

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, JANUARY 4, 2021

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

OATH OF OFFICE – Councilmembers Gary Kirkeide and Jesse Wilken

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS – None

4.0 CONSENT AGENDA

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

4.1 Approval of minutes of December 21, 2020

4.2 Approval of claims

4.3 Approval of designation of appointment of representative and alternate to the Solid Waste Abatement Advisory Team (Jennifer Bohr and alternate Teri McMahon)

4.4 Approval of designation of official newspaper

4.5 Approval of an Ordinance disbanding the Park and Tree Commission

4.6 Approval of Extension of the Families First Coronavirus Response Act

4.7 Approval of Sheriff's Office Remodel using Building Capital Funds

4.8 Approval of designation of official depositories: 21st Century Bank, Falcon National Bank, RBC Capital Markets, PMA Financial Network/PMA Securities, Inc., Mortenson Capital Markets, LLC, and UBS Financial Services, Inc.

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None

7.0 ECONOMIC DEVELOPMENT AUTHORITY – None

8.0 APPEARANCES – None

9.0 CITY ATTORNEY

10.0 CITY ENGINEER

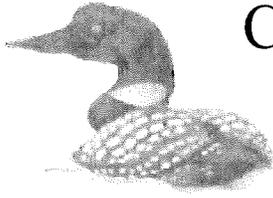
11.0 CITY ADMINISTRATOR

12.0 COUNCIL BUSINESS

12.1 Committee Reports

12.2 Consideration of appointment of Acting Mayor, Committee liaisons and liaisons with other organizations: Acting Mayor, Personnel (2), Economic Development, Met Council (2), Law Enforcement (2), Fire Department Liaisons (2), North Central Suburban Cable Communications Commission (and alternate), Ham Lake Chamber of Commerce (2), Road Committee (2), Ham Laker Task Force (2), Audit (2), Building/Energy Committee (2), Park and Tree Liaison (2), Fire Relief Association Board of Trustees (3), Code Review Committee (2) (and alternate), Metropolitan Council reform effort Committee, Building Department Committee (2)

12.3 Announcements and future agenda items



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, DECEMBER 21, 2020

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 21, 2020 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 Mike Van Kirk and Councilmembers Tom Johnson, Gary Kirkeide and Jim Doyle

MEMBERS ABSENT: Councilmember Brian Kirkham

OTHERS PRESENT: City Administrator, Denise Webster and Finance Director, Andrea Worcester

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

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

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

Lt. Schuldt gave a summary of the Sheriff's report for the month of November 2020.

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 December 7, 2020
- 4.2 Approval of claims in the amount of \$196,679.55
- 4.3 Approval of Ordinance No. 20-16 amending Article 9 of the Ham Lake City Code adding Concrete Masonry Businesses as a Conditional Use in CD-2 (Commercial Development Tier 2)
- 4.4 Approval of Ordinance No. 20-17 rezoning Catchers Creek of Ham Lake
- 4.5 Approval of the First Reading of an Ordinance disbanding the Park and Tree Commission
- 4.6 Approval of hiring part-time warming house attendants
- 4.7 Approval of hiring part-time snow plow drivers
- 4.8 Approval of appointing Kyle Bode as Fire Chief/Emergency Management Director and adopting Employment Agreement Resolution No. 20-49
- 4.9 Approval of purchasing a 2021 Dodge Durango for the Fire Department
- 4.10 Approval of purchasing 3 new 2021 Ford F-350's with the snow plow equipment for Public Works
- 4.11 Approval of purchasing 2 new 2021 Ford F-150's for the Building Department
- 4.12 Approval of accepting Rylie's Way project and commencing the one-year warranty period
- 4.13 Approval of a Septic System License Agreement for 3471 Interlachen Drive NE (Lot 11, Block 2, Hiawatha Beach)

Mayor Van Kirk requested that Item 4.8 be removed from Consent Agenda.

Motion by Van Kirk, seconded by Doyle, to approve the December 21, 2020 Consent Agenda, removing Item 4.8. All present in favor, motion carried.

Mayor Van Kirk stated that the new Fire Chief, Kyle Bode was present and introduced him to the City Council. Fire Chief Bode gave a brief summary of his background. The Council welcomed Fire Chief Bode. **Motion by Van Kirk, seconded by Doyle, to approve Item 4.8 of the Consent Agenda. All present in favor, motion carried.**

- 5.0 PLANNING COMMISSION RECOMMENDATIONS – None
- 6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None
- 7.0 ECONOMIC DEVELOPMENT AUTHORITY – None
- 8.0 APPEARANCES – None
- 9.0 CITY ATTORNEY – None
- 10.0 CITY ENGINEER – None
- 11.0 CITY ADMINISTRATOR – None

- 12.0 COUNCIL BUSINESS
- 12.1 Committee Reports – None

12.2 Announcements and future agenda items

Mayor Van Kirk and Councilmembers Doyle and Kirkeide thanked Councilmember Johnson for his 30 years of service to the City of Ham Lake by being on the Planning Commission and City Council. Councilmember Johnson stated that he appreciated the kinds words.

Motion by Kirkeide, seconded by Doyle, to adjourn the meeting at 6:22 p.m. All present in favor, motion carried.

Denise Webster, City Administrator

**CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
January 4, 2021**

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	12/15/2020		
BANK DRAFTS	DFT0002143	\$	94.34
EFTS, CHECKS, AND BANK DRAFTS	12/24/2020 - 1/6/2021		
EFT	# 1363 - 1371	\$	14,767.46
CHECKS	# 62534 - 62561	\$	37,366.44
BANK DRAFTS	DFT0002150 - DFT0002153	\$	20,617.01
VOID CHECKS	CK #		
	EFT		
PAYROLL CHECKS	DECEMBER	\$	102,050.39
PAYROLL LIABILITIES			
EFT	1346-1347 & 1356-1357	\$	358.34
BANK DRAFTS	DFT0002138-DFT0002141	\$	20,884.29
BANK DRAFTS	DFT0002145-DFT0002148	\$	22,567.42
VOID CHECKS	CK #		
	EFT		
TRUST CHECKS	CK#		
VOID TRUST CHECK	CK#		
TOTAL		<u>\$</u>	<u>218,705.69</u>

**APPROVED BY THE HAM LAKE CITY COUNCIL THIS
4TH DAY OF JANUARY 2021.**

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Bank Transaction Report

Transaction Detail

Date Range: 121520-121520

Date	Number	Vendor	Description	Module	Status	Type	Amount
Bank Account: 3000137 - GENERAL CHECKING							
12/15/2020	<u>DFI0002143</u>	MN Department of Revenue	NOV FUEL TAX	General Ledger	Outstanding	Bank Draft	-94.34
Bank Account 3000137 Total: (1)							-94.34
Report Total: (1)							-94.34



Payment Dates 12/24/2020 - 1/6/2021

Payment Number	Vendor Name	Description (Payable)	Account Name	Account Number	Amount
1363	ARAMARK UNIFORM & CAREE	PW UNIFORMS & FIRST AID C	Clothing & personal protectiv	100-43101-2210	77.19
1363	ARAMARK UNIFORM & CAREE	PW UNIFORMS & FIRST AID C	Safety supplies	100-43101-2240	12.00
1364	DELTA DENTAL PLAN OF MINN	JANUARY DENTAL	Flexible spending	100-21705	957.90
1365	GREEN LIGHTS RECYCLING IN	RECYCLING EVENT 12/5/20	Waste management & recycli	231-43601-3630	11,688.30
1366	LEADER PRINTING	JANUARY HAM LAKER	Prepaid expense	211-15501	620.00
1367	MATTHEW DOWNING	URRWMO & SRWMO MEETIN	Advisory/representative	100-43201-1610	60.00
1367	MATTHEW DOWNING	URRWMO & SRWMO MEETIN	Advisory/representative	100-43201-1610	180.00
1368	O'REILLY AUTOMOTIVE STORE	GASKET	Operating supplies	100-43101-2290	18.77
1368	O'REILLY AUTOMOTIVE STORE	VALVE CAPS	Vehicle parts & supplies	100-42201-2340	2.34
1368	O'REILLY AUTOMOTIVE STORE	GASKET	Operating supplies	100-43101-2290	-18.77
1368	O'REILLY AUTOMOTIVE STORE	#56 A/T FILTER, TRANS. FLUID	Vehicle parts & supplies	100-42401-2340	62.71
1368	O'REILLY AUTOMOTIVE STORE	#86 TRANS CABLE	Vehicle parts & supplies	100-43101-2340	78.21
1369	SHARON BRODIN	JANUARY HAM LAKER	Prepaid expense	211-15501	900.00
1370	SUSAN KNOUSE	SEPT - DEC 21ST CENTURY BA	Mileage	100-41401-3960	9.20
1371	TERI MCMAHON	NOTARY RENEWAL - TM	Dues & subscriptions	100-42201-3920	119.61
62534	ANOKA COUNTY PROPERTY	PROPERTY TAX	Refunds & reimbursements	100-48101-4145	104.56
62535	ALERT-ALL CORPORATION	STICKERS	Fire prevention-supplies	100-42201-2810	225.00
62536	ASPEN MILLS INC	UNIFORM - KB	Clothing & personal protectiv	100-42201-2210	799.29
62536	ASPEN MILLS INC	UNIFORM - KB	Clothing & personal protectiv	100-42201-2210	604.85
62537	BAKER TILLY MUNICIPAL ADVI	ARBITRAGE COMPLIANCE REP	Agent fees	370-47101-6130	3,100.00
62538	BLAINE LOCK & SAFE, INC.	KEYS	Operating supplies	100-43101-2290	7.50
62539	CITY OF COLUMBUS	OCT/NOV SIGNAL LEXINGTON	Electricity	100-43401-3610	22.19
62540	CITY OF COON RAPIDS	2020 SEAL COATING	Blacktop maintenance	100-43101-3410	1,993.12
62541	DEHN OIL CO	102.6 GAL. GASOLINE	Fuel	100-43101-2230	193.40
62541	DEHN OIL CO	125.3 GAL DIESEL & 125 GAL	Fuel	100-43101-2230	280.00
62541	DEHN OIL CO	125.3 GAL DIESEL & 125 GAL	Fuel	100-43101-2230	280.67
62542	DO ALL PRINTING	JANUARY HAM LAKER DELIVE	Prepaid expense	211-15501	130.00
62543	EMBEDDED SYSTEMS INC	JAN - JUNE SIREN MAINT.	Prepaid expense	100-15501	3,597.75
62544	FIRE EQUIPMENT SPECIALTIES	4 SETS COAT, PANT, SUSPENDE	Clothing & personal protectiv	100-42201-2210	10,619.95
62545	FIRE SAFETY USA INC	50 PARTICULATE HOODS	Clothing & personal protectiv	100-42201-2210	4,900.00
62546	HAM LAKE HARDWARE INC	CHAINSAW OIL	Operating supplies	100-44101-2290	33.98
62547	HIGH QUALITY CLEANING	CARPET CLEANING	Building repair & maintenanc	100-42202-3420	482.06
62548	JARED A. NORDLUND	2020 WEBSITE MAINT.	Internet & website	100-41301-3220	1,200.00
62549	MENARDS-BLAINE	SNOW FENCE	Operating supplies	100-44101-2290	89.85
62550	MINNESOTA EQUIPMENT	#88 NONCASTER BOLTS	Equipment parts & supplies	100-44101-2320	-148.94
62550	MINNESOTA EQUIPMENT	#88 NONCASTER BOLTS	Equipment parts & supplies	100-44101-2320	141.52
62550	MINNESOTA EQUIPMENT	CHAINSAW BLADE	Equipment parts & supplies	100-44101-2320	31.95
62550	MINNESOTA EQUIPMENT	2 BLOWERS	Controllable assets	100-42201-5120	703.91
62551	MN STATE FIRE CHIEFS ASSN	2021 MEMBERSHIP DUES - DK	Prepaid expense	100-15501	280.00
62552	SIGNS PLUS BANNERS	VINYL & TAPE	Street signs	100-43401-2250	166.60
62552	SIGNS PLUS BANNERS	VINYL	Street signs	100-43401-2250	1,229.50
62553	SUMMIT COMPANIES	SR CTR KITCHEN SERVICE	Building repair & maintenanc	100-44202-3420	216.00
62554	SUNRISE RIVER WMO	2021 SUNRISE RIVER WMO	Prepaid expense	100-15501	3,943.37
62555	UNLIMITED SUPPLIES INC	NUTS, BOLTS, WASHERS	Operating supplies	100-43101-2290	106.32
62556	US POSTMASTER	POSTAGE 6184 x .164	Prepaid expense	211-15501	1,014.18
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-42201-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-42401-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-42401-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-42401-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-42401-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-42401-3210	40.01
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-42401-3210	40.01
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-43101-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-43101-3210	40.01
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-43101-3210	40.01

Expense Approval Report

Payment Dates: 12/24/2020 - 1/6/2021

Payment Number	Vendor Name	Description (Payable)	Account Name	Account Number	Amount
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-43101-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-43101-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-43101-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-43101-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-44101-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-44101-3210	41.45
62557	VERIZON WIRELESS	MOBILE PHONES	Phones/radios/pagers	100-44101-3210	41.45
62559	ZIEGLER, INC	#57 HOSE BUILD	Equipment repair & maintena	100-43101-3440	64.62
62560	DEARBORN LIFE INS CO	JANUARY LIFE	Other payroll deductions	100-21706	199.80
62561	NCPERS GROUP LIFE INSURAN	JANUARY LIFE	Other payroll deductions	100-21706	96.00
DFT0002150	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,059.00
DFT0002150	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002151	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,632.58
DFT0002151	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,319.36
DFT0002151	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	5,641.58
DFT0002152	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,068.33
DFT0002153	PERA	Retirement-Coordinated	PERA	100-21703	5,846.16
Grand Total:					72,750.91



City of Ham Lake, MN

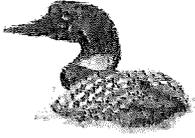
EFT Payroll Check Register Report Summary

Pay Period: 11/15/2020-11/28/2020

Packet: PYPKT01072 - PPE 11/28/20 PAID 12/4/20

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	30,972.43
Total	31	30,972.43



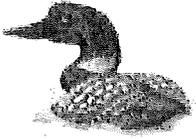
City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 11/29/2020-12/12/2020

Packet: PYPKT01075 - PPE 12/12/20 PAID 12/18/20
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	61	39,586.16
Total	61	39,586.16



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 12/13/2020-12/26/2020

Packet: PYPKT01081 - PPE 12/26/20 PAID 12/30/20
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	28	31,491.80
Total	28	31,491.80



City of Ham Lake, MN

Expense Approval Report

By (None)

Payment Dates 12/1/2020 - 12/18/2020

Payment Number	Vendor Name	Description (Payable)	Account Name	Account Number	Amount
1346	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1347	WELLS FARGO - 6003	Health Savings Account-6003	Flexible spending	100-21705	125.00
1356	OPTUM BANK - 6011	Health Savings Account-6011	Flexible spending	100-21705	54.17
1357	WELLS FARGO - 6003	Health Savings Account-6003	Flexible spending	100-21705	125.00
DFT0002138	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,059.00
DFT0002138	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002139	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,732.14
DFT0002139	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,326.84
DFT0002139	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	5,673.20
DFT0002140	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,098.31
DFT0002141	PERA	Retirement-Coordinated	PERA	100-21703	5,944.80
DFT0002145	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	1,059.00
DFT0002145	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002146	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	4,954.90
DFT0002146	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,606.68
DFT0002146	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,768.64
DFT0002147	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,181.05
DFT0002148	PERA	Retirement-Coordinated	PERA	100-21703	5,865.47
DFT0002148	PERA	Retirement-Elected Officials	PERA	100-21703	81.68
Grand Total:					43,810.05

Meeting Date: January 4, 2021

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Solid Waste Abatement Advisory Team (previously called the Anoka County Solid Waste Task Force)

Introduction/Discussion:

Every year the City Council approves the designation of appointment of a representative and alternate to the Solid Waste Abatement Advisory Team.

Recommendation:

I recommend approval of Jennifer Bohr as the representative and Teri McMahan as the alternate to the Solid Waste Abatement Advisory Team.

Meeting Date: January 4, 2021

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

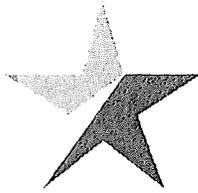
Subject: Official Newspaper

Introduction/Discussion:

Two quotes have been submitted for legal advertising requirements for the City of Ham Lake. The quotes received from the Star Tribune and the Anoka County UnionHerald has not changed from 2020. Staff has found that working with the Star Tribune has been a benefit regarding publications. The Star Tribune publishes notices 7 days a week and the Anoka County UnionHerald published once a week. Because the Star Tribune publishes 7 days a week, it makes meeting the notification requirements per State Statute easier.

Recommendation:

I recommend continuing with the Star Tribune as the designated legal newspaper for the City of Ham Lake publications for 2021.



StarTribune

2021 Designated Legal Newspaper Rates

- \$1.31 per line per day
 - Legal notices will also run on startribune.com at no extra charge.
- Approximately \$14.85 per column inch
 - Notices are charged per line not per column inch so you are not paying for space you are not using.

Deadlines (applies to placement, changes & cancellations):

- Two days prior to first publication date at 4pm CST
- | Publication Date | Deadline |
|-------------------------|-----------------|
| Monday | Friday 4pm |
| Tuesday | Friday 4pm |
| Wednesday | Monday 4pm |
| Thursday | Tuesday 4pm |
| Friday | Wednesday 4pm |
| Saturday | Thursday 4pm |
| Sunday | Friday 4pm |
- Deadlines will be advanced for holidays.

Affidavits:

- Emailed 24-48 business hours after last publication date

Circulation

- Sunday ~280,000
- Monday ~134,000
- Tuesday ~134,000
- Wednesday ~134,000
- Thursday ~134,000
- Friday ~134,000
- Saturday ~134,000

Contact

- Email: placeads@startribune.com
- Call: 612-673-7000



November 18, 2020

Denise Webster
City Clerk
City of Ham Lake
15544 Central Avenue NE
Ham Lake, MN 55304

Dear Denise,

It is with great pleasure that we ask to serve as the official newspaper for the City of Ham Lake in 2021. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County UnionHerald. The legal publication rate for the Anoka County UnionHerald as of January 1, 2021, will remain unchanged from the 2020 rate of 10.75 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper. *The deadline will be 10:00 a.m. Wednesday for Friday's publication.*

All public notices published in the Anoka County UnionHerald will be posted to abcnewspapers.com – which averages over 54,000 unique visitors per month in search of local news and information.

We have appreciated your business over the past years and hope that we can be of service to you in 2021 as a credible, locally-owned, weekly community news source. If you have any questions, please feel free to call me at 763-691-6001 or email me at publicnotice@ecm-inc.com. Thank you for your consideration.

Sincerely,

Tonya Orbeck
Legal Notice Department Manager

ORDINANCE NO. 21-XX

An Ordinance dissolving the Park and Tree Commission and deleting references to the commission in the Ham Lake City Code.

WHEREAS, Section 2.02 of the Ham Lake City Charter provides that the Ham Lake City Council may establish boards or commission to advise the Council with respect to any municipal function; and

WHEREAS, the Ham Lake City Council established a Park Commission that was later renamed the Park and Tree Commission, for the purpose of advising the Council on matters relating to parkland dedication, park development, tree damage, and other topics; and

WHEREAS, the Ham Lake City Council has determined that it would be more effective and efficient to have those topics discussed, reviewed, and investigated by either the Planning Commission or by a Committee of the Council.

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

The Ham Lake City Council hereby dissolves and disbands the Park and Tree Commission and relieves any person of any duties related to the operation of the commission.

ARTICLE 2, GOVERNMENT ORGANIZATION AND ADMINISTRATION of Ham Lake City Code is hereby amended as indicated in the following section:

2-700 Worker's Compensation Coverage for Elected and Appointed Officials

Pursuant to Minnesota Statutes 176.011, subd.9, clause 6, elected officials and members of the following boards, commissions, and committees are included in the coverage of the workers compensation act: ~~Park and Tree Commission and Planning Commission.~~

ARTICLE 5, ANIMAL CONTROL of Ham Lake City Code is hereby amended as indicated in the following section:

5-232 Parks and Beaches

The City ~~Park and Beach Commission~~ shall designate and properly post those areas in public lands, parks and beaches where horses may be ridden.

ARTICLE 6, PARKING AND TRAFFIC of Ham Lake City Code is hereby amended as indicated in the following section:

6-710 System Established

There is hereby established in the City of Ham Lake a Trail System to be used for the recreational purposes hereafter described. The Trail System shall consist of interconnected pathways and “user-friendly” public streets, as designated from time to time by the City Council, ~~upon recommendation of the Park Commission.~~ The regulations established herein pertaining to usage, hours of operation, and the like shall not pertain to those portions of the Trail System which exist within the traveled portion of dedicated public roads and streets.

ARTICLE 10, SUBDIVISION REGULATIONS of Ham Lake City Code is hereby amended as indicated in the following sections:

10-204 Preliminary Plat

...

After submission of the Tree Preservation Plan, the City may require modification thereof if the City’s engineer ~~and/or Park and Tree Commission identify~~ identifies individual trees having the following characteristics:

...

10-410 General Conditions

...

At the time that any building permit is requested on any lot for which a Tree Preservation Plan is in effect, or on any lot for which such a plan is required, the Building Official shall provide the applicant with a copy of the Tree Preservation Plan and with educational materials concerning tree preservation as may be recommended from time to time by the City Council, ~~upon recommendation from its Park and Tree Commission.~~

...

10-420 General Plat Standards

...

The determination of how the parkland dedication requirement will be met will be made by motion of the City Council, after recommendation from the ~~Park and Tree~~ Planning Commission, as early in the platting procedure as is practical.

...

10-430 Physical Standards The following general physical standards shall be observed in each plat; however, each plat shall be evaluated on a case-by-case basis, and upon recommendation of its Engineer, Attorney, ~~Park Commission,~~ city staff, consultant, or other appropriate source, the

City Council may establish differing degrees of standards for each individual plat.

ARTICLE 11, GENERAL ACTIVITY REGULATIONS of the Ham Lake City Code is hereby amended as indicated in the following section:

11-1400.6 Tree Commission

~~The City Council hereby establishes a Tree Commission. The composition and duties of the Tree Commission may be established and changed from time to time by resolution of the City Council. Until and unless such a resolution is adopted, the Tree Commission shall consist of the members of the City's Park Commission, and may operate under the name "Park and Tree Commission". The Tree Commission shall advise the City Council from time to time on matters affecting Target Trees, in addition to such other duties as may be established by resolution.~~

This ordinance becomes effective from and after its passage and publication.

Presented to the Ham Lake City Council on December 21, 2020 and adopted by a unanimous vote this 4th day of January, 2021.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

Meeting Date: January 4, 2021



CITY OF HAM LAKE
MEMO

To: Mayor and Councilmembers
From: Andrea Worcester, Finance/Human Resource Director
Subject: Extension of the Families First Coronavirus Response Act

Introduction/Discussion:

In March 2020, the Federal Government passed the Families First Coronavirus Response Act (FFCRA) requiring the City to provide employees with 80 hours of paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. Attached is a summary of what is covered by the act outlining the paid leave entitlement, employee eligibility and qualifying reasons to use the leave. The FFCRA expired on December 31st, 2020 and has not yet been extended; however, there is speculation the act will be extended and retro back to January 1st, 2021 by the Federal Government due to the outstanding need.

The City should extend the FFCRA requirements for City Employees through June 30th, 2021 or until a law is passed by the Federal or State branches of government, whichever comes first. Employees that have exhausted their 80 hours emergency paid leave during the period of April 1st, 2020 through December 31st, 2020 would not be eligible for the emergency paid leave and would need to use their earned paid time off (PTO) or go without pay if they needed to use the expanded family and medical leave part of the act.

Recommendation:

I recommend that the City Council Approve the Extension of the Family First Coronavirus Response Act to June 30th, 2021 or until there is a new law passed by the Federal or State branches of government.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH1422 REV 03/20

Meeting Date: January 4, 2021



CITY OF HAM LAKE
MEMO

To: Mayor and Councilmembers
From: Andrea Worcester, Finance/Human Resource Director
Subject: Sheriff's Office Remodel Using Building Capital Funds

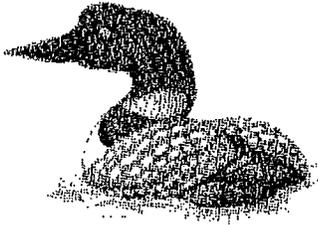
Introduction/Discussion:

The Sheriff's Sub Station located on the lower level of City Hall is in the process of a major remodel. The project consists of a complete demolition and reconfiguration and finishing of the space along with updating the plumbing, heating/cooling, some electrical work. The estimated cost of the project will be \$30,000.00 and should be paid using Building Capital Funds since it is an improvement to City Hall.

Recommendation:

I recommend approval of the Sheriff's Office Remodel expenditures using the Building Capital Funds.

Meeting Date: January 4, 2021



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers

From: Andrea Worcester, Finance Director

Subject: Official Depositories for 2021

Introduction/Discussion:

The City is required by State Statutes to designate official depositories for investments at the first meeting of the year.

There will be an addition of two investment firms, Mortenson Capital Markets and UBS Financial Services. These two firms specialize in long-term investments and will offer us some additional options to help better diversify City Investments.

Recommendations:

I recommend that 21st Century Bank, Falcon National Bank, RBC Capital Markets, PMA Financial Network/PMA Securities, Inc., Mortenson Capital Markets, LLC, and UBS Financial Services, INC., be named the official depositories for the City's funds for 2021.

- EDA President (1).....Mayor Van Kirk
- EDA Vice President (1).....**Councilmember Johnson**
- Acting Mayor (1).....**Councilmember Johnson**
- Personnel (2).....Mayor Van Kirk & Councilmember Doyle
- Economic Development (2).....Mayor Van Kirk & Councilmember Kirkham
- Met Council & Metropolitan Council reform effort Committee (2).....Councilmembers Kirkeide and **Johnson**
- Law Enforcement (2).....Mayor Van Kirk and **Councilmember Johnson**
- Fire Department Liaisons (2).....Mayor Van Kirk & Councilmember Kirkham
- North Metro Telecommunications Commission (1).....Councilmember Kirkham (alternate: Mayor Van Kirk)
- Chamber of Commerce (2).....Councilmember Kirkham & City Administrator Webster
- Road Committee (2).....Councilmembers Kirkeide & Doyle
- Ham Laker Task Force (2).....Mayor Van Kirk & **Councilmember Johnson**
- Audit (2).....**Councilmembers Johnson** & Doyle
- Building/Energy Committee (2).....Councilmembers Kirkeide & **Johnson**
- Park and Tree Liaison (2).....Councilmembers Kirkham & Doyle
- Road Committee (2).....Councilmembers Kirkeide and Doyle
- Fire Relief Association Board of Trustees (3).....Mayor Van Kirk, **Fire Chief Krueger** & City Administrator Webster
- Code Review Committee (2).....Mayor Van Kirk and Councilmember Kirkeide (alternate: Councilmember Kirkham)
- Building Department Committee (2).....Mayor Van Kirk and Councilmember Kirkeide