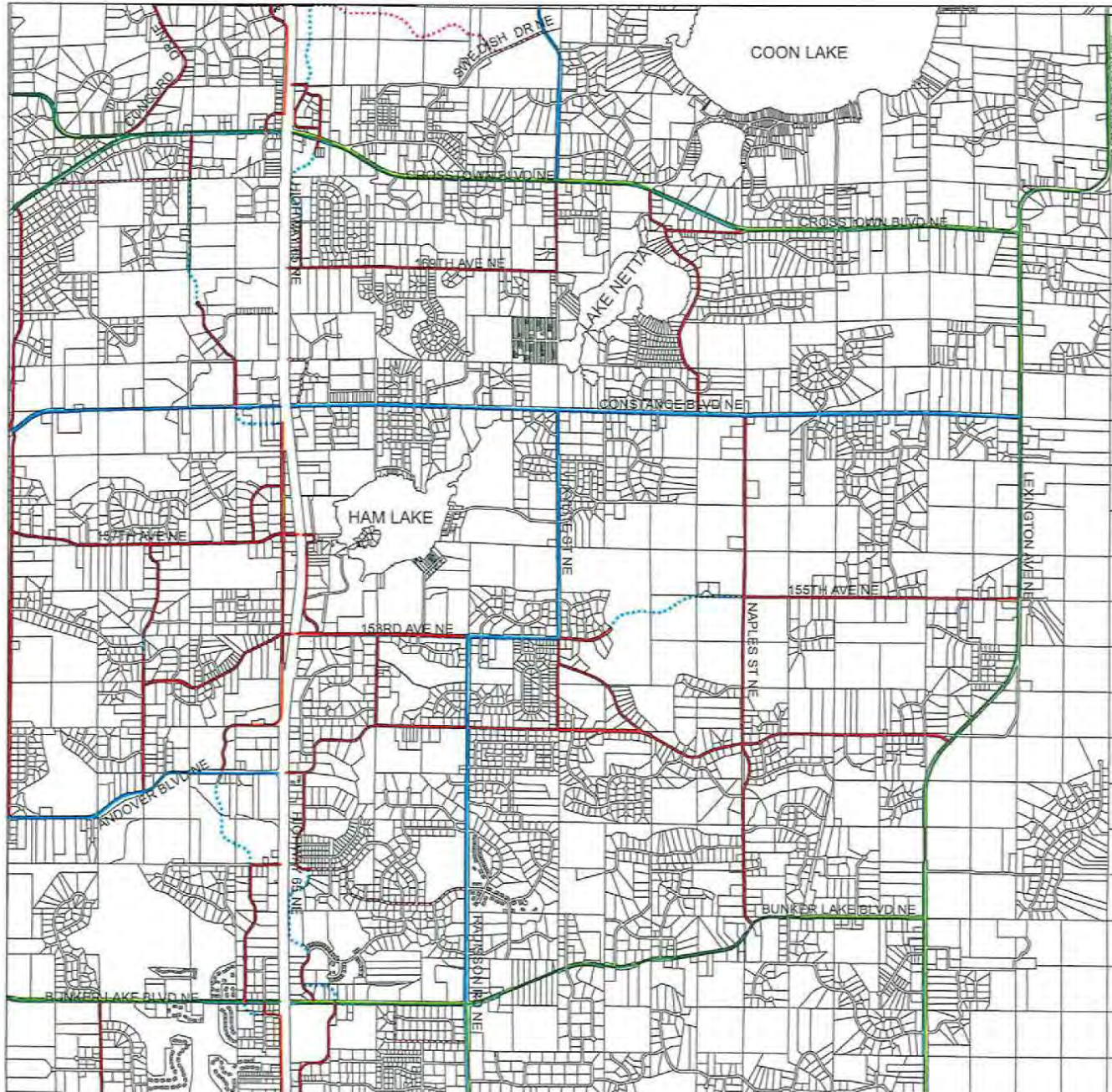

Section Number	Township Number	Range Number	Quarter Number	Specific Parcel
XX	XX	XX	XX	XXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: [1]
EXAMPLE OF PDN NUMBER: 04-31-23-13-0001

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.





**HAM LAKE,
MINNESOTA**



**MUNICIPAL STATE AID
STREET SYSTEM**

LEGEND

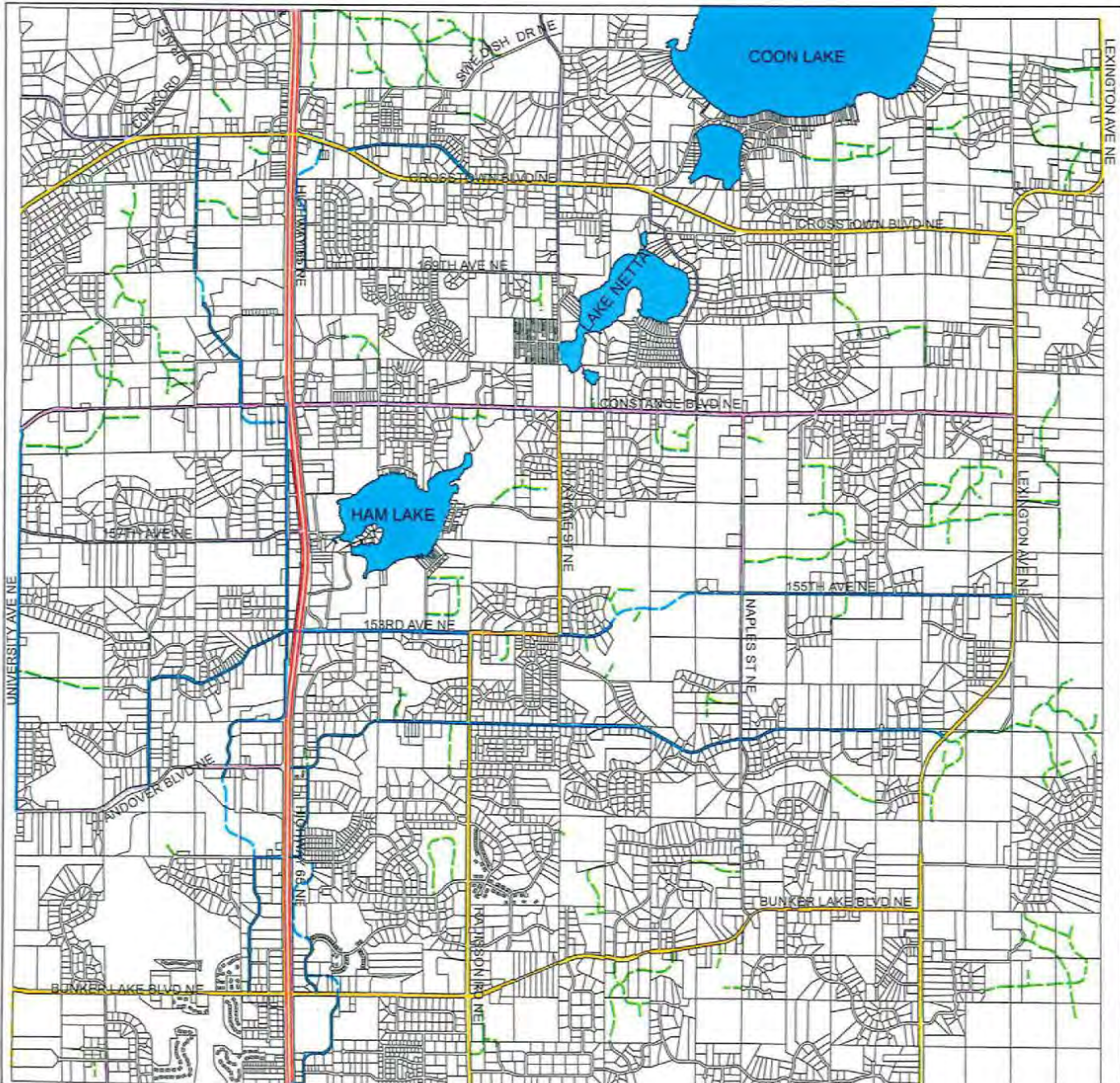
- County Road
- County State Aid Highway
- Municipal State Aid Street
- Non-Existing MSA Street
- Possible MSA Designation

0 2,000 4,000 8,000 Feet

MAP DATE: 7/27/2023

RFC
Engineering, Inc.
Consulting Engineers

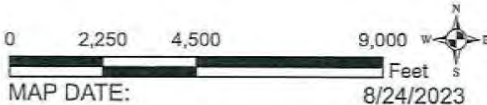


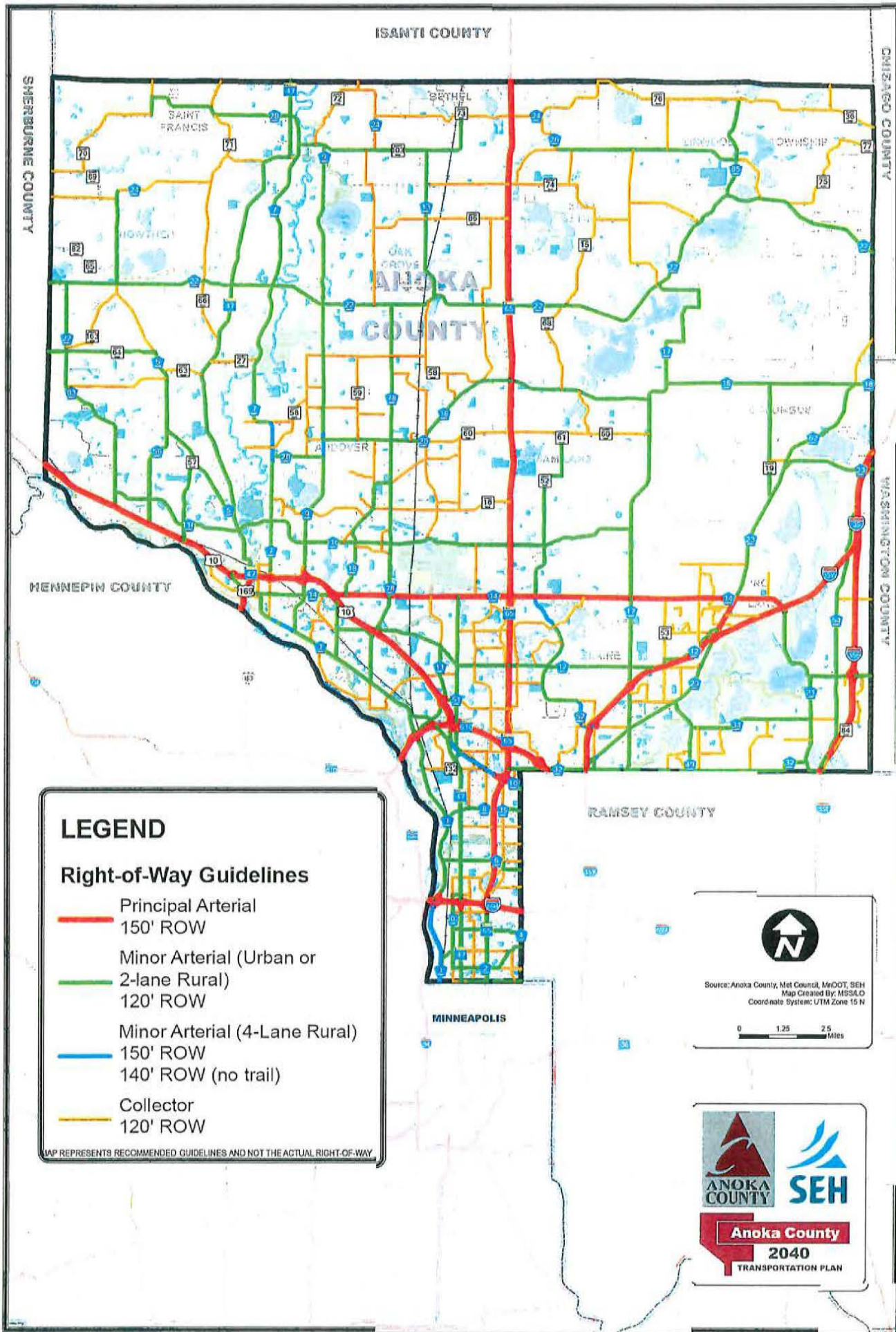
**HAM LAKE,
MINNESOTA**

**FUTURE ROADWAY
CLASSIFICATION**

LEGEND

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



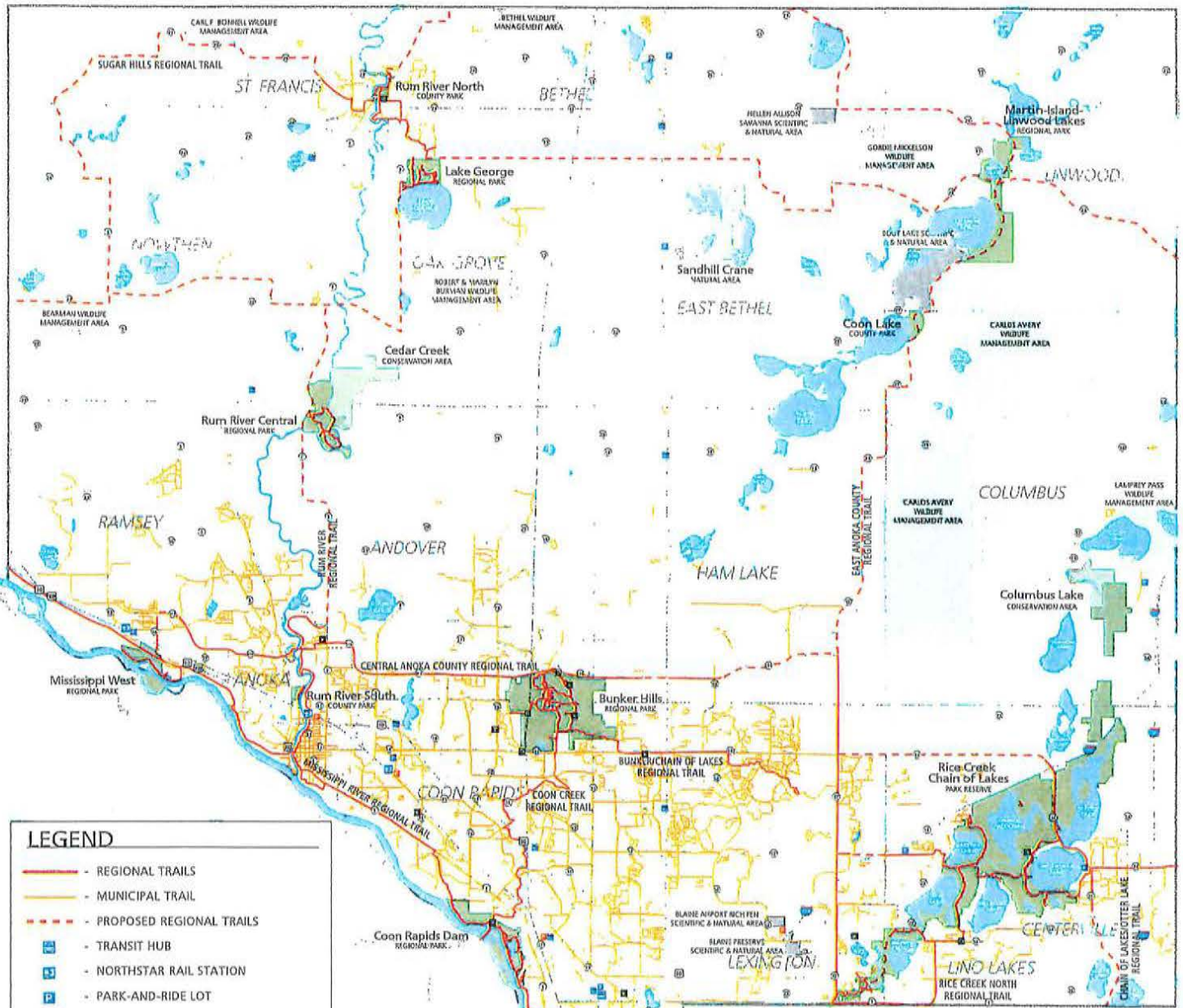


MINIMUM RIGHT-OF-WAY GUIDELINES

FIGURE 32



EXPLORE ANOKA COUNTY



LEGEND

- REGIONAL TRAILS
- MUNICIPAL TRAIL
- PROPOSED REGIONAL TRAILS
- TRANSIT HUB
- NORTHSTAR RAIL STATION
- PARK-AND-RIDE LOT
- PARK-AND-RIDE LOT (W/ BIKE LOCKERS)
- TUNNEL / UNDERPASS
- BIKE FIT IT STATIONS
- INTERSTATE HIGHWAY
- US HIGHWAY
- STATE HIGHWAY
- COUNTY STATE AID HIGHWAY
- COUNTY ROAD
- RAILROAD
- MUNICIPALITIES
- COUNTY AND REGIONAL PARKS
- CONSERVATION AREAS
- STATE SCIENTIFIC AND NATURAL AREAS
- STATE WILDLIFE MANAGEMENT AREAS
- LAKES AND RIVERS



SCAN TO VIEW REGIONAL TRAIL CONNECTIONS



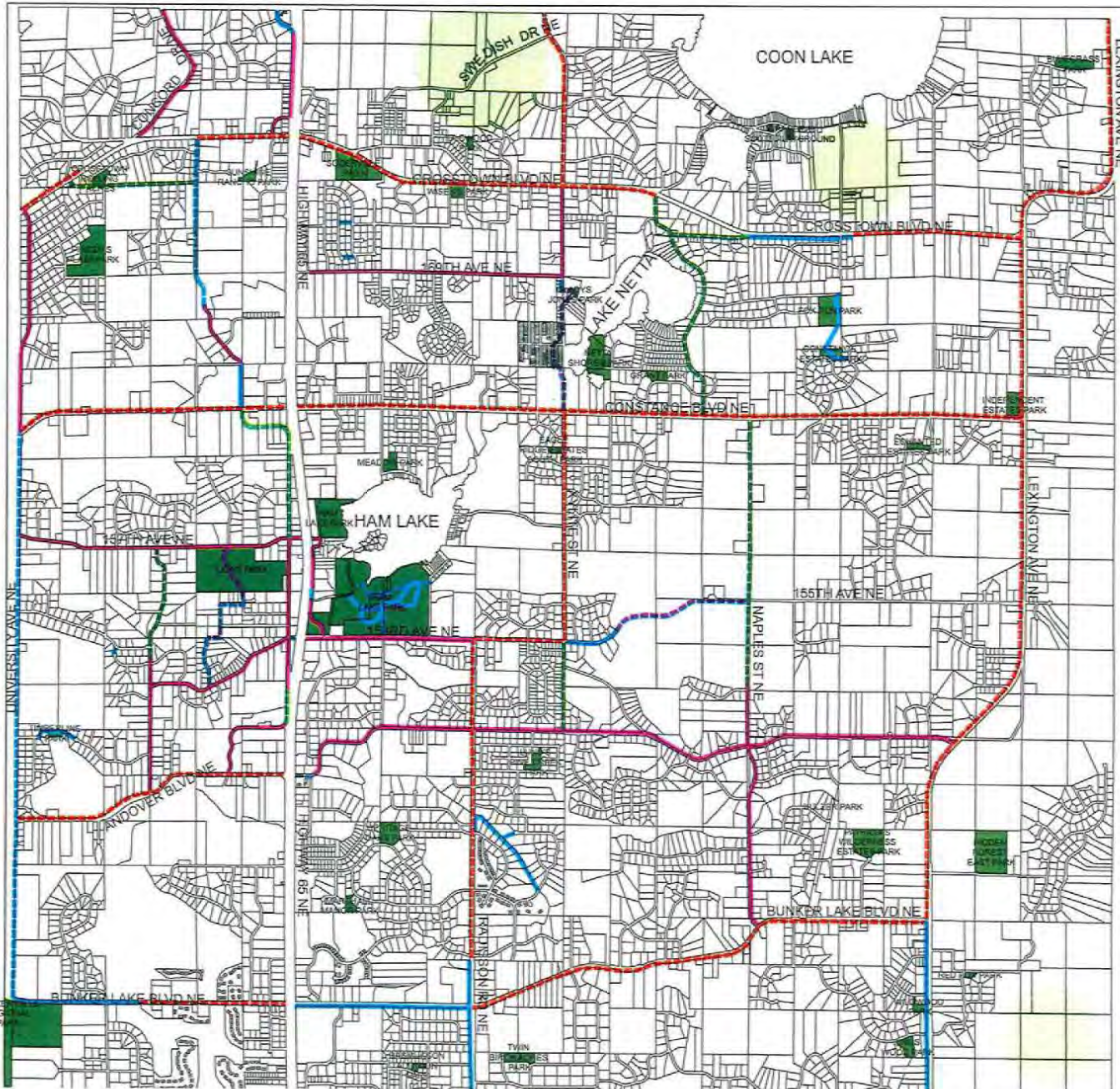
SCAN TO VIEW INTERACTIVE PARK MAPS

BROUGHT TO YOU BY: **ANOKA COUNTY PARKS** & **COMMUTE SOLUTIONS**



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



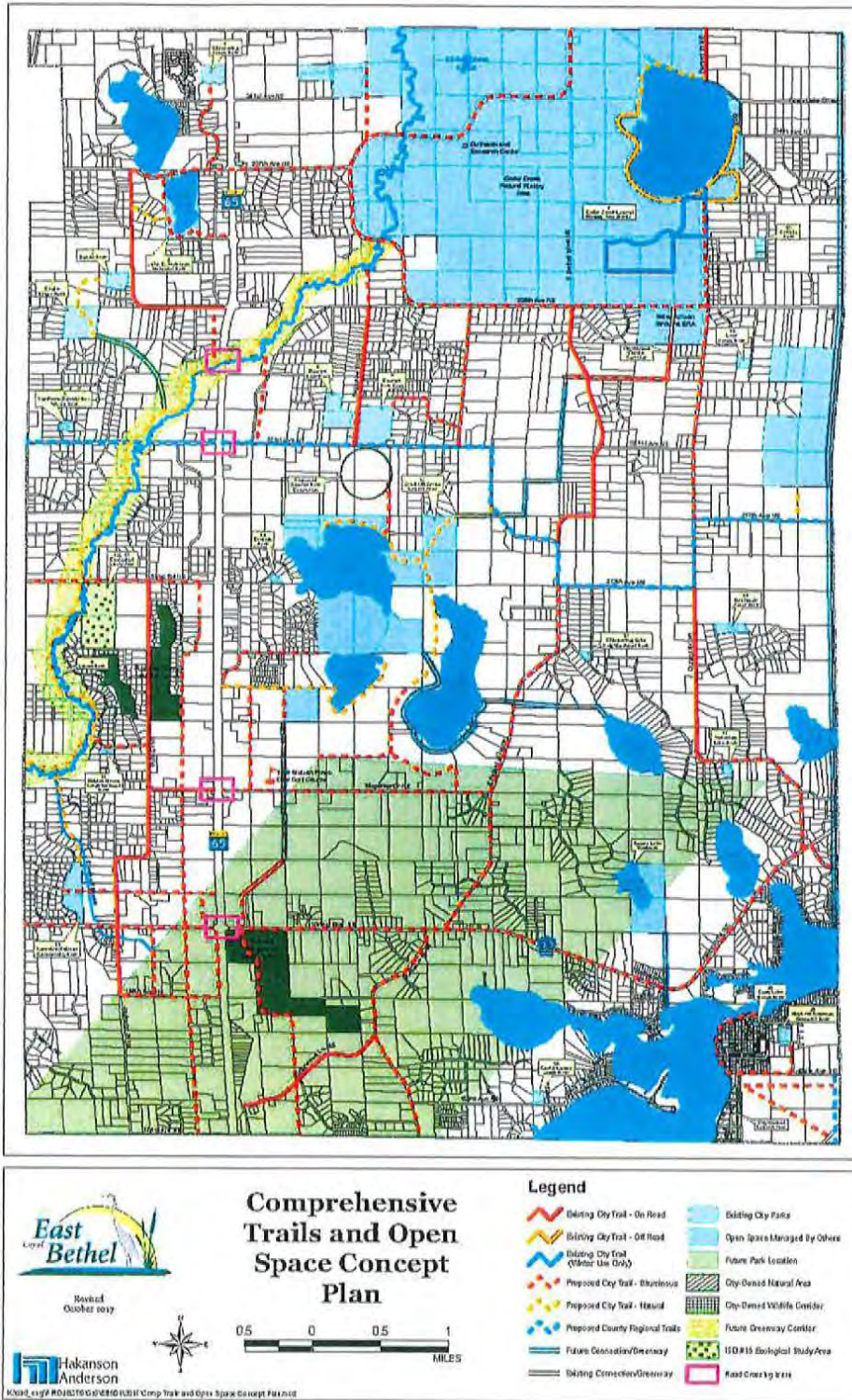
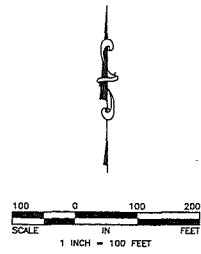
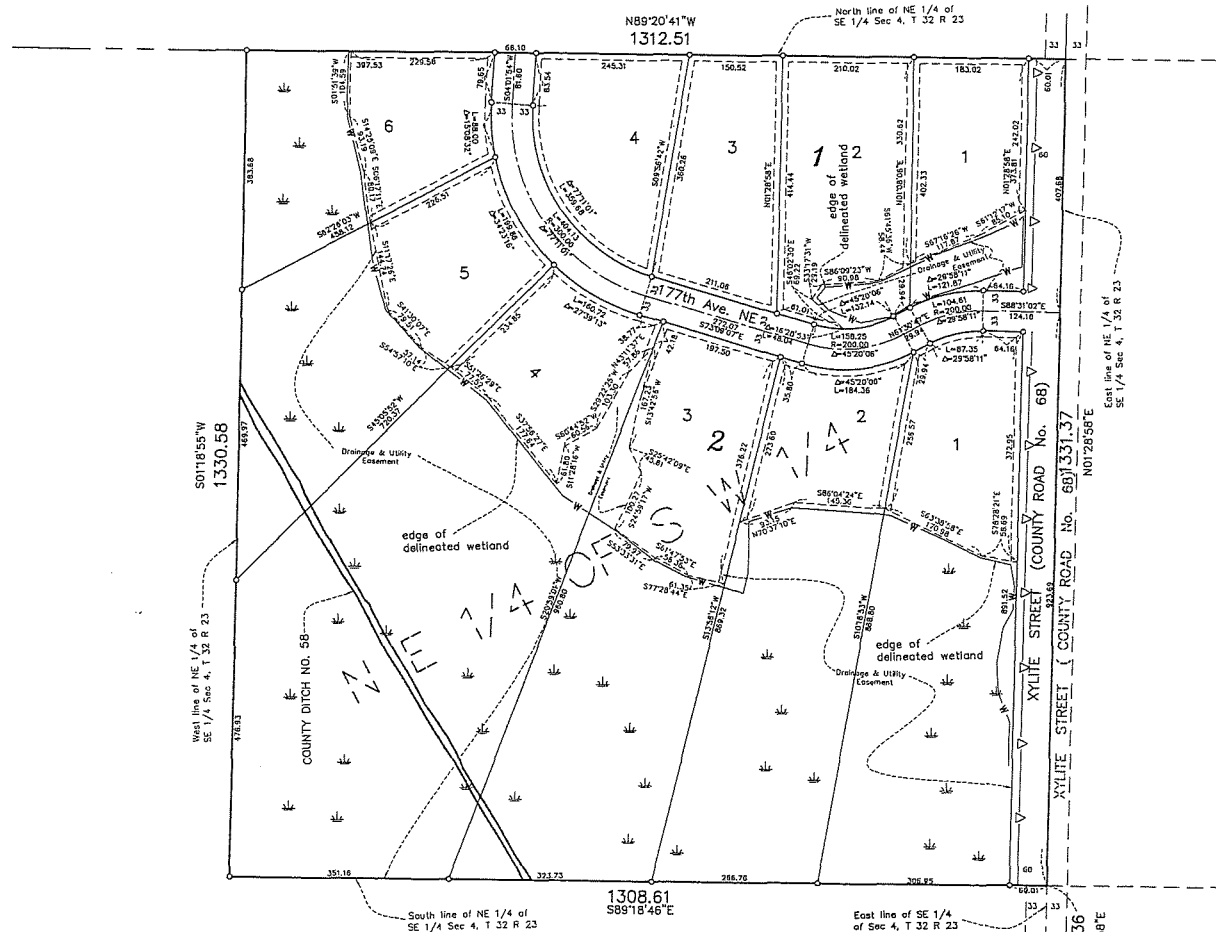


FIGURE 4-3: PROPOSED CITY TRAILS

OFFICIAL PLAT

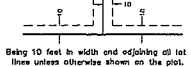
WOODLAND BLUFFS SECOND ADDITION

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 1 1/4 inch iron monument set and marked with Minnesota License No. 10420.
- Denotes Iron monument found
- △- Denotes Restricted Access dedicated to the County of Anoka

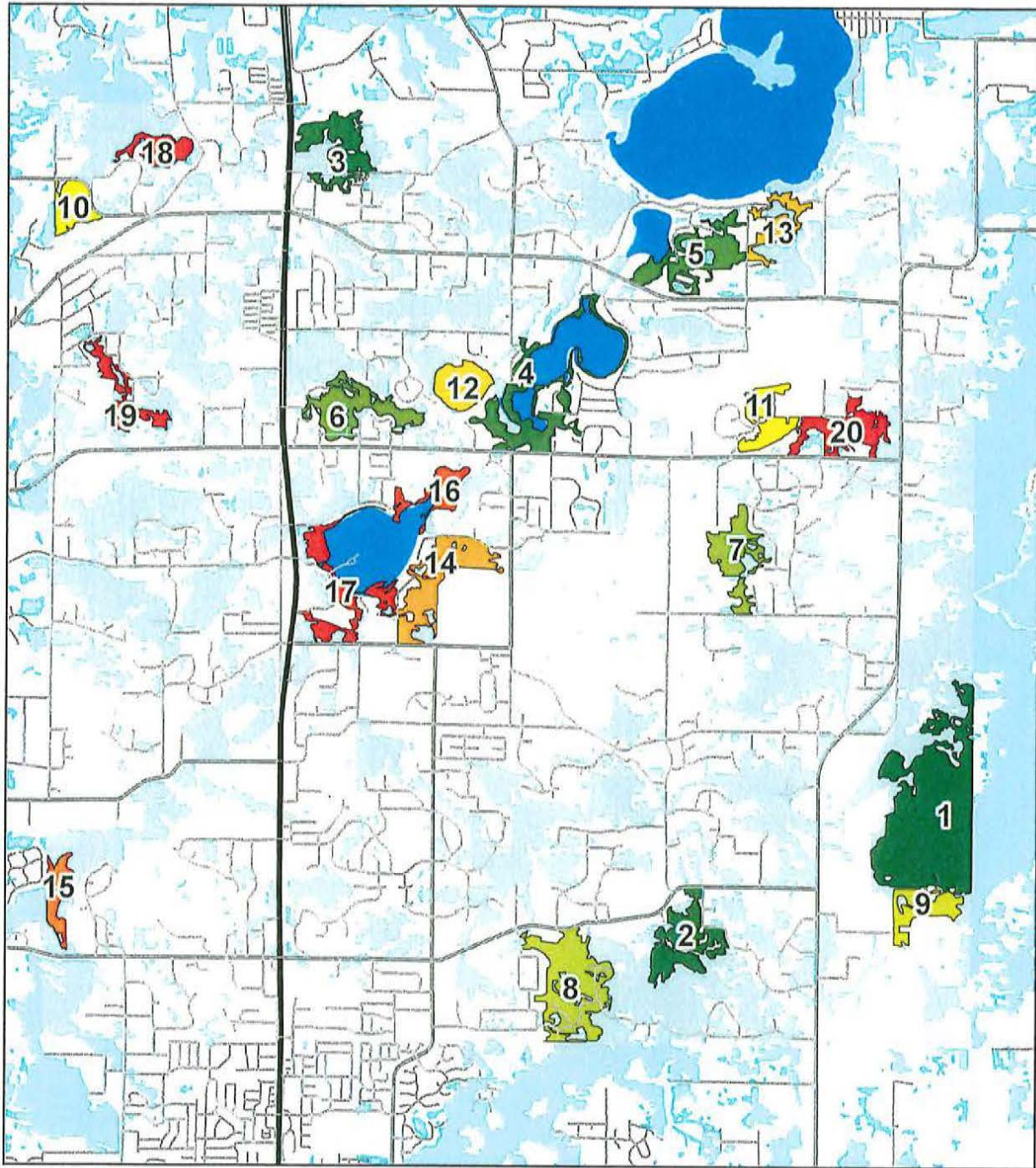
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



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" W








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