

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 MONDAY, FEBRUARY 2, 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 6:01 p.m. Public Hearing – to consider the vacation of temporary rights-of-way's and drainage and utility easements within Enchanted Estates and Hamlet Estates and drainage and utility easements in Section 13

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 20, 2026
- 4.2 Approval of claims
- 4.3 Approval of an Ordinance for Mobile Food Trucks and Trailer Vending
- 4.4 Approval of an Ordinance for Establishment of Permit Fees and Service Charges
- 4.5 Approval of re-appointment and new appointments of Safety Committee Members
- 4.6 Approval of the 2026 service contract with SafeAssure or safety training
- 4.7 Approval of a Resolution appointing a Responsible Authority and Designating Duties for Compliance with the Data Practices Act
- 4.8 Approval of a Resolution to grant a Building Permit to Kwik Trip, Inc., located in the Elwell Commercial Park

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

- 11.1 Committee Reports

- 11.2 Announcements and future agenda items

RESOLUTION NO. 26-XX

WHEREAS, a public hearing was held before the Ham Lake City Council on the 2nd day of February, 2026 at 6:01 p.m. to consider the proposed vacation of certain lands within the City of Ham Lake;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the following described property be vacated;

**DESCRIPTION OF TEMPORARY RIGHT-OF-WAYS AND DRAINAGE AND UTILITY
EASEMENT TO BE VACATED**

A temporary easement for public road, drainage and utility purposes over that part of Lot 11, Block 2, and over that part of Lot 3, Block 3, all in HAMLET ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 60.00 foot radius circle, the center of said circle being the intersection of the center line of Hupp Street NE., as dedicated in said HAMLET ESTATES, with the north line of the south 60.00 feet of the South Half of the Northwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

As described in Doc. No. 1332609

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 11, Block 2, and those parts of said Lot 3, Block 3, as dedicated on said plat of HAMLET ESTATES.

Along with:

That part of Lot 1, Block 4, and that part of Lot 6, Block 2, all in ENCHANTED ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 45.00 foot radius circle, the center of said circle being the intersection of the center line of 158th Ave. NE, as dedicated in said ENCHANTED ESTATES, with the west line of the east 60.00 feet of said ENCHANTED ESTATES. Except that part of said Lot 1, Block 4 lying southeasterly of the following described line:

Commencing at the southeast corner of said Lot 1; thence North 89 degrees 16 minutes 28 seconds West, along the south line of said Lot 1, a distance of 385.72 feet to a point on the south line of said Lot 1; thence return South 89 degrees 16 minutes 28 seconds East along said south line a distance of 320.09 feet to the point of beginning of said line; thence northeasterly 67.45 feet on a tangential curve concave northwesterly having a radius of 167.00 feet and a central angle of 23 degrees 08 minutes 28 seconds to the east line of said Lot 1 and said line there terminating.

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 1, Block 4, and those parts of said Lot 6, Block 2, as dedicated on said plat of ENCHANTED ESTATES.

Along with:

That part of Lot 1, Block 5, and that part of Lot 5, Block 4, all in ENCHANTED ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 45.00 foot radius circle, the center of said circle being the intersection of the center line of

159th Ave. NE, as dedicated in said ENCHANTED ESTATES, with the west line of the east 60.00 feet of said ENCHANTED ESTATES.

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 1, Block 5, and those parts of said Lot 4, Block 4, as dedicated on said plat of ENCHANTED ESTATES.

DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED

That part over, under and across the Northerly, Westerly and Southerly 10 feet and the Westerly 10 feet of the Easterly 70 feet of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

Along with:

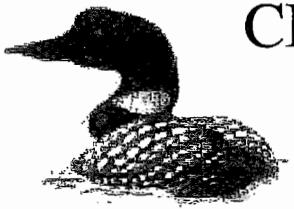
A 20 foot wide perpetual easement for drainage and utility purposes over, under and across part of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota. The centerline of said easement being described as follows:

Commencing at the Southeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, along the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet; thence North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of the Southwest Quarter, a distance of 60.02 feet to the point of beginning of the centerline to be described; thence continuing North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of southwest Quarter, a distance of 610.25 feet; thence South 00 degrees 03 minutes 45 seconds West, parallel with the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet to the South line of said Northeast Quarter of the Southwest Quarter and said center line there terminating. The side lines of said easement to be shortened or lengthened to said South line of the Northeast Quarter of the Southwest Quarter and to the West line of the East 60 feet of said Northeast Quarter of the Southwest Quarter.

Adopted by the City Council of the City of Ham Lake this 2nd day of February, 2026.

Brian Kirkham, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

15544 Central Avenue NE
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NOTICE OF PUBLIC HEARING VACATION OF PUBLIC LAND

NOTICE IS HEREBY GIVEN, that a Public Hearing will be held before the Ham Lake City Council on February 2, 2026 at 6:01 p.m. in the City Council Chambers, City Hall, 15544 Central Avenue NE, Ham Lake, Minnesota 55304, to hear comments and questions concerning the proposed vacation of the following described land within the City of Ham Lake, Minnesota:

A temporary easement for public road, drainage and utility purposes over that part of Lot 11, Block 2, and over that part of Lot 3, Block 3, all in HAMLET ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 60.00 foot radius circle, the center of said circle being the intersection of the center line of Hupp Street NE., as dedicated in said HAMLET ESTATES, with the north line of the south 60.00 feet of the South Half of the Northwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

As described in Doc. No. 1332609.

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 11, Block 2, and those parts of said Lot 3, Block 3, as dedicated on said plat of HAMLET ESTATES.

Along with:

That part of Lot 1, Block 4, and that part of Lot 6, Block 2, all in ENCHANTED ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 45.00 foot radius circle, the center of said circle being the intersection of the center line of 158th Ave. NE, as dedicated in said ENCHANTED ESTATES, with the west line of the east 60.00 feet of said ENCHANTED ESTATES. Except that part of said Lot 1, Block 4 lying southeasterly of the following described line:

Commencing at the southeast corner of said Lot 1; thence North 89 degrees 16 minutes 28 seconds West; along the south line of said Lot 1, a distance of 385.72 feet to a point on the south line of said Lot 1; thence return South 89 degrees 16 minutes 28 seconds East along said south line a distance of 320.09 feet to the point of beginning of said line; thence northeasterly 67.45 feet on a tangential curve concave northwesterly having a radius of 167.00 feet and a central angle of 23 degrees 08 minutes 28 seconds to the east line of said Lot 1 and said line there terminating.

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 1, Block 4, and those parts of said Lot 6, Block 2, as dedicated on said plat of ENCHANTED ESTATES.

Along with:

That part of Lot 1, Block 5, and that part of Lot 5, Block 4, all in ENCHANTED ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 45.00 foot radius circle, the center of said circle being the intersection of the center line of 159th

Ave. NE, as dedicated in said ENCHANTED ESTATES, with the west line of the east 60.00 feet of said ENCHANTED ESTATES.

Rescrying a public drainage and utility easement over, under, and across those parts of said Lot 1, Block 5, and those parts of said Lot 4, Block 4, as dedicated on said plat of ENCHANTED ESTATES.

DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED

That part over, under and across the Northerly, Westerly and Southerly 10 feet and the Westerly 10 feet of the Easterly 70 feet of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

A 20 foot wide perpetual easement for drainage and utility purposes over, under and across part of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota. The centerline of said easement being described as follows:

Commencing at the Southeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, along the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet; thence North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of the Southwest Quarter, a distance of 60.02 feet to the point of beginning of the centerline to be described; thence continuing North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of the Southwest Quarter, a distance of 610.25 feet; thence South 00 degrees 03 minutes 45 seconds West, parallel with the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet to the South line of said Northeast Quarter of the Southwest Quarter and said center line there terminating. The side lines of said easement to be shortened or lengthened to said South line of the Northeast Quarter of the Southwest Quarter and to the West line of the East 60 feet of said Northeast Quarter of the Southwest Quarter.

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: January 6, 2026



Dawnnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of January 7, 2026 and February 2, 2026.

Published in the Star Tribune on January 8, 2026 and January 15, 2026.

EASEMENT VACATION EXHIBIT

SITE SYMBOLS



EASEMENT TO BE VACATED

EASEMENT TO BE VACATED

Document No. 2018152.004 and 2018152.006

Legal Description(s):

A perpetual easement for drainage and utility purposes over, under and across the Northerly, Westerly and Southerly 10 feet and the Westerly 10 feet of the Easterly 70 feet of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

Together with a 20 foot wide perpetual easement for drainage and utility purposes over, under and across part of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota. The centerline of said easement being described as follows:

Commencing at the Southeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, along the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet; thence North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of the Southwest Quarter, a distance of 60.02 feet to the point of beginning of the centerline to be described; thence continuing North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of the Southwest Quarter, a distance of 610.25 feet; thence South 00 degrees 03 minutes 45 seconds West, parallel with the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet to the South line of said Northeast Quarter of the Southwest Quarter and said center line there terminating. The side lines of said easement to be shortened or lengthened to said South line of the Northeast Quarter of the Southwest Quarter and to the West line of the East 60 feet of said Northeast Quarter of the Southwest Quarter.



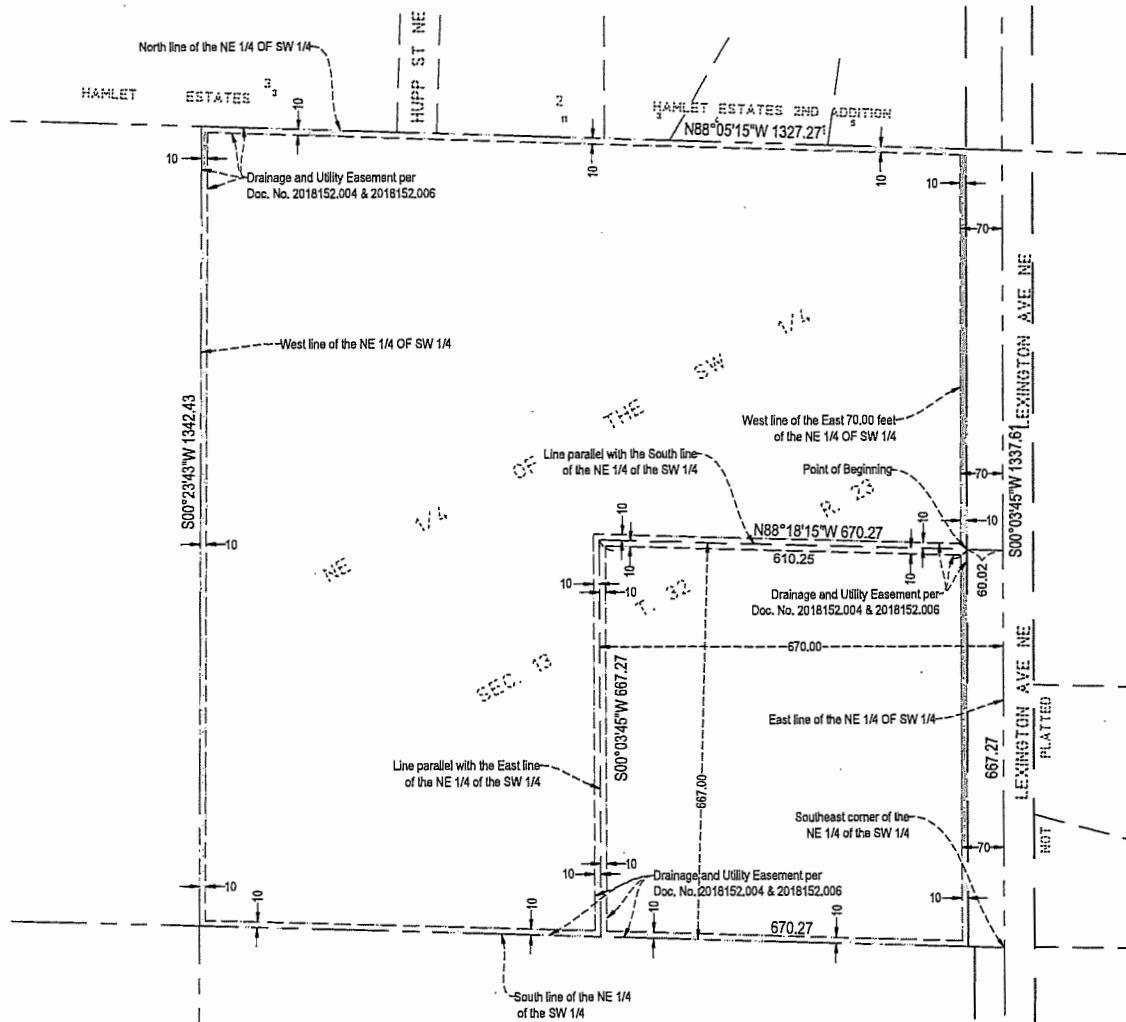
NORTH

0 200
SCALE IN FEET

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

[Signature]
Jerrod Gustavus LeSavage
License. No.: 58896

Date: 2025-07-09
Revised:



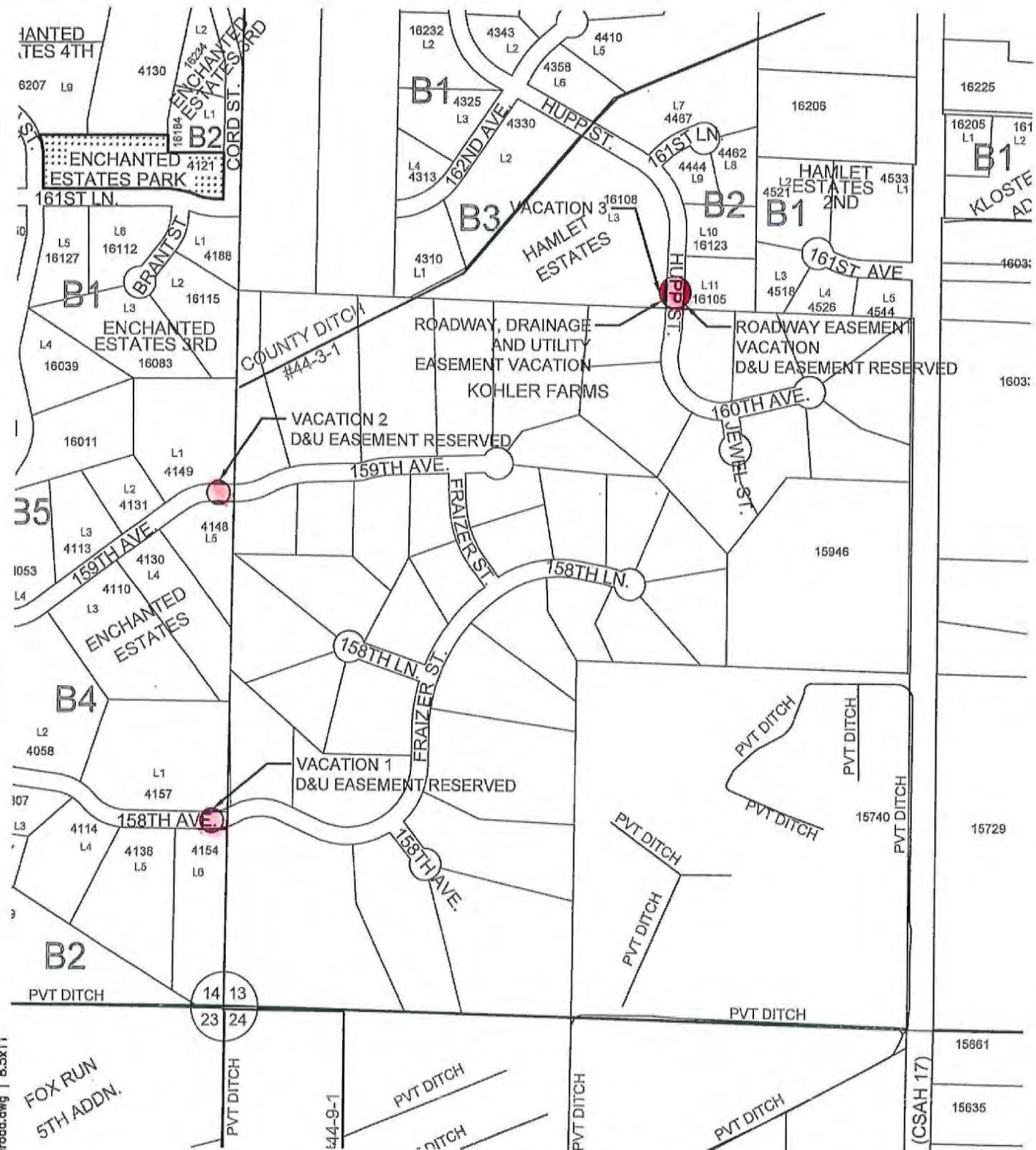
LANDFORM
From Site to Finish

Job No.: LDP24010

Drawing: LDP010.EVE

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401
Web: landform.net

By: TRK



Drawing name: L:\Mappings\baseline.dwg | 8.5x11

Sheet Title

Date
12/31/25

Scale

Project

Kohler Farms
2502.025

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



ARNEVIK TODD M & MARGARET A	PIN: 13-32-23-23-0014	4310 162ND AVE NE	HAM LAKE, MN 55304
BAUTCH, SCOTT	PIN: 13-32-23-24-0020	4526 161ST AVE NE	HAM LAKE, MN 55304
BENDAS JAMES	PIN: 13-32-23-24-0021	4544 161ST AVE NE	HAM LAKE, MN 55304
BENTLEY DARREN D & TORRIE R	PIN: 13-32-23-24-0015	16123 HUPP ST	HAM LAKE, MN 55304
BOHNSACK JONATHAN N	PIN: 13-32-23-24-0018	4521 161ST AVE NE	HAM LAKE, MN 55304
BUDZYNSKI, TANYA	PIN: 14-32-23-44-0006	4114 158TH AVE NE	HAM LAKE, MN 55304
BUNNELLE WILLIAM L & SARAH	PIN: 13-32-23-13-0003	16137 LEXINGTON AVE NE	HAM LAKE, MN 55304
DIETZ, JENNIFER	PIN: 14-32-23-41-0009	4149 159TH AVE NE	HAM LAKE, MN 55304
HANNA, JONATHAN C	PIN: 14-32-23-44-0003	15739 AUSTIN ST NE	HAM LAKE, MN 55304
HAUGEN AMY	PIN: 14-32-23-41-0018	4056 CONSTANCE BLVD NE	HAM LAKE, MN 55304
HEGGERSTON HUNTER	PIN: 13-32-23-24-0013	4462 161ST LN NE	HAM LAKE, MN 55304
HOFFMAN TRUSTEE, WARREN A	PIN: 24-32-23-21-0017	15740 LEXINGTON AVE NE	HAM LAKE, MN 55304
HOFFMAN WARREN A & DIANNE M	PIN: 13-32-23-34-0001	15740 LEXINGTON AVE NE	HAM LAKE, MN 55304
JD HAM LAKE HOLDINGS LLC	PIN: 13-32-23-31-0002	105 S FIFTH AVE STE 513	MINNEAPOLIS, MN 55401
JOHNSON CHAD	PIN: 13-32-23-42-0003	3509 137TH LN NE	HAM LAKE, MN 55304
JORDAHL, TERRA	PIN: 13-32-23-24-0014	4444 161ST LN NE	HAM LAKE, MN 55304
KOHLER FARMS FAMILY LIMITED PARTNERSHIP	PIN: 13-32-23-31-0003	2442 KEYSTONE AVE NE	SAINT MICHAEL, MN 55376
MANSKE TUCKER J	PIN: 13-32-23-24-0017	4533 161ST AVE NE	HAM LAKE, MN 55304
MARIER, KATHLEEN M	PIN: 14-32-23-41-0010	4131 159TH AVE NE	HAM LAKE, MN 55304
NAUGHTON, JAYSON R	PIN: 14-32-23-41-0007	4130 159TH AVE NE	ANDOVER, MN 55304
OLSEN DIANA LYNN	PIN: 13-32-23-43-0001	15729 LEXINGTON AVE NE	HAM LAKE, MN 55304
PETERSON TRUSTEE, PATRICIA K	PIN: 13-32-23-42-0004	16033 LEXINGTON AVE NE	HAM LAKE, MN 55304
PIOTROWSKI, JOSEPH T	PIN: 13-32-23-23-0015	4330 162ND AVE NE	HAM LAKE, MN 55304
RADES TRUSTEE JOSEPH C	PIN: 13-32-23-23-0002	4218 CONSTANCE BLVD NE	HAM LAKE, MN 55304
REINARTZ DANIEL J	PIN: 14-32-23-41-0008	4148 159TH AVE NE	HAM LAKE, MN 55304
SCHEHR MARK A & LINDA A	PIN: 13-32-23-23-0004	4250 CONSTANCE BLVD NE	HAM LAKE, MN 55304
SCHLICHTING SCOTT & BONNIE J	PIN: 13-32-23-23-0016	16108 HUPP ST NE	HAM LAKE, MN 55304
SNYDER, VAN	PIN: 14-32-23-44-0007	4138 158TH AVE NE	HAM LAKE, MN 55304
STAPLES PATRICIA J	PIN: 14-32-23-14-0017	4188 161ST LN NE	HAM LAKE, MN 55304
STENTZ, JOHN M	PIN: 14-32-23-41-0013	16011 AUSTIN ST NE	HAM LAKE, MN 55304
STEPHENSON, RONALD W	PIN: 14-32-23-44-0015	4110 159TH AVE NE	HAM LAKE, MN 55304
STILWELL MICHAEL A	PIN: 24-32-23-22-0004	14535 DUNKIRK ST NE	HAM LAKE, MN 55304
VRCHOTA BRADLEY M	PIN: 14-32-23-41-0017	16115 BRANT ST NE	HAM LAKE, MN 55304
WILKINSON, STEVEN B	PIN: 14-32-23-44-0013	4157 158TH AVE NE	HAM LAKE, MN 55304
YANG, RICHARD L	PIN: 13-32-23-24-0019	4518 161ST AVE NE	HAM LAKE, MN 55304
YANG, SHOUA H	PIN: 14-32-23-44-0008	4154 158TH AVE NE	HAM LAKE, MN 55304
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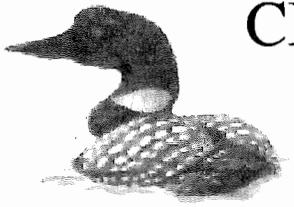
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NOTICE OF COMPLETION OF VACATON PROCEEDINGS

NOTICE IS HEREBY GIVEN, pursuant to Minnesota Statues Chapter 412.851, that a Resolution was adopted by a 5-0 vote of the Ham Lake City Council on the 2nd day of February 2026, vacating the following described easements in the City of Ham Lake, Anoka County, Minnesota:

DESCRIPTION OF TEMPORARY RIGHT-OF-WAYS AND DRAINAGE AND UTILITY EASEMENT TO BE VACATED

A temporary easement for public road, drainage and utility purposes over that part of Lot 11, Block 2, and over that part of Lot 3, Block 3, all in HAMLET ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 60.00 foot radius circle, the center of said circle being the intersection of the center line of Hupp Street NE., as dedicated in said HAMLET ESTATES, with the north line of the south 60.00 feet of the South Half of the Northwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

As described in Doc. No. 1332609

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 11, Block 2, and those parts of said Lot 3, Block 3, as dedicated on said plat of HAMLET ESTATES.

Along with:

That part of Lot 1, Block 4, and that part of Lot 6, Block 2, all in ENCHANTED ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 45.00 foot radius circle, the center of said circle being the intersection of the center line of 158th Ave. NE, as dedicated in said ENCHANTED ESTATES, with the west line of the east 60.00 feet of said ENCHANTED ESTATES. Except that part of said Lot 1, Block 4 lying southeasterly of the following described line:

Commencing at the southeast corner of said Lot 1; thence North 89 degrees 16 minutes 28 seconds West, along the south line of said Lot 1, a distance of 385.72 feet to a point on the south line of said Lot 1; thence return South 89 degrees 16 minutes 28 seconds East along said south line a distance of 320.09 feet to the point of beginning of said line; thence northeasterly 67.45 feet on a tangential curve concave northwesterly having a radius of 167.00 feet and a central angle of 23 degrees 08 minutes 28 seconds to the east line of said Lot 1 and said line there terminating.

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 1, Block 4, and those parts of said Lot 6, Block 2, as dedicated on said plat of ENCHANTED ESTATES.

Along with:

That part of Lot 1, Block 5, and that part of Lot 5, Block 4, all in ENCHANTED ESTATES, according to the recorded plat thereof, Anoka County, Minnesota, lying within the circumference of a 45.00 foot radius circle, the center of said circle being the intersection of the center line of 159th Ave. NE, as dedicated in said ENCHANTED ESTATES, with the west line of the east 60.00 feet of said ENCHANTED ESTATES.

Reserving a public drainage and utility easement over, under, and across those parts of said Lot 1, Block 5, and those parts of said Lot 4, Block 4, as dedicated on said plat of ENCHANTED ESTATES.

DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED

That part over, under and across the Northerly, Westerly and Southerly 10 feet and the Westerly 10 feet of the Easterly 70 feet of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota.

Along with:

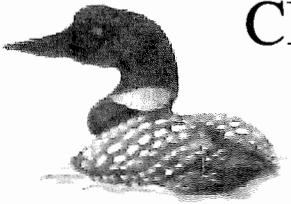
A 20 foot wide perpetual easement for drainage and utility purposes over, under and across part of the Northeast Quarter of the Southwest Quarter of Section 13, Township 32, Range 23, Anoka County, Minnesota. The centerline of said easement being described as follows:

Commencing at the Southeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 00 degrees 03 minutes 45 seconds East, along the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet; thence North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of the Southwest Quarter, a distance of 60.02 feet to the point of beginning of the centerline to be described; thence continuing North 88 degrees 18 minutes 15 seconds West, parallel with the South line of said Northeast Quarter of southwest Quarter, a distance of 610.25 feet; thence South 00 degrees 03 minutes 45 seconds West, parallel with the East line of said Northeast Quarter of the Southwest Quarter, a distance of 667.27 feet to the South line of said Northeast Quarter of the Southwest Quarter and said center line there terminating. The side lines of said easement to be shortened or lengthened to said South line of the Northeast Quarter of the Southwest Quarter and to the West line of the East 60 feet of said Northeast Quarter of the Southwest Quarter.

Said Resolution (Resolution No. 26-XX) as adopted after conducting a public hearing, which hearing was conducted on the 2nd day of February 2026, pursuant to published and posted notice, which notice was posted in the City Hall between January 6, 2026 and February 2, 2026, and published in the qualified newspaper (Star Tribune) on January 8, 2026 and January 15, 2026.

Date: February 2, 2026

Dawnette Shimek, Deputy City Clerk



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 MINUTES TUESDAY, JANUARY 20, 2026

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, January 20, 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 Engineer, Dave Krugler; and City Administrator Denise Webster

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

2.0 PUBLIC COMMENT – None

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 in the amount of \$543,971.14
- 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 Resolution No. 26-05 accepting the low bid for the 2026 Overlay Project
- 4.11 Approval of hiring a part-time Warming House Attendant
- 4.12 Approval of Resolution No. 26-06 of Support for the upcoming 2026 Build Grant Funding Application for the Trunk Highway 65 and CSAH 116 (Bunker Lake Boulevard) Improvement Project

Motion by Kirkham, seconded by Doyle, to approve the Consent Agenda, removing Item 4.9. All in favor, motion carried.

Mayor Kirkham stated that Attorney Berglund is going to tweak the wording of the Resolution to grant a Building Permit to Kwik Trip, Inc., located in the Elwell Commercial Park. **Motion by Kirkham, seconded Doyle, to table Item 4.9. All in favor, motion carried.**

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 Resolution No. 26-07

Motion by Kirkham, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve the Conditional Use Permit for Christopher Windschill to operate CJ's Garage at 1333 154th Avenue NE, Suite 250, and adoption of Resolution No. 26-07, 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 in favor, motion carried.

- 5.2 Theresa and Christa Hentges, requesting a Multiple Dog License at 16011 Pierce Street NE
Motion by Kirkham, seconded by Parranto, to concur with the recommendation of the Planning Commission 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 in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY

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

Mayor Kirkham stated that he was contacted by Marty Fisher, the listing agent for the City owned property that is for sale. Mr. Fisher informed Mayor Kirkham that there is a buyer who is offering \$65,000 for the property and will be constructing a commercial building on the property. **Motion by Van Kirk, seconded by Hallberg, to approve the sale of the City owned property, PIN #29-32-23-42-0017 in the amount of \$65,000. All in favor, motion carried.**

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Van Kirk stated that the numbers from the Sheriff's Office report look good. Councilmember Hallberg stated that he attended the Sunrise River Watershed Management Organization meeting and Jamie Schurbon is doing a good job of getting grants for projects and there will be no increase to next year's budget.

11.2 Announcements and future agenda items – None

Motion by Parranto, seconded by Hallberg, to adjourn the City Council meeting at 6:05 p.m. All in favor, motion carried.

Denise Webster, City Administrator

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
February 2, 2026

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	01/21/26 - 02/02/26	
EFT	# 2472 - 2483	\$ 46,553.93
REFUND CHECKS	# 67846	\$ 150.00
CHECKS	# 67847 - 67867	\$ 35,851.98
BANK DRAFTS	DFT0003017 - DFT0003025	\$ 36,662.37
TOTAL EFTS, CHECKS, AND BANK DRAFTS		\$ 119,218.28
 PAYROLL CHECKS		
01/23/26	Direct Deposits	\$ 55,954.74
 TOTAL PAYROLL CHECKS		\$ 55,954.74
 VOID CHECKS		
CHECKS		
ZERO CHECKS	# 67866	\$ -
ZERO EFT		\$ -
BANK DRAFT REVERSAL		
 TOTAL VOIDS		\$ -
 TOTAL OF ALL PAYMENTS		\$ 175,173.02

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 2ND DAY OF FEBRUARY 2026

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Refund Check Register

Packet: ARPCT01644 - 01/26/26 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00768	KAREN HEDTKE	1/26/2026	67846	150.00
			Total Refund Amount:	150.00

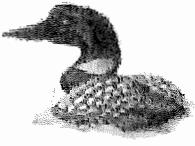
Revenue Totals

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

General Ledger Distribution

Posting Date: 01/26/2026

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



Council Approval List

By (None)

Payment Dates 1/21/2026 - 2/2/2026

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2472	BRODIN PRESS	FEB HAM LAKER	Editing	211-41704-312S	900.00
2473	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2473	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2473	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2473	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2474	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2474	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2474	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2474	CMT JANITORIAL SERVICES	FIRE #3	Cleaning service	100-42202-3430	387.00
2474	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2474	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2474	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2475	DAVID HANSON	SAFETY BOOTS	Clothing & personal protectiv	100-44101-2210	187.49
2476	DELTA DENTAL PLAN OF MINN	FEB COBRA - DK	COBRA receivable	100-11502	52.06
2476	DELTA DENTAL PLAN OF MINN	FEB DENTAL	Dental Insurance	100-21711	906.47
2477	FES, INC	BOOTS	Clothing & personal protectiv	100-42201-2210	344.99
2477	FES, INC	HELMET	Clothing & personal protectiv	100-42201-2210	301.69
2478	GRAINGER	T-3 BALL VALVE	Vehicle parts & supplies	100-42201-2340	15.13
2479	HAM LAKE FIRE RELIEF ASSN	2026 FIRE RELIEF PENSION CO	Fire relief pension contributio	100-42201-1220	14,771.00
2480	KILLMER ELECTRIC CO INC	HAM LAKE PARK TRAIL LIGHT	Other repair & maintenance s	100-44101-3490	3,340.00
2481	MEDTOX LABORATORIES	DRUG TESTING	Personnel testing & recruitme	100-42201-3150	32.46
2482	O'REILLY AUTOMOTIVE STORE	REGULATOR	Operating supplies	100-43101-2290	11.49
2482	O'REILLY AUTOMOTIVE STORE	HYDRAULIC FLUID	Operating supplies	100-43101-2290	48.69
2482	O'REILLY AUTOMOTIVE STORE	TRANS FLUID	Operating supplies	100-43101-2290	32.99
2482	O'REILLY AUTOMOTIVE STORE	OIL PRESSURE SWITCH	Operating supplies	100-43101-2290	16.45
2482	O'REILLY AUTOMOTIVE STORE	T-3 BRAKE FLUID	Vehicle parts & supplies	100-42201-2340	47.97
2482	O'REILLY AUTOMOTIVE STORE	BATTERY CHARGER	Small tools	100-43101-2410	249.99
2482	O'REILLY AUTOMOTIVE STORE	DEFOGGER REPAIR KIT, TORQ	Operating supplies	100-43101-2290	51.98
2483	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Engineering	262-46101-3135	312.06
2483	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	6,594.37
2483	RFC ENGINEERING, INC.	143RD AVENUE	Engineering	431-43301-3135	192.25
2483	RFC ENGINEERING, INC.	W FRONT RD S OF CONSTANC	Engineering	431-43301-3135	6,964.59
2483	RFC ENGINEERING, INC.	NORTH METRO STORAGE - RO	Engineering	100-41101-3135	296.39
2483	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	15.60
2483	RFC ENGINEERING, INC.	CANNABIS DISPENSARY BUFF	Engineering	100-41102-3135	631.87
2483	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	218.34
2483	RFC ENGINEERING, INC.	L22B3 ELWELL FARMS DEVIATI	Engineering	100-42401-3135	46.79
2483	RFC ENGINEERING, INC.	HAM LAKE AS LGU-WCA	Engineering	100-43201-3135	31.19
2483	RFC ENGINEERING, INC.	MPCA GIS INSPECTION COMP	Engineering	233-43201-3135	892.27
2483	RFC ENGINEERING, INC.	HAM LAKE STORM NETWORK	Engineering	233-43201-3135	700.83
2483	RFC ENGINEERING, INC.	NPDES	Engineering	233-43201-3135	467.86
2483	RFC ENGINEERING, INC.	CSAH 116/BUNKER LAKE BOU	Engineering	431-43301-3135	46.79
2483	RFC ENGINEERING, INC.	2026 REHAB	Engineering	431-43301-3135	1,347.28
2483	RFC ENGINEERING, INC.	E LAKE NETTA ROAD FEASIBILI	Engineering	431-43301-3135	262.38
2483	RFC ENGINEERING, INC.	SWEDISH CHAPEL ESTATES	Engineering	890-90001-3135	138.42
2483	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK	Engineering	890-90001-3135	153.80
2483	RFC ENGINEERING, INC.	KOHLER FARMS	Engineering	890-90001-3135	212.99
2483	RFC ENGINEERING, INC.	16759 POLK LOT LINE ADJ	Engineering	890-90001-3135	97.86
2483	RFC ENGINEERING, INC.	NORTH METRO CUP	Engineering	890-90001-3135	31.19
2483	RFC ENGINEERING, INC.	BRANCH & BLOOMS CUP LAB	Engineering	890-90001-3135	35.00
2483	RFC ENGINEERING, INC.	HARMONY ESTATES 3RD	Engineering	890-90001-3135	585.31
2483	RFC ENGINEERING, INC.	SOUTH SHORE ESTATES 2ND	Engineering	890-90001-3135	1,918.20
2483	RFC ENGINEERING, INC.	KWIK TRIP	Engineering	890-90001-3135	389.89
2483	RFC ENGINEERING, INC.	15155 UNIVERSITY AVE LOT LI	Engineering	890-90001-3135	153.80

Council Approval List

Payment Dates: 1/21/2026 - 2/2/2026

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2483	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	192.14
67847	ANOKA COUNTY FIRE PROTEC	RMS FIXED COST	Computer & software support	100-42201-3120	1,666.00
67847	ANOKA COUNTY FIRE PROTEC	RMS COST ALLOCATION	Computer & software support	100-42201-3120	4,631.00
67848	CITY OF COLUMBUS	SIGNAL LEXINGTON & BROAD	Electricity	100-43401-3610	21.95
67849	COMCAST BUSINESS	FEB FIRE #1 ADD'L CABLE BOX	Rentals-other	100-42201-3390	11.34
67850	CRYSTEEL TRUCK EQUIP INC	#78 HARNESS KIT PLOW LIGH	Vehicle parts & supplies	100-43101-2340	201.12
67851	DEARBORN LIFE INS CO	FEB VOL LIFE - JB	Other Misc Receivables	100-11503	54.00
67851	DEARBORN LIFE INS CO	FEB LIFE - JB	Other Misc Receivables	100-11503	3.20
67851	DEARBORN LIFE INS CO	FEB VOL LIFE	Life Insurance	100-21714	160.20
67851	DEARBORN LIFE INS CO	FEB LIFE	Life Insurance	100-21714	53.28
67852	DEHN OIL CO	327 GAL DIESEL	Fuel	100-43101-2230	713.22
67852	DEHN OIL CO	118 GAL DIESEL	Fuel	100-43101-2230	289.57
67853	EMERGENCY APPARATUS MTC	FIRE #3 GENERATOR	Building repair & maintenanc	100-42202-3420	1,324.39
67854	GREAT LAKES SALT COMPANY	55.81 TN TREATED SALT	Salt & sand	100-43102-2710	6,563.81
67854	GREAT LAKES SALT COMPANY	27.72 TN TREATED SALT	Salt & sand	100-43102-2710	3,260.15
67855	HAM LAKE HARDWARE INC	CONNECTOR	Equipment parts & supplies	100-42201-2320	17.99
67856	HAM LAKE HAULERS INC	4TH QTR RECYCLING	Waste management & recycli	231-43601-3630	8,127.50
67857	HEALTH PARTNERS INC	JAN EAP	Other professional services	100-41701-3190	22.95
67858	KINGS III EMERGENCY COMM	FEB ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
67859	MACQUEEN EQUIPMENT/MA	SCBA REPAIR	Equipment parts & supplies	100-42201-2320	110.31
67860	METRO - INET	MICROSOFT 365 LICENSE - JM	Software licenses & upgrades	100-42201-2510	265.00
67861	MINNESOTA EQUIPMENT	#86 DRUM STUDS, FLANGE N	Equipment parts & supplies	100-44101-2320	75.60
67862	RICHARD TROY WOLENS	2025 SUNRISE WATERSHED (1	Advisory/representative	233-43201-1610	150.00
67863	TASC	MARCH COBRA ADMINISTRAT	Other professional services	100-41701-3190	43.30
67864	TOWMASTER INC	PLOW BLADES	Operating supplies	100-43102-2290	4,364.00
67865	US BANK CORPORATE PAYME	AMAZON-rust out-NW	Operating supplies	100-41701-2290	39.01
67865	US BANK CORPORATE PAYME	AMAZON-mouse pad-NW	Operating supplies	100-41701-2290	4.98
67865	US BANK CORPORATE PAYME	LEAGUE OF MN CITIES-2026	Dues & subscriptions	100-41101-3920	30.00
67865	US BANK CORPORATE PAYME	ZOOM-Jan zoom-NW	Dues & subscriptions	100-41201-3920	14.69
67865	US BANK CORPORATE PAYME	AMAZON-calculator ribbon-N	Office supplies	100-41401-2110	7.55
67865	US BANK CORPORATE PAYME	IOS-paper-NW	Office supplies	100-41701-2110	148.44
67865	US BANK CORPORATE PAYME	IOS-trash bags-NW	Operating supplies	100-41701-2290	43.15
67865	US BANK CORPORATE PAYME	IOS-garbage bags-NW	Operating supplies	100-41701-2290	65.91
67865	US BANK CORPORATE PAYME	PANTHEON-Jan website-NW	Internet & website	100-41707-3220	350.00
67865	US BANK CORPORATE PAYME	ICONTACT-iContact-NW	Internet & website	100-41707-3220	418.20
67865	US BANK CORPORATE PAYME	HIGH-TECH BATTERY-AED batt	Equipment parts & supplies	100-42201-2320	165.00
67865	US BANK CORPORATE PAYME	AMAZON-hose nozzle-NW	Small tools	100-42201-2410	89.97
67865	US BANK CORPORATE PAYME	MN STATE COLLEGES-Fire Instr	Training/conferences/schools	100-42201-3510	580.00
67865	US BANK CORPORATE PAYME	AMAZON-pump nozzle-NW	Vehicle parts & supplies	100-43101-2340	80.00
67865	US BANK CORPORATE PAYME	EVERBLADES-#93 wiper blade	Vehicle parts & supplies	100-43101-2340	241.29
67865	US BANK CORPORATE PAYME	TEKTON-punch set, sledge ha	Small tools	100-43101-2410	161.40
67865	US BANK CORPORATE PAYME	TEKTON-wrenches, sockets-JC	Small tools	100-43101-2410	46.00
67865	US BANK CORPORATE PAYME	SAI-Sign subscription - Jan-JC	Computer & software support	100-43401-3120	87.99
67865	US BANK CORPORATE PAYME	MN NURSERY-shade tree JW-	Training/conferences/schools	100-44101-3510	240.00
67865	US BANK CORPORATE PAYME	IOS-trash bags-NW	Operating supplies	100-44201-2290	43.15
67865	US BANK CORPORATE PAYME	IOS-garbage bags-NW	Operating supplies	100-44201-2290	65.91
67867	WICK COMMUNICATIONS CO	FEB HAM LAKER	Printing	211-41704-3970	760.29
DFT0003017	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0003018	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,492.11
DFT0003018	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,272.98
DFT0003018	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	9,088.92
DFT0003020	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,907.17
DFT0003021	PERA	Retirement-Coordinated	PERA	100-21703	7,645.66
DFT0003021	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0003021	PERA	Retirement-Police & Fire	PERA	100-21703	1,378.28
DFT0003022	VOYA	Deferred Compensation	Deferred compensation	100-21704	2,460.00
DFT0003022	VOYA	Roth IRA	Deferred compensation	100-21704	50.00
DFT0003023	US POSTMASTER	FEB HAM LAKER POSTAGE	Postage	211-41704-2120	1,562.84
DFT0003024	US POSTMASTER	SR CENTER POSTAGE	Postage Liability	100-20204	43.30

Council Approval List**Payment Dates: 1/21/2026 - 2/2/2026**

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0003025	MN DEPARTMENT OF LABOR	4TH QTR SURCHARGE	Surcharge	100-22801	2,570.27
				Grand Total:	119,068.28

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	86,070.51
211 - HAM LAKER	3,223.13
231 - RECYCLING	8,127.50
233 - SUNRISE WATERSHED	2,210.96
262 - HAM LAKE EDA	312.06
431 - REVOLVING STREET	15,407.66
890 - TRUST FUND	3,716.46
Grand Total:	119,068.28

Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	52.06
100-11503	Other Misc Receivables	57.20
100-20204	Postage Liability	43.30
100-21701	Federal WH/FICA/MC	17,854.01
100-21702	State W/H	2,907.17
100-21703	PERA	9,064.78
100-21704	Deferred compensation	2,510.00
100-21711	Dental Insurance	906.47
100-21712	HSA Account	150.00
100-21714	Life Insurance	213.48
100-22801	Surcharge	2,570.27
100-41101-3135	Engineering	311.99
100-41101-3920	Dues & subscriptions	30.00
100-41102-3135	Engineering	631.87
100-41201-3920	Dues & subscriptions	14.69
100-41401-2110	Office supplies	7.55
100-41601-3135	Engineering	218.34
100-41701-2110	Office supplies	148.44
100-41701-2290	Operating supplies	153.05
100-41701-3190	Other professional servi	66.25
100-41701-3210	Phones/radios/pagers	39.17
100-41702-3430	Cleaning service	765.00
100-41707-3220	Internet & website	768.20
100-42201-1220	Fire relief pension contri	14,771.00
100-42201-2210	Clothing & personal prot	646.68
100-42201-2320	Equipment parts & suppl	293.30
100-42201-2340	Vehicle parts & supplies	63.10
100-42201-2410	Small tools	89.97
100-42201-2510	Software licenses & upgr	265.00
100-42201-3120	Computer & software su	6,297.00
100-42201-3150	Personnel testing & recr	32.46
100-42201-3390	Rentals-other	11.34
100-42201-3510	Training/conferences/sc	580.00
100-42202-3420	Building repair & mainte	1,324.39
100-42202-3430	Cleaning service	699.00
100-42401-3135	Engineering	46.79
100-43101-2210	Clothing & personal prot	283.46
100-43101-2230	Fuel	1,002.79
100-43101-2290	Operating supplies	161.60
100-43101-2340	Vehicle parts & supplies	522.41
100-43101-2410	Small tools	457.39
100-43102-2290	Operating supplies	4,364.00
100-43102-2710	Salt & sand	9,823.96
100-43104-3430	Cleaning service	148.00
100-43201-3135	Engineering	31.19
100-43401-3120	Computer & software su	87.99

Account Summary

Account Number	Account Name	Payment Amount
100-43401-3610	Electricity	21.95
100-43501-3135	Engineering	192.14
100-44101-2210	Clothing & personal prot	305.65
100-44101-2320	Equipment parts & suppl	75.60
100-44101-3490	Other repair & maintena	3,340.00
100-44101-3510	Training/conferences/sc	240.00
100-44201-2290	Operating supplies	109.06
100-44202-3430	Cleaning service	300.00
211-41704-2120	Postage	1,562.84
211-41704-3125	Editing	900.00
211-41704-3970	Printing	760.29
231-43601-3630	Waste management & r	8,127.50
233-43201-1610	Advisory/representative	150.00
233-43201-3135	Engineering	2,060.96
262-46101-3135	Engineering	312.06
431-43301-3135	Engineering	15,407.66
890-90001-3135	Engineering	3,716.46
Grand Total:		119,068.28

Project Account Summary

Project Account Key	Payment Amount
None	95,221.06
202111-100	312.06
202205-100	6,594.37
202502.078-100	262.38
202505-100	192.25
202509-100	6,964.59
231001001	8,127.50
MISC-100	1,394.07
Grand Total:	
	119,068.28



City of Ham Lake, MN

EFT Payroll Check Register

Report Summary

Pay Period: 1/4/2026-1/17/2026

Packet: PYPKT01849 - PPE 01/17/26 PAID 01/23/26

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	79	55,954.74
Total	79	55,954.74

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 2nd day of February, 2026.

Brian Kirkham, Mayor

Denise Webster, City Clerk

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
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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 (includes staff review fee \$200, Planning Commissioner Inspection fee \$20, any additional costs)	500.00
Planning Comm. Review Deposit – Commercial Bldg Permit (includes staff review fee \$200, Planning Commissioner Inspection fee \$20, costs for City Engineer and/or City Attorney and any additional costs)	1,000.00
Public Hearing Deposit – New Conditional Use Permit (CUP), Amendment to Conditional Use Permit, Special Home Occupation Permit (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)	1,000.00
Public Hearing Deposit – Rezoning (includes staff review fee \$200, Planning Commissioner Inspection fee \$20, landuse 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)	400.00
Public Hearing Deposit – Multiple Dog License (includes staff review fee \$200, Planning Commissioner	400.00

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)	2,500.00 per lot
(Note: parkland dedication is not charged on commercial property)	
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 2nd day of February, 2026.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: February 2, 2026

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Safety Committee Re-Appointments and Replacement of members

Introduction/Discussion: The Safety Program for the City of Ham Lake established a Safety Committee that meets quarterly to discuss and recommend all issues relating to employee safety. After further review of State Laws, there must be equal number of management and employee representatives.

Recommendation: I am recommending the following re-appointment and new appointments for Safety Committee members:

<u>Members</u>	<u>Appointment Expires</u>
John Witkowski, Chair (Public Works Superintendent)	June 30, 2027
Nicole Wheeler, Secretary	June 30, 2027
Mike Raczkowski, Safety Coordinator (Fire Chief)	June 30, 2028
Juan Cabral, Public Works Mechanic	June 30, 2029
Andrea Murff, Finance/Human Resource Director	June 30, 2029
Alex Schillo, Firefighter	June 30, 2029

****Safety Committee members have a term of 3 years.**

Meeting Date: February 2, 2026



**CITY OF HAM LAKE
STAFF REPORT**

To: Mayor and Councilmembers
From: Denise Webster, City Administrator
Subject: 2026 SafeAssure Contract

Introduction/Discussion: The City of Ham Lake has contracted with SafeAssure since 2008 to provide safety training and assistance in meeting the requirements of OSHA laws. The cities of Oak Grove, East Bethel, Nowthen, and Bethel also participate in this training program which gives our employers greater flexibility in attending the annual training session and other training opportunities. SafeAssure rotates the location of the training for Public Works employees among the participating cities.

We have found this program to be a benefit for all departments, but especially for the Public Works employees who are now getting regular safety training. SafeAssure also provides other assistance and reminders of required programs and reporting deadlines.

Recommendation: I recommend approval of the 2026 Contract with SafeAssure for safety training in the amount of \$5,098.27.

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**

The required standards that apply to The City of Ham Lake are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the workplace..."

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

POWERED INDUSTRIAL TRUCKS

29 CFR 1910.178

"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees' employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training be also provided for the following Subparts. (Subparts represent multiple standards)

1910 Subparts

Subpart D - Walking - Working Surfaces
Subpart E - Means of Egress
Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
Subpart G - Occupational Health and Environmental Control
Subpart H - Hazardous Materials
Subpart I - Personal Protective Equipment
Subpart J - General Environmental Controls
Subpart K - Medical and First Aid
Subpart L - Fire Protection
Subpart M - Compressed Gas and Compressed Air Equipment
Subpart N - Materials Handling and Storage
Subpart O - Machinery and Machine Guarding
Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
Subpart Q - Welding, Cutting, and Brazing.
Subpart S - Electrical
Subpart Z - Toxic and Hazardous Substances

1926 Subparts

Subpart C - General Safety and Health Provisions
Subpart D - Occupational Health and Environmental Controls
Subpart E - Personal Protective and Life Saving Equipment
Subpart F - Fire Protection and Prevention
Subpart G - Signs, Signals, and Barricades
Subpart H - Materials Handling, Storage, Use, and Disposal
Subpart I - Tools - Hand and Power
Subpart J - Welding and Cutting
Subpart K - Electrical
Subpart L - Scaffolds
Subpart M - Fall Protection
Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
Subpart P - Excavations
Subpart V - Power Transmission and Distribution
Subpart W - Rollover Protective Structures; Overhead Protection
Subpart X - Stairways and Ladders
Subpart Z - Toxic and Hazardous Substances
Applicable MN OSHA 5205 Rules
Applicable MN OSHA 5207 Rules
Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of The City of Ham Lake to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for The City of Ham Lake are for sole and express use by The City of Ham Lake and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to The City of Ham Lake.

All written programs/services that are produced by SafeAssure Consultants, Inc. are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse The City of Ham Lake should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

**ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
The City of Ham Lake**

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDS Online database

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Confined Space

- review/modify or write site specific program
- documented training of all personnel

Powered Industrial Trucks/Forklifts

- review/modify or write site specific program
- documented training of all personnel
- testing and licensing

Ergonomics

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personnel

General Safety Requirements

- review/modify or write site specific program
- documented training of all personnel

The "SafeAssure Advantage"

- On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs
(15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is effective the first day of March 2026 between The City of Ham Lake, Ham Lake, Minnesota, herein referred to as The City of Ham Lake and SafeAssure Consultants, Inc. 7505 93rd Ave NE, Spicer, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, The City of Ham Lake (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Harford" insurance companies.

SafeAssure further agrees that The City of Ham Lake will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges The City of Ham Lake, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless The City of Ham Lake, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of The City of Ham Lake, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide The City of Ham Lake, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of The City of Ham Lake.

ANNUAL SERVICE AGREEMENT	\$ 5,098.27
SDS ON-LINE SERVICES	\$ included
ANNUAL	\$ 5,098.27

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

X _____
The City of Ham Lake

X _____
The City of Ham Lake

X 
020126
SafeAssure Consultants, Inc.



**CITY OF HAM LAKE
STAFF REPORT**

To: **Mayor and Councilmembers**

From: **Denise Webster, City Administrator**

Item/Title/Subject: **Data Practices Procedures**

Introduction/Discussion:

The Minnesota Data Practices Act requires that public data be made available to any person requesting that information. Attached is the City's procedures policy regarding access to any public data.

Article II of this document includes the appointment of the Responsible Authority and Data Practices Compliance Official as required by Minnesota Statutes. Since the resignation of Jennifer Bohr, it is necessary to update this document. I recommend that Andrea Murff be appointed as the Responsible Authority. As the Responsible Authority, Andrea Murff is designating Nicole Wheeler the Data Practices Compliance Official for compliance with this act.

Recommendation:

I recommend approving the attached Resolution appointing Andrea Murff as the Responsible Authority and Data Practice Official and designating Nicole Wheeler as the Data Practices Compliance Official.

RESOLUTION NO. 26-XX

A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES

WHEREAS, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Ham Lake appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

WHEREAS, the Ham Lake City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute

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

The City appoints Andrea Murff as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

FURTHER, BE IT RESOLVED, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

Passed by the City Council of Ham Lake, Minnesota this 2nd day of February, 2026.

Brian Kirkham, Mayor

Attested:

Denise Webster, City Clerk

**CITY OF HAM LAKE
DATA PRACTICES PROCEDURES
PUBLIC DOCUMENT**

- I.** ***Introduction*** - These procedures are adopted to comply with the requirements of the Minnesota Data Practices Act (the "ACT"), specifically Minnesota Statutes Section 13.03, Subd. 2 and 13.05, Subd. 5 and 8.
- II.** ***Responsible Authority and Data Practices Compliance Official*** - The City Council has appointed Andrea Murff as the Responsible Authority for compliance with the Act. The City Council has designated Nicole Wheeler as the Data Practices Compliance Official.
- III.** ***Access to Public Data*** - All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification.
 - A.** **People entitled to Access** - Any person has the right to inspect and copy public data. The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request.
 - B.** **Form of Request** - The request for public data may be verbal or written. A request for information relating to litigation should be made through the City Attorney. In addition, City Staff may refer requests for information to the City Attorney where the information sought may be in whole or in part a privileged communication between attorney and client, or otherwise limited in terms of disclosure by virtue of an attorney-client relationship.
 - C.** **Time Limits** - Requests will be received and processed during normal business hours. If requests cannot be processed or copies cannot be made immediately at the time of the request, it must be supplied as soon as reasonably possible.
 - D.** **Fees** -Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's standard copying policy (the yearly adopted Fee Schedule), unless significant time is required. In that case, the fee will include the actual cost of searching for, retrieving, and copying or electronically transmitting the data. The fee may not include time necessary to separate public from non-public data.

The Responsible Authority may also charge an additional fee if the copies have commercial value and are a substantial and discrete portion of a formula, compilation, program, process, or system developed with significant expenditure of public funds. This additional fee must relate to the actual development costs of the information.
- IV.** ***Access to Data on Individuals*** Information about individual people is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is attached as Exhibit A. Information to be

City of Ham Lake
Data Practices Procedures
Public Document

incorporated on forms used to collect private and confidential information is also attached as Exhibit B.

A. People Entitled to Access

1. *Public* information about an individual may be shown or given to anyone.
2. *Private* information about an individual may be shown or given to:
 - a. The individual, but only once every six months, unless a dispute has arisen or additional data has been collected.
 - b. A person who has been given access by the express written consent of the data subject. This consent must be on the form attached as Exhibit D, or a form reasonably similar.
 - c. People who are authorized access by the federal, state, or local law or court order.
 - d. People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the *Tennessee* warning.
 - e. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
3. *Confidential* information may **not** be given to the subject of the data, but may be shown or given to:
 - a. People who are authorized access by federal, state or local law or court order
 - b. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

B. Form of Request – Any individual may request verbally or in writing. An information disclosure request, attached as Exhibit E, must be completed to document who requests and who receives this information. The Responsible Authority or Designee must complete the relevant portions of the form. The Responsible Authority or Designee may waive the use of this form if there is other documentation of the requesting party's identity, the information requested, and the City's response. A request for information relating to litigation should be made through the City Attorney. In addition, City Staff may refer requests for

City of Ham Lake
Data Practices Procedures
Public Document

information to the City Attorney where the information sought may be in whole or in part a privileged communication between attorney and client, or otherwise limited in terms of disclosure by virtue of an attorney-client relationship.

- C. **Identification of Requesting Party** – The Responsible Authority or Designee must verify the identity of the requesting party as a person entitled to access. This can be done through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.
- D. **Time limits** – Requests will be received and processed during normal business hours. If the information sought by the request is patently Public Information, and readily available to City Staff without unduly inconveniencing other citizens, response shall be immediate, if possible, or within 5 working days if an immediate response is not possible. The City may have an additional 5 working days to respond if it notifies the requesting party that it cannot comply within 5 days.
- E. **Fees** – Fees may be charged in the same manner as for public information.
- F. **Summary Data** – Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or any other private or confidential data. Summary data is public. The Responsible Authority or Designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority or Designee must notify the requester of the anticipated time schedule and the reasons for the delay.

Summary data may be prepared by “Blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. The Responsible Authority may use the form attached at Exhibit F.

- G. **Juvenile Records** – The following applies to private (not confidential) data about people under the age of 18.
 - 1. **Parental Access** - In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile subject. “Parent” means the parent or legal guardian of a juvenile data subject, or individual acting as a parent or legal guardian in the absence

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of a parent or legal guardian. The parent is presumed to have this right unless the Responsible Authority or designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.

2. **Notice to Juvenile** – Before requesting private data from juveniles, city personnel must notify the juveniles that they may request the information not be given to their parent(s). This notice should be in the form attached as Exhibit G.
3. **Denial of Parental Access** – The responsibility authority or designee may deny parental access to private data when the juvenile requests this denial and the Responsible Authority or Designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the Responsible Authority of Designee will consider:
 - a. Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences.
 - b. Whether denying access may protect the juvenile from physical or emotional harm.
 - c. Whether there is reasonable grounds to support the juvenile's reasons, and
 - d. Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor.

The Responsible Authority or Designee may also deny parental access without a request from the juvenile under Minnesota Statutes Section 144.335.

V. *Denial of Access* – If the Responsible Authority or Designee determines that the requested data is not accessible to the requesting party, the Responsible Authority or Designee must inform the requesting party orally at the time of the request or in writing as soon after that as possible. The Responsible Authority or Designee must place an oral denial in writing upon request. This must also include the specific legal authority for the denial.

VI. *Collection of Data on Individuals* – The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, city council, or federal government.

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When an individual is asked to supply private or confidential information about himself or herself, the City employee requesting the information must give the individual a *Tennessen* warning. This warning must contain the following:

1. the purpose and intended use of the requested data,
2. whether the individual may refuse or is legally required to supply the requested data,
3. any known consequences from supplying or refusing to supply the information, and
4. the identity of other persons or entities authorized by state or federal law to receive the data.

A *Tennessen* warning is not required when an individual is requested to supply investigative data to a law enforcement officer.

A *Tennessen* warning may be on a separate form or may be incorporated into the form which requests the private or confidential data.

In certain situations, a victim and/or witness to a crime may request that their identity be withheld from the public by completing the form in Exhibit 1.

VII. Challenge to Data Accuracy – An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority or Designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the Authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes chapter 14. The Responsible Authority will correct any data if so ordered by the Commissioner.

VIII. Data Protection

A. Accuracy and Currency of Data

1. All employees will be requested to provide updated personal information to the appropriate supervisor and Human Resource Manager, which is necessary for tax, insurance, emergency notifications, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

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2. Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
3. All records must be disposed of according to the City's records retention schedule.

B. Data Safeguards

1. Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
2. Private and confidential data must be kept only in City offices, except when necessary for City business.
3. Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private and confidential information. These employees will be instructed to:
 - a. not discuss, disclose or otherwise release private or confidential data to City employees whose job responsibilities do not require access to the data,
 - b. not leave private or confidential data where non-authorized individuals might see it, and
 - c. shred private or confidential data before discarding, or dispose through confidential locked recycling.
4. When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the ACT. The City may include in a written contract the language contained in Exhibit H.

RESOLUTION NO. 26-xx

**A RESOLUTION TO GRANT A BUILDING PERMIT TO KWIK TRIP, INC. ON LOT 1,
BLOCK 1 IN THE ELWELL COMMERCIAL PARK AND TO REMOVE LOT 1,
BLOCK 1 OF ELWELL COMMERCIAL PARK FROM CERTAIN DEVELOPMENT
AGREEMENTS**

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”), a copy of which is attached as Exhibit A;

WHEREAS, on December 9, 2025 the City entered into that certain Short Form Development Agreement with Developer regarding the development of certain lots in the Elwell Commercial Park (“Short Development Agreement”), which was recorded on December 9, 2025 as Doc. No. 2455082.002 in the Anoka County Minnesota Recorder’s Office, a copy of which is attached as Exhibit B;

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 3.18 of the Development Agreement requires the Developer to have turf establishment completed by July 1, 2026 (Note, the Development Agreement erroneously indicates July 1, 2025);

WHEREAS, Section 3.22 of the Development Agreement requires the Developer to convey all outlots that do not meet livability standards to be adjoined to adjacent parcels;

WHEREAS, Section 4.1 of the Development Agreement prohibits the Developer from conveying any part of the Development Property to any party until the Project has been accepted by the City;

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 February 2, 2026, the Developer has not removed the Billboard nor has it conveyed Outlot A to the adjacent property with PID 29-32-23-32-0005;

WHEREAS, Kwik Trip, Inc. (“Kwik Trip”) desires to purchase Lot 1, Block 1 of Elwell Commercial Park, Anoka County, Minnesota (“Property”) and has taken significant steps toward the construction of a Kwik Trip Convenience Store/Fueling Station (“Store”) on the Property;

WHEREAS, Kwik Trip will not move forward with its plans to purchase the Property with the concern that the City will not issue a building permit to Kwik Trip or will take other negative action against Kwik Trip or the Property if the Developer is determined to be in default of the Development Agreement or Short Development Agreement for its failure to remove the Billboard or transfer Outlot A to PID 29-32-23-32-0005;

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

WHEREAS, the Developer has an agreement with the owner of PID 29-32-23-32-0005 to convey Outlot A to the owner of PID 29-32-23-32-0005;

WHEREAS, the Developer is not in default regarding turf establishment;

WHEREAS, the City sees a substantial benefit to the citizens of Ham Lake in having a Store constructed by Kwik Trip on the Property, which outweigh the imposition of the requirements, obligations and limitations contained in the Development Agreement and the Short Development Agreement on the Property as it pertains to the removal of the Billboard and the transfer of Outlot A.

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

1. That the sale of Lot 1, Block 1 of Elwell Commercial Park by the Developer to Kwik Trip, Inc. is hereby approved.
2. 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 if the Developer is in default of the terms of the Development Agreement or Short Development Agreement for failure to remove the Billboard, failure to transfer Outlot A to PID 29-32-23-32-0005, or failure to properly establish turf.
3. That all terms and conditions of the Development Agreement and Short 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 or Short Development Agreement.

Passed by the City Council of Ham Lake, Minnesota this 2nd day of February, 2026.

Brian Kirkham, Mayor

Attested:

Denise Webster, City Administrator