

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
info@ci.ham-lake.mn.us

CITY OF HAM LAKE

CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA

TUESDAY, JANUARY 20, 2026

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 January 5, 2026

4.2 Approval of claims

4.3 Approval of the Pay Equity Report

4.4 Approval of Ham Lake Haulers Agreement

4.5 Approval of the Inspection Requirements, Application, and First Reading of an Ordinance for Mobile Food Trucks and Trailer Vending

4.6 Approval of scheduling the Recycling Days for Saturday, May 2nd and Saturday, September 5, 2026

4.7 Approval of the Outdoor Lighting Energy and Maintenance Agreement for Streetlights in Kohler Farms

4.8 Approval of a First Reading of an Ordinance for Establishment of Permit Fees and Service Charges

4.9 Approval of a Resolution to grant a Building Permit to Kwik Trip, Inc., located in the Elwell Commercial Park

4.10 Approval of a Resolution accepting the low bid for the 2026 Overlay Project

4.11 Approval of hiring a part-time Warming House Attendant

4.12 Approval of a Resolution of Support for the upcoming 2026 Build Grant Funding Application for the Trunk Highway 65 and CSAH 116 (Bunker Lake Boulevard) Improvement Project

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Christopher Windschill of CJ's Garage, requesting a Conditional Use Permit to operate a motorsports and small engine repair shop at 1333 154th Avenue NE, Suite 250 and adoption of a Resolution

5.2 Theresa and Christa Hentges, requesting a Multiple Dog License at 16011 Pierce Street NE

6.0 ECONOMIC DEVELOPMENT AUTHORITY

6.1 Approval of the sale of City Owned property PIN #29-32-23-42-0017

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

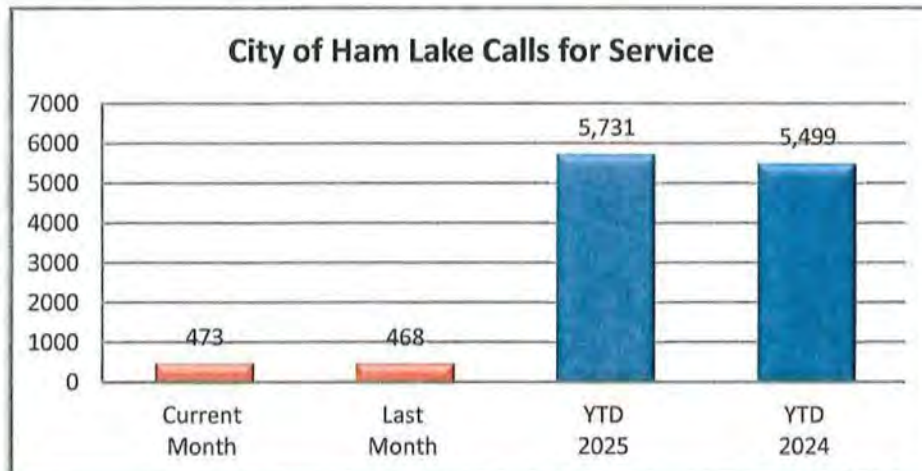
11.1 Committee Reports

11.2 Announcements and future agenda items

PATROL DIVISION

CITY OF HAM LAKE - DECEMBER 2025

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2025	YTD 2024
Call for Service	433	411	434	429	507	517	598	496	486	479	468	473	5,731	5,972
Burglaries	1	1	0	2	6	0	0	1	2	0	1	1	15	13
Thefts	8	4	3	8	10	7	7	13	6	9	6	8	89	108
Crim Sex Conduct	0	0	2	1	1	0	0	0	2	1	0	0	7	1
Assault	3	1	1	1	4	1	3	1	1	3	3	0	22	19
Dam to Property	0	1	3	2	0	4	2	2	1	7	7	3	32	51
Harass Comm	0	0	0	0	0	1	0	0	0	0	0	0	1	1
PI Accidents	3	4	7	2	12	9	8	8	10	6	6	5	80	95
PD Accidents	26	20	16	32	29	21	19	23	28	41	38	30	323	357
Medical	67	71	70	49	70	72	60	60	59	55	57	71	761	765
Animal Complaint	24	21	20	26	23	37	23	20	38	29	32	24	317	355
Alarms	30	39	34	30	31	35	24	22	19	35	35	34	368	323
Felony Arrests	3	1	8	1	3	1	0	1	4	1	7	3	33	33
GM Arrests	5	2	6	5	3	5	7	2	2	3	4	3	47	49
Misd Arrests	7	10	5	5	3	9	2	5	3	6	4	10	69	62
DUI Arrests	5	3	4	3	1	2	4	2	1	4	4	2	35	32
Drug Arrests	0	1	4	0	0	1	0	0	1	0	2	4	13	14
Domestic Arrests	3	1	1	0	4	1	1	1	0	2	1	0	15	12
Warrant Arrests	4	0	2	3	2	1	5	4	3	3	3	2	32	54
Traffic Stops	134	103	197	167	127	112	133	120	134	109	139	65	1,540	2796
Traffic Arrests	27	38	74	60	41	28	36	35	38	18	32	17	444	872



CITY OF HAM LAKE

YEAR TO DATE - DECEMBER 2020-2025

BURGLARIES



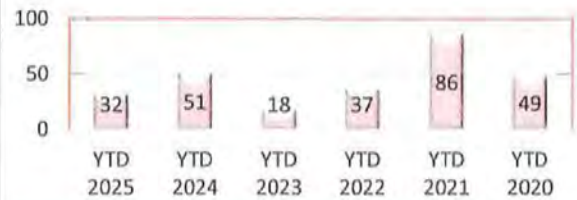
THEFTS



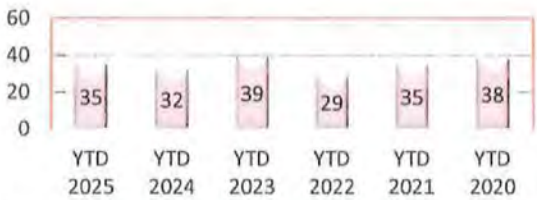
ASSAULTS



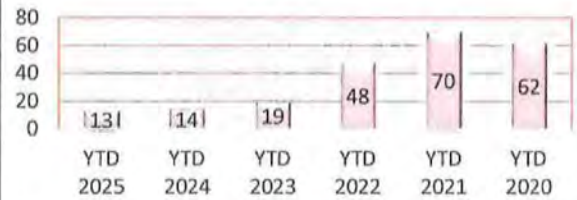
DAMAGE TO PROPERTY



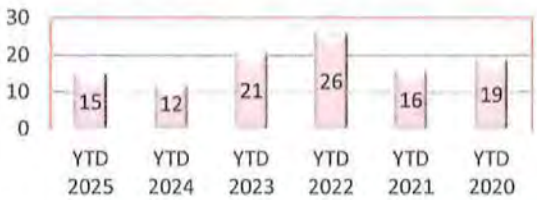
DUI ARRESTS



DRUG ARRESTS



DOMESTIC ARRESTS



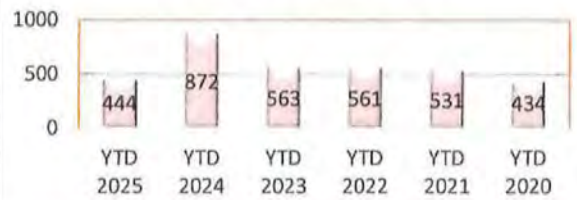
WARRANT ARRESTS



TRAFFIC STOPS



TRAFFIC ARRESTS



Problem Type Summary

8:50 AM 01/13/2026

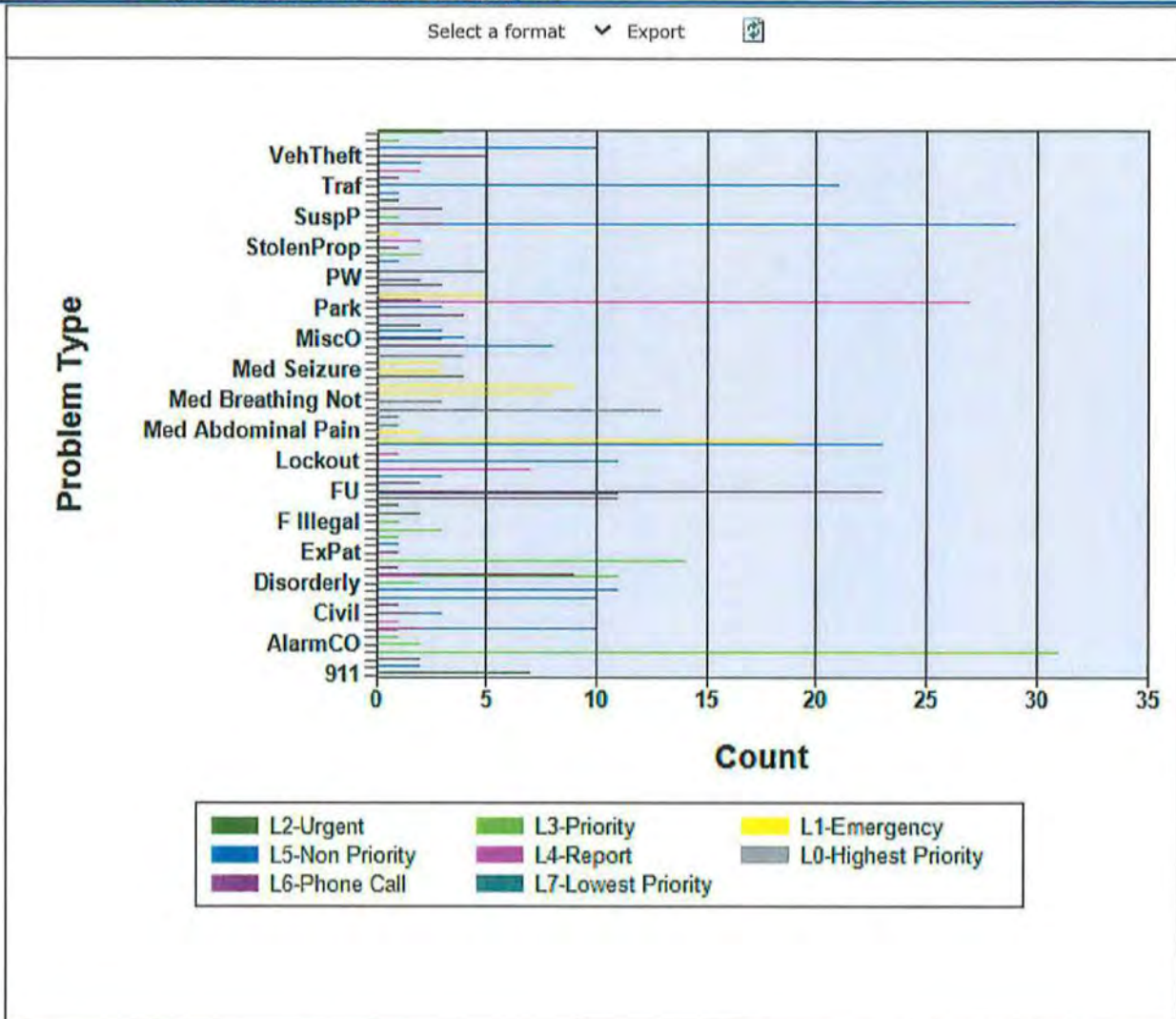
Data Source: Data Warehouse

Agency: LAW ENFORCEMENT

Division: Ham Lake Law

Day Range: Date From 12/1/2025 To 12/31/2025

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	0	1	2	3	4	5	6	7	Total
911			7						7
Abandon						2			2
Abuse							2		2
AbuseP									
AlarmB				31					31

AlarmCO			2				2
AlarmCOIll							
AlarmF			1				1
AlarmFsmoke							
AlarmHoldup							
AlarmV							
AlarmWF							
Animal				1	10	2	13
AnimalResc							
Arson							
Assault							
AssaultP							
Boat Assist							
Bomb							
BombP							
Broadcast							
Burg				1			1
BurgP							
Civil					3	2	5
CivilP							
CSC						1	1
Debris					10		10
Deer					11		11
Disorderly			2				2
Dom			11	2		9	22
DomP							
Drugs						1	1
DUI			14				14
Dumping							
Escort							
ExPat						1	1
F Aircraft							
F Assist					1		1
F CleanUp							
F Collapse							
F Dump							
F Elec Smell							
F Expl							
F Gas Odor In			1				1
F Gas Odor Out			3				3
F Grass fire							
F Illegal			1				1
F Misc							
F Mutual Aid							
F Oven							
F Powerlines							
F SmokeIn							
F SmokeOut							
F Structure		2					2
F Train							
F Veh							
F Water Rescue							
Fight		1					1
Flood In							
Flood out							
Fraud					6	11	17
FraudP							
FU						23	34
FW							
Gun							
Harass						2	2
Info					3		3
Lift Assist				7			7
Liq							
Lockout					11		11
LockoutP				1			1

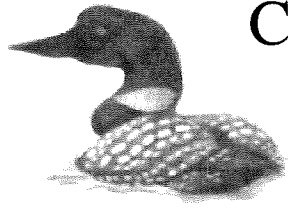
MA					23			23
MASS								
Med -	19							19
Med Abdominal Pain	2							2
Med Alarm								
Med Allergic	1							1
Med Assault								
Med Bleed	1							1
Med Breathing Diff	13							13
Med Breathing Not	3							3
Med Choking								
Med Drown								
Med Electro								
Med Fall	8							8
Med Heart	9							9
Med Hold		4						4
Med Info								
Med OB								
Med Priority								
Med Seizure	3							3
Med Stab-Gunshot								
Med Stroke	3							3
Med Uncon	4							4
Medex								
Misc					8	4		12
MiscO					4	3		7
Noise					3			3
NoTag							2	2
Ord					1	4		5
Other								
Park					3			3
PD				27	1	2		30
Person								
PI	5							5
POR								
Property						3		3
PW							2	2
REPO-TOW							5	5
RJ					1			1
RoadClosure								
Robbery								
RobberyP								
Shots			2			1		3
Slumper								
StolenProp						1		1
Suicide				2				2
SuicideP	1							1
Susp					29	3		32
SuspP			1					1
Theft					2	3		5
TheftP		1						1
Threat					1			1
ThreatP								
Traf					21			21
Tres						1		1
UNK								
Unsecure				2				2
Vand					2			2
VandP								
VehTheft						5		5
VehTheftP								
Weapon								
Weather								
Welfare					10			10
WelfareP			1					1
WT			3					3

Total

22	50	15	73	43	166	84	20	473
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Go Back

Close



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, JANUARY 5, 2026

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, January 5, 2026 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, Andrew Hallberg, Al Parranto and Mike Van Kirk

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund, 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.

Mayor Kirkham welcomed Scouts Addison and Payten from Troop 5509 who were in the audience to complete requirements needed to receive Scout badges.

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 6:01 p.m. Public Hearing – to consider the vacation of a portion of the drainage and utility easements on Lot 3 and 4, Block 2, Stone Estates in Section 32 and adoption of Resolution No. 26-01

Mayor Kirkham opened the public hearing at 6:02 p.m. for public comment and with there being none, Mayor Kirkham closed the public hearing at 6:02 p.m.

Motion by Kirkham, seconded by VanKirk, to adopt Resolution No. 26-01 approving the vacation of the drainage and utility easements on Lot 3 and 4, Block 2, Stone Estates in Section 32. All in favor, motion carried.

- 3.2 6:01 p.m. Public Hearing – to consider the vacation of the right-of-entry and drainage and utility easements lying over, under, and across Outlot A located in Red Fox Hollow Second Addition and adoption of Resolution No. 26-02

Mayor Kirkham opened the public hearing at 6:03 p.m. for public comment and with there being none, Mayor Kirkham closed the public hearing at 6:03 p.m.

Motion by Kirkham, seconded by Parranto, to adopt Resolution No. 26-02 approving the vacation of the right-of-entry and drainage and utility easements lying over, under, and across Outlot A located in Red Fox Hollow Second Addition. All in favor, motion carried.

4.0 CONSENT AGENDA

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

- 4.1 Approval of minutes of December 15, 2025 and Workshop minutes of December 15, 2025
- 4.2 Approval of claims in the amount of \$215,402.84
- 4.3 Approval of designation of appointment of representative and alternate to the Solid Waste Abatement Advisory Team (Nicole Wheeler and alternate Maria Rainbolt)
- 4.4 Approval of designation of the official newspaper
- 4.5 Approval of changes to the Ham Lake Fire Relief Association Bylaws, Appendix C for a pension increase from \$6,400 to \$7,400 per year of service, effective January 1, 2026
- 4.6 Approval of Officer appointments for Captains at Fire Station 3
- 4.7 Approval of appointing a Fire Investigator and Fire Prevention Officer
- 4.8 Approval of Ordinance No. 26-01 rezoning Elwell Commercial Park
- 4.9 Approval of designation of official depositories: 21st Century Bank, Falcon National Bank, RBC Capital Markets, PMA Financial Network/PMA Securities, Inc., and Mortenson Capital Markets, LLC
- 4.10 Approval of Resolution No. 26-03 scheduling a public hearing to vacate temporary right-of-way's and drainage and utility easements within Enchanted Estates and Hamlet Estates and drainage and utility easements in Section 13
- 4.11 Approval of accepting the Swedish Chapel Estates project and commencing the one-year warranty period
- 4.12 Road Committee Recommendations:
 - 1) Approval of directing Engineer Krugler to prepare a feasibility study for the reconstruction of East Lake Netta Drive NE
 - 2) Approval of the MSA designation of Swedish Drive NE and adoption of Resolution No. 26-04

Motion by Van Kirk, seconded by Doyle, to approve the Consent Agenda as written. All in favor, motion carried.

- 5.0 PLANNING COMMISSION RECOMMENDATIONS – None**
- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**
- 7.0 APPEARANCES – None**

8.0 CITY ATTORNEY

Attorney Berglund stated that he is continuing discussions with North Metro Storage.

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Hallberg stated the recent North Metro TV meeting was canceled due to lack of a quorum. Councilmember Hallberg added that he will be attending a Sunrise Watershed meeting on January 8, 2026.

- 11.2 Consideration of appointment of Committee liaisons and liaisons with other organizations: Acting Mayor, EDA President (1), EDA Vice President (1) Personnel (2), Economic Development, Met Council & Metropolitan Council reform effort Committee (2), Law Enforcement (2), Fire Department Liaisons (2), North Metro Telecommunications Commission (and alternate), Ham Lake Chamber of Commerce (2), Road Committee (2), Audit (2), Building Department/Energy Committee (2), Park Committee (2), Fire Relief Association Board of Trustees (3), Code Review Committee (2) (and alternate), Public Works Committee (2), Equipment Committee (2), Sunrise Watershed Management Organization (2), and Upper Rum River Watershed Management Organization (2)

Motion by Vankirk, seconded by Parranto, to approve the following appointments for 2026:

- **Acting Mayor (1)...Councilmember Parranto**
- **EDA President (1)...Mayor Kirkham**
- **EDA Vice President (1)...Councilmember Parranto**
- **Personnel (2)...Councilmember Van Kirk & Councilmember Doyle**
- **Economic Development (2)...Mayor Kirkham & Councilmember Parranto**
- **Met Council & Metropolitan Council reform effort Committee (2)...Mayor Kirkham & Councilmember Hallberg**
- **Law Enforcement (2)...Mayor Kirkham & Councilmember Van Kirk**
- **Fire Department Liaisons (2)...Councilmember Hallberg & Councilmember Parranto**
- **North Metro Telecommunications Commission (1)...Councilmember Hallberg (alternate: Councilmember Parranto)**
- **Chamber of Commerce (2)...Mayor Kirkham & City Administrator Webster**
- **Road Committee (2)...Mayor Kirkham & Councilmember Doyle**
- **Audit (2)...Mayor Kirkham & Councilmember Doyle**
- **Building Department/Energy Committee (2)...Mayor Kirkham & Councilmember Van Kirk**
- **Park Committee (2)...Mayor Kirkham & Councilmember Hallberg**
- **Fire Relief Association Board of Trustees (3)...Councilmember Parranto, Fire Chief Raczkowski & Finance Director Muff**
- **Code Review Committee (2)...Councilmember Parranto and Councilmember Van Kirk (alternate: Mayor Kirkham)**
- **Public Works Committee (2)...Councilmember Van Kirk & Councilmember Doyle**
- **Equipment Committee (2)...Mayor Kirkham & Councilmember Doyle**

- **Sunrise Watershed Management Organization (2)...Councilmember Hallberg and Troy Wolens**
- **Upper Rum River Watershed Management Organization (2)...Mayor Kirkham and Jeff Entsminger**

All in favor, motion carried.

11.3 Announcements and future agenda items

Councilmember VanKirk asked if there were any updates regarding cell phone tower inquiries. Administrator Weber stated there are no updates.

**Motion by Parranto, seconded by Vankirk, to adjourn the City Council meeting at 6:06 p.m.
All in favor, motion carried.**

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
January 20, 2026

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		01/06/26 - 01/20/26	
EFT	# 2461 - 2471		\$ 51,444.10
REFUND CHECKS			
CHECKS	# 67802 - 67845		\$ 426,245.75
BANK DRAFTS	DFT0003011 - DFT0003016		\$ 28,179.28
TOTAL EFTS, CHECKS, AND BANK DRAFTS			<u>\$ 505,869.13</u>
PAYROLL CHECKS			
01/09/26	Direct Deposits		\$ 38,102.01
TOTAL PAYROLL CHECKS			<u>\$ 38,102.01</u>
VOID CHECKS			
CHECKS	#67817, 67818, 67826		
ZERO CHECKS			\$ -
ZERO EFT	#6469		\$ -
BANK DRAFT REVERSAL			
TOTAL VOIDS			<u>\$ -</u>
TOTAL OF ALL PAYMENTS			<u><u>\$ 543,971.14</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 20TH DAY OF JANUARY 2026

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Council Approval List

By (None)

Payment Dates 1/6/2026 - 1/20/2026

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2461	ACCESS	DE SHREDDING	Waste management & recycli	231-43601-3630	192.08
2462	BERGLUND, BAUMGARTNER,	TOWER LEASES	Attorney	100-41101-3110	42.44
2462	BERGLUND, BAUMGARTNER,	12/15 CC MEETING	Attorney	100-41101-3110	349.61
2462	BERGLUND, BAUMGARTNER,	GOODFELLAS	Attorney	100-41101-3110	118.82
2462	BERGLUND, BAUMGARTNER,	SCHOENROCK	Attorney	100-41101-3110	152.77
2462	BERGLUND, BAUMGARTNER,	LANDLOCKED PARCEL 24-32-2	Attorney	100-41601-3110	84.87
2462	BERGLUND, BAUMGARTNER,	14260 HWY 65 CODE ENFORC	Attorney	100-42401-3110	271.58
2462	BERGLUND, BAUMGARTNER,	CADILAC RANCH	Attorney	100-42401-3110	322.51
2462	BERGLUND, BAUMGARTNER,	NORTH METRO STORAGE - RI	Attorney	100-44101-3110	602.57
2462	BERGLUND, BAUMGARTNER,	16140 CENTRAL AVENUE (CO	Attorney	431-43301-3110	950.54
2462	BERGLUND, BAUMGARTNER,	ELWELL COMMERCIAL PARK	Attorney	890-90001-3110	589.96
2462	BERGLUND, BAUMGARTNER,	ENCHANTED ESTATES 4TH	Attorney	890-90001-3110	613.88
2462	BERGLUND, BAUMGARTNER,	ELWELL FARMS	Attorney	890-90001-3110	1,019.56
2462	BERGLUND, BAUMGARTNER,	KOHLER FARMS	Attorney	890-90001-3110	2,312.29
2462	BERGLUND, BAUMGARTNER,	SOUTH SHORE ESTATES 2ND	Attorney	890-90001-3110	196.65
2462	BERGLUND, BAUMGARTNER,	HARMONY ESTATES 3RD	Engineering	890-90001-3135	1,731.10
2462	BERGLUND, BAUMGARTNER,	DEC '25PROSECUTIONS	Attorney	100-41501-3110	6,895.85
2463	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2463	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2463	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2463	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2464	GREATAMERICA FINANCIAL SE	JAN MAILING MACHINE LEASE	Equipment rentals	100-41701-3320	160.95
2465	MARTIN-MCALLISTER	PSA - BS	Personnel testing & recruitme	100-42201-3150	650.00
2466	MSTS RECEIVABLES	#49 TRUCK BOX MOUNT KIT,	Vehicle parts & supplies	100-43101-2340	135.31
2466	MSTS RECEIVABLES	#49 SIDE MOUNT TRUCK BOX	Vehicle parts & supplies	100-43101-2340	531.98
2467	O'REILLY AUTOMOTIVE STORE	MEGACRIMPS	Operating supplies	100-43101-2290	143.01
2467	O'REILLY AUTOMOTIVE STORE	MEGACRIMPS	Operating supplies	100-43101-2290	99.54
2467	O'REILLY AUTOMOTIVE STORE	MEGACRIMPS	Operating supplies	100-43101-2290	15.89
2467	O'REILLY AUTOMOTIVE STORE	#58 HYDRAULIC FLUID	Vehicle parts & supplies	100-43101-2340	48.69
2468	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	1,414.73
2468	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Engineering	262-46101-3135	72.51
2468	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Engineering	262-46101-3135	112.35
2468	RFC ENGINEERING, INC.	2025 CITY ASSETS	Engineering	100-41401-3135	636.60
2468	RFC ENGINEERING, INC.	HENTGES ADDITION	Engineering	100-41401-3135	86.05
2468	RFC ENGINEERING, INC.	FIRE MAP	Engineering	100-42201-3135	22.40
2468	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	15.14
2468	RFC ENGINEERING, INC.	HAM LAKE AS LGU-WCA	Engineering	100-43103-3135	242.27
2468	RFC ENGINEERING, INC.	MPCA GIS INSPECTION COMP	Engineering	230-43201-3135	14,454.62
2468	RFC ENGINEERING, INC.	HAM LAKE STORM NETWORK	Engineering	230-43201-3135	-12,778.62
2468	RFC ENGINEERING, INC.	162ND/BUCHANAN	Engineering	431-43301-3135	90.85
2468	RFC ENGINEERING, INC.	EAST LAKE NETTA ROAD FEASI	Engineering	431-43301-3135	1,412.70
2468	RFC ENGINEERING, INC.	2026 REHAB	Engineering	431-43301-3135	47.80
2468	RFC ENGINEERING, INC.	KOHLER SKETCH	Engineering	890-90001-3135	636.00
2468	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK	Engineering	890-90001-3135	418.31
2468	RFC ENGINEERING, INC.	HARMONY ESTATES 3RD	Engineering	890-90001-3135	440.75
2468	RFC ENGINEERING, INC.	TRACTOR SUPPLY	Engineering	890-90001-3135	469.40
2468	RFC ENGINEERING, INC.	COOL AIR	Engineering	890-90001-3135	305.95
2468	RFC ENGINEERING, INC.	COOL AIR	Engineering	890-90001-3135	45.44
2468	RFC ENGINEERING, INC.	HENTGES MULTIPLE DOG LICE	Engineering	890-90001-3135	35.00
2468	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	47.81
2468	RFC ENGINEERING, INC.	SWEDISH CHAPEL ESTATES	Engineering	890-90001-3135	161.76
2468	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	423.96
2468	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	969.09
2468	RFC ENGINEERING, INC.	W FRONT RD S OF CONSTANC	Engineering	431-43301-3135	12,392.40

Council Approval List

Payment Dates: 1/6/2026 - 1/20/2026

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2468	RFC ENGINEERING, INC.	W FRONT RD S OF CONSTANC	Engineering	431-43301-3135	4,034.59
2468	RFC ENGINEERING, INC.	NORTH METRO STORAGE - RO	Engineering	100-41101-3135	171.61
2468	RFC ENGINEERING, INC.	CANNABIS DISPENSARY BUFF	Engineering	100-41102-3135	76.90
2468	RFC ENGINEERING, INC.	2025 CITY ASSETS	Engineering	100-41401-3135	357.49
2468	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	132.78
2468	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	46.79
2468	RFC ENGINEERING, INC.	HAM LAKE AS LGU-WCA	Engineering	100-43201-3135	31.19
2468	RFC ENGINEERING, INC.	MPCA GIS INSPECTION COMP	Engineering	230-43201-3135	945.87
2468	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	436.66
2468	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK	Engineering	233-43201-3135	154.86
2468	RFC ENGINEERING, INC.	HAM LAKE STORM NETWORK	Engineering	233-43201-3135	739.33
2468	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	233-43201-3135	233.93
2468	RFC ENGINEERING, INC.	2026 REHAB	Engineering	431-43301-3135	71.49
2468	RFC ENGINEERING, INC.	EAST LAKE NETTA ROAD FEASI	Engineering	431-43301-3135	112.90
2468	RFC ENGINEERING, INC.	CSAH 116/NAPLES STREET RO	Engineering	431-43301-3135	31.19
2468	RFC ENGINEERING, INC.	ELWELL FARMS	Engineering	890-90001-3135	919.26
2468	RFC ENGINEERING, INC.	KWIK TRIP	Engineering	890-90001-3135	15.60
2468	RFC ENGINEERING, INC.	KOHLER SKETCH - LABELS	Engineering	890-90001-3135	35.00
2468	RFC ENGINEERING, INC.	NORTH METRO EXPANSION C	Engineering	890-90001-3135	35.00
2468	RFC ENGINEERING, INC.	HARMONY ESTATES 3RD	Engineering	890-90001-3135	65.53
2468	RFC ENGINEERING, INC.	ALLSTATE DISTRIBUTIONS CO	Engineering	890-90001-3135	91.93
2468	RFC ENGINEERING, INC.	KOHLER SKETCH	Engineering	890-90001-3135	405.48
2468	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	102.14
2468	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	15.60
2468	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	140.36
2470	STAR TRIBUNE MEDIA COMPA	ORD. 25-16 FEE SCHEDULE	Legal notices/publications/bid	100-41102-3950	696.78
2470	STAR TRIBUNE MEDIA COMPA	BIDS - 2026 BITUMINOUS OVE	Legal notices/publications/bid	431-43301-3950	93.22
2470	STAR TRIBUNE MEDIA COMPA	VAC - COOL AIR	Legal notices/publications/bid	890-90001-3950	178.54
2470	STAR TRIBUNE MEDIA COMPA	VAC - ELWELL FARMS	Legal notices/publications/bid	890-90001-3950	120.08
2470	STAR TRIBUNE MEDIA COMPA	ORD. 25-17 ELWELL FARMS RE	Legal notices/publications/bid	890-90001-3950	42.66
2471	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	50.00
2471	WRUCK SEWER & PORTABLE	LION'S PLAYGROUND RENTAL	Rentals-other	100-44101-3390	50.00
67802	ACE SOLID WASTE INC	JAN ORGANICS	Waste management & recycli	231-43601-3630	385.84
67803	ALL CITY ELEVATOR INC	1ST QTR MAINTENANCE	Building repair & maintenanc	100-41702-3420	234.95
67804	ANCOM COMMUNICATIONS I	6 BATTERIES	Phones/radios/pagers	100-42201-3210	231.79
67805	ANIMAL HUMANE SOCIETY	4TH QTR ANIMAL CONTROL	Other professional services	100-42501-3190	526.00
67806	ANOKA COUNTY PROPERTY	HANSON DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
67806	ANOKA COUNTY PROPERTY	EVANS DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
67806	ANOKA COUNTY PROPERTY	ROLLINGS SEPTIC LICENSE	Refunds & reimbursements	100-37601	46.00
67806	ANOKA COUNTY PROPERTY	GHINDA DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
67806	ANOKA COUNTY PROPERTY	RUTAR DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
67806	ANOKA COUNTY PROPERTY	EASEMENT VAC HAROMONY	Filing fees	890-90001-3980	46.00
67806	ANOKA COUNTY PROPERTY	EASMENT VAC L2B1 ENT FAR	Filing fees	890-90001-3980	46.00
67807	ASPEN MILLS INC	UNIFORM - BT	Clothing & personal protectiv	100-42201-2210	285.53
67808	BLAINE LOCK & SAFE, INC.	12 KEYS	Operating supplies	100-43101-2290	150.00
67809	BLUE CROSS BLUE SHIELD OF	FEB VISION	Vision Insurance	100-21715	37.00
67810	BUREAU OF CRIMINAL APPRE	CHILD PROTECTION BACKGRO	Personnel testing & recruitme	100-42201-3150	45.00
67811	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	688.60
67811	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	700.53
67811	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	443.04
67811	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	2,371.50
67811	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	617.04
67811	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	181.42
67811	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	370.78
67812	COMCAST BUSINESS-INTERNE	2025 FIRE #3 INTERNET TAX C	Internet	100-42201-3220	-30.39
67812	COMCAST BUSINESS-INTERNE	JAN FIRE #3 INTERNET	Internet	100-42201-3220	369.52
67813	COMPUTERSHARE TRUST CO	2010 CIP BOND PRINCIPAL	Principal	370-47101-6110	190,000.00
67813	COMPUTERSHARE TRUST CO	2010 CIP BOND INTEREST	Interest	370-47101-6120	3,325.00
67814	CRYSTEEL TRUCK EQUIP INC	#58 HARNESS KIT PLOW LIGH	Vehicle parts & supplies	100-43101-2340	378.56
67815	DEHN OIL CO	136 GAL GASOLINE	Fuel	100-43101-2230	272.78

Council Approval List

Payment Dates: 1/6/2026 - 1/20/2026

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67815	DEHN OIL CO	425 GAL DIESEL	Fuel	100-43101-2230	948.13
67815	DEHN OIL CO	343 GAL DIESEL	Fuel	100-43101-2230	742.29
67816	DRIVER AND VEHICLE SERVICE	#82 PLATE #967994	Vehicle parts & supplies	100-42401-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#84 PLATE #965824	Vehicle parts & supplies	100-42401-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#85 PLATE #923071	Vehicle parts & supplies	100-42401-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#56 PLATE #912264	Vehicle parts & supplies	100-42401-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#122 PLATE #184446	Equipment parts & supplies	100-43101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#124 PLATE #199795	Equipment parts & supplies	100-43101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#100 PLATE #183847	Equipment parts & supplies	100-43101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#107 PLATE #199753	Equipment parts & supplies	100-43101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#104 PLATE #200490	Equipment parts & supplies	100-43101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#126 PLATE #188261	Equipment parts & supplies	100-43101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#79 PLATE #971906	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#54 PLATE #912265	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#58 PLATE #967962	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#59 PLATE #923069	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#63 PLATE #934441	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#50 PLATE #962302	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#69 PLATE #934420	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#70 PLATE #934414	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#74 PLATE #928146	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#81 PLATE #174196	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#52 PLATE #963792	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#75 PLATE #934431	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#77 PLATE #928144	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#78 PLATE #934427	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#83 PLATE #176964	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#48 PLATE #967961	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#92 PLATE #807163	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#90 PLATE #957952	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#89 PLATE #160529	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#93 PLATE #934401	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#97 PLATE #903632	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#49 PLATE #967969	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#80 PLATE #953557	Vehicle parts & supplies	100-43101-2340	20.25
67816	DRIVER AND VEHICLE SERVICE	#123 PLATE #199796	Equipment parts & supplies	100-44101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#105 PLATE #972296	Equipment parts & supplies	100-44101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	#127 PLATE #185097	Equipment parts & supplies	100-44101-2320	20.25
67816	DRIVER AND VEHICLE SERVICE	SR CTR VAN PLATE #962583	Vehicle parts & supplies	100-44201-2340	20.25
67819	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - JS	Personnel testing & recruitme	100-44101-3150	36.71
67820	GOODYEAR TIRE	#63 TIRES	Vehicle parts & supplies	100-43101-2340	736.80
67821	LANO EQUIPMENT, INC.	#47 SPRINGS	Equipment parts & supplies	100-44101-2320	235.56
67822	LEAGUE OF MINNESOTA CITIE	MN CITIES STORMWATER COA	Dues & subscriptions	100-43103-3920	1,180.00
67822	LEAGUE OF MINNESOTA CITIE	2026 MEMBERSHIP DUES	Dues & subscriptions	100-41101-3920	18,075.00
67823	LEAGUE OF MN CITIES INS. TR	JARVI VS HAM LAKE	Insurance Deductible	100-41701-3941	1,000.00
67824	LINCOLN NATIONAL LIFE INSU	FEB LT DISABILITY	STD/LTD	100-21713	954.61
67824	LINCOLN NATIONAL LIFE INSU	FEB LT DISABILITY - JB	STD/LTD	100-21713	60.98
67824	LINCOLN NATIONAL LIFE INSU	JAN LT DISABILITY - JS	STD/LTD	100-21713	14.90
67825	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	47.53
67825	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	37.43
67825	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	64.75
67825	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	27.33
67825	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	106.84
67825	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	3,751.60
67825	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	64.75
67825	METRO - INET	IT SUPPORT	Computer & software support	100-42201-3120	1,612.16
67825	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	44.52
67825	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	112.28
67825	METRO - INET	IT SUPPORT	Computer & software support	100-42401-3120	980.96
67825	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	53.42

Council Approval List

Payment Dates: 1/6/2026 - 1/20/2026

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67825	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	26.93
67825	METRO - INET	IT SUPPORT	Computer & software support	100-43101-3120	995.28
67825	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	26.71
67825	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	8.90
67825	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	35.61
67827	MINNESOTA EQUIPMENT	CUTOFF SAW, ROLLER WHEEL	Controllable assets	100-43101-5120	1,623.58
67828	MINNESOTA OCCUPATIONAL	PHYSICAL EXAMS/SCREENING	Personnel testing & recruitme	100-42201-3150	682.00
67829	MINNESOTA PYROTECHNICS L	DEPOSIT FOR FIREWORKS - FR	Community celebrations	100-41701-4115	6,000.00
67830	MN DEPT OF EMPLOYMENT &	4TH QTR UNEMPLOYMENT -	Unemployment	100-43101-1410	58.59
67831	MN FIRE SERVICE CERT BOAR	FFI EXAMS, FFII EXAMS, HAZ	Training/conferences/schools	100-42201-3510	447.75
67832	MN PEIP	FEB HEALTH INSURANCE	Health Insurance	100-21710	11,771.84
67833	NCPERS GROUP LIFE INSURAN	FEBRUARY LIFE	Life Insurance	100-21714	96.00
67834	NORTHWEST FAMILY PHYSICI	DRUG TESTING - BS	Personnel testing & recruitme	100-42201-3150	27.00
67835	NUSS EQUIPMENT GROUP LL	#91 '26 VOLVO VHD42B300	Capital assets	430-43101-5110	166,311.14
67836	PERFECT EXTERIORS OF MINN	PERMIT #2025-01272 CANCEL	Surcharge	100-22801	1.00
67836	PERFECT EXTERIORS OF MINN	PERMIT #2025-01272 CANCEL	Building permits	100-32201	60.00
67837	PREMIUM WATERS INC	JAN WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
67837	PREMIUM WATERS INC	WATER	Equipment rentals	100-41701-3320	15.85
67838	PRINT CENTRAL	FIRE INSPECTOR BUSINESS CA	Office supplies	100-42201-2110	25.00
67838	PRINT CENTRAL	ATV/UTV LABELS	Office supplies	100-41701-2110	112.36
67839	SIEGFRIED FAMILY TOOLS INC	BALL HEX KEYS, FOLDING CLIP	Small tools	100-43101-2410	145.71
67840	SPECIALTY SOLUTIONS LLC	250 GAL BEET JUICE	Operating supplies	100-43102-2290	754.88
67841	THE MPX GROUP	JAN HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
67842	TOWMASTER INC	PLOW BLADES	Operating supplies	100-43102-2290	2,162.00
67843	TRANSWEST TRUCKS ST. MICH	DEF	Fuel	100-43101-2230	314.13
67844	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
67844	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	33.95
67844	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
67845	XCEL ENERGY	DEC FIRE #3 NATURAL GAS	Natural gas	100-42202-3620	488.30
DFT0003011	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0003012	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	5,826.87
DFT0003012	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,680.16
DFT0003012	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,626.34
DFT0003013	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,610.56
DFT0003014	PERA	Retirement-Coordinated	PERA	100-21703	7,188.58
DFT0003014	PERA	Retirement-Police & Fire	PERA	100-21703	1,328.55
DFT0003015	VOYA	Deferred Compensation	Deferred compensation	100-21704	2,460.00
DFT0003015	VOYA	Roth IRA	Deferred compensation	100-21704	50.00
DFT0003016	MN STATE DEPT OF REVENUE-	DECEMBER 2025 FUEL TAX	Fuel	100-43101-2230	258.22

Grand Total: 505,869.13

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL	107,994.62
211 - HAM LAKER	400.00
230 - FUTURE DRAINAGE	3,058.53
231 - RECYCLING	577.92
233 - SUNRISE WATERSHED	1,128.12
262 - HAM LAKE EDA	184.86
370 - 2010 CIP BOND DEBT	193,325.00
430 - PUBLIC WORKS EQUIPMENT	166,311.14
431 - REVOLVING STREET	21,761.86
890 - TRUST FUND	11,127.08
Grand Total:	505,869.13

Account Summary

Account Number	Account Name	Payment Amount
100-21701	Federal WH/FICA/MC	14,133.37
100-21702	State W/H	2,610.56
100-21703	PERA	8,517.13
100-21704	Deferred compensation	2,510.00
100-21710	Health Insurance	11,771.84
100-21712	HSA Account	150.00
100-21713	STD/LTD	1,030.49
100-21714	Life Insurance	96.00
100-21715	Vision Insurance	37.00
100-22801	Surcharge	1.00
100-32201	Building permits	60.00
100-37601	Refunds & reimburseme	230.00
100-41101-3110	Attorney	663.64
100-41101-3135	Engineering	171.61
100-41101-3920	Dues & subscriptions	18,075.00
100-41102-3135	Engineering	76.90
100-41102-3950	Legal notices/publicatio	696.78
100-41201-2510	Software licenses & upgr	47.53
100-41301-2510	Software licenses & upgr	37.43
100-41401-2510	Software licenses & upgr	64.75
100-41401-3135	Engineering	1,080.14
100-41501-3110	Attorney	6,895.85
100-41601-2510	Software licenses & upgr	27.33
100-41601-3110	Attorney	84.87
100-41601-3135	Engineering	132.78
100-41701-2110	Office supplies	112.36
100-41701-3210	Phones/radios/pagers	106.84
100-41701-3320	Equipment rentals	190.80
100-41701-3941	Insurance Deductible	1,000.00
100-41701-4115	Community celebrations	6,000.00
100-41702-3145	Monitoring	43.95
100-41702-3420	Building repair & mainte	234.95
100-41702-3620	Natural gas	688.60
100-41707-3120	Computer & software su	3,751.60
100-42201-2110	Office supplies	25.00
100-42201-2210	Clothing & personal prot	285.53
100-42201-2510	Software licenses & upgr	64.75
100-42201-3120	Computer & software su	1,612.16
100-42201-3135	Engineering	22.40
100-42201-3150	Personnel testing & recr	1,404.00
100-42201-3210	Phones/radios/pagers	276.31
100-42201-3220	Internet	339.13
100-42201-3510	Training/conferences/sc	447.75

Account Summary

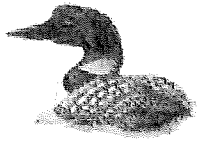
Account Number	Account Name	Payment Amount
100-42202-3620	Natural gas	1,631.87
100-42401-2340	Vehicle parts & supplies	81.00
100-42401-2510	Software licenses & upgr	112.28
100-42401-3110	Attorney	594.09
100-42401-3120	Computer & software su	980.96
100-42401-3135	Engineering	61.93
100-42401-3210	Phones/radios/pagers	53.42
100-42501-3190	Other professional servi	526.00
100-43101-1410	Unemployment	58.59
100-43101-2210	Clothing & personal prot	283.46
100-43101-2230	Fuel	2,535.55
100-43101-2290	Operating supplies	408.44
100-43101-2320	Equipment parts & suppl	121.50
100-43101-2340	Vehicle parts & supplies	2,297.09
100-43101-2410	Small tools	145.71
100-43101-2510	Software licenses & upgr	26.93
100-43101-3120	Computer & software su	995.28
100-43101-3210	Phones/radios/pagers	26.71
100-43101-5120	Controllable assets	1,623.58
100-43102-2290	Operating supplies	2,916.88
100-43103-3135	Engineering	242.27
100-43103-3920	Dues & subscriptions	1,180.00
100-43104-3145	Monitoring	52.95
100-43104-3620	Natural gas	2,371.50
100-43201-3135	Engineering	31.19
100-43501-3135	Engineering	439.56
100-44101-2210	Clothing & personal prot	118.16
100-44101-2320	Equipment parts & suppl	296.31
100-44101-3110	Attorney	602.57
100-44101-3150	Personnel testing & recr	36.71
100-44101-3210	Phones/radios/pagers	8.90
100-44101-3390	Rentals-other	100.00
100-44102-3620	Natural gas	798.46
100-44201-2340	Vehicle parts & supplies	20.25
100-44201-3210	Phones/radios/pagers	35.61
100-44202-3620	Natural gas	370.78
211-41704-3990	Other services and charg	400.00
230-43201-3135	Engineering	3,058.53
231-43601-3630	Waste management & r	577.92
233-43201-3135	Engineering	1,128.12
262-46101-3135	Engineering	184.86
370-47101-6110	Principal	190,000.00
370-47101-6120	Interest	3,325.00
430-43101-5110	Capital assets	166,311.14
431-43301-3110	Attorney	950.54
431-43301-3135	Engineering	20,718.10
431-43301-3950	Legal notices/publicatio	93.22
890-90001-3110	Attorney	4,732.34
890-90001-3135	Engineering	5,961.46
890-90001-3950	Legal notices/publicatio	341.28
890-90001-3980	Filing fees	92.00
Grand Total:		505,869.13

Project Account Summary

Project Account Key	Payment Amount
None	483,344.49
202103-100	1,414.73
202111-100	184.86

Project Account Summary

Project Account Key	Payment Amount
202302.032-100	90.85
202502.078-100	1,525.60
202509-100	16,426.99
202509-130	950.54
231009001	385.84
231010001	192.08
MISC-100	1,353.15
Grand Total:	505,869.13



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 12/21/2025-1/3/2026

Packet: PYPKT01842 - PPE 01/03/26 PAID 01/09/26

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	32	38,102.01
Total	32	38,102.01

Meeting Date: January 20, 2026



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

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

From: Andrea Murff, Finance/HR Director

Item/Title/Subject: Pay Equity Compliance Report

Introduction/Discussion: We have been notified by the Minnesota Management and Budget Department that a Pay Equity Implementation Report is due by January 31, 2026. This report, required by the Local Government Pay Equity Act, must be filed every three years.

When review of the report is completed, we will receive a notice informing the City whether we are in compliance or out of compliance with the law. This notice will most likely not be received until the fall of 2026. I do not anticipate any problems, but we will need to wait for final determination from the State.

Recommendation: I recommend approval of the 2026 Pay Equity Report for submission to the Minnesota Management and Budget Department.



Minnesota Pay Equity Management System - Ham Lake(26-No Submission)

[Home](#)
[Utilities](#)
[Go To](#)
[Log Out](#)

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Ham Lake

15544 Central Avenue N.E.

Ham Lake

Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Andrea Murff	Finance/HR Director	763-235-1668	amurff@hamlakemn.gov
	Denise Webster	City Administrator	763-235-1680	dwebster@hamlakemn.gov

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

3. An official notice has been posted at:

City Hall Work Room

(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Ham Lake City Council

(governing body) (*less than 60 characters)

Brian Kirkham

(chief elected official)(*less than 60 characters)

Mayor

(title) (*less than 60 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference and female classes are not at a disadvantage.

☐ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

1,779,748.90 is the annual payroll
for the calendar year just ended
December 31.

[Save Changes](#)[Sign & Submit](#)[Return to Test Results](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Job Class Data Entry Verification List

Case: 2026 Data

Ham Lake

LGID: 373

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
22	Seasonal General Mtc. Public W	7	1		M	103	2599.50	2946.10	4.00		
5	Administrative Assistant II	0	2		F	178	4479.81	5599.32	4.00	8.25	
6	Streets/Parks Mtc. Worker	5	0		M	178	4479.81	5599.32	4.00	66.66	
18	Accounting Technician II	0	1		F	178	4479.81	5599.32	3.00	20.87	
9	Building/Zoning Clerk	0	1		F	209	5259.66	6580.20	4.00	5.51	
25	Mechanic	1	0		M	209	5259.66	6580.20	4.00	3.48	
26	Building Inspector	1	0		M	228	5739.70	7169.42	4.00	7.16	
11	Street/Park Supervisor	1	0		M	228	5739.70	7169.42	4.00	6.24	
20	Fire Inspector	1	0		M	228	5739.70	7169.42	3.00		
12	City Clerk	0	1		F	252	6341.00	7925.00	3.00	6.90	
27	Bldg & Zoning Official/Code En	1	0		M	275	6921.60	8647.67	4.00	5.51	
15	Public Works Superintendent	1	0		M	308	7750.00	9687.00	3.00	6.47	
29	Fire Chief	1	0		M	308	7750.00	9687.00	4.00	4.61	
28	Finance/HR Director	0	1		F	339	8530.00	10659.00	4.00	4.70	
17	Administrator	0	1		F	372	9360.00	11699.00	3.00	6.51	

Job Number Count: 15

Compliance Report

Jurisdiction: Ham Lake
15544 Central Avenue N.E.

Report Year: 2026
Case: 1 - 2026 Data (Private (Jur
Only))

Ham Lake, MN 55304

Contact: Andrea Murff

Phone: (763) 235-1668

E-Mail: amurff@hamlakemn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	9	6	0	15
# Employees	20	7	0	27
Avg. Max Monthly Pay per employee	5383.78	7665.88		5975.43

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 33.3333 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	7	2
b. # Below Predicted Pay	2	4
c. TOTAL	9	6
d. % Below Predicted Pay (b divided by c = d)	22.22	66.67

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 25	Value of T = -0.443
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -2

b. Avg. diff. in pay from predicted pay for female jobs = -1

III. SALARY RANGE TEST = 107.94 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 3.78

B. Avg. # of years to max salary for female jobs = 3.50

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

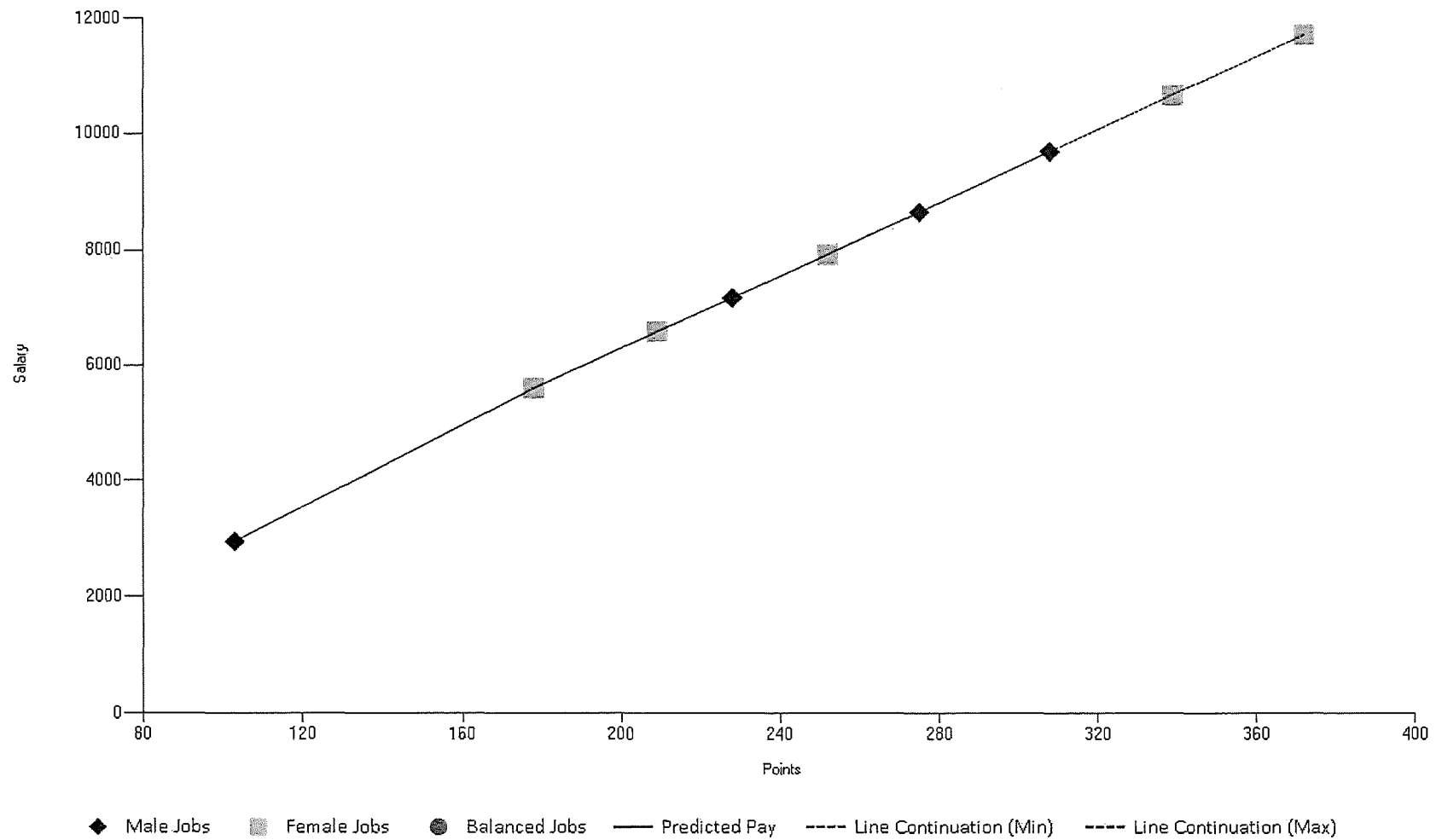
A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for: Ham Lake

Case: 2026 Data



Predicted Pay Report for: Ham Lake

Case: 2026 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
22	Seasonal General Mtc. Public W	7	1			Male	103	2946.1000	2950.3150	-4.2150
5	Administrative Assistant II	0	2			Female	178	5599.3200	5599.7943	-0.4743
18	Accounting Technician II	0	1			Female	178	5599.3200	5599.7943	-0.4743
6	Streets/Parks Mtc. Worker	5	0			Male	178	5599.3200	5599.7943	-0.4743
9	Building/Zoning Clerk	0	1			Female	209	6580.2000	6580.2000	0.0000
25	Mechanic	1	0			Male	209	6580.2000	6580.2000	0.0000
26	Building Inspector	1	0			Male	228	7169.4200	7169.4200	0.0000
11	Street/Park Supervisor	1	0			Male	228	7169.4200	7169.4200	0.0000
20	Fire Inspector	1	0			Male	228	7169.4200	7169.4200	0.0000
12	City Clerk	0	1			Female	252	7925.0000	7924.4061	0.5939
27	Bldg & Zoning Official/Code En	1	0			Male	275	8647.6700	8647.6700	0.0000
29	Fire Chief	1	0			Male	308	9687.0000	9687.0000	0.0000
15	Public Works Superintendent	1	0			Male	308	9687.0000	9687.0000	0.0000
28	Finance/HR Director	0	1			Female	339	10659.0000	10663.6228	-4.6228
17	Administrator	0	1			Female	372	11699.0000	11703.3765	-4.3765

Job Number Count: 15

Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the [Guide to Understanding Pay Equity Compliance](#).

- 1. Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided
- 2. Statistical or Alternative Test** - Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.
- 3. Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).
- 4. Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

Compliance Determination Questionnaire

Answer the questions below to interpret results of a jurisdiction's compliance report.

Please note that MMB will make all final compliance determinations, this should be used for informational review purposes only.

1. Is the underpayment ratio at or above 80%?
 - A. Yes- Compliance (Go to question 4)
 - B. No- Are there 6 or more male classes and at least one class with a salary range?
 - I. YES- Move on to T-test and then go to question 2.
 - II. NO- Use alternative analysis test; go to question 3.
2. Is the value of T and degrees of freedom within range according to the t-test table?
 - A. Yes- Compliance (Go to question 4)
 - B. No- Out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)
3. Alternative Analysis Test - If the answer is yes to any of the statements below, the jurisdiction may be out of compliance, even if the other tests listed in questions 4 and 5 have passing scores.
 - *Is there a female job class with more points and less pay than a male class and the difference cannot be explained by years of service?*
 - *Is there a female job class with the same points as a male class and less pay and the difference cannot be explained by years of service?*
 - *Is there a female job class between 2 male classes and the female job class receives less pay than either male class and the difference cannot be explained by years of service?*
 - *Is there a female class rated lower than all male classes and pay is not reasonably proportionate to points as other classes and the difference cannot be explained by years of service?*
 - I. Did you answer yes to any of the questions above?
 - A. NO- Compliance, go to question 4
 - B. Yes- Jurisdiction may be out of compliance (Go to question 4, please note that even if the other tests listed in questions 4 and 5 have passing scores the jurisdiction may still be out of compliance)



4. Is the salary range test 0%, or at or above 80%?

A. Yes- Compliance (Go to question 5)

B. No- Out of compliance (Go to question 5, Jurisdiction may be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

5. Is the exceptional service pay test 0%, or at or above 80%?

A. Yes- Compliance (End)

B. No- Out of compliance (Jurisdiction might be out of compliance with pay equity law, even if there is a passing score on a test from a previous question)

T-Test

1. Locate Degrees of Freedom on the Compliance Report.

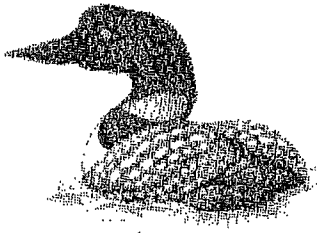
Compliance Report			
Jurisdiction: Stageville Theater First Step to Broadway 215 Broadway	Report Year: 2014 Case: 2 - 2014 Data (In Compliance)		
Stageville	MN	55155	
Contact: P. E. Coord	Phone: (551) 259-3623	E-Mail: pay.equity@state.mn.us	

II. STATISTICAL ANALYSIS TEST		
A. Underpayment Ratio = 150.00%		
	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50	25.00
*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)		
B. T-test Results		
Degrees of Freedom (DF) = 16		Value of T = -3.843
a. Avg. diff. in pay from predicted pay for male jobs =	\$2	
b. Avg. diff. in pay from predicted pay for female jobs =	\$111	

2. Cross-reference the T-Test Table to determine the Value of t. If the Value of T on the compliance report is less than or equal to the Value of t on the T-Test Table, the report passes the statistical analysis test, provided there are at least six male classes and one salary range.

T-Test Table (5% Significance)					
DF	Value of t	DF	Value of t	DF	Value of t
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	16	1.746	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645

Meeting Date: January 20, 2026



CITY OF HAM LAKE

Staff Report

To: Mayor and Councilmembers
Denise Webster, City Administrator

From: Andrea Murff, Finance Director

Subject: Ham Lake Haulers Waste Remove Contract – Amendment #1

Introduction/Discussion:

The Ham Lake Haulers presented their new contract, starting February 1, 2026, to the Finance Liaisons, Mayor Kirkham and Councilmember Doyle. The majority of the terms would follow the 2021 Ham Lake Hauler Contract with the only change being to the fee schedule.

In past years, the fees for Curbside Refuse Pickup increased 2.00% year over year. This increase was not keeping up with overhead costs to provide the service, so it was proposed that starting in 2027 rates will be adjusted annually based on the percentage change in the Consumer Price Index (CPI) for Water, Sewer, and Trash Collection Services, as published by the U.S. Bureau of Labor Statistics. The adjustment will reflect the change in this index over the preceding year from November to November. The fees for 2026 would remain the same as 2025.

There was a consensus among the Liaisons to go with the new contract since the consortium helps minimize street maintenance and noise pollution within the City.

The City Attorney has also reviewed the documents below from the Ham Lake Haulers and did not have any changes or issue:

- Contract for Collection and Disposal of Refuse and Recycling Material in the City of Ham Lake (2/1/2021 – 1/31/2026)
- First Amendment Contract for Collections and Disposal of Refuse and Recycle Material (2/1/2026 – 1/31/2031)

Recommendations:

I recommend the approval of the First Amendment Contract for Collections and Disposal of Refuse and Recycle Material (2/1/2026 – 1/31/2031) to the Contract for Collection and Disposal of Refuse and Recycling Material in the City of Ham Lake (2/1/2021 – 1/31/2026) be approved.

FIRST AMENDMENT CONTRACT FOR COLLECTION AND DISPOSAL OF REFUSE AND RECYCLE MATERIAL

This First Amendment to Contract for Collection and Disposal of Refuse and Recyclable Material is made and entered as of this ____ day of January 2026 by and between the City of Ham Lake, MN ("City"), and Ham Lake Haulers, Inc. ("Contractor").

Recitals

WHEREAS, City and Contractor have been parties to the predecessors of this agreement since 1991, pursuant to a negotiated contract implemented under the provisions of Minnesota Statutes Chapter 1 15A.94.

WHEREAS, The City and Contractor executed a Solid Waste and Recycling Agreement on February 1, 2021 (the "Agreement"); and

WHEREAS, The City and Contractor now desire to amend the Agreement as described below.

THEREFORE, The City and Contractor hereby agree to amend the Agreement as follows:

1. **Term.** The term of the Agreement shall be extended for five (5) years beginning on February 1, 2026 and terminating on January 31, 2031, and may be extended for an additional period upon mutual agreement between the parties.
2. **Exhibit B. Rates.** Exhibit B.I shall be deleted in its entirety and replaced with the following:

2/1/2025 - 1/31/27

Curbside Refuse Pick up

Monthly Rates*

Low Base Customers***	\$10.69
30-38 Gallon Customers**	\$13.35
60-76 Gallon Customers**	\$19.18
77-90 Gallon Customers**	\$21.92
2 Container Customers**	\$31.75
Townhomes per dwelling unit	\$17.31

2/1/2025 - 1/31/2027

Curbside Recycling Only

Monthly Rates*

\$7.09

* Effective February 1, 2027, and on the same date each year thereafter, rates will be adjusted annually based on the percentage change in the Consumer Price Index (CPI) for Water, Sewer, and Trash Collection Services, as published by the U.S. Bureau of Labor Statistics. The adjustment will reflect the change in this index over the preceding year from November to November.

** Customer shall not be subject to additional charges provided that all refuse scheduled for collection is placed within the designated container, including instances where the refuse extends slightly above the container's upper rim.

*** Low Base Customer shall mean a customer who presents a single bag of refuse for collection, which is not contained within a container provided by Contractor. Contractor currently services twenty-six (26) Low Base Customers; however, Contractor shall not accept or enroll any additional Low Base Customers, and shall require all future customers to use a container furnished by the Contractor.

Exhibit B. II. Fees for Specific Items

This section shall be deleted in its entirety and removed from the Agreement.

3. **No Other Changes.** Except as amended herein, all other terms of the Agreement will continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed as of the day and year first above written.

CITY OF HAM LAKE, MN

HAM LAKE HAULERS, INC.

By: _____

Name:

Title:

Date: _____

By: _____

Title: _____

Date: _____

CONTRACT FOR COLLECTION AND DISPOSAL OF
REFUSE AND RECYCLABLE MATERIAL
IN
THE CITY OF HAM LAKE, MINNESOTA

This Agreement is between the City of Ham Lake, Minnesota, a Political Subdivision ("City") and Ham Lake Haulers, Inc., a Minnesota Corporation ("Contractor"), and is to be effective on February 1, 2021.

Recitals

City and Contractor have been parties to the predecessors of this agreement since 1991, pursuant to a negotiated contract implemented under the provisions of Minnesota Statutes Chapter 1 15A.94. This agreement is intended to provide for both the collection of refuse and recyclable materials at curbside from residential customers.

1.0 Definitions.

1.1. "Additional Collection Service" shall mean all Refuse that is collected in excess of the capacity of the Refuse Container.

1.2. "Customer(s)" shall mean single family or Townhome dwelling within the corporate limits of the City, but excludes dwelling units within Mobile Home Parks and Multiple Family complexes.

1.3. "Refuse" shall mean household solid waste resulting from single family residences or Townhomes that would normally be collected, processed and disposed of through a public or private solid waste management service *provided, however*, "Refuse" shall never include Excluded Waste.

1.4. "Recyclable Material" shall mean the following items:

- a. Glass containers having no plastic, metal or other lids or attachments;
- b. PET, HDPE and PVC having no metal or other non-plastic materials;
- c. Metal beverage and food cans;
- d. Newspapers printed on paperstock, excluding magazines or books;
- e. Cardboard;
- f. Mixed mail, magazines and phone books.
- g. Paper cartons including juice, milk, soup and broth cartons.

1.5. "Excluded Waste" shall mean toxic waste, special waste, yard waste, medical waste, industrial waste or hazardous materials as those terms are commonly defined.

1.6. "Recycling Container" shall mean a Customer provided container, the nature of which shall from time to time be mutually agreed to by City and Contractor, in which residential customers deposit Recyclable Materials for every other week curbside pickup.

1.7. Refuse Bag" shall mean one (1) Low Base Customer- provided plastic garbage bag weighing no more than 50 pounds.

1.8. "Refuse Container" shall mean a non-flammable, watertight, lidded container having a capacity of between 30 and 95 gallons, generally made of plastic or rubberized material.

1.9. "PET" shall mean Polyethylene Terephthalate, a translucent plastic material, such as the common two-liter soft-drink bottle.

1.10. "HDPE" shall mean High Density Polyethylene, an opaque, lighter-than-water plastic commonly used in such things as milk bottles or laundry detergent bottles.

1.11. "PVC" shall mean Polyvinylchloride, a hard, often transparent plastic that is heavier than water, commonly used for such things as cooking oil bottles.

1.12. "Comingling" means the placement of Recyclable Materials in Recycling Containers without sorting.

2.0 General Conditions.

2.1 Term. This agreement shall commence on February 1, 2021, and terminate on January 31, 2026, unless extended in writing by the parties.

2.2 Organization of Contractor. Contractor is Ham Lake Haulers, Inc., a Minnesota Corporation whose capital stock is owned by Waste Management of Minnesota, Inc., a Minnesota corporation, and by Ace Solid Waste, Inc., a Minnesota Corporation (each, a "Shareholder"). Contractor may not assign any portion of its rights under this agreement, directly or indirectly, to any other entity not described in this section, absent the prior written consent of City; provided, however, that Contractor may subcontract the performance of this Agreement to the Shareholder(s) without the prior written consent of the City.

2.3 Basic Duties of Contractor. Contractor shall provide, and shall be the exclusive provider of, weekly pickup, of all Refuse and every other week pickup of Recyclable Materials, Curbside, at single family residences within the City. All pickup of both Refuse and Single Sort Recyclable Materials shall occur on the same day of the week, and shall occur on only one day of the week, in accord with the schedule noted in paragraph 2.9 below. Customers may practice Comingling of Recyclable Materials, and Contractor shall provide a single receptacle to be used exclusively for the purpose of Comingling recyclables. Contractor shall also pick up gathered Refuse which cannot fit into a Refuse Container. Mobile Home Parks and Multiple Family complexes shall not be considered single family residences, provided, that Contractor shall negotiate in good faith to provide the owner of each Mobile Home Park and Multiple Family complex within the City with every other week, pickup service for Recyclable Materials, at curbside for Mobile Homes, and at a single location for Multiple Family complexes. The Majestic Oaks Townhomes and any like complex within the City of Ham Lake shall be included in this contract at a townhome rate.

The City may, in its sole discretion, enforce the exclusivity provisions of this agreement against third-party violators, taking into account the cost of doing so and other factors. Contractor may independently enforce the exclusivity provisions of this agreement against third-party violators, including, but not limited to, seeking injunctive relief and/or damages, and the City shall use good-faith efforts to cooperate in such enforcement actions brought by Contractor. The City shall use its best efforts to adopt ordinances, rules or regulations that have the effect of requiring third parties, including, without limitation, customers, to comply with the provisions of this agreement, including, without limitation, the exclusive service rights granted to Contractor pursuant to this agreement.

2.4 Geographic Division. Contractor shall divide the area within the City into two distinct service areas, one to be serviced by each Shareholder. The initial service area for each Shareholder shall be as depicted on Exhibit A. No change in the service area held by each Shareholder shall be permitted without the prior written consent of City. Each Shareholder may schedule weekly pickup service within its service area as that Shareholder deems appropriate, subject to the requirement that all pickups in a given service area occur on only one day each week, as outlined in paragraph 2.3 above.

2.5 Billing. Contractor shall bill each customer and collect all fees and charges relating to its services under this agreement. As an additional service for the benefit of the City, Contractor shall deliver bills relating to residential street light service, but only to the extent and in accordance with the terms set forth on Schedule 1 attached hereto and incorporated herein by reference

2.6 City Refuse. Contractor shall, at no additional cost to City, provide weekly pickup of Refuse at seven locations described as follows, and shall furnish a Two Cubic Yard receptacle at each location:

City Hall
City Fire Station at City Hall Complex City
Maintenance Building
Lions Park at City Hall
Fire Station# 2 at Xylite & Crosstown Blvd Ham Lake
Park on Ham Lake
Fire Station# 3 (When constructed at some future date.)

2.7 City Recycling Center. Contractor shall pick up Recyclable Materials dropped off and gathered in containers at a municipal recycling Center to be maintained by City on City Hall property. Pickup shall be as needed. There shall be no additional charge to City for this service.

2.8 Disposal and Observance of Regulatory Provisions. Contractor shall dispose of all Refuse and Recyclable Materials in a lawful manner, and in all other respects, shall observe all rules, regulations, statutes, laws, or ordinances (collectively, "governance") of any entity having jurisdiction over Contractor's activities. In addition, Contractor shall observe all governance of or concerning:

- a) Discrimination on any prohibited basis;
- b) Occupational or workplace activities;
- c) Required insurance coverages;
- d) Payroll, income and property taxes;
- e) Licensing and permitting;
- f) Wage and hour matters;
- g) Unemployment compensation;
- h) Motor vehicle registration, licensing and serviceability;

2.9 Reporting Requirements. Contractor shall furnish such reports on the following topics or subjects as

may from time to time be requested in writing from City. All such reports or information shall be furnished within a reasonable time as specified in the request:

- a) Volume of Refuse and/or Recyclable Materials collected within the City;
- b) Copies of disposal records;
- c) The current pickup schedule for each stop that includes which shareholder services
- d) Complaints from customers.

2.10 Hours for Pickup Activities. All pickup activities shall occur between Monday and Friday, except that if a regularly scheduled pickup day falls on a legal Holiday, pickup for that week only may occur on a Saturday, but a pickup day falling on a legal Holiday will be made up within 48 hours of the normal pickup day. Weather permitting, Contractor shall maintain a consistent time window of the same hour for pickup of Recyclable Materials or Refuse at each stop, and if Contractor determines to change the hour of pickup, shall notify the customer a reasonable time in advance of the hour change.

2.11 Complaints. Contractor shall promptly respond to all customer complaints, and where the complaint is justified, Contractor shall promptly take remedial action to rectify the problem. If the complaint reveals that Contractor failed to pick up Refuse or Recyclable Materials from a given stop at the appropriate time, Contractor shall provide pickup service to the omitted stop within 24 hours of the time of the complaint. All complaints shall be taken at a single telephone number to be maintained by Contractor, to be answered "Ham Lake Haulers", and not in the name of a Shareholder of Contractor. The complaint line shall be staffed between the hours of 8:00 am and 4:30 pm on weekdays, legal Holidays excluded.

2.12 Exclusions / Title. Contractor (or Shareholders) shall not be required to collect, transport, dispose of or otherwise handle any material which is or which the Company reasonably believes to be or contain Excluded Waste. Title to all Refuse and Recyclable Material shall pass to Contractor upon it being loaded onto its Shareholder(s)'s respective collection vehicle. Customers (including, without limitation, the City) shall not deposit in Shareholders's equipment or place for collection by Contractor any Excluded Waste. Title to and liability for any Excluded Waste shall remain with the generator of such Excluded Waste, even if Contractor (or Shareholders) inadvertently collects and disposes of such Excluded Waste.

3.0 Remuneration.

3.1 Charges to Customers. Contractor shall follow the fee schedule noted on Exhibit B for regular weekly and every other week pickup, and for pickup of items not capable of fitting into a Refuse Container.

3.2 SCORE Funding For Curbside Recycling. In addition to Contractor receiving payments from residential customers according to the fee schedule on Exhibit B, City shall pay to Contractor the sum of \$8,127.50 per quarter, due on April 1, July 1, October 1, and January 1 of each year, commencing April 1, 2021. It is acknowledged that this figure is based upon anticipated municipal revenues from the SCORE Fund, a governmental program administered by other governmental agencies. If for any reason these funds are eliminated, the curbside recycling program shall continue, and Contractor shall be compensated by adding 64 cents (the "Recycling Surcharge") to the Monthly Rate being charged to Customers under the rate schedules listed in Exhibit B. The Recycling Surcharge shall be adjusted if the SCORE funding is reduced from its current level, but not eliminated. The adjustment shall be done according to the following formula:

Recycling Surcharge= [(S divided by \$32,510.00) times \$.64], where S equals the new amount of SCORE funding available to the City on an annual basis.

3.3 Adjustments Due to Tipping Fee Changes. It is acknowledged that the Tipping Fee rates anticipated for disposal of Refuse will, at the inception of this agreement, be \$81.50 per ton. It is anticipated that the Tipping Fee will rise by \$2 per ton annually, starting on January 1, 2022, but the tipping fee portion of residential rates will not increase unless an unforeseen increase occurs.

Notwithstanding the foregoing, Contractor shall notify City of any increase or decrease in the Tipping Fee within seven business days after Contractor learns of any such increase. Upon such increase or decrease, the Exhibit B Rates shall be equitably adjusted. Contractor shall furnish such information to City as is reasonably necessary for City to determine the amount of equitable adjustment necessary. If the parties are unable to agree upon the amount of equitable adjustment, then, the rates on Exhibit B shall automatically increase in accordance with the following formula:

$$((\text{The Amount of Any Increase in the Tipping Fee Per Ton}) \times (.93)) / 12 = \text{The Amount to be Added to the Monthly Rates on Exhibit B}$$

For the avoidance of doubt and by way of example only, if Tipping Fees increase by \$3.00 per Ton and Contractor and City are unable to agree upon an equitable adjustment to the rates on Exhibit B, such rates would automatically increase by \$.23 per month $((\$3.00) \times (.93) = \$2.79 / 12)$.

3.4 Credit for Temporary Service Interruption. Upon the advance request of a Customer who advises Contractor of a need to temporarily interrupt service for a period which would include four normal pickup dates or more (for Refuse Bags or Containers), such as might occur as a result of a vacation or other absence, Contractor shall provide for a pro-rata reduction in the normal monthly fee for that customer.

4.0 Collection from Non - Paying Customers. The fees levied for service by Contractor shall constitute a civil debt and liability owing to Contractor from the Customer and shall be collectible in any manner provided by law, including, without limitation, the reporting of delinquent payers to collection agencies or bureaus. The Contractor will follow a standard collection process each month to ensure timely payments as described below:

Day	Action
20 th	Payment is due
25 th	Friendly Auto Phone Message Sent/Payment Due on the 20 th
30 th	Reminder Bill is sent with a \$10.00 Finance Charge
35 th	2 nd Friendly Auto Phone Message Sent
40 th	Account is flagged as Suspend Non Payment in Billing System
41 st to 47 th	Trash is Serviced but Tagged – Call Ham Lake Haulers
60 th	Service Pricing is Ended and Cart Removal Orders Created
60 th	3 rd Friendly Auto Phone Message Sent – Avoid 3 rd Party Collections
60 th	City of Ham Lake is notified
85 th	Accounts are changed to Collection Status in Billing System
120 th	Accounts are Written Off and Sent to Collections Company

In addition to steps set forth above, the Contractor may request delinquent collection support from the City for delinquent accounts over three months past due. ~~The City shall establish its own procedures for processing and administration of such request from the Contractor to collect delinquencies via the City's powers available for collection of special service fees.~~ **Contractor shall be allowed to collect reasonable finance charges from non-paying customers once approved by the city council.**

4.1 Uniform Signage. Each Shareholder of Contractor may utilize rolling stock which bears the corporate name and insignia of that Shareholder;

4.2 General Conditions of Default, Notice and Termination. The remedies available to City under paragraphs 4.2 hereof shall be optional with City. In the event that City deems that a condition of default exists on the part of Contractor (it being acknowledged that Contractor is responsible for the actions of its Shareholders), City shall provide Contractor with written notice of the condition of default, the requirements to cure the default, and a reasonable time period in which to cure the default. Upon failure of Contractor to timely cure the default, City may terminate this agreement, in which case Contractor shall continue to perform the agreement for such time as is

necessary to provide for a transition of service to other haulers, not to exceed thirty days.

4.3 Review Meeting. When requested, Contractor shall cause a representative of each of its Shareholders to attend a meeting with City staff, to be conducted at City Hall, 15544 Central Avenue Northeast, upon reasonable notice from City.

4.4 Funding Programs. Contractor acknowledges that from time to time, City is engaged in applying for, qualifying for and receiving certain funding from other entities for solid waste disposal, and that City must provide certain data or follow certain procedures in order to be eligible for such funding. Contractor shall make good faith efforts to cooperate as requested in the application for or continued qualification for any such funding.

4.5 General Indemnification. Contractor acknowledges that this agreement creates no relationship between City and Contractor or its Shareholders, of principal and agent, master and servant, employer and employee, or any other condition in which the doctrine of respondent superior could or should be applied to City, or under which vicarious liability could be ascribed to City due to any act or omission of Contractor, its Shareholders or agents. To this end, Contractor and its Shareholders shall defend, indemnify and save harmless City against any liability and any claim of liability for any negligent act or omission or willful misconduct of Contractor, its Shareholders and agents to any third party which arises out of this existence of this contract.

4.6 Notices. Whenever under this agreement there is a requirement of written notice, such notice shall be sufficient if personally delivered, as evidence by affidavit of service, or mailed by Certified United States Mail to the following:

As to City:
c/o City Administrator
15544 Central Avenue Northeast
Ham Lake, MN 55304

with copies to:

Joe Murphy
Carson, Clelland & Schreder
Brookdale Corporate Center
6300 Shingle Creek Parkway
Suite 305
Minneapolis, MN 55430

As to Contractor:
Ham Lake Haulers, Inc.
6601 McKinley St NW
Ramsey, MN 55303

with copies to:

Waste Connections, Inc.
Attn: Legal Department
3 Waterway Square Place, Suite 110 The
Woodlands, TX 77380

4.7 Dispute Resolution. Any dispute arising out of the terms of this agreement, may be resolved by Arbitration, under the rules of the American Arbitration Association. Subject to the exception noted below, the arbitrator(s) in any such action may award to the prevailing party all reasonable costs and expenses, including attorney's fees.]Except as noted above, the prevailing party in any dispute shall be entitled to recover its reasonable attorney's fees and costs from the non-prevailing party.

4.8 Force Majeure. Contractor shall be relieved of its obligations hereunder when acts of God, war or public enemy, civil commotion, riot or insurrection, governmental interference, or any other event beyond the control of Contractor renders its performance hereunder substantially impossible. Contractor shall diligently pursue resumption of services after such an event.0

4.9 No Joint and Several Liability Among Shareholders. The Parties agree that each Shareholder shall not be liable for any of the obligations or liabilities of the other Shareholder or of the Contractor. Under no circumstances shall the obligations or liabilities of one Shareholder be considered joint and several with the obligations or liabilities of any other Shareholder.

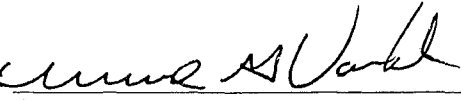
4.10 Entire Agreement / Modification. This agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter herein, and it shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the parties hereto.

(Remainder of page intentionally left blank.)

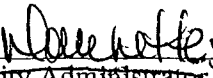
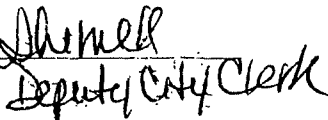
Wherefore, the parties have executed this Agreement to be effective February 1, 2021.

City of Ham Lake

Ham Lake Haulers, Inc.

By: 
Mayor

By: _____

By:  
City Administrator Deputy City Clerk

Its: _____

(Page intentionally left blank.)



Exhibit B: Rates

I. Curbside Refuse Pick

<u>I. Curbside Refuse Pickup****</u>	2/1/2021	2/1/2022	2/1/2023	2/1/2024	2/1/2025
Low Base Customers**	\$ 9.88	\$ 10.08	\$ 10.28	\$ 10.48	\$ 10.69
30-38 Gallon Customers*	\$ 12.33	\$ 12.58	\$ 12.83	\$ 13.08	\$ 13.35
60-76 Gallon Customers*	\$ 17.72	\$ 18.07	\$ 18.44	\$ 18.80	\$ 19.18
77-90 Gallon Customers*	\$ 20.25	\$ 20.66	\$ 21.07	\$ 21.49	\$ 21.92
Two Container Customers*	\$ 29.33	\$ 29.92	\$ 30.51	\$ 31.13	\$ 31.75
Townhomes***	\$ 15.99	\$ 16.31	\$ 16.64	\$ 16.97	\$ 17.31
Curbside Recycling Only	\$ 6.55	\$ 6.68	\$ 6.81	\$ 6.95	\$ 7.09

*Customer will not be charged extra so long as all Refuse offered for pickup is contained in the container, even if extending slightly above the top rim of the container.

**A "Low Base" customer is a customer offering a single garbage bag of Refuse, not in a container furnished by Contractor. There are 26 existing "Low Base" customers, who shall continue to be served by Contractor, but Contractor shall not accept any additional "Low Base" Customers, and shall require all future customers to use a container furnished by Contractor.

***This rate shall only apply to Townhomes, per dwelling unit.

All Pricing listed is per month.

II. Fees for Specific Items (Listed on the following page)

1) Extras will be taken and charged to the home owners account, except in the case of townhomes/associations where pickup and payment must be prearranged.

Extra Charges			
Extra bag of refuse	\$ 2.00	Couch	\$ 25.00
Bundle of Brush (5ft length X 3 inch diameter branch size limit)	\$ 5.00	Hide a bed	\$ 35.00
Auto Car Seat (single)	\$ 12.50	Table	\$ 15.00
Auto Car Seat (double)	\$ 17.00	Kitchen Chair	\$ 4.00
Mattress or box spring - single	\$ 40.00	Bathtub	\$ 30.00
Mattress or box spring -Double or larger	\$ 50.00	Sink	\$ 12.00
Carpet & pad (12x12 room, 4-5 ft wide, rolled up)	\$ 20.00	Toilet	\$ 15.00
Chair (stuffed or recliner)	\$ 20.00	Lawnmower (push type, drain all fluids)	\$ 17.00
		Christmas Tree	\$ 5.00
Special Material Collection Price List			

- 1) Electronics containing a CRT are banned from disposal in the garbage.
- 2) Other electronic/computer related items can be disposed of in the garbage, but will be offered recycle option
- 3) Major appliances are banned from disposal in the garbage and must be either recycle or reused.
- 4) A separate truck other than the regular service truck will be dispatched for collection.
- 5) **Collection is done on the regular day of service**
- 6) **Advance notice for scheduling is required.**
- 7) Remind customer to call in advance to cancel. STOP fee is non-refundable unless cancelled in advance
- 8) Appliance must be empty - no food, clothes, trash, etc. left in it
- 9) Item(s) must be visible and curbside by **6:30am** - Be sure to advise the customer
- 10) Highlighted items **must** be recycled-MN state law. Non highlighted optional -we can recycle per request

Stop Charge \$35..00 PLUS per item charges below			
Computer Related Items			
Computer Monitors	\$ 15.00	PDA	\$ 5.00
CPU Box	\$ 5.00	Printer - Household	\$ 10.00
Laptop Computer	\$ 10.00	Scanner - Household	\$ 10.00
Keyboard & Mouse	\$ 5.00	Scanner - Large Business	\$ 20.00
Office Equipment & Other			
Copier	\$ 25.00	Fax Machines	\$ 5.00
Cell Phone	\$ 5.00		
Televisions			
Console Television	\$ 60.00		
Television > 40 in	\$ 45.00	Television > 20 up to 29 in	\$ 25.00
Television > 30 up to 39 in	\$ 30.00	Television < 20 in	\$ 15.00
Appliances- <i>Always verify if it's a residential or commercial type appliance</i>			
Only electric refrigerators are accepted - no gas refrigerators will be taken			
Refrigerator - Household	\$ 20.00	Clothes Washer	\$ 20.00
Dishwasher	\$ 20.00	Clothes Dryer	\$ 20.00
Stove	\$ 20.00	Dehumidifier	\$ 20.00
Freezer	\$ 20.00	Furnace - Residential	\$ 20.00
Trash Compactor - Household	\$ 20.00	Room Air Conditioner	\$ 30.00

Water Heater - Household	\$ 20.00	Air Heat Pump	\$ 30.00
Outside Air Conditioner Unit	\$ 30.00		
Water Heater - Pool	\$ 20.00		
Garbage Disposal	\$ 15.00		
Microwave	\$ 10.00		
Tires			
Car Tire without Rim	\$ 2.00	Truck Tire without Rim	\$ 25.00

Meeting Date: January 20, 2026

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Mike Raczkowski, Fire Chief

Item/Title/Subject: Mobile Food Truck/Trailer Vending Licensing,
Inspection and Application

Introduction/Discussion:

There was a discussion with Mayor Kirkham and Fire Liaison Councilmember Parranto regarding the requirement for food trucks to have a city license and an annual Anoka County fire inspection. They both agreed that this would be a good idea so there could be some control over where food trucks could operate in the city and for the overall safety of everyone.

The fee for the city license would be kept to a minimal amount of \$50 annually, which is considerably less than neighboring cities. To receive a city license, an applicant would be required to show a current Health Department license, pass a fire inspection and pass a city background check.

Anoka County Fire departments have started a reciprocity agreement that allows a food truck to be inspected once at any fire department in Anoka County and the inspection will be honored in any City in Anoka County for that season. All cities have agreed to charge a \$100 fee for completing this inspection.

Example: If a Food Truck has a fire inspection in Coon Rapids and pays them the \$100 fee, we would not charge for a fire inspection and would honor the one they had completed by that Fire Department. We would only collect a \$50 City license fee.

The only exception of not requiring a license would be on private property or private events where sales are not made to the public.

Recommendation:

We are recommending the approval of the Inspection Requirements, Application and the First Reading of an Ordinance regarding the licensing of mobile food trucks and trailer vending.

ORDINANCE NO. 26-XX

An Ordinance Amending ARTICLE 7, LICENSES, to regulate and establish licensing procedures for Mobile Food Truck and Trailer Vending.

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

ARTICLE 7, LICENSES of the Ham Lake City Code is hereby amended as indicated in the following sections:

7-1500 Mobile Food Truck and Trailer Vending

A Mobile Food Truck and Trailer is a mobile food and beverage service unit that is a fully contained motorized vehicle or fully contained mounted trailer unit attached to a motorized vehicle, licensed by the State of Minnesota to operate on public streets and roadways and is readily moveable to another location.

7-1501 License Required

- a. An annual city license is required for all mobile food trucks, trailers and stands that sell food and drink to the public.
- b. A valid license from Anoka County Health and Environmental Services Department is required.
- c. Proof of valid fire inspection from Anoka County or State fire Marshal.
- d. State issued personal and vehicle license, registration and insurance.
- e. A current electrical inspection sticker from the state department of labor and industry.

7-1502 Term

A license shall be issued for one-year period and shall expire on December 31 of each year. The license must be posted in a visible location.

7-1503 Mobile Food Truck and Trailer Location and Duration

- a. The duration cannot exceed Twenty-one days (21) in any one location in the city.
- b. Must be on private property.
- c. Must be parked on hard-surface such as concrete or asphalt.
- d. Cannot be located within 150 feet of another restaurant without written permission from said restaurant.
- e. Cannot be located in any city park without prior written permission from organization or individuals holding a special event permit or other city approval for city sponsored or city co-sponsored events.

- f. Cannot be located on a city street, public right-of-away, or within 10-feet of any property line. Any Mobile Food Truck or Trailer Vending location cannot interfere with site lines of traffic.

7-1504 Exceptions

No license is required on private property for private events where sales are not made to the public. Mobile food units must be fully contained on private property and must comply with all other applicable state laws and city codes.

7-1505 Conditions of License

- a. Any violation of city, county or state code will result in license revocation for the remainder of the year.
- b. Any Mobile Food Truck and Trailer Vending found to be parked in an unsafe location may result in revocation of the license.

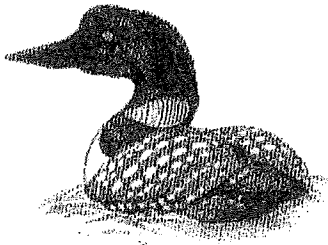
Presented to the Ham Lake City Council on January 20, 2026 and adopted by a unanimous vote this ____ day of _____, 20__.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Mobile Food Truck or Trailer Vending

1. Application: An application for outdoor food sales shall be applied for and may be granted by the City of Ham Lake on an annual basis.
2. County License Required: A license from the Anoka County Health and Environmental Services Department must first be applied for and granted. A copy of said license shall be provided to the city upon application of city license.
3. Anoka County Fire Inspection: Proof of a county or state fire inspection must have been conducted and passed before city license is issued. This inspection can be conducted by most fire departments in Anoka County for a fee and is valid in any city for Anoka County for the current year.
4. Insurance: Proof of state issued personal and vehicle license, registration and insurance must be provided as part of the application.
5. Vending: A maximum of 21 days in total is allowed per location annually.
6. Vending: Vending is not allowed within 150 feet of the property line of any restaurant unless prior written authorization is provided by the restaurant.
7. Vending: Is not allowed in any city park unless prior written permission from an organization or individual holding a special event permit. The vendor must have written authorization from said organization or individual when obtaining a city license.
8. Vending: Is not allowed on any city street, public right- away, or within 10 feet of any property line.
9. Hours: The hours of operation shall be between 9 a.m. and 10 p.m.
10. Exemptions: No license is required on private property for private events where sales are not made to the public. The mobile food unit must be fully contained on private property and must comply with all other applicable state laws and city codes.



CITY OF HAM LAKE

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

MOBILE FOOD TRUCK AND TRAILER VENDING LICENSE APPLICATION

Food Truck Business Information

Complete Legal Business Name _____

Food Truck Name(dba) _____

MN Business Tax ID# _____ Federal Tax ID# _____

Address of Business: Street _____

City _____

State _____ Zip _____

Description of Food You Offer _____

Food Truck Vehicle / Trailer Information

Vehicle License Plate # _____

State Issuance _____

License Year _____

Color _____

Make / Model _____

Vehicle Insurance Company _____

Policy Number _____

Date Of Insurance Coverage _____

Owner Personal Information

First Name _____

Last Name _____

Email Address _____

Street _____ City _____

State _____ Zip _____

Social Security # _____

Cell Phone # _____ Business Phone # _____

CHECKLIST OF REQUIRED DOCUMENTATION

- License Application, Fully Completed.
- Fee Payment (annually \$50)
- Photocopy of Current Minnesota Driver's License, Minnesota State Issued Identification Card or other Government Issued Identification.
- Background Consent Form
- Department of Health Certificate
- Valid Fire Safety Inspection
- Minnesota Worker's Compensation Form
- Tennessen Warning Form (State requirement)

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ ARTICLE 7- OF THE HAM LAKE CITY CODE pertaining to Mobile Food Trucks.

Applicant knows the contents of this application and supporting affidavits and that the statements herein are true or his/her own knowledge, save as to such as are herein stated information and belief, and as to those, he/she believes them to be true.

APPLICANT:

Signature

Date

CERTIFICATION OF COMPLIANCE

MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

INSURANCE COMPANY NAME: _____
(NOT the insurance agent)

POLICY NUMBER _____

DATES OF COVERAGE: _____ to _____

OR

I am not required to have workers' compensation liability coverage because:

- ☐ I have no employees
- ☐ I am self-insured (include permit to self-insure)
- ☐ I have no employees who are covered by the workers' compensation law
(these include: Spouse, Parents, Children and Certain Farm Employees).

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

NAME:

(last, first, middle)

DOING BUSINESS AS:

(business name if different than your name)

BUSINESS ADDRESS:

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE

DATE

Meeting Date: January 20, 2026



CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Nicole Wheeler, Recycling Coordinator

Item/Title/Subject: 2026 Recycling Dates

Introduction:

In 2026, the City will host two citywide recycling days on Saturday, May 2nd and September 5th from 8:00 a.m. until noon. The items that will be accepted at the citywide event are electronics, appliances, propane tanks, mattresses and box springs and tires. Public Works will take in scrap metal, car batteries, bicycles and brush.

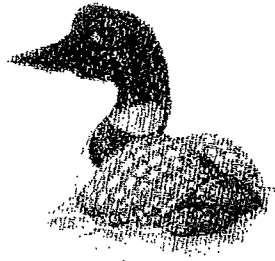
Other recycling events for residents will be held at Recycle Technologies, Inc., in Blaine on the following dates:

March 7th
July 25th
December 19th

All vendors' fees are paid for by the Anoka County Board of Commissioners and State SCORE (Select Committee on Recycling and the Environment) funds.

Attached is a list of vendors participating in our 2026 spring and fall recycling events. All vendors' fees are paid for by the Anoka County Board of Commissioners and State SCORE (Select Committee on Recycling and the Environment) funds.

A reuse/recycling event will be held again this year. The event last year was very successful. Anoka County wants to promote reuse throughout the county. One way to do this is to work with municipalities that have recycling days and city-wide garage sales (hosted by the Ham Lake Chamber of Commerce April 30 - May 2) to keep reusable items out of the trash. The City will be working with Anoka County Recycling & Resource Solutions and Aimee Panek from the Ham Lake Chamber of Commerce to promote and host the reuse event in the City Hall parking lot on Sunday, May 3, 2026 from 10:00 am to 2:00 pm. The County will provide a tent, tables, scales and staff to organize any materials that can be reused rather than thrown away. Residents who host garage sales and have unsold, usable, household items at the end of their sale can bring them to the city hall parking lot between 3:00 and 7:00 pm on Saturday, May 2nd for the reuse event. The targeted materials being usable sporting goods, household goods and furniture. Any materials that are left after the event, will be donated to the Salvation Army. The weight of items taken by "shoppers" will be applied toward the City's 2026 reuse/recycling tonnage goal.



***City of Ham Lake
2026 Recycling Vendors***

Recycle Technologies, Inc.

10040 Davenport Street NE
Blaine, MN 55449
763-559-5130

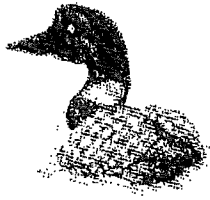
J.R.'s Appliance Disposal, Inc.

10619 Courthouse Boulevard
Inver Grove Heights, MN 55077
651-454-9215

Evergreen Recycling, LLC

53465 Forest Blvd.
Rush City, MN 55069
320-358-3988

Meeting Date: January 20, 2026



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Subject: Outdoor Lighting Energy and Maintenance Agreement for Kohler Farms

Introduction/Discussion:

Attached is the Energy and Maintenance Agreement with Connexus Energy for streetlights in Kohler Farms. The system includes 14 fixtures for the development in accordance with the requirements for street lighting in new subdivisions.

Recommendation:

I recommend approval of the Outdoor Lighting Energy and Maintenance Agreement for Kohler Farms.

Outdoor Lighting

your most powerful membership[®]

Energy and Maintenance Agreement

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

Account #411023-240512

Location: KOHLER FARMS (Service order: SORD000W2503685)

Connexus Energy shall provide the energy and maintenance for the outdoor lighting system as detailed below:

- (14) LED Outdoor Traditionaire Light fixture installed on smooth fiberglass pole.

The current energy and maintenance rate for these fixtures is \$7.00 per month, per fixture. This rate adheres to Connexus Energy's published rate schedule and is subject to change.

Maintenance of the fixtures, including lamp replacement, will be provided by Connexus Energy for a period of 25 years (According to Connexus Energy's Outdoor Lighting Guidelines). If, in Connexus Energy's opinion, after 25 years, the condition of the outdoor lighting system is such that replacement or significant renovation is necessary (due to deterioration from age), the customer will be responsible for the replacement cost.

Please indicate your acceptance of this monthly Energy and Maintenance Agreement by signing the line below and returning it in the envelope provided.

Sincerely,

Candi Swenson
Engineering Services Specialist

November 24, 2025

(Accepted By)

(Date)

(Print Name)

(Title)

Quote Number	LGT0001226
Date	11/24/2025
Customer ID	898548
Service Order	SORD000W2503685
Representative	candjohn
Page	1

Re: Outdoor Lighting System at: KOHLER FARMS

COPY

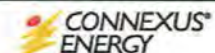
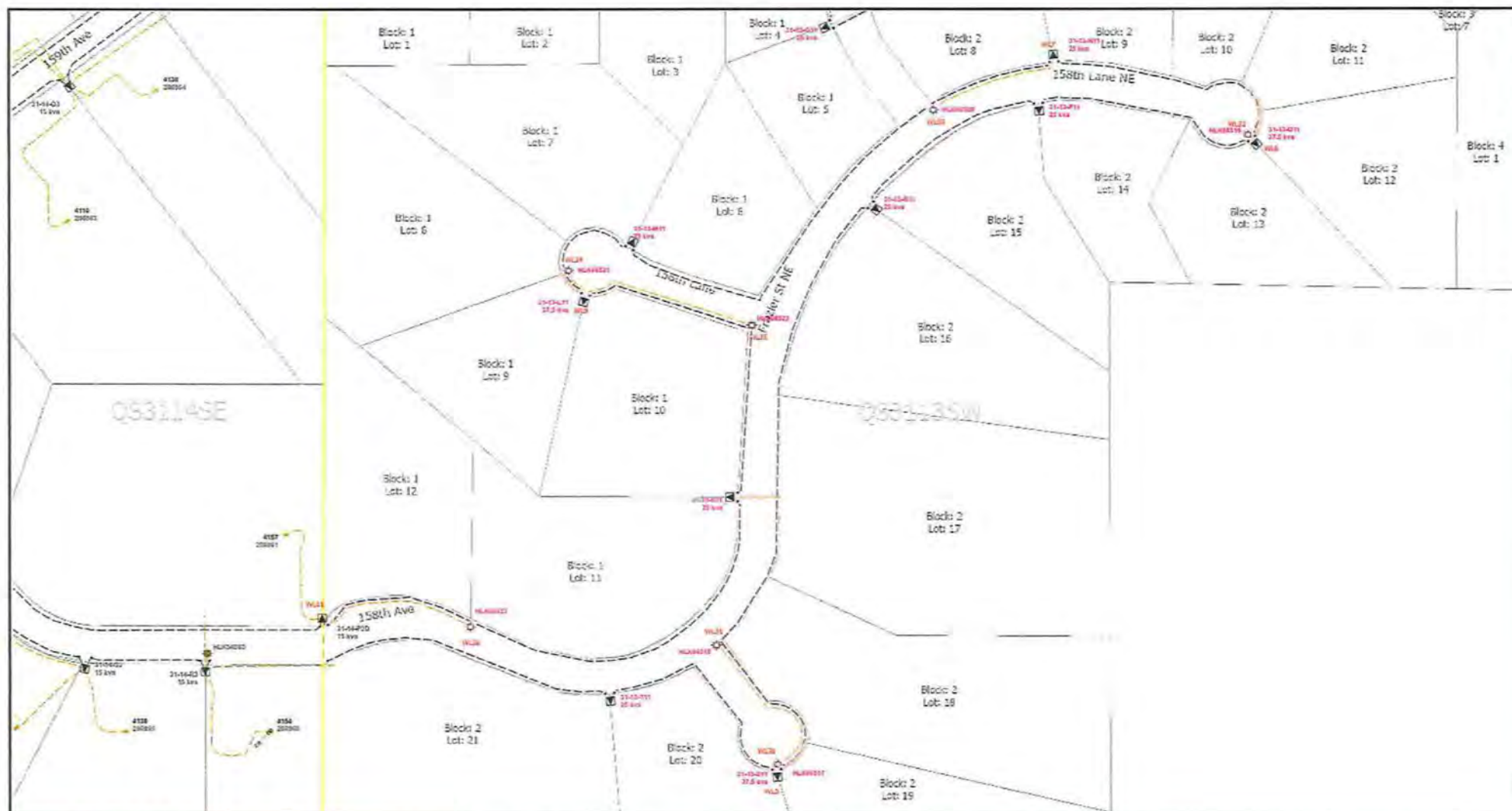
****Do not combine payment for this invoice with electric service payments or application may be delayed.****

Quantity	U of M	Unit Price	Description	Ext. Price
14	EA	\$1,847.00	COMPLETE LIGHT FIXTURE(S)	\$25,858.00
2,265	FT	\$3.20	FOOTAGE UG	\$7,248.00
Subtotal:				\$33,106.00
Tax:				\$0.00
Total:				\$33,106.00

- Detach Along Line

Quote: LGT0001226
Service Order: SORD000W2503685
Due Date: Upon Receipt

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303



14501 Ramsey Blvd.
Ramsey, MN 55303

THIS PRINT REPRESENTS THE LOCATION OF ELECTRICAL FACILITIES AS OF THE PRINTED DATE TO THE BEST OF OUR KNOWLEDGE. THIS INFORMATION IS INTENDED FOR GENERAL USE ONLY AND IS NOT TO BE USED FOR EXCAVATION PURPOSES. STATE LAW REQUIRES ANYONE DIGGING, GRADING OR EXCAVATING TO OBTAIN A FIELD LOCATION OF ALL UTILITIES. CALL GOPHER STATE ONE CALL FOR A FIELD LOCATION AT 1-800-252-1166

Project Name: KOHLER FARMS- LIGHTING "RESTAKE1"

Addr: KOHLER FARMS

City: HAM LAKE

T/R/S:

Crew Signoff: _____

Date: _____



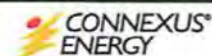
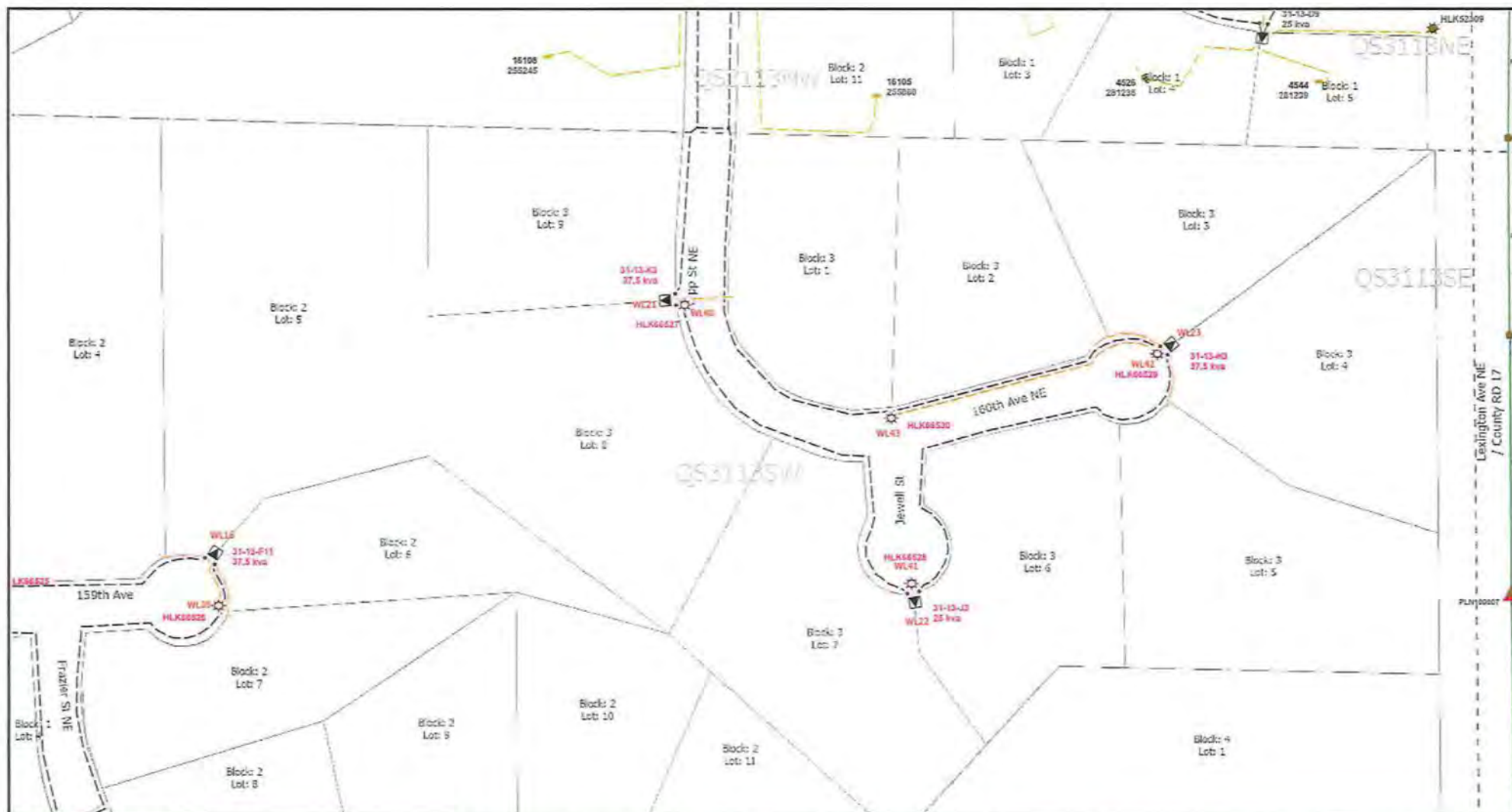
WO #: W2503685

Date: 1/7/2026

Designer: Chris Miller

Contact Info: (763)323-2795

Page # 1 of 3



14601 Ramsey Blvd.
Ramsey, MN 55303

THIS PRINT REPRESENTS THE LOCATION OF ELECTRICAL FACILITIES AS OF THE PRINTED DATE TO THE BEST OF OUR KNOWLEDGE. THIS INFORMATION IS INTENDED FOR GENERAL USE ONLY AND IS NOT TO BE USED FOR EXCAVATION PURPOSES. STATE LAW REQUIRES ANYONE DIGGING, GRADING OR EXCAVATING TO OBTAIN A FIELD LOCATION OF ALL UTILITIES. CALL GOPHER STATE ONE CALL FOR A FIELD LOCATION AT 1-800-252-1166

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City: HAM LAKE

T/R/S:

Crew Signoff: _____

Date: _____



WO #: W2503685

Date: 1/7/2026

Designer: Chris Miller

Contact Info: (763)323-2795

Page # 3 of 3

Meeting Date: January 20, 2026

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: First Reading of an Ordinance to Amend Ordinance 25-16 Permit Fees and Service Charges

Introduction/Discussion: Attached is the updated fee schedule that clarifies some fees and adds items that were inadvertently left off the fee schedule that was approved in December of 2025. We are also adding new fees for the licensing of Mobile Food Truck and Trailer Vending. Following are the fees being added or amended:

- Removing Planning Expedited Review fee of \$1,000.00
- Increased label fees from \$25.00 to \$35.00 for Public Hearing Notices
- Increased land use sign fees from \$25.00 per sign to \$50.00 per sign for Planning Deposits
- Added Special Home Occupation Deposit
- Added Home Occupation Permit Deposit
- Separated Rezoning and Multiple Dog License Planning deposits to reflect true fees
- Add fee listings for Vacation of Public Land and Variance Requests
- Removed deposit fee for Future Development Place Sign
- Added verbiage regarding calculating Street Light Fees for New Developments
- Mobile Food Truck and Trailer Vending License Application Fee \$50.00 plus \$100.00 for a Fire Inspection Fee if needed

Recommendation: I recommend approval of the First Reading of an Ordinance establishing Permit Fees and Service Charges to be collected by the City of Ham Lake.

ORDINANCE NO. 26-XX

AN ORDINANCE AMENDING ORDINANCE NO. 25-16, RELATING TO THE ESTABLISHMENT OF PERMIT FEES AND SERVICE CHARGES TO BE COLLECTED BY THE CITY OF HAM LAKE

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

The following fee and verbiage shall be amended in Ordinance No. 25-16 under:

Article 7, Licenses, 7-1500, Mobile Food Truck and Trailer Vending

License Application Fee	\$ 50.00
Fire Inspection Fee	\$100.00

The following are amendments to the fee schedule:

PLANNING AND ZONING

Special meeting of the Planning Commission	500.00
--	--------

THE FOLLOWING ARE DEPOSITS:

Lot Line Adjustment/Courtesy Combination/Metes and Bounds

Conveyance (no new lots are created)	500.00
--------------------------------------	--------

City Code Change Request	500.00
--------------------------	--------

Flood Zone Map Amendment	100.00
--------------------------	--------

Planning Commission Review Deposit	500.00
------------------------------------	--------

(includes staff review fee \$200, Planning Commissioner
Inspection fee \$20, any additional costs)

Planning Comm. Review Deposit – Commercial Bldg Permit	1,000.00
--	----------

(includes staff review fee \$200, Planning Commissioner
Inspection fee \$20, costs for City Engineer and/or City
Attorney and any additional costs)

Public Hearing Deposit – New Conditional Use Permit (CUP), Amendment to Conditional Use Permit, Special Home Occupation Permit	1,000.00
--	----------

(includes Planning Commissioner Inspection fee \$20,
Permit \$300, land use change sign \$50 each, labels \$35,
variable fees of actual postage and actual publication,
any additional costs such as City Engineering or
City Attorney fees)

Public Hearing Deposit – Rezoning	400.00
-----------------------------------	--------

(includes staff review fee \$200, Planning Commissioner
Inspection fee \$20, land use change sign \$50 each, labels
\$35, variable fees of actual postage and actual publication,
Any additional costs such as City Engineering or City
Attorney fees)

Public Hearing Deposit – Multiple Dog License	400.00
---	--------

(includes staff review fee \$200, Planning Commissioner

Inspection fee \$20,land use change sign \$50 each, labels \$35, Multiple Dog License \$50, variable fees of actual postage and actual publication, any additional costs such as City Engineering or City Attorney fees)	
Public Hearing Deposit - Excavation Permit (includes staff review fee \$200, Planning Commissioner Inspection fee \$20, land use change sign \$50 each, Excavation Permit \$50, labels \$35, variable fees of actual postage and actual publication, any additional costs such as City Engineer or City Attorney fees)	5,000.00
Public Hearing Deposit - Vacation of Public Land (includes labels \$35, variable cost of publications, postage, and filing fees, and additional costs such as City Engineering or City Attorney fees)	650.00
Public Hearing Deposit - Variance Requests (includes labels \$35, variable cost of publications, postage, and filing fees, and additional costs such as City Engineering or City Attorney fees)	500.00
Home Occupation Permit (includes staff review fee \$200, Planning Commissioner Inspection fee \$20)	400.00
Sub-Division of Land Plat (at sketch Plan stage) per lot or per unit	700.00
Upper Rum River WMO or Sunrise WMO Permit Application	750.00
THE FOLLOWING ARE FEES:	
Deviation Permit Fee/Livability Review Fee (Lots that deviate from approved Grading Plan)	400.00
Future Development Placement Sign Fee	50.00
Future Drainage Improvement Fund (Residential living unit) (Commercial is computed by City Engineer)	500.00
Future Street Improvement Fund (Note: Determined in development agreement)	
Parkland Dedication Fee (City Valuation \$25,000 per acre) (Note: parkland dedication is not charged on commercial property)	2,500.00 per lot
Signs for notification of cul-de-sacs or parkland	200.00
NOTE: ACTUAL CITY ATTORNEY AND CITY ENGINEER EXPENSES ARE REQUIRED FOR REVIEW/PLANNING COMMISSIONER INSPECTION OF ANY TYPE OF DEVELOPER/TAXPAYER REQUEST	

RESALE AND SERVICE FEES

City Map	5.00
City Zoning Map	5.00
Comprehensive Plan	250.00
DVD of any City event or meeting	15.00

Filing Fee (election)	25.00
Ham Laker Ad (business card size)	75.00
(Free to non-profit organizations & Chamber Members)	
Impounding horses, donkeys or mules	1,000.00
Mailing/Handling Fee	5.00
(actual postage cost is in addition to the fee)	
Providing water to contractors (includes tax)	50.00 minimum
plus \$3.00 per every 1,000 gallons	
Returned Check Fee	35.00
Special Assessment Search	30.00
Storm Water Mgmt. Plan (includes tax)	500.00
Street Lighting charges	3.75
(Established Residential and Commercial	
Plats per unit, per month)	
(City engineer calculates out three years of fees	
due for new developments based on maintenance	
and services fees projected by Connexus Energy	
at time of Street Light Agreement.)	
Xerox Copy (per page) (includes tax)	.25
Yearly subscription to "Ham Laker"	50.00

Presented to the Ham Lake City Council on January 20, 2026 and adopted by a unanimous vote this ____ day of ____, 20__.

Brian Kirkham, Mayor

Denise Webster, City Clerk

RESOLUTION NO. 26-XX
A RESOLUTION TO GRANT A BUILDING PERMIT TO KWIK TRIP, INC. IN THE
ELWELL COMMERCIAL PARK

WHEREAS, on December 9, 2025 the City of Ham Lake (“City”) entered into that certain Development Agreement with Lincoln Street Commercial Development, LLC (“Developer”) for the development of the Elwell Commercial Park (“Development Agreement”);

WHEREAS, Section 3.18 of the Development Agreement requires that the Developer remove the billboard located on the Development that is in violation of City Code (“Billboard”) by December 31, 2025;

WHEREAS, Section 3.21 of the Development Agreement indicates that the City may withhold building permits or certificates of occupancy if the Developer is in default of its obligations under the Development Agreement;

WHEREAS, as of January 19, 2026, the Developer has not removed the Billboard;

WHEREAS, Kwik Trip, Inc. (“Kwik Trip”) desires to purchase one of the lots in the Elwell Commercial Park and has taken significant steps toward the construction of a Kwik Trip Convenience Store/Fueling Station (“Store”);

WHEREAS, Kwik Trip will not move forward with its plans to purchase a lot with the concern that the City will not issue a building permit to Kwik Trip if the Developer remains in default of the Development Agreement for its failure to remove the Billboard;

WHEREAS, the Billboard is not located on the lot that Kwik Trip intends to purchase;

WHEREAS, the City sees a substantial benefit to the citizens of Ham Lake in having a Store constructed by Kwik Trip in Elwell Commercial Park that outweighs the removal of the Billboard prior to the issuance of a building permit to Kwik Trip.

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

1. That the City Building and Zoning Official issue a building permit to Kwik Trip if Kwik Trip meets all requirements of City, County and State laws as well as requirements of the City Engineer even though the Developer is in default of the terms of the Development Agreement for failure to remove the Billboard.
2. That all terms and conditions of the Development Agreement remain in full force and effect, including, but not limited to, the City’s ability to withhold the issuance of building permits on all other lots in Elwell Commercial Park if the Developer is in default of its obligations under the Development Agreement, which includes the ongoing obligation to remove the Billboard.


Passed by the City Council of Ham Lake, Minnesota this 20th day of January, 2026.

Brian Kirkham, Mayor

Attested:

Denise Webster, City Clerk

Memorandum

Date: January 15, 2026
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer 
Subject: 2026 Bituminous Overlay Project

Introduction:

Bids were opened on January 14th for the scheduled bituminous overlay project. The project consists of the overlay of the residential subdivisions of Amberwood, Clayton Park Estates, Naples Estates 2nd Addition, Prairie Creek, Rosewood Addition, West Coon Lake Shores Estates, Wisen's 14th Addition, and Woodland Preserve, the commercial subdivision of Landborg Industrial Park, TH 65 West Frontage Road South of Crosstown Boulevard (Johnson Street, 174th Avenue, and Ulysses Street), and Polk Street North of Constance Boulevard.

Discussion:

Nine bids were received and are shown in the attached breakdown. The base bid ranged between \$878,295.90 and \$1,293,799.63 with an average of \$959,488.63. The low bidder was Bituminous Roadways, Inc. Bituminous Roadways, Inc. has previously worked within the City on the 2015 Seal Coat project.

Recommendation:

It is recommended to adopt the attached Resolution awarding the contract to Bituminous Roadways, Inc. in the amount of \$878,295.90 for the 2026 bituminous overlay project.

RESOLUTION NO. 26-0X

WHEREAS, pursuant to an advertisement for bids for the 2026 Bituminous Overlay Project, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Bituminous Roadways, Inc.	\$ 878,295.90
Valley Paving, Inc.	\$ 896,235.54
North Valley, Inc.	\$ 911,742.67
Knife River Corporation	\$ 922,487.76
Park Construction Company	\$ 929,697.82
GMH Asphalt Corp.	\$ 932,469.99
ASTECH Inc.	\$ 975,374.59
Duininck, Inc.	\$1,293,799.63
Northwest Asphalt, Inc.	Addendum not Acknowledged

AND WHEREAS, it appears that Bituminous Roadways, Inc., Mendota Heights, Minnesota is the lowest responsible bidder;

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

1. That the Mayor and Clerk are hereby authorized and directed to enter into a contract with North Valley, Inc. in the name of the City of Ham Lake for the 2026 Bituminous Overlay Project, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.
3. The City Attorney is hereby directed to review all bids and contracts for the Improvement Project.

Adopted by a unanimous vote of the Ham Lake City Council this 20th day of January, 2026.

Brian Kirkham, Mayor

Denise Webster, City Clerk

BID RESULTS
2026 BITUMINOUS OVERLAY PROJECT
1/15/2025

ITEM DESCRIPTION	UNIT	EST. QTY.	Bituminous Roadways, Inc.		Valley Paving, Inc.		North Valley, Inc.	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$43,000.00	\$43,000.00	\$16,500.00	\$16,500.00	\$20,585.86	\$20,585.86
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,136	\$1.50	\$1,704.00	\$2.00	\$2,272.00	\$5.53	\$6,282.08
MILL BITUMINOUS SURFACE	S.Y.	72,561	\$1.00	\$72,561.00	\$1.25	\$90,701.25	\$1.39	\$100,859.79
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,933	\$43.00	\$126,119.00	\$0.01	\$29.33	\$4.03	\$11,819.99
TYPE SPWEB240C WEARING COURSE MIXTURE	TON	8,779	\$71.50	\$627,698.50	\$86.00	\$754,994.00	\$85.33	\$749,112.07
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	72,134	\$0.10	\$7,213.40	\$0.44	\$31,738.96	\$0.32	\$23,082.88
				\$878,295.90		\$896,235.54		\$911,742.67

ITEM DESCRIPTION	UNIT	EST. QTY.	Knife River Corp.		Park Construction		GMH Asphalt	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$30,000.00	\$30,000.00	\$33,950.00	\$33,950.00	\$27,288.00	\$27,288.00
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,136	\$2.10	\$2,385.60	\$4.95	\$5,623.20	\$1.94	\$2,203.84
MILL BITUMINOUS SURFACE	S.Y.	72,561	\$1.40	\$101,585.40	\$1.65	\$119,725.65	\$1.38	\$100,134.18
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,933	\$2.00	\$5,866.00	\$0.01	\$29.33	\$0.01	\$29.33
TYPE SPWEB240C WEARING COURSE MIXTURE	TON	8,779	\$88.00	\$772,552.00	\$87.70	\$769,918.30	\$88.90	\$780,453.10
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	72,134	\$0.14	\$10,098.76	\$0.01	\$721.34	\$0.31	\$22,361.54
				\$922,487.76		\$929,967.82		\$932,469.99

ITEM DESCRIPTION	UNIT	EST. QTY.	ASTECH Corp		Duininck, Inc.		Northwest Asphalt, Inc.**	
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
MOBILIZATION	L.S.	1	\$34,000.00	\$34,000.00	\$48,000.00	\$48,000.00	\$30,584.00	\$30,584.00
6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	S.Y.	1,136	\$4.17	\$4,737.12	\$8.00	\$9,088.00	\$1.00	\$1,136.00
MILL BITUMINOUS SURFACE	S.Y.	72,561	\$1.23	\$89,250.03	\$3.70	\$268,475.70	\$0.50	\$36,280.50
HAUL BITUMINOUS PAVEMENT RECLAMATION	C.Y.	2,933	\$13.44	\$39,419.52	\$0.01	\$29.33	\$15.00	\$43,995.00
TYPE SPWEB240C WEARING COURSE MIXTURE	TON	8,779	\$89.98	\$789,934.42	\$107.00	\$939,353.00	\$87.55	\$768,601.45
BITUMINOUS MATERIAL FOR TACK COAT	S.Y.	72,134	\$0.25	\$18,033.50	\$0.40	\$28,853.60	\$0.20	\$14,426.80
				\$975,374.59		\$1,293,799.63		\$895,023.75

Meeting Date: January 20, 2026

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Subject: Hiring Public Works part-time Warming House Attendant

Introduction: I recommend the hiring of one Public Works part-time warming house attendant.

Recommendation: Listed below is the individual that is being recommended for the Public Works part-time warming house attendant position.

Kendra Garcia will be at a pay rate of \$15.00 per hour as new hire.

RESOLUTION NO. 26-XX

A RESOLUTION SUPPORTING ANOKA COUNTY SUBMITTAL OF A FY26 BUILD FUNDING APPLICATION FOR THE TRUNK HIGHWAY 65 AND CSAH 116 (BUNKER LAKE BOULEVARD) IMPROVEMENT PROJECT

WHEREAS, the U.S. Department of Transportation (DOT) announced its latest discretionary funding opportunity through the FY 2026 Better Utilizing Investments to Leverage Development (BUILD) Program allocating \$1.5 billion to fund projects that improve safety, environmental sustainability, quality of life, mobility and community connectivity, and economic competitiveness consistent with DOT's strategic goals; and,

WHEREAS, Trunk Highway 65 (TH 65) is a State Highway that provides an important north-south transportation connection in and through the city of Blaine, Ham Lake, and Anoka County; and,

WHEREAS, traffic volumes on TH 65 have been increasing and are expected to continue to increase in the future as the area continues to grow such that congestion is and will continue to negatively impact the ability of the corridor to move traffic; and,

WHEREAS, with traffic volumes, serious and fatal crashes are expected to rise if improvements are not made at TH 65 intersections and along the adjacent supporting local transportation system; and,

WHEREAS, the Minnesota Department of Transportation (MnDOT), the Cities of Ham Lake and Blaine, and Anoka County have continued to work together since 2018 to plan for mobility and safety improvements along the corridor; and,

WHEREAS, Anoka County is leading this phase two investment along the TH 65 corridor within the Cities of Ham Lake and Blaine of which proposed improvements resulted in response to a 2018-2021 Planning and Environmental Linkages (PEL) study lead by MnDOT; and,

WHEREAS, Anoka County is requesting \$25 million in capital funds from the FY26 BUILD Program, to reconstruct the TH 65 and CSAH 116 (Bunker Lake Boulevard) intersection and supporting segments and necessary local system improvements; and,

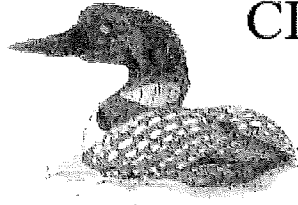
WHEREAS, the City of Ham Lake is a financial partner in the TH 65 and CSAH 116 (Bunker Lake Boulevard) Improvement Project; and,

NOW, THEREFORE, BE IT RESOLVED that the Ham Lake City Council supports Anoka County's funding application to FY26 BUILD Program, to reconstruct the TH 65 and CSAH 116 (Bunker Lake Boulevard) intersection and supporting segments and necessary local system improvements.

Adopted by the City Council of the City of Ham Lake this 20th day of January, 2026.

Brian Kirkham, Mayor

Denise Webster, City Clerk



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, JANUARY 12, 2026

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: December 8, 2025

PUBLIC HEARING:

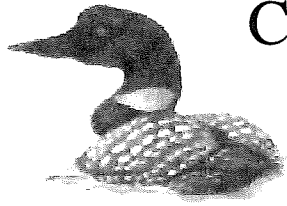
6:01 p.m. Christopher Windschill of CJ's Garage, requesting a Conditional Use Permit to operate an automotive repair shop at 1333 154th Avenue NE, Suite 250

6:01 p.m. Theresa and Christa Hentges, requesting a Multiple Dog License at 16011 Pierce Street NE

NEW BUSINESS: None

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
info@ci.ham-lake.mn.us

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, JANUARY 12, 2026

The Ham Lake Planning Commission met for its regular meeting on Monday, January 12, 2026, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Brian Pogalz, Dave Ringler, David Ross, Jeff Entsminger, and Erin Dixon

MEMBERS ABSENT: Commissioners Kyle Lejonvarn and Jonathan Fisher

OTHERS PRESENT: Deputy City Clerk, Dawnette Shimek

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 Dixon, seconded by Ross, to approve the minutes of the December 8, 2025 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Christopher Windschill of CJ's Garage, requesting a Conditional Use Permit to operate a motorsports and small engine repair shop at 1333 154th Avenue NE, Suite 250

Christopher Windschill was present before the Planning Commission requesting a Conditional Use Permit to operate a motorsports and small engine repair shop to repair items such as ATV's, UTV's, outboard motors, snowmobiles, lawn tractors and other small engines. Mr. Windschill stated he has operated from this location for five years and is bringing the shop into compliance with city code as requested by Building and Zoning Official, Mark Jones. Chair Pogalz inspected the property and stated the parking area is paved and striped and includes handicap spaces. Chair Pogalz stated the interior space provides for a space that customers can come into, along with a restroom and shop area. Chair Pogalz stated that there is a paved surface in back of the building for storage. The Planning Commission discussed whether the storage area should be screened and that the adjacent businesses storage is not screened.

Chair Pogalz opened the public hearing at 6:09 p.m. and asked for public comment, and with there being none, closed the public hearing at 6:10 p.m.

Motion by Pogalz, seconded by Dixon, to recommend approval of the Conditional Use Permit for Christopher Winschill to operate CJ's Garage at 1333 154th Avenue NE, Suite 250, subject to the following conditions:

- 1. Repairs are limited to motorsports and small engine repair such as ATV'S, UTV'S, outboard motors, snowmobiles, lawn tractors and other small engines.**
- 2. All repair work needs to be done inside the building**
- 3. No test driving of motorized vehicles on city streets**
- 4. All fluids are to be contained and disposed of according to State and County requirements.**
- 5. No outside storage of liquids, tires, parts, etc.**
- 6. No outside storage within the Minnesota pipeline easement or within ten-feet of the property line. All other outside storage must be within the area shown on the site diagram.**
- 7. Business hours, Monday and Thursday from 9:00 am to 6:00 pm, Tuesday and Wednesday from 9:00am to 5:00pm and Friday from 8:00 am to 5:00 pm. Closed on Saturday and Sunday**
- 8. Meeting all City, County, and State requirements.**

All present in favor, motion carried. *This application will be placed on the City Council's Tuesday, January 20, 2026 agenda.*

PUBLIC HEARING:

Theresa and Christa Hentges, requesting a Multiple Dog License at 16011 Pierce Street NE

Theresa and Christa Hentges were present before the Planning Commission requesting a Multiple Dog License at 16011 Pierce Street NE for their six indoor dogs, with 4 dogs under 14 pounds, one 32 pounds and another at 52 pounds. The Hentges lot is 1.81 acres and has a large, fenced area to contain the dogs when they are outside to play or use the bathroom. The Hentges stated that a neighbor had complained about the 8-month-old labradoodle puppy barking at the neighbor's chickens.

Chair Pogalz opened the public hearing at 6:16 p.m. and asked for public comment.

Larry Thayer, 1039 160th Lane NE, stated he lives across the street and feels they are in compliance with city requirements and that he has no complaints.

Craig Stumo, 1017 160th Lane NE, stated he has never heard the dogs bark and has no complaints.

Anthony Vessels, 16029 Pierce Street NE, stated he lives next door and has chickens. Mr. Vessels stated the barking doesn't quit when they are outside and he and his wife feel the dogs are a nuisance.

Ms. Hentges stated they plan to put a screen on the fence when the weather warms up to disrupt Jax's (the labradoodle puppy) line of site to the neighbors to reduce his barking.

Anthony Vessels, 16029 Pierce Street NE, asked if the Hentges are looking for a bark collar.

Ms. Hentges stated that they are looking for a bark collar that is humane.

Dodi Vessels, 16029 Pierce Street NE, sent a letter to the Planning Commission stating that they live directly next to the Hentges property and when the dogs are outdoors the barking is ongoing and disruptive and often accompanied by the owners yelling or pounding on the door in an attempt to quiet them, or offering no intervention at all. Ms. Vessels stated in the letter that the repeated disturbance affects their ability to enjoy their own property. Ms. Vessels stated in the letter that they do not support or approve the request for a license for their neighbors to keep six dogs.

Chair Pogalz asked for further comment and with there being none, closed the public hearing at 6:22 p.m.

Chair Pogalz stated that keeping six dogs requires a multiple dog license and such license is automatically be renewed by city staff if no complaints are documented. Chair Pogalz explained that if one or more complaints are received, the Planning Commission will be required to review the renewal of the license.

Motion by Ringler, seconded by Entsminger, to recommend to approve the Multiple Dog License for Theresa and Christa Hentges, 16011 Pierce Street NE, subject to not exceeding six dogs, requiring the dogs to stay within the fenced area and to be leashed if outside the fenced area, and to meeting all City, State, and County requirements. All present in favor, motion carried. *This application will be placed on the City Council's Tuesday, January 20, 2026 agenda.*

COMMISSION BUSINESS:

City Council Update

Deputy City Clerk Shimek stated that all items from the Planning Commissions previous meeting were approved by the City Council. A Planning Commissioner will not be attending the City Council's January 20, 2026 meeting.

ADJOURNMENT:

Motion by Dixon, seconded by Ross, to adjourn the Planning Commission meeting at 6:26 p.m. All present in favor, motion carried.

Dawnette Shimek
Deputy City Clerk



CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application

Date of Receipt

Receipt #

Amount \$

Meeting Appearance Dates:

Planning Commission

City Council

Please check request(s):

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

- ☐ Commercial Building Permit
☐ 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:

Address/Location of property:

Legal Description of property:

PIN #

Current Zoning

Proposed Zoning

Notes:

Applicant's Name:

Business Name:

Address

City

State

Zip Code

Phone

Cell Phone

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

DATE

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission

City Council

PROPERTY TAXES CURRENT YES NO

Any Active/Deferred Assessments YES NO

**CITY OF HAM LAKE
PLANNING COMMISSION REQUEST APPLICATION
INSPECTION REPORT**

MEETING DATE: January 12, 2026

INSPECTION ISSUED TO: Brian Pogalz

APPLICANT/CONTACT: Christopher Windschill

TELEPHONE NUMBER: 763-242-5720 (Business) 763-242-8942 (Cell)

BUSINESS/PLAT NAME: CJ's Garage

ADDRESS/LOCATION OF INSPECTION: 1333 154th Avenue NE, Suite 250

APPLICATION FOR: Conditional Use Permit

RECOMMENDATION: For Approval of Conditional Use Permit for

CJ's Garage. Visited site on 1/12 and spoke with Chris. Lot is

paved & striped for parking & H.R. spots. Interior provides for a space

that customers can come into and a rest room is available

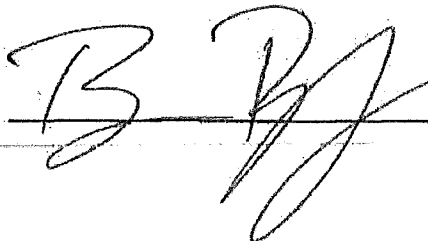
for use. Storage area outside was available & clean for this

large space. No items are stored outside that appear to be

part of CJ's Garage

DATE: 1/12/26

PLANNING COMMISSIONER SIGNATURE: _____



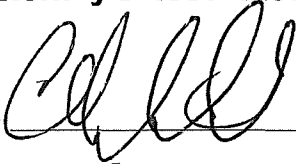
**CITY OF HAM LAKE
ACKNOWLEDGMENT OF RESPONSIBILITY
TO REIMBURSE EXPENSES**

The undersigned, Christopher Windschitl, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

Type of Application

acknowledges that the sum of \$ 400⁰⁰, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this requires, and further acknowledges that in the event that the undersigned fails to promptly remit any amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned. CJW

Applicant Signature



Dated

12-3-25
9-11-25

The following statement must be signed if the applicant is not the property owner:

Steve Lanz, as owner of the property involved in the foregoing application, agrees to be jointly and severally liable for payment of the foregoing fees.

I am aware of the application being submitted by the applicant and approve the request.

Property Owner Signature



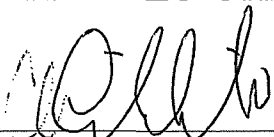
Dated

12-3-25

**NOTICE TO ALL APPLICANTS FOR MUNICIPAL
PERMITS, LICENSES,
OR OTHER MUNICIPAL ACTION**

1. *If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.*
2. *The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.*
3. *The information you supply will be public and available to any entity requesting to inspect the information.*

**DATA PRACTICES ADVISORY
TENNESSEN WARNING
REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04**

SIGNED BY 

COMPANY/TITLE: CJ'S Garage

DATE: 10-1-25
12-3-25
CJW

**CITY OF HAM LAKE, MINNESOTA
RESOLUTION NO. 26-XX**

**APPROVAL OF CONDITIONAL USE PERMIT
1333 154th AVENUE NE, SUITE 250**

WHEREAS, Christopher Windschill, filed an application dated December 3, 2025, Receipt #104583, requesting a Conditional Use Permit to operate CJ's Garage, a powersports and small engine repair located at 1333 154th Avenue NE, Suite 250. The subject property is legally described as follows:

PID#20-32-23-24-0029 (the "Property")
LOT 2, BLOCK 1, ULFERTS FOURNIER ACRES

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

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

WHEREAS, the intended use of the Property is for a motorsports and small engine repair shop;
and

WHEREAS, under Section 9-220.2 (c) of the Ham Lake City Code, motorsports and small engine repair shop is a conditional use in CD-2 Zoning Districts; and

WHEREAS, pursuant to Section 9-310.2 of the Ham Lake City Code, the Ham Lake Planning Commission reviewed the conditional use application and held a public hearing at their regular meeting on January 12, 2026, and recommended approval of the Conditional Use Permit with conditions;

WHEREAS, the Ham Lake Planning Commissions meeting minutes and materials from its January 12, 2026 meeting shall be used to support the Ham Lake City Council's findings of fact.

NOW, THEREFORE, BE IT RESOLVED that the Ham Lake City Council hereby approves the Conditional Use Permit for the property located at 1333 154th Avenue NE, Suite 250 subject to the conditions and approval as recommended by the Planning Commission to wit:

1. Repairs are limited to motorsports and small engine repair such as ATV'S, UTV'S, outboard motors, snowmobiles, lawn tractors and other small engines.
2. All repair work needs to be done inside the building
3. No test driving of motorized vehicles on city streets
4. All fluids are to be contained and disposed of according to State and County requirements.
5. No outside storage of liquids, tires, parts, etc.
6. No outside storage within the Minnesota pipeline easement or within ten-feet of the property line. All other outside storage must be within the area shown on the site diagram.
7. Business hours, Monday and Thursday from 9:00 am to 6:00 pm, Tuesday and Wednesday from 9:00am to 5:00pm and Friday from 8:00 am to 5:00 pm. Closed on Saturday and Sunday

8. Meeting all City, County, and State requirements.

FURTHERMORE, the Ham Lake City Council hereby approves the Conditional Use Permit for 1333 154th Avenue NE, Suite 250 subject to the following additional conditions:

1. Written receipt by the City, and approval by the City Attorney, of acknowledgement and approval of the Conditional Use Permit by the owner of the Property located at 1333 154th Avenue NE, Suite 250.
2. Ongoing and complete compliance with all applicable Ham Lake City Code requirements.

Adopted by the Ham Lake City Council this 20th day of January, 2026.

ATTEST:

Denise Webster, City Clerk

Brian Kirkham, Mayor

CITY OF HAM LAKE

STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building Official

Subject: Conditional Use Permit for CJ'S Garage at 1333 154th Avenue NE

Introduction/Discussion:

CJ'S Garage is requesting a Conditional Use Permit (CUP) for powersports and small engine repair. The property is in a CD-2 (commercial development 2) zoning district, and per Article 9-220.3(c), all conditional uses or temporary conditional uses in the CD-1 District are allowed within a CD-2 zoning. Automobile Repair Shops of ATVs, Snowmobiles, Motorcycles, Jet skis, Boats and other Marine Equipment is allowed in CD-1 zoning as a Conditional Use. CJ'S Garage will provide mechanical repair and maintenance services to ATV'S, UTV'S, outboard motors, snowmobiles, lawn tractors and other small engines. CJ'S Garage will employ three full-time mechanics. Hours of operation are stated to be Monday and Thursday from 9:00 am to 6:00 pm, Tuesday and Wednesday from 9:00am to 5:00pm and Friday from 8:00 am to 5:00 pm. Closed on Saturday and Sunday. Customer traffic will be between 5-10 daily for pickup or drop off powersports and small engines for repair. CJ'S Garage will be utilizing the open space on the northside of the building for outside storage (see site diagram). Per Article 9-220.1 Standards Common to All Mercantile Districts (2) Permitted Outside Storage, screened outside storage is permitted if used as a condition of approval of any site plan, conditional use permit on any CD-1 or CD-2 parcel involving pre-existing main buildings or structures

Recommendation:

I recommend approving the Conditional Use Permit (CUP) for CJ'S Garage with the following conditions:

1. Repairs are limited to powersports and small engine repair such as ATV'S, UTV'S, outboard motors, snowmobiles, lawn tractors and other small engines
2. No outside storage of liquids, tires, parts, etc.
3. All repair work needs to be done inside the building.
4. No test riding of vehicles on city streets.
5. All fluids are to be contained and disposed of according to State and County requirements.
6. Business hours, Monday and Thursday from 9:00 am to 6:00 pm, Tuesday and Wednesday from 9:00am to 5:00pm and Friday from 8:00 am to 5:00 pm. Closed on Saturday and Sunday
7. No outdoor storage within the Minnesota pipeline easement or within ten feet of the property line, all other outside storage must be within the approved site diagram.
8. Outside storage to be screened as required by code.
9. Meeting all City, County, and State requirements.



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
info@ci.ham-lake.mn.us

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

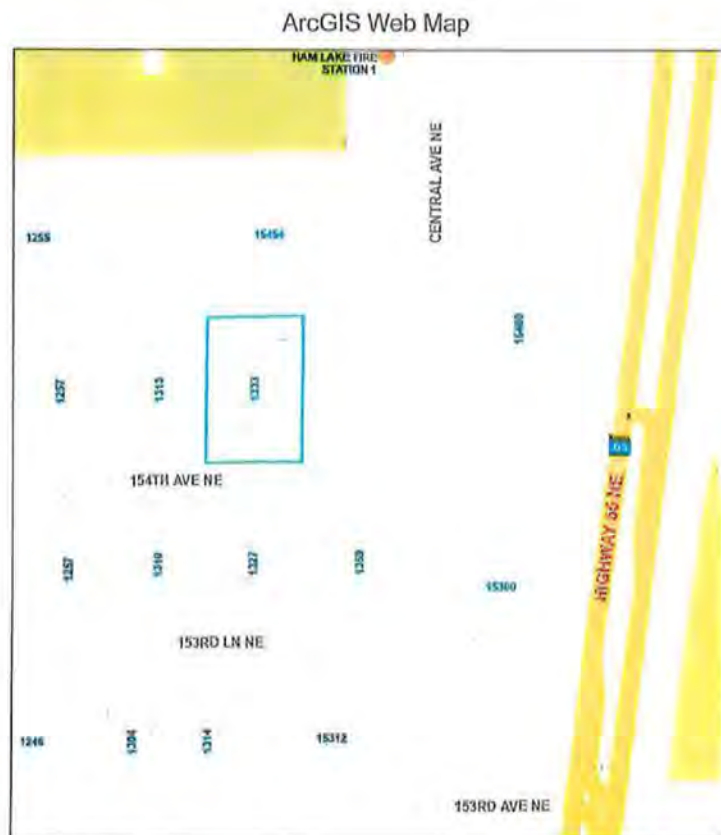
TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, January 12, 2026 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE, for the purpose of considering the application of Christopher Windschill, of CJ's Garage, requesting a Conditional Use Permit to operate an automobile repair shop, at 1333 154th Avenue NE, Suite 250 such land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

LOT 2 BLOCK 1 ULFERTS FOURNIER ACRES

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

DATED: January 1, 2026

Nicole Wheeler
Administrative Assistant
City of Ham Lake



BOXELL, MICHAEL
 PIN: 20-32-23-24-0012
 1257 154TH AVE NE
 HAM LAKE, MN 55304

CITROWSKE, CHAD
 PIN: 20-32-23-24-0026
 1241 153RD LN NE
 HAM LAKE, MN 55304

H&H REALTY LLC
 PIN: 20-32-23-24-0001
 15454 CENTRAL AVE NE
 HAM LAKE, MN 55304

LANTZ, STEVEN G
 PIN: 20-32-23-24-0029
 39375 SUNRISE RD
 NORTH BRANCH, MN 55056

ROYAL ACRES PROPERTY LLC
 PIN: 20-32-23-24-0030
 2475 161ST AVE NW
 ANDOVER, MN 55304

BOSTROM, AUSTIN A
 PIN: 20-32-23-24-0027
 1257 153RD LN NE
 HAM LAKE, MN 55304

EGGERTH, KEVIN
 PIN: 20-32-23-13-0003
 PO BOX 48104
 MINNEAPOLIS, MN 55448

HAM LAKE INDUSTRIAL LLC
 PIN: 20-32-23-24-0023
 16526 W 78TH ST # 501
 EDEN PRAIRIE, MN 55346

LB COMMERCIAL LLC
 PIN: 20-32-23-24-0028
 1313 154TH AVE NE
 HAM LAKE, MN 55304

1310 154TH AVE LLC
 PIN: 20-32-23-24-0020
 1310 154TH AVE NE
 HAM LAKE, MN 55304

ENGLUND PROPERTIES LLP
 PIN: 20-32-23-24-0022
 1327 153RD LN NE
 HAM LAKE, MN 55304

HENRIKSON CARL & DONNA
 PIN: 20-32-23-24-0017
 1255 154TH LN NE
 HAM LAKE, MN 55304

NORLING PROPERTIES
 ENTERPRISES LLC
 PIN: 20-32-23-13-0011
 15300 HIGHWAY 65 NE
 HAM LAKE, MN 55304

CJ'S Garage is a powersports and small engine repair company. We repair atv's, utv's, outboard boat motors, snowmobiles, lawn tractors, snowblowers, and most things with a small gas engine.

Traffic to the store is 5-10 vehicles per day on average.

We store some of the atv's, lawn mowers, and boats outside in the rear.

Business hours:

Monday 9-6

Tuesday 9-5

Wednesday 9-5

Thursday 9-6

Friday 8-5

Closed on Saturday and Sunday

3 employees

Christopher Windschill

Business address

1333 154th Ave NE

Ham Lake MN 55304

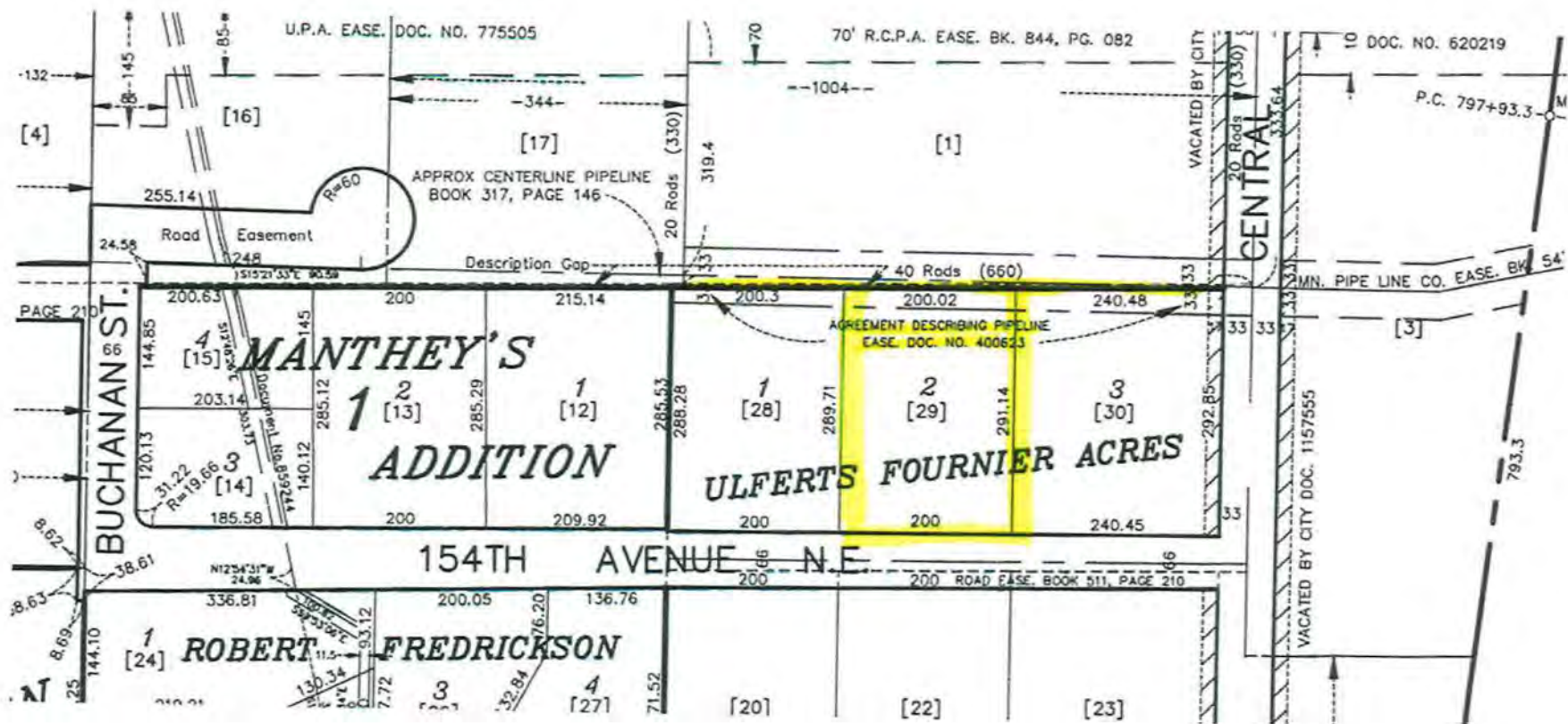
763-242-5720

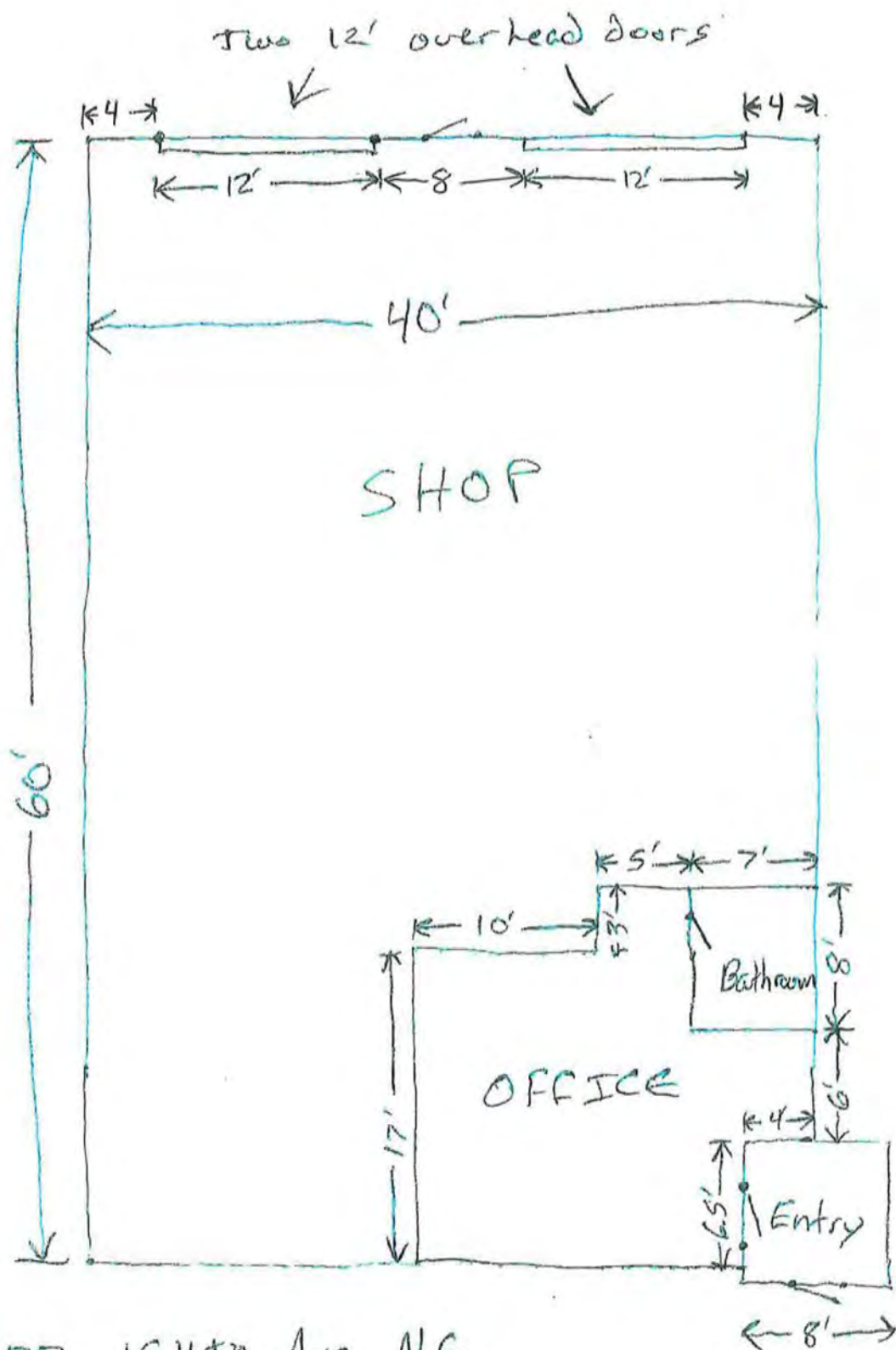
Home address

2658 179th Ave NE

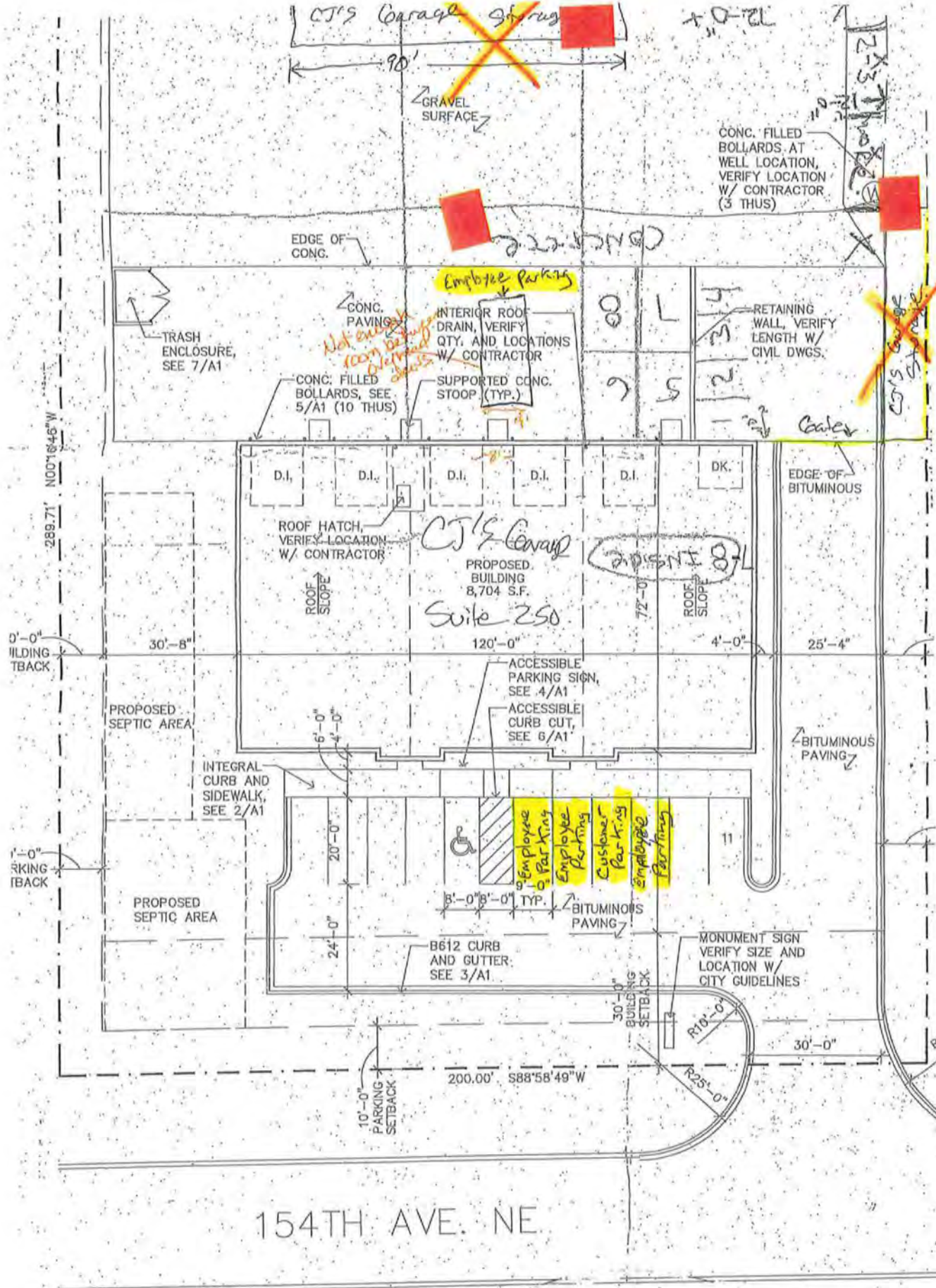
Ham Lake MN 55304

763-242-8942





1333 154th Ave NE
Suite 250
Ham Lake MN 55304



154TH AVE. NE

NORTH



1 SITE PLAN
A1 SCALE: 1" = 20'

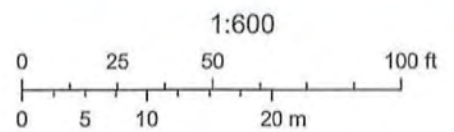
ArcGIS Web Map

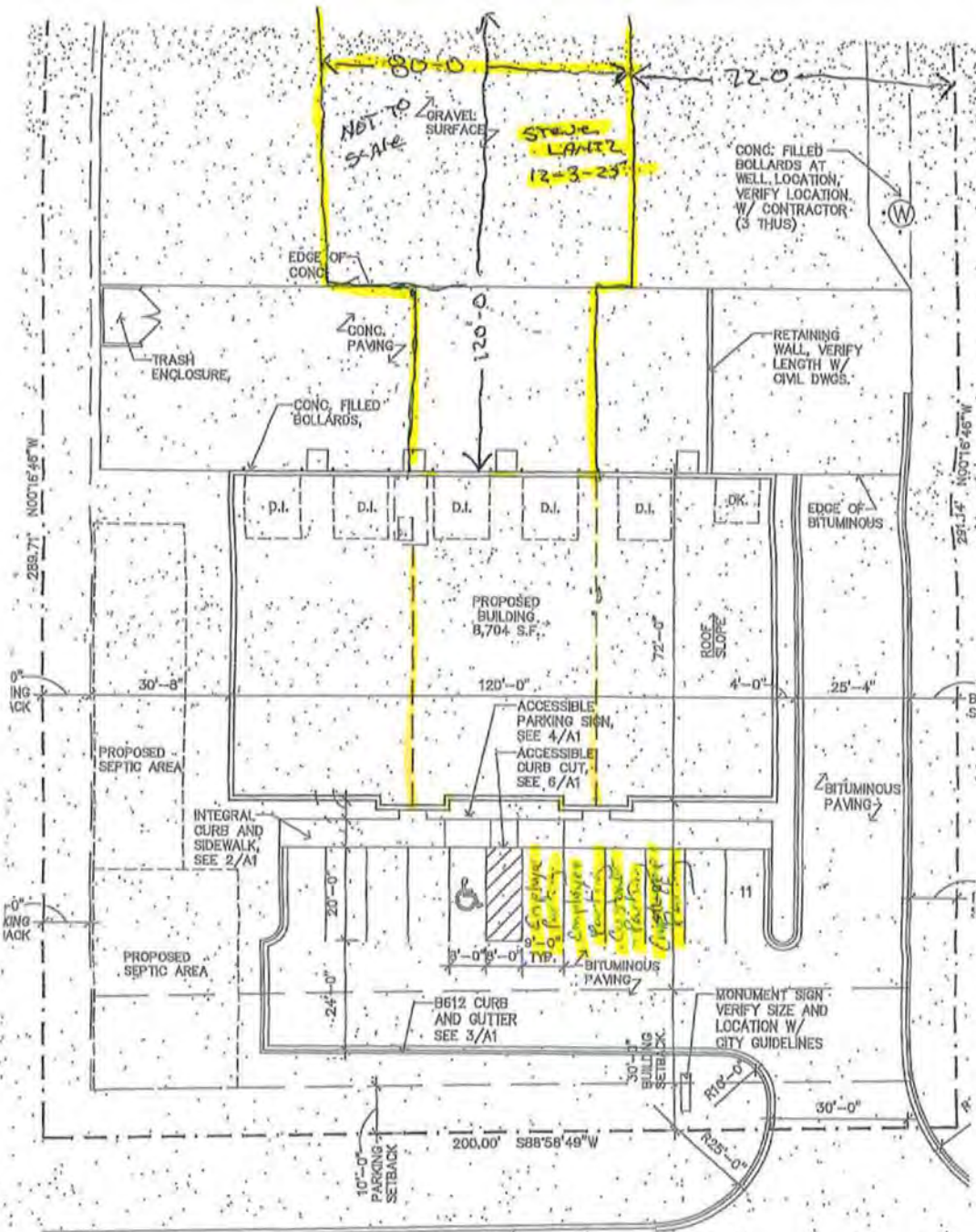


10/10/2025, 9:16:50 AM

• Multi-units

↑ NORTH





1 SITE PLAN
A1 SCALE: 1" = 20'

NORTH





CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 12/22/25 Date of Receipt 12/22/25
Receipt # 104739 Amount \$ 250.00

Meeting Appearance Dates:

Planning Commission 1/12/26 City Council _____

Please check request(s):

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

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

Development/Business Name: Deer Ridge
Address/Location of property: 16011 Pierce St NE Ham Lake, MN 55304
Legal Description of property: Lot 13, Block 1 Deer Ridge
PIN # _____ Current Zoning _____ Proposed Zoning _____

Notes: _____

Applicant's Name: Theresa & Christa Hentges

Business Name: NA

Address 16011 Pierce St NE
City Ham Lake State MN Zip Code 55304
Phone 360-936-9664 Cell Phone 706-761-7916 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 [Signature] DATE 12/22/25

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission _____ PROPERTY TAXES CURRENT YES NO
City Council _____ Any Active/Deferred Assessments YES NO

**CITY OF HAM LAKE
PLANNING COMMISSION REQUEST APPLICATION
INSPECTION REPORT**

MEETING DATE: January 12, 2026

INSPECTION ISSUED TO: Dave Ringler

APPLICANT/CONTACT: Theresa & Christa Hentges

TELEPHONE NUMBER: 360-936-9664 or 706-761-7916

BUSINESS/PLAT NAME: _____

ADDRESS/LOCATION OF INSPECTION: 16011 Pierce Street NE

APPLICATION FOR: Multiple Dog License

RECOMMENDATION: Motion to Approve multiple dog license
for 6 dogs and not to exceed understanding they must
be when outdoors contained within the fenced in area
and/or leashed when outside fenced in area.

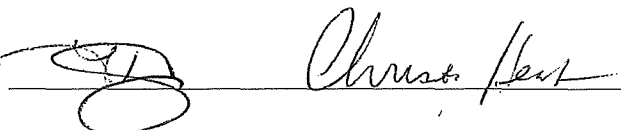
DATE: 1/10/26

PLANNING COMMISSIONER SIGNATURE: 

**NOTICE TO ALL APPLICANTS FOR MUNICIPAL
PERMITS, LICENSES,
OR OTHER MUNICIPAL ACTION**

1. *If you are requesting municipal action on any request for any of the above, you will be required to furnish certain information about yourself, the project you are involved in, or other matters pertaining to the subject. Some of the information you are asked to provide is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data.*
2. *The purpose of this information is to enable the City Staff, Commissions, Council or other government agencies to evaluate relevant factors in considering your request. You are not legally required to provide this information. If you do not provide the requested information, the City may not act upon your request.*
3. *The information you supply will be public and available to any entity requesting to inspect the information.*

**DATA PRACTICES ADVISORY
TENNESSEN WARNING
REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04**

SIGNED BY  _____

COMPANY/TITLE: _____

DATE: 12/22/25

**CITY OF HAM LAKE
ACKNOWLEDGMENT OF RESPONSIBILITY
TO REIMBURSE EXPENSES**

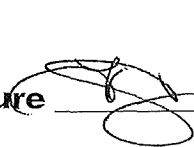
The undersigned, Christa Hentges Theresa Hentges, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

Multiple Dog Licence

Type of Application

acknowledges that the sum of \$ _____, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this requires, and further acknowledges that in the event that the undersigned fails to promptly remit any amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Applicant Signature



Christa Hentges

Dated

12/22/25

The following statement must be signed if the applicant is not the property owner:

_____, as owner of the property involved in the foregoing application, agrees to be jointly and severally liable for payment of the foregoing fees.

I am aware of the application being submitted by the applicant and approve the request.

Property Owner Signature

Dated



CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
info@ci.ham-lake.mn.us

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a Public Hearing shall be held before the Ham Lake Planning Commission on Monday, January 12, 2026 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering a Multiple Dog License for Theresa and Christa Hentges, 16011 Pierce Street NE, a parcel of certain land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

PIN# 17-32-23-32-0008

LOT 13, BLOCK 1, DEER RIDGE

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

DATED: January 1, 2026

Nicole Wheeler
Administrative Assistant
City of Ham Lake



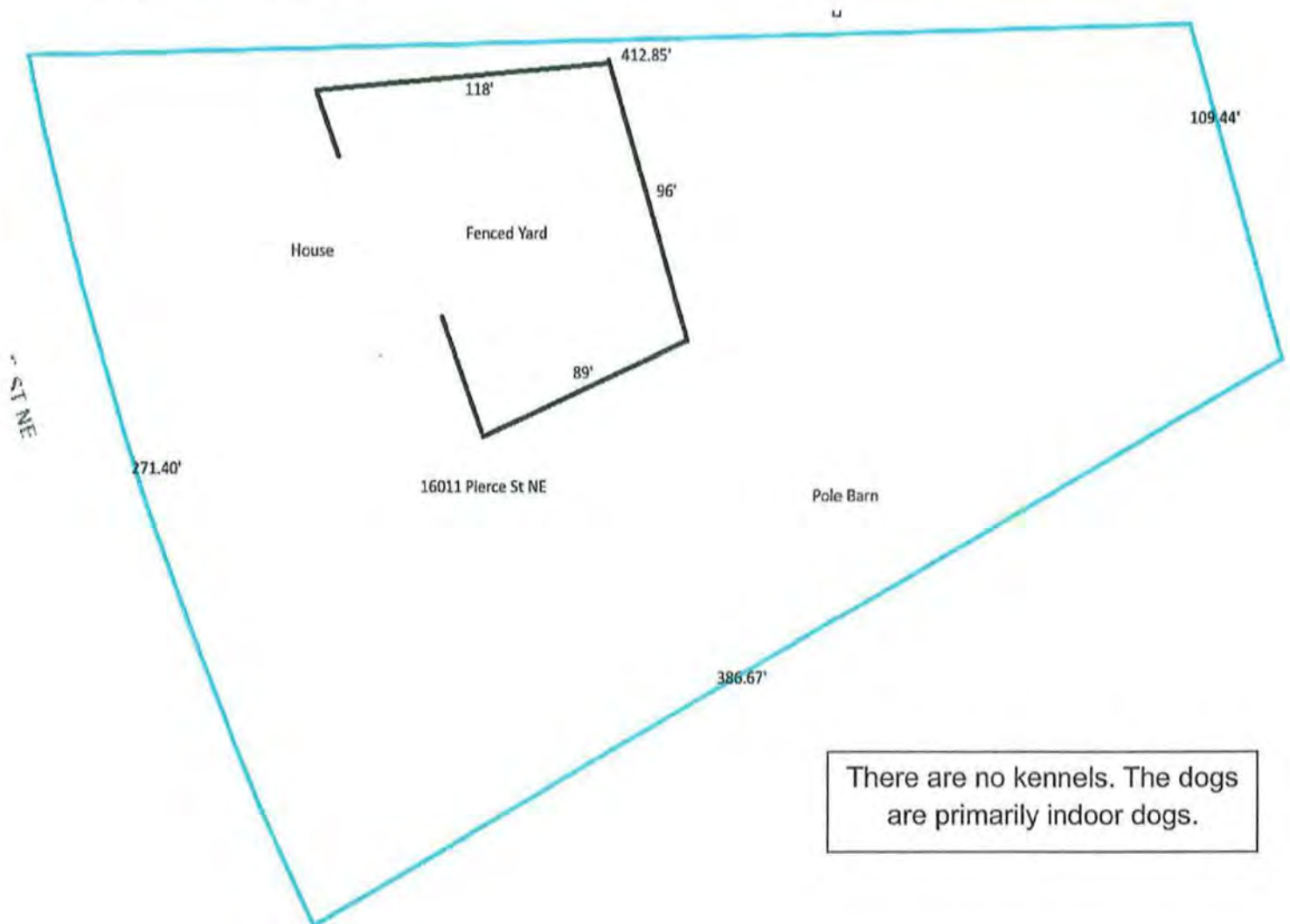
BERGLIN, TERESA L	PIN: 17-32-23-32-0018	16032 PIERCE ST NE	HAM LAKE, MN 55304
BUCHMAN SANDRA K	PIN: 17-32-23-32-0005	15915 PIERCE ST NE	HAM LAKE, MN 55304
CECO CONCRETE CONST LLC	PIN: 17-32-23-31-0012	10100 AMBASSADOR DR STE 400	KANSAS CITY, MO 64153
COPA TRUSTEE THAD MICHAEL	PIN: 18-32-23-44-0020	955 159TH AVE NE	HAM LAKE, MN 55304
CRAWFORD COLIN	PIN: 17-32-23-24-0014	1222 CONSTANCE BLVD NE	HAM LAKE, MN 55304
DELMORE, SEAN	PIN: 18-32-23-41-0005	968 160TH LN NE	HAM LAKE, MN 55304
DOLL JULIE A	PIN: 18-32-23-41-0003	16066 POLK ST NE	HAM LAKE, MN 55304
FEILEN ERIN E	PIN: 17-32-23-32-0004	1137 159TH AVE NE	HAM LAKE, MN 55304
FISHER NANCEE H	PIN: 17-32-23-32-0016	15960 PIERCE ST NE	HAM LAKE, MN 55304
FRANE ZAC	PIN: 17-32-23-32-0003	1149 159TH AVE NE	HAM LAKE, MN 55304
GATZMER DEAN A & CHRYSA M	PIN: 17-32-23-32-0015	15940 PIERCE ST NE	HAM LAKE, MN 55304
GROEN CASEY W & CONNIE J	PIN: 17-32-23-33-0010	15904 PIERCE ST NE	HAM LAKE, MN 55304
HENTGES CHRISTA L	PIN: 17-32-23-32-0008	16011 PIERCE ST NE	ANDOVER, MN 55304
HOVET ROGER D & BRENDA S	PIN: 17-32-23-32-0017	16014 PIERCE ST NE	HAM LAKE, MN 55304
JOHNSON MARK V	PIN: 17-32-23-32-0014	15922 PIERCE ST NE	HAM LAKE, MN 55304
KELSAY, JOAN A	PIN: 17-32-23-32-0007	15953 PIERCE ST NE	HAM LAKE, MN 55304
KIFFMEYER JOHN P	PIN: 17-32-23-32-0010	1121 160TH LN NE	HAM LAKE, MN 55304
LACOE DONALD J & CAROL ANN	PIN: 17-32-23-32-0002	1153 159TH AVE NE	HAM LAKE, MN 55304
LAND TROY J	PIN: 18-32-23-41-0007	939 159TH AVE NE	HAM LAKE, MN 55304
MICHELS MARVIN H & MARY L	PIN: 18-32-23-14-0002	928 CONSTANCE BLVD NE	ANOKA, MN 55304
MONTAIN, CATHLEEN A	PIN: 17-32-23-23-0002	1160 CONSTANCE BLVD NE	HAM LAKE, MN 55304
NEW STAR PROPERTY LLC	PIN: 17-32-23-31-0015	1305 159TH AVE NE	HAM LAKE, MN 55304
NEWMAN, JULIE ANN	PIN: 17-32-23-32-0006	15937 PIERCE ST NE	HAM LAKE, MN 55304
OCEL KIMBERLY S & MATTHEW F	PIN: 17-32-23-23-0003	1120 CONSTANCE BLVD NE	HAM LAKE, MN 55304
OCEL, GEORGE D	PIN: 17-32-23-23-0004	10578 181ST AVE NW	ELK RIVER, MN 55330
OLSEN, ANDREW G	PIN: 18-32-23-41-0004	956 160TH LN NE	HAM LAKE, MN 55304
RHOADES, MICHELLE	PIN: 17-32-23-31-0002	16056 CENTRAL AVE NE	HAM LAKE, MN 55304
SCHWANDT DOUGLAS H & PAMELA J	PIN: 17-32-23-32-0011	1101 160TH LN NE	HAM LAKE, MN 55304
STRANDE GENE M	PIN: 18-32-23-41-0013	849 159TH AVE NE	HAM LAKE, MN 55304
STUMO KRAIG P & KRISTINE K	PIN: 17-32-23-32-0013	1017 160TH LN NE	HAM LAKE, MN 55304
TAYLOR MARK A	PIN: 17-32-23-33-0009	15858 PIERCE ST NE	HAM LAKE, MN 55304
TIRIO LAURIE	PIN: 17-32-23-32-0012	3767 EDGERTON ST	VADNAIS HEIGHTS, MN 55127
VESSLS, ANTHONY R	PIN: 17-32-23-32-0009	16029 PIERCE ST NE	HAM LAKE, MN 55304

16011 Pierce Street NE

Ham Lake, MN 55304

Complete Legal Description:

- **Legal:** LOT 13 BLOCK 1 DEER RIDGE.
- **Parcel ID:** 173223320008.
- **Location:** Ham Lake, MN.
- **County:** Anoka.
- **Lot Size:** 1.81 Acres



At 16011 Pierce St NE, Ham Lake, MN 55304, we have six (6) dogs most of which are small breed dogs not exceeding 15 pounds. We are not breeders and most of our dogs have come to be with us through rescue. Our dogs are as follows:

1. Sadie is a 13-year-old terrier mix that weighs 12 lbs.



2. Simba is a 10-year old chihuahua that weighs 14 lbs.



3. Charli is a 9 year old toy poodle that weighs 13 lbs.



4. Miley is a 7 year old mini Australian Shepard that weighs 32 lbs



5. Oliver is a 5 year old terrier mix that weighs 11lbs.



6. Jax is an 8 month old labradoodle that weighs 52 lbs.



We do not keep kennels in the yard. All of our dogs are mainly indoor dogs and only go outside to play or use the bathroom. As the weather warms up, we will be putting a screen on the fence to disrupt Jax's line of site to the neighbors to reduce his barking.

Sadie's vaccine history

Banfield Pet Hospital of El Paso
Zaragosa

11836 Joe Battle Blvd,
El Paso, TX 79936
915-849-9700

Birth Date: 3/1/2012
Age: 13 years
Species: Canine
Breed: Terrier

Owner Details

Christa Hentges
706-761-7916
1611 Pierce St NE,
Ham Lake, MN 55304

July 22, 2025

Bordetella

Dr. Catherine Amelia Cla Townes

Coon Rapids

June 15, 2025

Leptospirosis

El Paso

Lyme

El Paso

May 21, 2025

Lyme

El Paso

Leptospirosis

El Paso

January 24, 2025

Rabies

El Paso

DAPP

El Paso

Bordetella

El Paso

Canine Influenza (H3N8)

El Paso

Canine Influenza (H3N2)

El Paso

June 22, 2024

Bordetella

Dr. Daniel Marquez

El Paso

October 31, 2023

Rabies

Dr. Daniel Marquez

El Paso

Bordetella

Dr. Daniel Marquez

El Paso

DAPP

Dr. Daniel Marquez

El Paso

June 4, 2023

Bordetella	Dr. Caroline Rojas	El Paso
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December 17, 2022

Rabies	Dr. Daniel Marquez	El Paso
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DAPP	Dr. Daniel Marquez	El Paso
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Bordetella	Dr. Daniel Marquez	El Paso
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Canine Influenza (H3N8)	Dr. Daniel Marquez	El Paso
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Canine Influenza (H3N2)	Dr. Daniel Marquez	El Paso
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September 22, 2021

Bordetella	Dr. Leah Ilene Zigelsky	Savannah
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Canine Influenza (H3N8)	Dr. Leah Ilene Zigelsky	Savannah
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Canine Influenza (H3N2)	Dr. Leah Ilene Zigelsky	Savannah
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September 1, 2021

Canine Influenza (H3N8)	Dr. Bradley A Caissie	Savannah
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Canine Influenza (H3N2)	Dr. Bradley A Caissie	Savannah
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May 16, 2021

Rabies	Dr. Daniel Marquez	El Paso
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DAPP	Dr. Daniel Marquez	El Paso
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Bordetella	Dr. Daniel Marquez	El Paso
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December 9, 2019

Bordetella	Dr. Christopher Merren	El Paso
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June 20, 2019

Bordetella	Dr. Kaley Alissa Franklin	El Paso
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November 19, 2018

Bordetella	Dr. Christopher Merren	El Paso
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August 18, 2017

Rabies	Dr. Valerie Darlin	El Paso
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DAPP	Dr. Valerie Darlin	El Paso
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Bordetella	Dr. Valerie Darlin	El Paso
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March 1, 2017

Bordetella	Dr. Christopher Merren	El Paso
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August 30, 2016

Bordetella	Dr. Christopher Merren	El Paso
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Bordetella	Dr. Christopher Werren	El Paso
November 8, 2015		
Bordetella	Dr. Caroline Rojas	El Paso
December 18, 2014		
Bordetella	Dr. Teri Wolf	El Paso
August 7, 2014		
Rabies	Dr. Caroline Rojas	El Paso
DAPP	Dr. Caroline Rojas	El Paso
June 18, 2014		
Bordetella	Dr. Gabriel Vasquez	El Paso
December 17, 2013		
Bordetella	Dr. Caroline Rojas	El Paso
July 22, 2013		
DAPP	Dr. Gabriel Vasquez	El Paso
Rabies	Dr. Gabriel Vasquez	El Paso
February 23, 2013		
Bordetella	Dr. Emanuel E. Ponsford	El Paso
June 16, 2012		
Rabies	Dr. Emanuel E. Ponsford	El Paso
DAPP	Dr. Emanuel E. Ponsford	El Paso
Bordetella	Dr. Emanuel E. Ponsford	El Paso
May 26, 2012		
DAPP	Dr. Paul Langner	El Paso
May 5, 2012		
DAPP	Dr. Laura Heaton	El Paso

Simba's vaccine history

Banfield Pet Hospital of El Paso
Zaragosa

11836 Joe Battle Blvd,
El Paso, TX 79936
915-849-9700

Birth Date: 4/27/2015
Age: 10 years
Species: Canine
Breed: Chihuahua (Long Coat)

Owner Details

Christa Hentges
706-761-7916
1611 Pierce St NE,
Ham Lake, MN 55304

July 22, 2025

Bordetella

Dr. Catherine Amelia Cla Townes

Coon Rapids

June 15, 2025

Lyme

El Paso

Leptospirosis

El Paso

May 21, 2025

Leptospirosis

El Paso

Lyme

El Paso

Canine Influenza (H3N8)

El Paso

Canine Influenza (H3N2)

El Paso

January 24, 2025

Bordetella

El Paso

September 6, 2024

DAPP

Coon Rapids

Rabies

Coon Rapids

September 5, 2024

Rabies

Dr. Rachel Elizabeth Goodman

El Paso

DAPP

Dr. Rachel Elizabeth Goodman

El Paso

April 27, 2024

Bordetella	Dr. Rachel Elizabeth Goodman	El Paso
Canine Influenza (H3N8)	Dr. Rachel Elizabeth Goodman	El Paso
Canine Influenza (H3N2)	Dr. Rachel Elizabeth Goodman	El Paso
October 31, 2023		
Bordetella	Dr. Daniel Marquez	El Paso
June 4, 2023		
Bordetella	Dr. Caroline Rojas	El Paso
December 17, 2022		
Bordetella	Dr. Daniel Marquez	El Paso
Canine Influenza (H3N8)	Dr. Daniel Marquez	El Paso
Canine Influenza (H3N2)	Dr. Daniel Marquez	El Paso
December 12, 2021		
Bordetella	Dr. Diedre Michelle Montgomery	Savannah
September 22, 2021		
Canine Influenza (H3N8)	Dr. Leah Ilene Zigelsky	Savannah
Canine Influenza (H3N2)	Dr. Leah Ilene Zigelsky	Savannah
September 1, 2021		
Canine Influenza (H3N8)	Dr. Bradley A Caissie	Savannah
Canine Influenza (H3N2)	Dr. Bradley A Caissie	Savannah
August 3, 2021		
Rabies	Dr. Collier Strenkert	El Paso
DAPP	Dr. Collier Strenkert	El Paso
Bordetella	Dr. Collier Strenkert	El Paso
July 28, 2019		
Bordetella	Dr. Caroline Rojas	El Paso
January 29, 2019		
Bordetella	Dr. Rachel Goodman	El Paso
February 13, 2018		
Bordetella	Dr. Christopher Merren	El Paso
August 18, 2017		
Rabies	Dr. Valerie Darlin	El Paso
DAPP	Dr. Valerie Darlin	El Paso
Bordetella	Dr. Valerie Darlin	El Paso

March 1, 2017

Bordetella	Dr. Christopher Merren	El Paso
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August 30, 2016

Rabies	Dr. Christopher Merren	El Paso
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DAPP	Dr. Christopher Merren	El Paso
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Bordetella	Dr. Christopher Merren	El Paso
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February 11, 2016

Bordetella	Dr. Gabriel Vasquez	El Paso
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September 24, 2015

Rabies	Dr. Jamila McKenzie-Long	El Paso
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DAPP	Dr. Jamila McKenzie-Long	El Paso
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Bordetella	Dr. Jamila McKenzie-Long	El Paso
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July 8, 2015

DAPP	Dr. Gabriel Vasquez	El Paso
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June 11, 2015

DAPP	Dr. Teri Wolf	El Paso
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Charlie's vaccine history

Banfield Pet Hospital of Coon
Rapids

13215 Northdale Blvd NW,
Coon Rapids, MN 55448
763-323-9121

Birth Date: 10/28/2016

Age: 9 years

Species: Canine

Breed: Poodle

Owner Details

Theresa Hentges

360-936-9664

16011 Pierce st NE,
Ham Lake, TX 553042210

November 8, 2025

Rabies

Dr. Andrew Hesson

Coon Rapids

Leptospirosis

Dr. Andrew Hesson

Coon Rapids

DAPP

Dr. Andrew Hesson

Coon Rapids

July 23, 2025

Lyme

Dr. Ildiko Therneau

Coon Rapids

July 2, 2025

Bordetella

Dr. Ashley Ann Anderson

Coon Rapids

Lyme

Dr. Ashley Ann Anderson

Coon Rapids

January 7, 2025

Leptospirosis

El Paso

Bordetella

El Paso

May 18, 2024

Bordetella

Dr. Rachel Elizabeth Goodman

El Paso

November 11, 2023

Leptospirosis

Dr. Rachel Elizabeth Goodman

El Paso

Bordetella

Dr. Rachel Elizabeth Goodman

El Paso

March 26, 2023

Bordetella

Dr. Rachel Elizabeth Goodman

El Paso

September 17, 2022

Rabies	Dr. Rachel Elizabeth Goodman	El Paso
Leptospirosis	Dr. Rachel Elizabeth Goodman	El Paso
DAPP	Dr. Rachel Elizabeth Goodman	El Paso
Bordetella	Dr. Rachel Elizabeth Goodman	El Paso

November 16, 2019

Bordetella	RD Christine A Boehm	El Paso
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May 26, 2019

Rabies	Dr. Kaley Alissa Franklin	El Paso
DAPP	Dr. Kaley Alissa Franklin	El Paso
Bordetella	Dr. Kaley Alissa Franklin	El Paso

October 16, 2018

Bordetella	Dr. Christopher Merren	El Paso
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April 20, 2018

Rabies	Dr. Gabriel Vasquez	El Paso
Leptospirosis	Dr. Gabriel Vasquez	El Paso
DAPP	Dr. Gabriel Vasquez	El Paso
Bordetella	Dr. Gabriel Vasquez	El Paso

March 1, 2017

Leptospirosis	Dr. Christopher Merren	El Paso
DAPP	Dr. Christopher Merren	El Paso

February 11, 2017

Rabies	Dr. Christopher Merren	El Paso
Leptospirosis	Dr. Christopher Merren	El Paso
DAPP	Dr. Christopher Merren	El Paso

January 18, 2017

DAPP	Dr. Christopher Merren	El Paso
Bordetella	Dr. Christopher Merren	El Paso

December 28, 2016

Bordetella	Dr. Heather Mix	Coon Rapids
DAPP	Dr. Heather Mix	Coon Rapids

Miley's vaccine history

Banfield Pet Hospital of Coon
Rapids

13215 Northdale Blvd NW,
Coon Rapids, MN 55448
763-323-9121

Birth Date: 11/9/2018
Age: 7 years
Species: Canine
Breed: Shepherd, Australian

Owner Details
Christa Hentges
706-761-7916
1611 Pierce St NE,
Ham Lake, MN 55304

July 31, 2025

Bordetella

Dr. Ashley Ann Anderson

Coon Rapids

June 4, 2025

Leptospirosis

Dr. Heather Mix

Coon Rapids

Lyme

Dr. Heather Mix

Coon Rapids

May 16, 2025

Leptospirosis

El Paso

Lyme

El Paso

February 4, 2025

Bordetella

El Paso

August 16, 2024

Rabies

Dr. Rachel Elizabeth Goodman

El Paso

DAPP

Dr. Rachel Elizabeth Goodman

El Paso

Bordetella

Dr. Rachel Elizabeth Goodman

El Paso

February 10, 2024

Bordetella

Dr. Rachel Elizabeth Goodman

El Paso

August 5, 2023

Rabies

Dr. Daniel Marquez

El Paso

DAPP

Dr. Daniel Marquez

El Paso

Bordetella	Dr. Daniel Marquez	El Paso
November 16, 2019		
Bordetella	RD Christine A Boehm	El Paso
March 14, 2019		
DAPP	Dr. Kaley Alissa Franklin	El Paso
February 21, 2019		
Rabies	Dr. Kaley Alissa Franklin	El Paso
DAPP	Dr. Kaley Alissa Franklin	El Paso
January 23, 2019		
DAPP	Dr. Kaley Alissa Franklin	El Paso
Bordetella	Dr. Kaley Alissa Franklin	El Paso
January 2, 2019		
DAPP	Dr. Kaley Alissa Franklin	El Paso

Oliver's vaccine history

Banfield Pet Hospital of Coon
Rapids

13215 Northdale Blvd NW,
Coon Rapids, MN 55448
763-323-9121

Birth Date: 7/19/2020

Age: 5 years

Species: Canine

Breed: Terrier

Owner Details

Christa Hentges

706-761-7916

1611 Pierce St NE,
Ham Lake, MN 55304

July 31, 2025

Leptospirosis

Dr. Ashley Ann Anderson

Coon Rapids

Bordetella

Dr. Ashley Ann Anderson

Coon Rapids

June 4, 2025

Lyme

Dr. Heather Mix

Coon Rapids

May 16, 2025

Lyme

El Paso

February 4, 2025

Bordetella

El Paso

December 15, 2024

Canine Influenza (H3N8)

El Paso

Canine Influenza (H3N2)

El Paso

August 16, 2024

Rabies

Dr. Rachel Elizabeth Goodman

El Paso

Leptospirosis

Dr. Rachel Elizabeth Goodman

El Paso

DAPP

Dr. Rachel Elizabeth Goodman

El Paso

Bordetella

Dr. Rachel Elizabeth Goodman

El Paso

December 28, 2023

Bordetella

Dr. Kendell Scarborough

El Paso

Canine Influenza (H3N8)	Dr. Kendell Scarborough	El Paso
Canine Influenza (H3N2)	Dr. Kendell Scarborough	El Paso
August 10, 2023		
Leptospirosis	Dr. Rachel Elizabeth Goodman	El Paso
July 19, 2023		
Leptospirosis	Dr. Rachel Elizabeth Goodman	El Paso
Rabies	Dr. Rachel Elizabeth Goodman	El Paso
DAPP	Dr. Rachel Elizabeth Goodman	El Paso
Bordetella	Dr. Rachel Elizabeth Goodman	El Paso

Jax's vaccine history

Banfield Pet Hospital of Coon Rapids

13215 Northdale Blvd NW,
Coon Rapids, MN 55448
763-323-9121

Birth Date: 4/7/2025
Age: 0 years
Species: Canine
Breed: Poodle, Medium

Owner Details

Christa Hentges
706-761-7916
1611 Pierce St NE,
Ham Lake, MN 55304

August 25, 2025

Lyme	Dr. Ashley Ann Anderson	Coon Rapids
Leptospirosis	Dr. Ashley Ann Anderson	Coon Rapids

August 2, 2025

Lyme	Dr. Heather Mix	Coon Rapids
Leptospirosis	Dr. Heather Mix	Coon Rapids
DAPP	Dr. Heather Mix	Coon Rapids

July 11, 2025

DAPP	Dr. Reanne Elizabeth Erickson	Coon Rapids
Bordetella	Dr. Reanne Elizabeth Erickson	Coon Rapids

July 3, 2025

Rabies		Coon Rapids
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June 23, 2025

DAPP		Coon Rapids
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June 2, 2025

DAPP		Coon Rapids
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5-150 Multiple Dog License

A Multiple Dog License shall be required at a residence which five or more dogs are kept as pets, bred for show, hunting, field trials or pleasure. The licensing requirement herein shall only apply for dogs six months of age or older.

5-151 License Required A license shall be required for any residence with five or more dogs as outlined above. All licenses shall be for a period of one year from the date of issuance.

5-152 Procedure for Issuance No Multiple Dog License shall be issued until after a public hearing is held before the Planning Commission. Written notices of the public hearing shall be mailed to all residences within 750 feet of the outside perimeter of any location where dogs will be kept outside. Published notice of the public hearing shall also occur. Publication and mailing of notices shall occur not less than 10 days prior to the public hearing.

5-153 Conditions of License

A. Licenses shall be issued only for property that is zoned R-1, RS-1, RS-2 and R-A (or PUD carrying a single-family residential usage), and, depending on lot size, licenses shall further be restricted as follows:

- 1) On R-A lands, no license shall be issued for any lot containing less than one acre. For lots containing between one acre and 2.5 acres, a maximum of six dogs will be allowed. For lots in excess of 2.5 acres, a maximum of eight dogs will be allowed.
- 2) On lands zoned R-1, RS-1 and RS-2 (or carrying one of those uses if a residential PUD), no license shall be issued for any lot containing less than one acre. For lots containing more than one acre, a maximum of six dogs will be allowed.
- 3) Lot size shall be measured from the center line of abutting roadways.

5-154 Renewal of License If no written complaints, including memorandum complaints from City staff or law enforcement personnel are received, all Multiple Dog Licenses shall be automatically renewed by City Staff each year, upon payment of the renewal fee. If one or more written complaints are received, the Planning Commission shall review the renewal, and at the discretion of the Planning Commission, a public hearing meeting the requirements for initial issuance may be required. The City Council, after receiving the recommendations of the Planning Commission, may alter or amend the conditions of a Multiple Dog License as the City Council deems appropriate.

5-155 Denial or Revocation of License If a license is denied upon initial application, the license holder shall be given written notice of the denial stating the reasons for the action. If the Planning Commission recommends revocation of a license, the license holder shall be given written notice of the reasons for the proposed revocation, and shall be given the opportunity to be heard by the City Council prior to their taking action on the revocation.

OVER

5-156 Fees An initial license fee, and an annual license fee shall be established from time to time by resolution of the City Council. In addition, a license applicant shall reimburse the City for all costs of processing, publishing and mailing notices regarding any license or renewal.

PIN: 17-32-23-32-0009

Dear Members of the Ham Lake Planning Commission,

I am writing to submit a formal comment regarding the multiple dog license request for the property adjacent to ours (Lot 13, Block 1, Deer Ridge). I am unable to attend the scheduled hearing on January 12th, as I teach Monday evenings at Hennepin Technical College and our semester begins that evening.

We live directly next to the property under review and do not support or approve this request. During the summer months, when I was home more frequently, I found it difficult to fully use our back and side yard due to persistent barking from the dogs whenever they were outside. Even tending to a small garden on our deck often resulted in continuous barking directed at me or anyone visible nearby.

While the dogs are not outdoors at all times, when they are outside the barking is ongoing and disruptive. This is often accompanied by their owners yelling or pounding on the door in an attempt to quiet them, or no intervention at all. The result is a repeated disturbance that affects our ability to enjoy our property.

We chose to live in Ham Lake for its quiet residential environment, and this situation has significantly disrupted that expectation and our quality of life. I want to note that I am a dog owner and a dog lover myself. For that reason, I am also concerned about the practicality and fairness of housing six dogs on a residential property, as keeping them indoors to prevent barking does not seem reasonable or humane, nor does allowing them outdoors without ongoing disturbance to neighboring homes.

Given these concerns, I do not believe a residential property can reasonably sustain six dogs without negatively impacting the surrounding neighborhood.

Thank you for your time and consideration.

Sincerely,



Dodi Vessels

763-213-9182

vessels04@gmail.com

Meeting Date: January 20, 2026



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

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Item/Title/Subject: City Owned EDA Property Located in Section 29

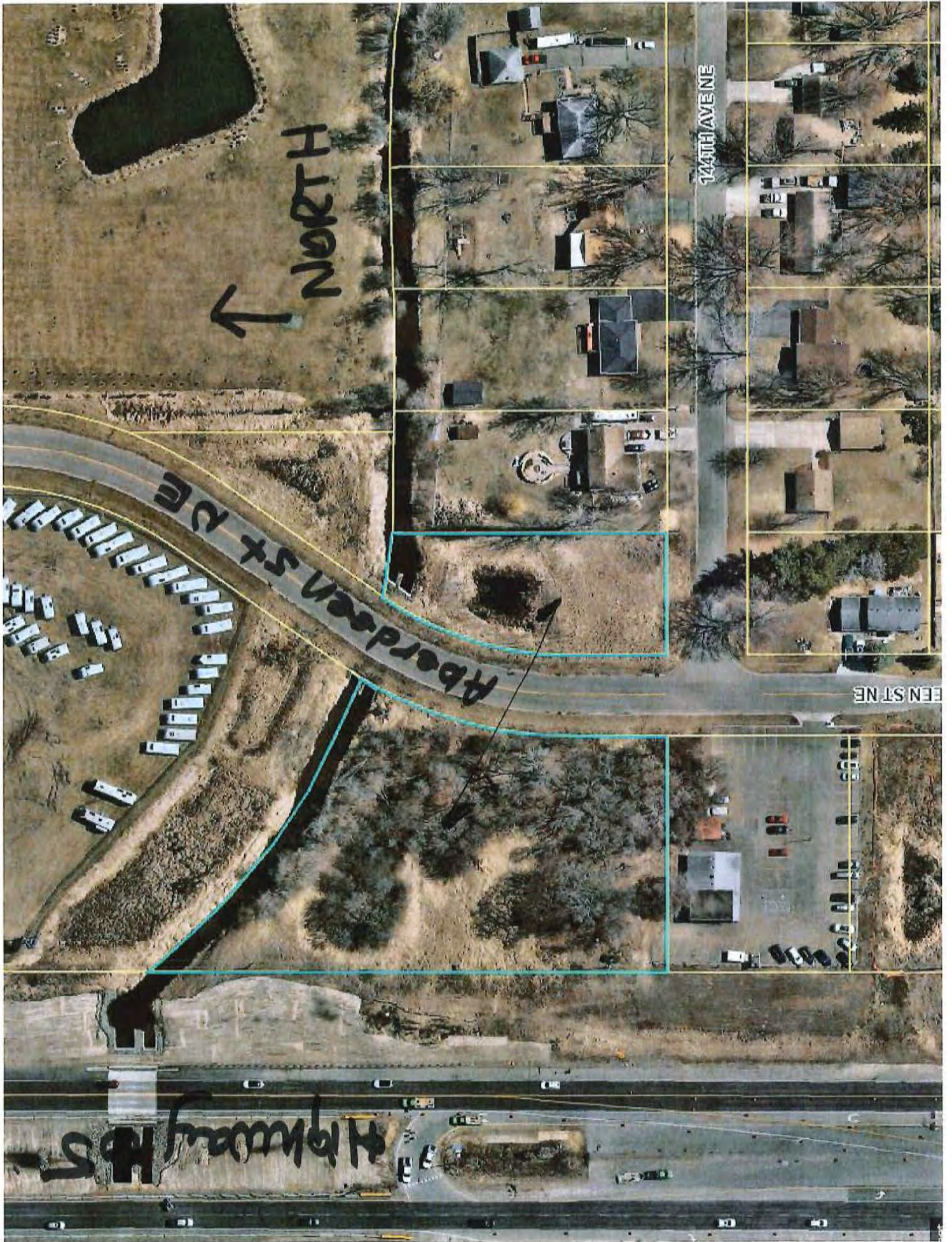
Introduction/Discussion:

The city's listing agent, Marty Fischer, Premier Commercial Properties LLC, has received an offer of \$65,000 (the asking price is \$75,000) for the city owned parcel located west of Aberdeen Street NE and north of 144th Avenue NE (PID 29-32-23-42-0017). The property has been on the market since Aberdeen Street NE was constructed in 2021. A copy of the Purchase Agreement is attached which has been reviewed by Attorney Berglund and signed by the buyer.

If the City Council approves the sale price of \$65,000, the sale can proceed. The Purchase Agreement can be signed by the Mayor and City Clerk following tonight's meeting.

Recommendation:

I recommend approving the offer of \$65,000 to sell the city owned parcel located west of Aberdeen Street NE and north of 144th Avenue NE (PID 29-32-23-42-0017); the Purchase Agreement has been reviewed by Attorney Berglund and the Purchase Agreement is ready for the signatures of the Mayor and City Clerk.



HIGHWAY 65 NE



PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT ("Agreement") is made and entered into as of this 14th day of January, 2026 (the "Effective Date") between, Ham Lake Economic Development Authority, ("Seller"), and Craig Alexis Reitan and / or its assigns, ("Buyer").

In consideration of the covenants and agreements contained herein, the parties agree as follows:

1. PREMISES. Subject to compliance with the terms and conditions of this Agreement, Seller shall sell to Buyer and Buyer shall purchase from Seller, the following (collectively, the "Premises"):

- A. The real property located 144th /145th and Central Avenue Ham Lake, County of Anoka, State of Minnesota, comprising PID # 29-32-23-42-0017 legally described in EXHIBIT A attached hereto and depicted on EXHIBIT A-1 attached hereto, together with all easements, tenements, hereditaments, and appurtenances belonging thereto (the "Land"); and
- B. All buildings, structures and other improvements erected or placed on the Land (the "Improvements").
- C. Seller's interest in all warranties and guarantees given to or benefiting Seller or Premises, if any, and all plans or blueprints regarding the Land and Improvements, if any.

2. PURCHASE PRICE. The purchase price shall be \$65,000.00 Buyer will pay upon the following terms:

- A. \$2,000.00 Earnest Money, The Earnest Money shall be paid to and held by Land Title, Inc., 2200 West County Road C, Suite 2205, Roseville, MN 55113 (hereinafter "Title Company") in its commercial non-interest bearing account in accordance with the terms of this Agreement and shall be credited against the Purchase Price in favor of Buyer at closing. If Buyer provides Seller with written notice of Buyer's waiver or satisfaction of all the conditions to closing set forth in Section 5 of this Agreement, then the Earnest Money shall be deemed non-refundable to Buyer, except as otherwise provided in Sections 3.D, 4, 5, 6, 9, 16, 18, 19, 28.A or elsewhere in this Agreement.
- B. \$63,000.00 Cash, the balance of the Purchase Price shall be paid (subject to prorations, reductions and credits as provided below) by wire transfer, certified check, or cashier's check at the Closing.

3. TITLE TO BE DELIVERED; COMMITMENT; SURVEY; TITLE OBJECTIONS.

- A. Title To Be Delivered. At Closing, **Seller** agrees to convey Marketable Fee Simple Title to the Premises. For purposes of this Agreement, the term "Marketable Fee Simple Title" means title to the Premises that, when acquired by Buyer, will be insurable by the Title Company under its current form ALTA Owner's Title Insurance Policy and is also free and clear of all liens, encumbrances, easements, covenants, conditions restrictions adverse claims and other matters, other than the Permitted Exceptions (defined in Exhibit B attached hereto and made a part hereof).
- B. Commitment. As soon hereafter as reasonably possible, **Seller**, at its sole cost and expense, shall cause to be issued and delivered to Buyer, a Commitment covering the Premises issued by the Title Company wherein the Title Company agrees to issue to Buyer upon the recording of the Deed, (defined herein) and the conveyance documents described herein, a current form of ALTA Owner's Title Insurance Policy ("Commitment"), with standard coverage, in the full amount of the purchase price. The Commitment shall be accompanied by copies of all recorded documents affecting the Premises, and shall include searches for real estate taxes and pending and levied special assessments.
- C. Survey. **Seller** shall, provide to Buyer all surveys and/or engineering materials in its possession for the Land.
- D. Title Objections. **Buyer** shall have until thirty (30) days from the date it receives the latter of the Commitment or Survey (or any update or supplement thereto) to make its objections to matters disclosed in the Commitment or Survey (or any update or supplement thereto) in writing to Seller. Any exception disclosed in the Commitment or Survey (or any update or supplement thereto) and not timely objected to by Buyer within the thirty (30) day period shall be deemed a "Permitted Exception" hereunder. Seller shall have until thirty (30) days after it receives such objections to have the same removed or satisfied, using commercially reasonable efforts, or the Title company agrees to insure over said defect based on Seller's Letter of Undertaking. If Seller shall fail to have such objections removed within that time, then Buyer may, as its sole remedy, either (a) terminate this Agreement without any liability on its part and receive the Earnest Money back, (b) waive such objections in writing and proceed to closing with the understanding that such uncured objections shall be deemed Permitted Exceptions at Closing, or (c) attempt to cure such uncured objections, at its own cost and expense, in which event Buyer shall have an additional thirty (30) days to attempt to cure such objections, and if Buyer is not successful in curing such objections, Buyer shall then have the right to either terminate this Agreement pursuant to clause (a) above, or waive such objections (not including any Permitted Exceptions) pursuant to clause (b) above. Seller shall use reasonable efforts to cure or have the Title Company insure over (i) mortgage or deed of trust financing or similar liens given for security or collateral purposes, (ii) state, federal or local tax liens or liens for the

nonpayment of special assessments, and (iii) any other judgment liens or non-consensual monetary liens (collectively, "Liens"), it being the understanding and agreement that any such Liens will be satisfied out of Seller's proceeds at Closing, if not sooner paid.

4. REPRESENTATIONS AND WARRANTIES. As an inducement to Buyer to enter into this Agreement, and as part of the consideration therefore, Seller represents and warrants to and covenants with Buyer that:

- A. Seller has Marketable and Insurable Fee Simple Interest to the Premises, subject to the Permitted Exceptions.
- B. Each of the persons executing this Agreement on behalf of Seller does hereby represent and warrant that the execution and delivery of this Agreement by Seller will not constitute a default under any indenture, agreement, contract, mortgage or other instrument to which Seller is a party.
- C. Seller warrants, to the best of Seller's knowledge, that there are no above ground or underground storage tanks on the Premises and no such tanks have been removed from or filled on the Premises.
- D. Seller has not used the Premises for storage or disposal of hazardous substances in violation of any applicable environmental law and Seller has no actual knowledge that any other persons have so used the Premises.
- E. Seller has received no written notice of any violation of any zoning, building, health and safety, fire safety and environmental codes and laws from the **City of Ham Lake**, or other local, Federal or State authority.
- F. Seller has received no written notice from any governmental authority or agency of a violation of any statutes, ordinances, regulations, judicial decrees or orders, or the pendency of any lawsuits, administrative or arbitration hearings or governmental investigations or proceedings affecting the Premises.
- G. To the Seller's knowledge, there are no environmental proceedings, applications, petitions, resolutions, or other matters pending before any governmental agency, which would affect the Premises in any manner.
- H. To Seller's knowledge there are no environmental proceedings, applications, petitions, court pleadings, resolutions, investigations, by public or private agencies, or other matters pending which could prohibit, impede, delay, or adversely, affect the use of the Premises.
- I. The Premises will, as of the Closing Date, be free and clear of all liens, security interests, encumbrances, leases or other restrictions or objections to title other than the Permitted Exceptions.
- J. There are no management, maintenance or service contracts, leases, licenses, purchase agreements, purchase options, rights of first refusal, or other unrecorded agreements affecting the Premises that will survive the Closing Date. Seller agrees not to enter into any new, or modify any existing, written or oral service contracts, leases, licenses or other recorded or unrecorded agreements affecting the Premises hereafter without Buyer's prior written consent which consent may be withheld in Buyer's reasonable discretion.
- K. There are not now, nor to the best of Seller's knowledge have there ever been, any wells, operating or abandoned, located in, on or under the Land.

- L. Except as set forth in this paragraph, Seller makes no representations or warranties as to the condition of the Real Property and the improvements thereof and Buyer shall take ownership of the Premises and improvements "AS-IS".

The representations and warranties set forth in this Section 4 shall be continuing and shall be true and correct on and as of the Closing date with the same force and effect as if made at that time and all such representations, warranties and covenants shall survive Closing for a period of three (3) months and shall not be affected by any investigation, verification or approval by any party hereto or by anyone on behalf of any party hereto and shall not merge into Seller's deed being delivered at closing. Seller agrees to indemnify and hold Buyer harmless from and against and to reimburse Buyer with respect to any and all claims, demands, causes of action, loss, damage, liabilities, and costs (including attorney's fees and court costs) asserted against or incurred by Buyer by reason of or arising out of the breach of any representation, warranty or covenant as set forth in this Section 4 for a period of three (3) months after closing. If, at any time prior to the Closing, Seller acquires actual knowledge of events or circumstances which render the representations and warranties set forth in this section inaccurate in any respect, Seller shall immediately notify Buyer, in writing, and Buyer as it's sole remedy, shall have the right to terminate this Agreement upon written notice to Seller and the Earnest Money (with any accrued interest) shall be refunded to the Buyer as specified in Section 2A. At Closing, an authorized officer of the Seller shall execute and deliver to Buyer a certificate of Seller certifying the representations contained in this section are true as of the Closing, or, if such representations are no longer true, describing, in detail, the reasons why the representations are no longer true (the "Bring Down Certificate").

5. BUYER'S CONTINGENCIES. Unless waived by Buyer in writing, Buyer's obligation to purchase the Premises shall be subject to Buyer being able to satisfy the following contingencies on or before the dates specified below. The sufficiency of the contingencies will be determined by Buyer, in Buyer's sole discretion. If any of these conditions are not satisfied by the date stated herein, Buyer, has the option to terminate this Agreement by giving written notice of termination to Seller by 5:00 p.m. on the date stated herein , for the satisfaction of the contingency, time being of the essence, in which case Buyer and Seller must sign a Cancellation of Purchase Agreement and all earnest money will be returned to the Buyer within five (5) business days. Buyer may waive any contingency in Buyer's sole and absolute discretion. The obligation of Buyer under this Agreement are contingent upon the satisfaction of each of the following contingencies during the period referenced below or if none stated, then commencing on the Effective Date and continuing through Closing:

- A. The ability of Seller to convey Marketable Fee Simple Title to the Premises, free and clear of any and all liens, except the Permitted Exceptions, at closing.
- B. Buyer to receive all necessary and appropriate City approvals and licenses from governing bodies for the construction and operation of a **Canabis retail store** on said Premises within 180 days of the "Effective Date".
- D. Buyer shall review and provide written objections to all the documentation required from Seller as detailed in Paragraph 14 within 180 days from the

“Effective Date” or **thirty (30) days from actual receipt of requested materials.**

6. PERMITTED ACCESS AND INSPECTION. In addition to the foregoing contingencies, Buyer’s performance of this Agreement is expressly conditioned upon Buyer’s inspection and approval of the Premises, which inspection shall be completed **within 30 days** after the “Effective” Date. During the term of such inspection, Buyer and its authorized representatives shall be permitted access to the Premises at reasonable times for the purposes of architectural inspection and design studies, and such soil borings and environmental assessment as are deemed necessary by Buyer. Buyer agrees to indemnify and defend Seller from, and to hold Seller harmless against any and all claims, causes of action or expenses, including attorney’s fee, relating to or arising from Buyer’s presence on the Premises prior to the Closing Date. Buyer agrees to repair any damage to the Premises caused by such inspections and to return the Premises to substantially the same condition as existed prior to Buyer’s inspection. If said inspection is, in Buyer’s sole discretion, unsatisfactory to Buyer, Buyer shall notify Seller of the same in writing prior to **five (5) days** from date thereof and this Agreement shall be null and void and all Earnest Money shall be refunded to Buyer within five (5) business days following Seller’s receipt of such notice. Failure of the Buyer to provide this written notice within the prescribed time shall be a waiver of this condition.

7. REAL ESTATE FEES. **Seller** agrees to pay real estate commissions, at closing, in the amount of six percent (6%) of the Purchase Price (the “Commission”) to Premier Commercial Properties, Inc. Buyer and Seller acknowledge no other Brokers in this transaction. Each of the parties agrees to indemnify and hold the other party harmless from any losses, liabilities or expenses (including reasonable attorney fees) incurred by the other party in connection with any claim by any third party or brokerage commission or fees relative to this Agreement for the sale of the Property.

8. DUAL AGENCY. PLEASE CHECK **ONE** OF THE FOLLOWING SELECTIONS:

☐ Dual Agency representation ***DOES NOT*** apply in this transaction.

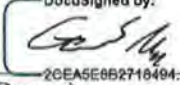
XX Dual Agency representation ***DOES*** apply in this transaction. .

Broker represents both the Seller(s) and the Buyer(s) of the Premises involved in this transaction, which creates a dual agency. This means that Broker and its salespersons owe fiduciary duties to both Seller(s) and Buyer(s). Because the parties may have conflicting interests, Broker and its salespersons are prohibited from advocating exclusively for either party. **Broker cannot act as a dual agent in this transaction without the consent of both Seller(s) and Buyer(s).** Seller(s) and Buyer(s) acknowledge that :

- (1) confidential information communicated to Broker which regards price, terms or motivation to buy or sell will remain confidential unless Seller(s) or Buyer(s) instructs Broker, in writing, to disclose this information. Other information will be shared;
- (2) Broker and its salespersons will not represent the interest of either party to the detriment of the other; and

- (3) within the limits of dual agency, Broker and its salespersons will work diligently to facilitate the mechanics of the sale.

With the knowledge and understanding of the explanation above, Seller(s) and Buyer(s) authorize and instruct Broker and its salespersons to act as dual agents in this transaction.

_____	DocuSigned by:  2CEASE8B2718494...
(Seller)	(Buyer)
_____	_____
(Seller)	(Buyer)
_____	1/15/2026
(Date)	(Date)

9. HAZARDOUS WASTE AND TOXIC SUBSTANCES. to the extent in possession of the Seller, Seller will provide copies of all information to Buyer, within 10 days of the Effective Date, of any Phase I and/or Phase II or any other Environmental tests that have been performed on the Premises within the last twenty four (24) months of the Effective Date.

The Buyer, at its' own expense, may perform additional environmental testing to confirm that the Premises are free and clear of any hazardous wastes or toxic substances. If such tests determine that said Premises are contaminated and Seller does not correct said contamination, this Agreement shall be voidable, at Buyer's option, by written notice by Buyer to Seller of same prior to the Closing Date and all earnest money shall be refunded to the Buyer and Buyer shall have no further recourse against Seller.

In addition, should a Phase I environmental report suggest the property undergo additional testing or recommends a Phase II environmental test, then the Buyer may elect to pursue such testing at Buyer's sole expense, and the due diligence period shall be extended by an additional sixty (60) days upon the written agreement of the parties hereto.

10. LIKE KIND EXCHANGE. Buyer acknowledges that Seller may elect to structure the sale of the Premises as part of a tax deferred exchange under Section 1031 of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder. Buyer further acknowledges and agrees that Seller may assign all of Seller's rights and obligations hereunder to an exchange intermediary; provided, such assignment shall not be deemed a release of Seller from any obligations hereunder. Buyer agrees to cooperate with Seller in response to Seller's reasonable requirements in connection with such exchange; provided that Buyer shall not be required to incur additional cost or liability, in connection therewith.

11. REPRESENTATIONS OF BUYER. The party signing this Agreement on behalf of Buyer, hereby represent and warrant to Seller that such persons have all authority to sign this Agreement on behalf of Buyer.

12. REPRESENTATIONS OF SELLER. The party signing this Agreement on behalf of Seller, hereby represent and warrant to Buyer that such persons have all authority to sign this Agreement on behalf of Seller.

13. PERSONAL PROPERTY. This paragraph is intentionally omitted.

14. DOCUMENTATION TO BUYER. Within ten (10) days after the Effective Date, Seller shall deliver to Buyer, at no cost to Buyer, complete and accurate copies of the following:

- A. A current Premises ALTA survey
- B. As-built drawings, architectural layouts, and any other 3rd party reports available.

15. SECURITY DEPOSITS. This paragraph is intentionally omitted.

16. LEAD AND ASBESTOS DISCLOSURE. This paragraph is intentionally omitted.

17. SELLER'S DUTY OF MAINTENANCE AND REPAIR. Between the date hereof and the date of closing, except for Buyer's indemnification obligations set forth in Section 6, Seller shall have the full responsibility and the entire liability for any and all damages or injury of any kind whatsoever to the Premises, the Improvements thereon, and all persons, whether employees or otherwise, and all property from and connected to the Premises. Seller agrees to keep the Premises continually insured during the term of this Agreement under a policy of (i) commercial general liability insurance with policy limits of not less than \$1,000,000 per incident, and (ii) fire, hazard and all risk property insurance in amount equal to one hundred percent (100%) of the replacement value of the Improvements. Until the closing, Seller shall have the full responsibility for the continued operation, maintenance and repair of the Premises, normal wear and tear excluded.

18. CONDEMNATION. If, prior to the Closing, the Premises shall be the subject of an action in eminent domain or a proposed taking by a governmental authority, whether temporary or permanent, Buyer, at its sole discretion, shall have the right to terminate this Agreement upon written notice to Seller without liability on its part by so notifying Seller and the Earnest Money shall be refunded to Buyer. If Buyer does not exercise its right of termination, (i) any and all proceeds arising out of any such eminent domain or taking shall be held in trust by Seller for the benefit of Buyer and paid to Buyer at closing; and (ii) the "Premises" shall thereafter be defined to mean the Premises less the portion taken by eminent domain or condemnation. In no event shall the Purchase Price be increased by the amount of any such proceeds.

19. CASUALTY. If, prior to the closing, the Premises or the Improvements are materially damaged or destroyed, Buyer, at its sole discretion, shall have the right to terminate this Agreement upon written notice to Seller without liability on its part by so notifying Seller and the Earnest Money (with any accrued interest) shall be refunded to Buyer. If the Premises or Improvements are not materially damaged or destroyed or Buyer does not exercise its right of termination, Seller shall proceed forthwith to repair the damage to the Premises and Improvements and any and all proceeds arising out of such damage or destruction, if the same be insured, shall be held in trust by Seller for the benefit

of such repair. In no event shall the Purchase Price be increased by the amount of any such proceeds. The words "materially damaged or destroyed" for the purposes of this Section 19 shall mean the Premises incurs damage in excess of \$50,000.00 and said damage cannot be repaired on or prior to closing.

20. AS IS PURCHASE. Buyer acknowledges that, except as otherwise provided for herein, the Premises being purchased by Buyer, together with the other improvements, fixtures, appliances and other items of Personal Property that will remain with the Premises are not new, and are being purchased "AS IS". Buyer has the right and duty to inspect the Premises and Personal Property being purchased with the Premises, or have them inspected by a person of Buyer's choice, at Buyer's expense. It is understood by the Buyer that the Buyer accepts the Premises and Personal Property "AS IS" without any Representations or Warranties by the Seller except as expressly stated in this Agreement. Except as expressly provided in this Agreement, the Seller shall have no further responsibility or liability with respect to the condition of the Premises or Personal Property being sold with the Premises. This provision shall survive the delivery of the General Warranty Deed at Closing.

BUYER REPRESENTS AND WARRANTS THAT BUYER IS NOT RELYING ON ANY WRITTEN OR ORAL REPRESENTATIONS OR STATEMENTS OF SELLER OR SELLER'S AGENTS, IF ANY, OTHER THAN SELLER'S REPRESENTATIONS IN SECTION 4, ABOVE.

21. DISCLOSURE. This paragraph is intentionally omitted.

22. INVENTORY. This paragraph is intentionally omitted.

23. PATRIOT ACT. Buyer is not named, and is not acting, directly or indirectly, for or on behalf of any person, group, entity, or nation named by the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001, Pub L 107-56, 115 Stat 272 ("USA Patriot Act"), Executive Order # 13224 or any other Executive Order or the United States Treasury Department as a terrorist, "Specially Designated Nation and Blocked Person," or other banned or blocked person, entity, nation, or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control. Buyer is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group entity, or nation.

Buyer's full, legal, and complete name(s) is/are **Craig Alexis Reitan**. Buyer is not known as, and does not employ any other names or aliases. Buyer shall deliver to Seller such proof of identity that Seller may reasonably require.

24. CLOSING DATE. Subject to the fulfillment or waiver of the conditions hereof, and provided that all of the covenants, representations and warranties of Seller are true and correct on the Closing Date as though made on such date, and unless otherwise extended pursuant to the terms hereof or otherwise agreed to in writing between the parties hereto, the Closing of the purchase and sale shall take place on or before **fourteen (14) days after the end of the Contingency Date (the "Closing Date")**. The Closing shall take place at the offices of Title Company or at such other place as Seller and Buyer

may mutually determine. Actual possession of the Premises shall be delivered to Buyer on the Closing Date.

25. SELLER'S OBLIGATION AT CLOSING. At or prior to the closing, Seller shall:

- A. Deliver to Buyer, Seller's duly recordable Limited Warranty Deed (the "Deed") to the Premises (in a form reasonably satisfactory to Buyer) conveying to Buyer Marketable Fee Simple and Insurable Title to the Premises and all rights appurtenant thereto, subject only to the Permitted Exceptions.
- B. Cause to be furnished and delivered to Buyer the ALTA (Form 6/17/06) Owner's Title Insurance Policy in conformity with the requirements of this Agreement, or a "marked-up" Commitment in form acceptable to Buyer.
- C. Deliver to Buyer, Title Company's standard form "non-foreign" affidavit given by Seller, confirming that Seller is not a "foreign corporation" within the meaning of Section 1445 of the Internal Revenue Code.
- D. Deliver to Buyer, Title Company's standard affidavit of Seller, in form and content sufficient to allow Title Company to delete the standard exceptions contained in Buyer's Owners Title Insurance Policy relative to (i) parties in possession, (ii) liens for labor, materials, or services, (iii) unrecorded easements or other instruments and (iv) the gap between date of title commitment and the recording date of the Deed.
- E. Deliver to Buyer, a Bring Down Certificate confirming that the representations and warranties set forth in Section 4 of this Agreement are true and correct as of the Closing Date as though made as of such date.
- F. Deliver to Buyer, such other documents as may be reasonably required by this Agreement (including, without limitation, authorizing resolutions of Seller), all in a form reasonably satisfactory to Buyer, Seller and Title Company.
- G. Deliver to Buyer a Well Certificate.
- H. An ALTA/ACSM Land Title Survey of the Premises.

26. CLOSING COSTS. The following costs and expenses shall be paid as follows in connection with the closing:

A. Seller shall pay:

- 1. The cost to prepare and deliver to Buyer the Commitment (including, without limitation, the cost of any title search and exam by Title Company); all fees to record all of the documents necessary to permit Seller to convey Marketable Fee Simple and Insurable Title to the Premises to Buyer (other than the fee to record the Deed); the cost of any endorsements necessary to convey

Marketable Fee Simple Title to Buyer; and one-half (1/2) of the closing fee charged by Title Company.

2. Any state, county or municipal deed tax, excise tax or transfer fee imposed on the conveyance, and any fees and costs incurred by Seller or necessary to subdivide the Premises from other real property into a separate tax parcel.
3. Any deferred or delinquent real estate taxes or utilities and Seller's pro-rata share of those costs and expenses set forth in Section 27.
4. All special assessments existing through and including the Closing Date, whether levied, pending, deferred or assessed, including without limitation, the unpaid balance of special assessments and/or installments of special assessments certified for payment to the real estate taxes, except all special assessments that become levied or pending after the Closing Date.
5. The cost of the survey
6. The brokerage fee of Broker pursuant to Section 7.
7. The costs of Seller's attorneys.

B. Buyer shall pay:

1. The recording fee necessary to record the Deed.
2. The premium for the Owners Title Insurance Policy, any Lenders policy of title insurance, and the Survey.
3. One-half (1/2) of the closing fee and any escrow fee charged by Title Company.
4. All special assessments levied or pending after the Closing Date.
5. The costs of Buyer's attorneys.
6. Balance of the purchase price.

C. The terms of this Section 26 shall survive the closing of the transaction contemplated herein.

27. PRORATIONS. The following prorations shall be made as of the Closing Date:

- A. Real estate taxes (excluding any outstanding special assessments and/or installments of special assessments certified to the real estate taxes for payment Seller is obligated to pay pursuant to Section 26 hereof) allocable to the Premises that are due and payable in the year of closing shall be prorated between Seller and Buyer to the Closing Date, with amounts accruing prior to the Closing Date allocated to the Seller and all amounts accruing after the Closing Date allocated to the Buyer. Seller shall pay all such real estate taxes due and payable in years prior to the year of Closing. Buyer shall assume responsibility for the payment of all such taxes due and payable in years subsequent to the year of closing. If, as of the Closing Date, the Premises is not assessed for purposes of property taxation separately from all other real property, then the real estate taxes for the total tax parcel shall be paid in full at closing, and the amount of taxes allocable to the Premises shall be determined based upon the ratio that the square footage of the Premises bears to the square footage of all the real property within the total tax parcel.
- B. Rents shall be prorated by the parties to the actual date of closing, in the same manner as real estate taxes set forth in the Section 27.
- C. Method of Proration. All amounts to be prorated shall be prorated between Seller and Buyer on a daily basis as of the Closing Date, with all amounts accruing prior to the Closing Date (including delinquencies) allocated to Seller and all amounts accruing on or after the Closing Date allocated to Buyer. If any of the amounts to be prorated under this Section 27 cannot be calculated with complete precision at Closing because the amount or amounts of one or more items included in such calculation are not then known, then such calculation shall be made on the basis of the reasonable estimates of Seller and Buyer, subject to prompt adjustment (by additional payment or refund, as necessary) when the amount of any such item or items become known.
- D. The terms of this Section 27 shall survive the closing of the transaction contemplated herein.

28. REMEDIES.

- A. Seller Default. In the event Seller defaults under this Agreement and such default is not cured within 15 days after the date Buyer provides Seller written notice specifying such default, Buyer, as its sole and exclusive remedy, may either (a) seek specific performance of this Agreement provided such action is commenced within sixty (60) days after Seller's 15-day cure period, or (b) terminate this Agreement and receive a refund of all Earnest Money. In no event shall Seller be liable to Buyer for damages under this Agreement, or liable to Buyer for other costs and expenses incurred by Buyer in its investigation of the Premises.
- B. Buyer Default. If Buyer defaults in the performance of this Agreement, Seller's sole and exclusive remedy shall be to cancel this Agreement by delivering written notice of such default to Buyer ("Seller's Default Notice"), in which

event Buyer shall have the opportunity to cure such default within thirty (30) days after receipt of Seller's Default Notice, and if Buyer fails to timely cure such default after receipt of Seller's Default Notice, then this Agreement shall be deemed canceled without further action between the parties and the Title Company shall deliver all of the Earnest Money to Seller as liquidated damages, it being the understanding and agreement of the parties that it would be impractical or extremely difficult to determine the actual damages to Seller in the event of Buyer's default, and that the Earnest Money is a reasonable estimate of the damages which Seller would incur as a result of Buyer's default hereunder.

29. ESCROW. Title Company (also known as "Escrow Agent") is authorized and agrees by acceptance thereof to promptly deposit the Earnest Money as provided herein and to hold same in escrow and to disburse the same in accordance with the terms and conditions of this Agreement. The sole duties of Escrow Agent regarding the Earnest Money shall be those described herein, and Escrow Agent shall be under no obligation to determine whether the other parties hereto are complying with any requirements of law or the terms and conditions of any other agreements among said parties. Escrow Agent may conclusively rely upon and shall be protected in acting upon any written notice, consent, order or other document believed by it to be genuine and to have been signed or presented by the proper party or parties to this Agreement. Escrow Agent shall have no duty or liability to verify any such written notice, consent, order or other document, and its sole responsibility shall be to act as expressly set forth in this Agreement. Escrow Agent shall be under no obligation to institute or defend any action, suit or proceeding in connection with this Agreement. If Buyer and Seller execute any separate escrow instructions or an escrow agreement with Escrow Agent, then in the event of a conflict between the terms of such escrow instructions or escrow agreement and the terms of this Agreement, the terms of this Agreement shall control. Escrow Agent shall also execute this Agreement solely for the purpose of acknowledging its agreement with and understanding of the terms of this Section 29 and the other provisions of this Agreement relative to receipt, escrow, investment and disbursement of the Earnest Money. Failure of Escrow Agent to execute this Agreement shall not affect the validity of this Agreement as between Seller and Buyer.

30. TIME FOR ACCEPTANCE. The Agreement, when duly executed by all of the parties hereto, shall be binding upon the parties hereto, their heirs, representatives, successors and assigns. In the event this Agreement has not been duly executed by Seller and delivered to Buyer or its agent on or before **January 31st, 2026 at 5:00 p.m.**, then the offer herein made by Buyer shall automatically and unconditionally terminate and this Agreement shall be null and void, and Escrow Agent shall immediately return to Buyer the Earnest Money.

31. MISCELLANEOUS. The following general provisions govern the Agreement:

- A. No Waivers. The waiver by either party hereto of any condition or the breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other condition or of any subsequent breach of the same or of any other term, covenant or condition herein contained. Buyer, in its sole discretion may waive any right conferred upon Buyer by this Agreement; provided that

such waiver shall only be made by Buyer giving Seller written notice specifically describing the right waived.

- B. Time of Essence.** Time is of the essence of this Agreement.
- C. Governing Law.** This Agreement is made and executed under and in all respects to be governed and construed by the laws of the State of Minnesota and the parties hereto hereby agree and consent and submit themselves to any court of competent jurisdiction situated in the State of Minnesota.
- D. Notices.** All notices and demands given or required to be given by any party hereto to any other party shall be deemed to have been properly given if and when delivered in person, the next business day after being sent by reputable overnight commercial courier (e.g. U.P.S. or Federal Express), sent electronically (with verification of receipt by recipient) or three (3) business days after having been deposited in any U.S. Postal Service and sent by registered or certified mail, postage prepaid, addressed as follows (or sent to such other address as any party shall specify to the other party pursuant to the provisions of this Section):

TO SELLER:

Ham Lake Economic Development
Authority
15544 Central Avenue NE
Ham Lake, MN 55304

TO BUYER:

Craig Alexis Reitan
5246 Emerson Avenue North
Minneapolis, MN 55430

Any party, by notice given as aforesaid, may change the address to which subsequent notices are to be sent to such party.

- E. Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of each of the parties hereto. This Agreement may be assigned or transferred by Buyer at any time without consent of Seller, including, without limitation, to a lender of Buyer, provided the assignee agrees to be bound by the terms of this Agreement and provided further, any such assignment of this Agreement shall not release Buyer from liability under this Agreement.
- F. Invalidity.** If for any reason any term or provision of this Agreement shall be declared void and unenforceable by any court of law or equity it shall only affect such particular term or provision of this Agreement and the balance of this Agreement shall remain in full force and effect and shall be binding upon the parties hereto.
- G. Complete Agreement.** All understandings and agreements heretofore had between the parties are merged into this Agreement which alone fully and completely expresses their agreement. This Agreement may be changed only in writing signed by both of the parties hereto and shall apply to and bind the successors and assigns of each of the parties hereto and shall not merge with the deed delivered to Buyer at Closing.

- H. Counterparts.** The execution of this agreement with electronic signatures, including DocuSign, together with electronic copies of a signature, such as a facsimile or a PDF copy of any party's signature shall be deemed the same as the original and deemed to have been properly executed by the party. This Agreement may be executed in as many counterparts as may be convenient or required. It shall not be necessary that the signature of, or on behalf of, each party, or that the signature of all persons required to bind any party, appear on each counterpart. All counterparts shall collectively constitute a single instrument. It shall not be necessary in making proof of this Agreement to produce or account for more than a single counterpart containing the respective signatures of, or on behalf of, each of the parties hereto. Any signature page to any counterpart may be detached from such counterpart without impairing the legal effect of the signatures thereon and thereafter attached to another counterpart identical thereto except having attached to it additional signature
- I. Calculation of Time Periods.** Unless otherwise specifically provided herein, in computing any period of time described in this Agreement, the day of the act or event after which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless such last day is a Saturday, Sunday or legal holiday under the laws of the State of Minnesota, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday or legal holiday. The final day of such period shall be deemed to end at 5:00 p.m.
- J. Attorneys' Fees.** If any dispute arises between the parties regarding this Agreement or the subject matter thereof, the prevailing party in any court action, administrative proceeding or alternative dispute resolution commenced or maintained to resolve such dispute, shall be entitled to an award of reasonable attorneys' fees, disbursements and court costs in addition to any other remedy to which the parties are entitled.
- K. Survival.** Subject to the limitations and agreements contained herein, all of the warranties, covenants, and representations made herein by either Seller or Buyer shall survive closing and the delivery of the Deed to Buyer, or the earlier termination of this Agreement.
- L. Confidentiality.** During the executory period of this Agreement, Seller, including its agents and brokers, agrees not to negotiate with any third parties for the sale of the Premises and agrees to keep the existence and the terms of this Agreement confidential, provided Seller may disclose the terms of this Agreement to its attorneys, accountants, professional advisors or as may be required by law.
- M. Electronic Signatures.** Buyer and Seller agree the electronic signature of any party on this document or subsequent amendments to this document constitute valid, binding signatures.

By the signatures below, both the Buyer and Seller agree to the above terms.

SELLER:

Ham Lake Economic Development
Authority

By: _____ date: _____
It's: _____ date: _____

By: _____ date: _____
It's: _____ date: _____

BUYER:

Craig Alexis Reitan

DocuSigned by:

2CEA5E8B2718404... date: 1/15/2026

EXHIBIT A

LEGAL DESCRIPTION OF PREMISES

UNPLATTED CITY OF HAM LAKE THAT PART OF SE1/4 OF SEC 29-32-23 DESC AS FOL-TO-WIT-COM AT NE CORNER OF OUTLOT 1 AS SHOWN ON PLAT OF MARSHALL MANOR ON FILE & OF RECORD IN REGISTER OF DEEDS OFFICE ANOKA CNTY, MN-TH N 0 DEG 00 MIN ALONG W LINE OF ABERDEEN ST A DIST OF 216 FT TO ACTUAL POINT OF BEG TH E 0 DEG 00 MIN ALONG N LINE OF 144TH AVENUE NE A DIST OF 166 FT TH N 0 DEG 00 MIN A DIST OF 40 5 FT MORE OR LESS TO CTRLINE OF A 144 FT WIDE EASE FOR RELOCATION OF COON CREEK-TH WLY ALONG CTRLINE OF SAID 144 FT EASE TO ELY RT-OF-WAY LINE OF ST TRK HWY NO 65 TH SLY ON SAID ELY RT-OF-WAY LIN E TO A POINT OF INTERSECTION WITH A LINE PRLL WITH & DIST 150FT N 0 DEG 00 MIN OF WLY EXTENSION OF N LINE OF 144TH AVE NE TH E 0 DEG 00 MIN ALONG SAID PRLL LINE A DIST OF 200 FT TO ACTUAL POINT OF BE G(SUBJ T O RCPA EASE DATED 10-28-69)

NOTE: The precise legal description of the Land is to be confirmed by the Title Evidence. It is the intent of the parties that the Land consists of the real property owned by Seller commonly known as 144th/145th Central Avenue in Ham Lake, Minnesota per the identified Anoka County PID number. In the event that the correct description of the Land established in the Title Evidence should differ from the description of the Land set forth above in this *Exhibit A*, the description set forth in the Title Evidence shall be deemed to govern and replace the description set forth above.

EXHIBIT A-1

DEPICTION OF PREMISES

EXHIBIT B
Permitted Encumbrances

- 1) Building and zoning laws, ordinances, state and federal regulations:
- 2) Restrictions relating to use or improvement of the Property without effective forfeiture provision;
- 3) Reservation of any minerals or mineral rights to the State of Minnesota;
- 4) Utility and other easements of record which do not adversely interfere with Buyer's intended use of the Property; and
- 5) Any exception to title or survey waived or approved by Buyer in writing.