

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, APRIL 7, 2025

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

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

- 4.1 Approval of minutes of March 17, 2025
- 4.2 Approval of claims
- 4.3 Approval of the Ham Lake Member City Grant Agreement with Twin Cities Gateway
- 4.4 Approval of a Field Party Permits for Maxx Bar & Grill, 17626 Central Avenue NE for May 16, 17 & 18 and September 12, 13 & 14, 2025
- 4.5 Approval of a Resolution for the Lawful Gambling Premise Permit for the Andover Football Association, Inc. to conduct Lawful Legal Gambling Activity at Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite 1000, Ham Lake, Minnesota
- 4.6 Approval to award striping/symbols and crack sealing to the low bidders, Warning Lites and Northwest Asphalt
- 4.7 Approval of amending the Fire Department Regulations
- 4.8 Approval of extending a Probationary offer to paid-on-call firefighter
- 4.9 Park Committee Recommendations:
 - 1) Approval of the installation cost for the park equipment at Hidden Forest East Park
 - 2) Approval of directing City Engineer Krugler to order plan and specifications for the parking lot at Hidden Forest East Park
 - 3) Approval of purchasing Shade structures and adding an asphalt pad at Constance Estates Park and Crosstown Rolling Acres 3rd Park
 - 4) Approval of the low quote for residing the concession stand at Lion's Park

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Zahira Aqel of Global Distribution Inc. requesting a Certificate of Occupancy to operate a wholesale distribution business for tobacco products and accessories at 14203 Lincoln Street NE
- 5.2 Glen Harstad, Jeff Harstad and Heather Harstad of Hearth Development requesting Commercial Site Plan approval to construct a 22,000 square foot office/warehouse building at 13928 Lincoln Street NE
- 5.3 Jason Osberg of JD Ham Lake Holdings, LLC, requesting Sketch Plan approval of Kohler Farms, a 39-lot single family residential development in Section 13

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

- 8.1 Discussion of Cannabis Ordinance

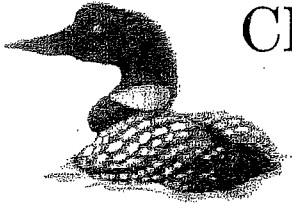
9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

11.1 Committee Reports

11.2 Announcements and future agenda items



CITY OF HAM LAKE

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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MARCH 17, 2025

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, March 17, 2025 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 and Mike Van Kirk

In accordance with the requirements of Minn. Stat. Section 13D.02, Councilmember Mike Van Kirk appeared remotely via interactive technology from the following public location: Residence Inn Miami Sunny Isles Beach (poolside from the 9th floor), 17700 Collins Avenue, Sunny Isles Beach, FL, USA, 33160.

MEMBERS ABSENT: Councilmember Al Parranto

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

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

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Anoka County Chief Deputy Bill Jacobson and Lt. Anthony Mendoza, Anoka County Sheriff's Office – Introduction of Deputies assigned to the City of Ham Lake for 2025 and the Monthly Report

Chief Deputy Bill Jacobson stated that he has been in Law Enforcement since 2005 and has been with the Anoka County Sheriff's Office for 5 years. Chief Deputy Jacobson stated that he wanted to share how thankful the Anoka County Sheriff's Office is for the decades of partnership with Ham Lake. Chief Deputy Jacobson stated that it benefits their agency, benefits the community greatly and it's a great way to bring highly trained professional police officers into our community to help protect and serve the residents of Ham Lake.

Lt. Anthony Mendoza introduced the Deputies assigned to the City of Ham Lake for 2025: Deputy Tom Kvam – 1st year in the Ham Lake Contract – 17 years in Law Enforcement; Deputy Chris Yantos – 1st year in the Ham Lake Contract - 17 years in Law Enforcement; Deputy Gage Litzner – 1st year in the Ham Lake Contract – 5 years in Law Enforcement; and Deputy Andrew Trupe – 1st year in the Ham Lake contract – 12 years in Law Enforcement. Not present; Deputy Tanner Shipman – 13 years in the Ham Lake Contract – 19 years in Law Enforcement; and Deputy Marnae Klungseth – 2nd year in the Ham Lake Contract – 10 years in Law Enforcement. Mayor Kirkham stated he has received lots of complaints as Mayor and is happy to say that not one has been received regarding the Sheriff's Office. The Mayor and Councilmembers thanked the Deputies for their service.

Lt. Mendoza gave a summary of the Sheriff's Report for the month of February 2025.

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 March 3, 2025
- 4.2 Approval of claims in the amount of \$277,717.71
- 4.3 Approval of Ordinance No. 25-04 regarding Article 11-830 Display of Numbers
- 4.4 Approval of Ordinance No. 25-05 regarding Wetland Banks
- 4.5 Approval of Ordinance No. 25-06 rezoning Entsminger Estates
- 4.6 Approval of a Lawful Gambling eligibility requirements waiver for Andover Football to operate at Acapulco Restaurant, 18015 Ulysses Street NE, Ham Lake
- 4.7 Approval of Resolution No. 25-07 for a request for Statement of Concurrence on proposed Boundary Changes between Coon Creek Watershed and Sunrise River Watershed District Management Organization within the City of Ham Lake
- 4.8 Approval of Resolution No. 25-08 changing the name of Chisholm Street NE to 173rd Lane NE and Baltimore Street NE within the plat of Holiday Station Store Ham Lake
- 4.9 Approval of the 2026 Budget for the Upper Rum River Watershed Management Organization (URRWMO)

Motion by Kirkham, seconded by Doyle, to approve the March 17, 2025 Consent Agenda with the omission of Item 4.9. Mayor Kirkham and Councilmembers Doyle, Hallberg and Van Kirk voted yes. Motion carried.

Mayor Kirkham stated that Item 4.9 refers to the approval of the 2026 Budget for the Upper Rum River Watershed Management Organization (URRWMO) and he would like to note that the Watershed Plan Update is being charged as a non-operating cost. **Motion by Kirkham, seconded by Hallberg, to approve Item 4.9 of the March 17, 2025 Consent Agenda for the Upper Rum River Watershed Management Organization (URRWMO) 2026 Budget with the Watershed Plan Update being a non-operating cost. The City of Ham Lake's cost will be \$2,994.37. Mayor Kirkham and Councilmembers Doyle, Hallberg and Van Kirk voted yes. Motion carried.**

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Ernest and Marian Rud requesting Sketch Plan approval of Ruds Skogsted, a residential development of one single-family residential lot and one outlot in Section 23

Motion by Kirkham, seconded by Doyle, to concur with the Planning Commission and approve the Sketch Plan of Ruds Skogsted, a residential development of one single-family residential lot and one outlot in Section 23 as presented by Ernest and Marian Rud subject to paying a \$2,500 parkland dedication fee and \$200 drainage fund contribution fee for Lot 1, paying \$16,009.64 of the outstanding special assessment prior to filing the plat with Anoka County, submitting a septic certification and soil boring logs for the outlot, submitting a septic compliance inspection report for 3958 155th Avenue NE prior to preliminary and final plat approval, meeting the requirements of the City Engineer and meeting all City, County and State requirements. Mayor Kirkham and Councilmembers Doyle, Hallberg and Van Kirk voted yes. Motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER

Engineer Krugler reminded the Council that the Anoka County Highway Department is having an open house on March 27, 2025 from 5:00 p.m. to 7:00 p.m. at the Church of St. Paul to share concepts regarding the Highway 65 NE and Bunker Lake Boulevard NE intersection improvement project. Engineer Krugler stated that he was notified by Senator Smith that there is no money available to fund the Holiday StationStore service road located south of Crosstown Boulevard NE.

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports – None

11.2 Discussion of the 2026 Budget Sunrise Watershed Management Organization and amendment to the Sunrise Watershed Management Organization (SRWMO) Joint Powers Agreement (JPA)

Troy Wolens, the City of Ham Lake Sunrise Watershed representative, was present to update the City Council on the 2026 Budget for the Sunrise Watershed Management Organization and amendment to the Sunrise Watershed Management Organization (SRWMO) Joint Powers Agreement (JPA). Mr. Wolens stated that the budget includes a new line item “Watershed Plan Update”. Mr. Wolens stated that past budget approvals showed the expense as a non-operating cost and is now shown as an “operating cost”. Mr. Wolens stated that the non-operating cost to Ham Lake would be 4% and the operating cost would be 25% in the budget. Mr. Wolens stated that they must have a unanimous vote to change the JPA. Mr. Wolens suggested the City Council not approve the JPA amendment, which would be moving the Watershed Plan Update as an operating cost. **Motion by Kirkham, seconded by Hallberg, to approve the 2026 Sunrise Watershed Management Organization budget with the Watershed Plan Update being a non-operating cost with the City of Ham Lake’s cost being \$5,434.23. Mayor Kirkham and Councilmembers Doyle, Hallberg and Van Kirk voted yes. Motion carried.**

Motion by Kirkham, seconded by Doyle, to deny the amendment to the Sunrise Watershed Management Organization (SRWMO) Joint Powers Agreement (JPA) with the Watershed Plan Update being an operating cost. Mayor Kirkham and Councilmembers Doyle, Hallberg and Van Kirk voted yes. Motion carried.

11.3 Announcements and future agenda items – None

Motion by Hallberg, seconded by Doyle, to adjourn the meeting at 6:18 p.m. Mayor Kirkham and Councilmembers Doyle, Hallberg and Van Kirk voted yes. Motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
April 7, 2025

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		03/18/25 - 04/07/25	
EFT	# 2263 - 2275	\$	12,575.38
REFUND CHECKS	# 66963 - 66994	\$	396.54
CHECKS	# 66965 - 67040	\$	124,321.43
BANK DRAFTS	DFT0002862 - DFT0002875	\$	63,645.78
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$</u>	<u>200,939.13</u>
 PAYROLL CHECKS			
03/21/25	Direct Deposits	\$	47,483.41
04/04/25	Direct Deposits	\$	37,649.76
TOTAL PAYROLL CHECKS		<u>\$</u>	<u>85,133.17</u>
 VOID CHECKS			
CHECKS	# 67012, 67013, 67038		
ZERO CHECKS		\$	-
ZERO EFT		\$	-
BANK DRAFTS		\$	-
TOTAL VOIDS		<u>\$</u>	<u>-</u>
TOTAL OF ALL PAYMENTS		<u>\$</u>	<u>286,072.30</u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 7TH DAY OF APRIL 2025

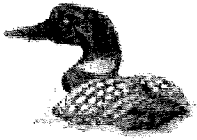
MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01358 - REFUND CONNEXUS ROW2024-023 W2400290 CREDIT

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00005	CONNEXUS	3/19/2025	66993	246.54
			Total Refund Amount:	246.54

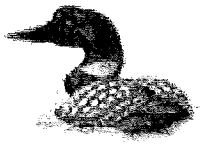
Revenue Totals

Revenue Code	Total Distribution
UCA - GEN FUND - UNAPPLIED CREDIT GENERAL FUND	246.54
Revenue Totals:	246.54

General Ledger Distribution

Posting Date: 03/19/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	100 - GENERAL			
	100-10101	Cash	-246.54	Yes
	100-11501	Misc receivables	246.54	
	100 Total:		0.00	
Fund:	999 - POOLED CASH			
	999-10100	Pooled Cash	-246.54	
	999-20702	Due to other funds	246.54	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01365 - 03/25/25 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00650	PAM BINTNER	3/25/2025	66994	150.00
Total Refund Amount:				150.00

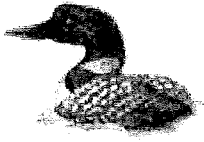
Revenue Totals

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

General Ledger Distribution

Posting Date: 03/25/2025

	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	



City of Ham Lake, MN

Council Approval List

By (None)

Payment Dates 3/18/2025 - 4/7/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2263	BRODIN PRESS	APRIL HAM LAKER	Editing	211-41704-3125	900.00
2264	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	138.01
2264	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	57.55
2264	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	138.01
2264	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	57.55
2264	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	138.01
2264	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	57.55
2265	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2265	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2265	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2265	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2265	CMT JANITORIAL SERVICES	FIRE #3	Cleaning service	100-42202-3430	387.00
2265	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2265	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2266	DELTA DENTAL PLAN OF MINN	APRIL COBRA - DK	COBRA receivable	100-11502	52.06
2266	DELTA DENTAL PLAN OF MINN	APRIL DENTAL	Dental Insurance	100-21711	906.47
2267	FES, INC	BUNKER GEAR - CS	Clothing & personal protectiv	100-42201-2210	3,984.99
2268	GRAINGER	SR CENTER FAUCET BATTERIES	Building repair & maintenanc	100-44202-2310	24.26
2269	GREATAMERICA FINANCIAL SE	APRIL MAILING MACHINE LEA	Equipment rentals	100-41701-3320	160.95
2270	HYDRAULIC SPECIALTY INC	#75 CYLINDER REPAIR	Vehicle repair & maintenance	100-43101-3470	1,179.96
2271	LITTLE FALLS MACHINE INC	#75 BRACE ASSY, PIPE, TUBE P	Vehicle parts & supplies	100-43101-2340	1,264.58
2272	O'REILLY AUTOMOTIVE STORE	RING TERMINAL	Equipment parts & supplies	100-42201-2320	7.49
2272	O'REILLY AUTOMOTIVE STORE	#75 MEGACRIMPS	Vehicle parts & supplies	100-43101-2340	132.74
2272	O'REILLY AUTOMOTIVE STORE	BLACK SPRAY PAINT	Operating supplies	100-43101-2290	12.32
2272	O'REILLY AUTOMOTIVE STORE	#54 RELAY	Vehicle parts & supplies	100-43101-2340	14.99
2272	O'REILLY AUTOMOTIVE STORE	U-2 BATTERY CORE	Vehicle parts & supplies	100-42201-2340	22.00
2272	O'REILLY AUTOMOTIVE STORE	U-2 BATTERY	Vehicle parts & supplies	100-42201-2340	179.33
2272	O'REILLY AUTOMOTIVE STORE	U-2 BATTERY CORE	Vehicle parts & supplies	100-42201-2340	-22.00
2273	STAR TRIBUNE MEDIA COMPA	ORD 25-05 WETLAND BANK	Legal notices/publications/bid	100-41102-3950	222.78
2273	STAR TRIBUNE MEDIA COMPA	ORD 25-04 DISPLAY NUMBERS	Legal notices/publications/bid	100-41102-3950	82.16
2273	STAR TRIBUNE MEDIA COMPA	ORD 25-06 ENTSMINGER ESTA	Legal notices/publications/bid	890-90001-3950	188.02
2274	UNLIMITED SUPPLIES INC	CONNECTORS, FLANGE LOCKS	Operating supplies	100-43101-2290	17.53
2275	WICK COMMUNICATIONS-LEA	APRIL HAM LAKER	Printing	211-41704-3970	746.07
66995	AIR MECHANICAL	SHERRIF'S OFFICE MINISPLIT T	Building repair & maintenanc	100-41702-3420	195.00
66996	ALL CITY ELEVATOR INC	2ND QTR MAINTENANCE	Building repair & maintenanc	100-41702-3420	234.95
66997	ANCOM COMMUNICATIONS I	RADIO REPAIR	Phones/radios/pagers	100-42201-3210	100.00
66998	ANOKA COUNTY PROPERTY	CITY HALL WASTE MANAGEM	Waste management & recycli	100-41702-3630	181.72
66998	ANOKA COUNTY PROPERTY	FIRE #1 WASTE MANAGEMEN	Waste management & recycli	100-42202-3630	181.72
66998	ANOKA COUNTY PROPERTY	SR CENTER WASTE MANAGE	Waste management & recycli	100-44202-3630	181.72
66999	ANOKA COUNTY PROPERTY	FIRE #2 WASTE MANAGEMEN	Waste management & recycli	100-42202-3630	155.54
67000	ANOKA COUNTY PROPERTY	HAM LAKE BOAT LAUNCH	Waste management & recycli	100-44102-3630	53.24
67001	ANOKA COUNTY PROPERTY	PW WASTE MANAGEMENT	Waste management & recycli	100-43104-3630	272.58
67001	ANOKA COUNTY PROPERTY	LION'S WASTE MANAGEMENT	Waste management & recycli	100-44102-3630	272.58
67002	ANOKA COUNTY PROPERTY	OUTLOT A SWEDISH CHAPEL E	Property taxes	100-41701-4140	35.42
67003	ANOKA COUNTY PROPERTY	HAM LAKE PARK WASTE MAN	Waste management & recycli	100-44102-3630	69.14
67004	ANOKA COUNTY PROPERTY	FIRE #3 WASTE MANAGEMEN	Waste management & recycli	100-42202-3630	69.14
67005	ARCHITECT MECHANICAL INC	SERVICE CALL - BURNING SME	Building repair & maintenanc	100-41702-3420	660.00
67006	ASPEN MILLS INC	UNIFORM - OLSON	Clothing & personal protectiv	100-42201-2210	240.70
67006	ASPEN MILLS INC	UNIFORM - PEARSON	Clothing & personal protectiv	100-42201-2210	175.75
67006	ASPEN MILLS INC	UNIFORM - MG	Clothing & personal protectiv	100-42201-2210	240.70
67006	ASPEN MILLS INC	UNIFORM MVS	Clothing & personal protectiv	100-42201-2210	240.70
67007	BOYER FORD TRUCK INC	E-2 BRAKE CHAMBERS	Vehicle parts & supplies	100-42201-2340	-340.50
67007	BOYER FORD TRUCK INC	#93 PIGTAILS	Vehicle parts & supplies	100-43101-2340	41.70
67007	BOYER FORD TRUCK INC	T-2 BATTERY CORES	Vehicle parts & supplies	100-42201-2340	-78.84

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67007	BOYER FORD TRUCK INC	#54 TUBE ASSYS	Vehicle parts & supplies	100-43101-2340	1,194.98
67008	CARGILL SALT DIVISION	73.39 ST DEICER	Salt & sand	100-43102-2710	9,349.15
67008	CARGILL SALT DIVISION	47.20 ST DEICER	Salt & sand	100-43102-2710	6,012.81
67009	CITY OF FRIDLEY	(6) MOTOROLA ZPX6000LI US	Controllable assets	100-42201-5120	4,500.00
67010	COMCAST BUSINESS	APRIL FIRE #1 ADD'L CABLE B	Rentals-other	100-42201-3390	11.32
67011	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	31.92
67011	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	744.00
67011	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	213.29
67011	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	16.57
67011	CONNEXUS ENERGY	FIRE #3	Electricity	100-42202-3610	319.06
67011	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	262.96
67011	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	454.04
67011	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	70.20
67011	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	892.21
67011	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.06
67011	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	62.62
67011	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	278.37
67011	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	72.94
67011	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	64.37
67011	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	76.86
67011	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	81.38
67011	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	115.60
67011	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	48.11
67011	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	74.36
67011	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	15.50
67011	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	118.63
67011	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	37.36
67011	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	165.56
67011	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	15.50
67011	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	19.31
67011	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	15.50
67011	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	28.24
67011	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	249.10
67011	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	58.40
67011	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	400.62
67011	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,836.55
67014	DEARBORN LIFE INS CO	APRIL VOL LIFE	Life Insurance	100-21714	204.00
67014	DEARBORN LIFE INS CO	APRIL LIFE	Life Insurance	100-21714	54.40
67015	DEHN OIL CO	190 GAL DIESEL	Fuel	100-43101-2230	468.24
67016	EMERGENCY APPARATUS MTC	U-2 SAFETY INSPECTION	Fire apparatus repair & maint	100-42201-3450	581.45
67016	EMERGENCY APPARATUS MTC	R-1 PUMP THROTTLE	Fire apparatus repair & maint	100-42201-3450	739.04
67016	EMERGENCY APPARATUS MTC	E-3 GENERATOR SERVICE	Fire apparatus repair & maint	100-42201-3450	691.40
67016	EMERGENCY APPARATUS MTC	U-2 FUEL TANK STRAPS, SERP	Fire apparatus repair & maint	100-42201-3450	924.91
67017	FIRE INSTRUCTION & RESCUE	SCBA CONFIDENCE	Grant expenditures	100-42201-3930	1,200.00
67018	FLEETPRIDE	#93 TURBO CHARGERS & MO	Vehicle parts & supplies	100-43101-2340	2,291.76
67019	HAM LAKE HARDWARE INC	BIKE LOCK	Operating supplies	100-42201-2290	11.99
67020	HEALTH PARTNERS INC	FEB EAP	Other professional services	100-41701-3190	22.10
67020	HEALTH PARTNERS INC	MARCH EAP	Other professional services	100-41701-3190	22.10
67021	KINGS III EMERGENCY COMM	APRIL ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41101-3940	228.09
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41201-3940	356.19
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41301-3940	242.57
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41302-3940	18.24
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41401-3940	424.65
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41601-3940	309.52
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41701-3940	15,822.86
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-41703-3940	324.44
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-42101-3940	557.37
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-42201-3940	12,200.10
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-42302-3940	96.34

Council Approval List

Payment Dates: 3/18/2025 - 4/7/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-42401-3940	997.27
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-43101-3940	11,525.38
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-44101-3940	11,706.21
67022	LEAGUE OF MN CITIES INS. TR	4/1/25 - 9/30/25 PROPERTY/C	Insurance	100-44201-3940	177.77
67023	MARK JONES	SAFETY BOOTS	Clothing & personal protectiv	100-42401-2210	131.74
67023	MARK JONES	CONTINUING ED MILEAGE	Mileage	100-42401-3960	184.80
67024	MCCLELLAN SALES INC	EARMUFFS, EARPLUGS, LENS	Safety supplies	100-43101-2240	65.77
67025	MENARDS-BLAINE	TABLE CLOTH, FOLD UP TABLE	Operating supplies	100-43101-2290	47.23
67025	MENARDS-BLAINE	THROW LINE, WEDGES	Operating supplies	100-43101-2290	28.95
67025	MENARDS-BLAINE	LASER DISTANCE METER	Small tools	100-43101-2410	78.00
67026	METRO - INET	EMAIL SUPPORT, MICROSOFT	Computer & software support	100-41707-3120	221.00
67027	MINNEAPOLIS OXYGEN COMP	OXYGEN, PEN HOLDER	Operating supplies	100-43101-2290	59.91
67028	MINNESOTA EQUIPMENT	POLE SAW REPAIR	Equipment repair & maintena	100-43101-3440	202.83
67028	MINNESOTA EQUIPMENT	#71 FUEL PUMP	Equipment parts & supplies	100-43101-2320	79.93
67028	MINNESOTA EQUIPMENT	#71 SEALING WASHER	Equipment parts & supplies	100-43101-2320	12.40
67028	MINNESOTA EQUIPMENT	#71 SEALING WASHERS	Equipment parts & supplies	100-43101-2320	10.24
67028	MINNESOTA EQUIPMENT	CHAINSAW CHAIN	Operating supplies	100-43101-2290	24.99
67028	MINNESOTA EQUIPMENT	#71 SWITCH	Equipment parts & supplies	100-43101-2320	135.58
67029	MN POLLUTION CONTROL AG	MS4 GENERAL PERMIT	Dues & subscriptions	100-43103-3920	400.00
67030	NORTHERN TOOL & EQUIPME	FLANGE NUT KIT, IMP. SOCKET	Small tools	100-43101-2410	69.29
67031	PRINT CENTRAL	ATV/UTV LABELS	Operating supplies	100-41701-2290	80.00
67032	RECYCLE TECHNOLOGIES INC	3/1/25 RECYCLE EVENT	Waste management & recycli	231-43601-3630	5,356.35
67033	SCHAEFFER MANUFACTURIN	TRANS FLUID	Operating supplies	100-43101-2290	1,066.96
67034	SUMMIT COMPANIES	CITY HALL ANNUAL FIRE EXTI	Building repair & maintenanc	100-41702-3420	277.40
67034	SUMMIT COMPANIES	FIRE #1 ANNUAL FIRE EXTING	Equipment repair & maintena	100-42201-3440	784.75
67034	SUMMIT COMPANIES	PW ANNUAL FIRE EXTINGUIS	Equipment repair & maintena	100-43101-3440	1,312.95
67035	TASC	MAY COBRA ADMINISTRATIO	Other professional services	100-41701-3190	28.30
67036	THE MPX GROUP	APRIL HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
67037	US BANK CORPORATE PAYME	ZOOM-zoom-NW	Dues & subscriptions	100-41201-3920	13.83
67037	US BANK CORPORATE PAYME	AMAZON-correction tape-NW	Office supplies	100-41701-2110	9.46
67037	US BANK CORPORATE PAYME	IOS-copier paper, letter pad-N	Office supplies	100-41701-2110	114.64
67037	US BANK CORPORATE PAYME	AMAZON-handheld vacuum-	Operating supplies	100-41701-2290	57.28
67037	US BANK CORPORATE PAYME	IOS-toilet paper, soap, paper t	Operating supplies	100-41701-2290	172.18
67037	US BANK CORPORATE PAYME	AMAZON-air freshner-NW	Operating supplies	100-41701-2290	15.98
67037	US BANK CORPORATE PAYME	PANTHEON-website-NW	Internet & website	100-41707-3220	350.00
67037	US BANK CORPORATE PAYME	AMAZON-printer ink-NW	Office supplies	100-42201-2110	25.99
67037	US BANK CORPORATE PAYME	AMAZON-cardstock envelope	Office supplies	100-42201-2110	19.78
67037	US BANK CORPORATE PAYME	PUBLIC SAFETY STORE-Spare F	Operating supplies	100-42201-2290	179.97
67037	US BANK CORPORATE PAYME	AMAZON-gauze pads-NW	Operating supplies	100-42201-2290	9.59
67037	US BANK CORPORATE PAYME	AMAZON-band-aids, alcohol p	Operating supplies	100-42201-2290	47.49
67037	US BANK CORPORATE PAYME	BOUND TREE MEDICAL-First a	Operating supplies	100-42201-2290	31.79
67037	US BANK CORPORATE PAYME	AMAZON-padlock-NW	Operating supplies	100-42201-2290	27.85
67037	US BANK CORPORATE PAYME	COMCAST BUS-Feb Fire #3 Int	Internet	100-42201-3220	368.28
67037	US BANK CORPORATE PAYME	COMCAST BUS-Mar Fire #3 Int	Internet	100-42201-3220	368.28
67037	US BANK CORPORATE PAYME	AMAZON-phone cord detangl	Operating supplies	100-42401-2290	8.90
67037	US BANK CORPORATE PAYME	U OF M-Mark & Tom Septic S	Training/conferences/schools	100-42401-3510	640.00
67037	US BANK CORPORATE PAYME	AMAZON-rhino service kit-N	Operating supplies	100-43101-2290	74.26
67037	US BANK CORPORATE PAYME	WS DARLEY- G-3 Skid-MR	Capital assets	420-42201-5110	13,580.00
67039	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.39
67039	VERIZON WIRELESS	5 FIRE SURFACE PROS	Phones/radios/pagers	100-42201-3210	100.10
67039	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.80
67039	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	306.11
67039	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	87.24
67040	WRIGHT-HENNEPIN COOPERA	APRIL ELEVATOR MONITORIN	Monitoring	100-41702-3145	10.00
67040	WRIGHT-HENNEPIN COOPERA	APRIL SECURITY MONITORING	Monitoring	100-41702-3145	33.95
67040	WRIGHT-HENNEPIN COOPERA	APRIL PW FIRE PANEL MONIT	Monitoring	100-43104-3145	52.95
DFT0002862	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002863	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,485.00
DFT0002863	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002864	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,454.44

Council Approval List

Payment Dates: 3/18/2025 - 4/7/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
DFT0002864	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,009.56
DFT0002864	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	7,987.72
DFT0002865	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,779.33
DFT0002866	PERA	Retirement-Coordinated	PERA	100-21703	7,382.67
DFT0002866	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0002866	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
DFT0002867	MN STATE DEPT OF REVENUE-	FEB '25 FUEL TAX	Fuel	100-43101-2230	316.09
DFT0002868	US POSTMASTER	MARCH SR CENTER POSTAGE	Postage Liability	100-20204	42.36
DFT0002869	US POSTMASTER	HAM LAKER POSTAGE	Postage	211-41704-2120	1,414.30
DFT0002870	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002871	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,485.00
DFT0002871	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002872	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,402.54
DFT0002872	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,698.28
DFT0002872	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,707.34
DFT0002873	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,750.53
DFT0002874	PERA	Retirement-Coordinated	PERA	100-21703	7,370.80
DFT0002874	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
DFT0002875	MN DEPARTMENT OF LABOR	1ST QTR SURCHARGE	Surcharge	100-22801	2,281.14
Grand Total:					200,542.59

Report Summary**Fund Summary**

Fund	Payment Amount
100 - GENERAL	173,121.30
211 - HAM LAKER	3,460.37
231 - RECYCLING	5,356.35
232 - STREET LIGHT	4,836.55
420 - FIRE EQUIPMENT	13,580.00
890 - TRUST FUND	188.02
Grand Total:	200,542.59

Account Summary

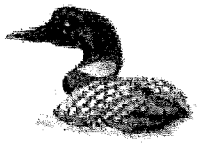
Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	52.06
100-20204	Postage Liability	42.36
100-21701	Federal WH/FICA/MC	31,259.88
100-21702	State W/H	5,529.86
100-21703	PERA	17,432.15
100-21704	Deferred compensation	5,070.00
100-21711	Dental Insurance	906.47
100-21712	HSA Account	300.00
100-21714	Life Insurance	258.40
100-22801	Surcharge	2,281.14
100-41101-3940	Insurance	228.09
100-41102-3950	Legal notices/publicatio	304.94
100-41201-3920	Dues & subscriptions	13.83
100-41201-3940	Insurance	356.19
100-41301-3940	Insurance	242.57
100-41302-3940	Insurance	18.24
100-41401-3940	Insurance	424.65
100-41601-3940	Insurance	309.52
100-41701-2110	Office supplies	124.10
100-41701-2290	Operating supplies	325.44
100-41701-3190	Other professional servi	72.50
100-41701-3210	Phones/radios/pagers	39.17
100-41701-3320	Equipment rentals	160.95
100-41701-3940	Insurance	15,822.86
100-41701-4140	Property taxes	35.42
100-41702-3145	Monitoring	43.95
100-41702-3420	Building repair & mainte	1,367.35
100-41702-3430	Cleaning service	765.00
100-41702-3610	Electricity	775.92
100-41702-3630	Waste management & r	181.72
100-41703-3610	Electricity	229.86
100-41703-3940	Insurance	324.44
100-41707-3120	Computer & software su	221.00
100-41707-3220	Internet & website	350.00
100-42101-3940	Insurance	557.37
100-42201-2110	Office supplies	45.77
100-42201-2210	Clothing & personal prot	4,882.84
100-42201-2290	Operating supplies	308.68
100-42201-2320	Equipment parts & suppl	7.49
100-42201-2340	Vehicle parts & supplies	-240.01
100-42201-3210	Phones/radios/pagers	241.49
100-42201-3220	Internet	736.56
100-42201-3390	Rentals-other	11.32
100-42201-3440	Equipment repair & mai	784.75
100-42201-3450	Fire apparatus repair &	2,936.80
100-42201-3930	Grant expenditures	1,200.00
100-42201-3940	Insurance	12,200.10

Account Summary

Account Number	Account Name	Payment Amount
100-42201-5120	Controllable assets	4,500.00
100-42202-3430	Cleaning service	699.00
100-42202-3610	Electricity	1,036.06
100-42202-3630	Waste management & r	406.40
100-42302-3610	Electricity	70.20
100-42302-3940	Insurance	96.34
100-42401-2210	Clothing & personal prot	131.74
100-42401-2290	Operating supplies	8.90
100-42401-3210	Phones/radios/pagers	162.80
100-42401-3510	Training/conferences/sc	640.00
100-42401-3940	Insurance	997.27
100-42401-3960	Mileage	184.80
100-43101-2210	Clothing & personal prot	414.03
100-43101-2230	Fuel	784.33
100-43101-2240	Safety supplies	65.77
100-43101-2290	Operating supplies	1,332.15
100-43101-2320	Equipment parts & suppl	238.15
100-43101-2340	Vehicle parts & supplies	4,940.75
100-43101-2410	Small tools	147.29
100-43101-3210	Phones/radios/pagers	306.11
100-43101-3440	Equipment repair & mai	1,515.78
100-43101-3470	Vehicle repair & mainten	1,179.96
100-43101-3940	Insurance	11,525.38
100-43102-2710	Salt & sand	15,361.96
100-43103-3920	Dues & subscriptions	400.00
100-43104-3145	Monitoring	52.95
100-43104-3430	Cleaning service	148.00
100-43104-3610	Electricity	892.21
100-43104-3630	Waste management & r	272.58
100-43401-3610	Electricity	898.67
100-44101-2210	Clothing & personal prot	172.65
100-44101-3210	Phones/radios/pagers	87.24
100-44101-3610	Electricity	352.55
100-44101-3940	Insurance	11,706.21
100-44102-3610	Electricity	370.55
100-44102-3630	Waste management & r	394.96
100-44201-3940	Insurance	177.77
100-44202-2310	Building repair & mainte	24.26
100-44202-3430	Cleaning service	300.00
100-44202-3610	Electricity	400.62
100-44202-3630	Waste management & r	181.72
211-41704-2120	Postage	1,414.30
211-41704-3125	Editing	900.00
211-41704-3970	Printing	746.07
211-41704-3990	Other services and charg	400.00
231-43601-3630	Waste management & r	5,356.35
232-43701-3610	Electricity	4,836.55
420-42201-5110	Capital assets	13,580.00
890-90001-3950	Legal notices/publicatio	188.02
Grand Total:		200,542.59

Project Account Summary

Project Account Key	Payment Amount
None	195,186.24
231007001	5,356.35
Grand Total:	200,542.59



City of Ham Lake, MN

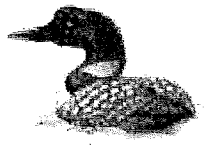
EFT Payroll Check Register Report Summary

Pay Period: 3/2/2025-3/15/2025

Packet: PYPKT01750 - PPE 03/15/25 PAID 03/21/25

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	78	47,483.41
Total	78	47,483.41



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 3/16/2025-3/29/2025

Packet: PYPKT01754 - PPE 03/29/25 PAID 04/04/25

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	31	37,649.76
Total	31	37,649.76

Meeting Date: April 7, 2025

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: Twin Cities Gateway Grant Agreement

Introduction/Discussion: Twin Cities Gateway (TCG) has informed us that Ham Lake is eligible to receive \$6,840 for marketing and promotional expenses to increase participation or enhance an event happening within the City.

The necessary invoices for the expenditures and the reimbursement requests will be added to a future Council's bill list for approval once the grant is received.

Recommendation: I recommend approval of the 2025 Member City Grant Agreement with Twin Cities Gateway.



Ham Lake 2025 Member City Grant Agreement

This Agreement between the City of Ham Lake, 15544 Central Avenue NE, Ham Lake, MN 55304 there in after the "City," and Twin Cities Gateway, a Minnesota non-profit corporation, 7071 University Avenue NE Fridley, MN 55432 hereinafter the "Bureau," contains the terms and conditions for a grant to the City in the amount of \$6,840 from the Bureau to the City.

Whereas the grant funding provided is based on local option lodging taxes collected by the City and the ten other member cities of the Bureau and

Whereas the City agrees to expend the grant funding in compliance with MN Statute 469.10 which states that gross proceeds from any tax imposed shall be used for the purpose of marketing and promoting the City as a tourist or convention center and

Whereas the Bureau has specified that grant funds must be used for advertising, marketing, and promotional efforts to increase participation, attendance, or visitation to an event, activity, or facility located within the City, and / or to add new activities to enhance existing events, and

Whereas the Bureau specifies that advertising, marketing, and promotional efforts for which said grant funding is used must extend beyond the borders, or boundaries of the City and

Whereas it is agreed that prior to December 31, 2025, the City of Ham Lake will provide an overview of how the Bureau grant funding was used, as well as provide documentation of expenses via copies of actual receipts or invoices in accordance with this Agreement and

Now by execution of this Agreement, the City and the Bureau agree to and approve the terms.

CITY OF HAM LAKE:

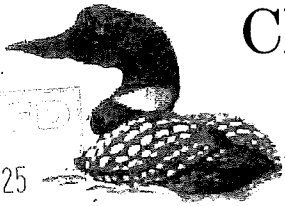
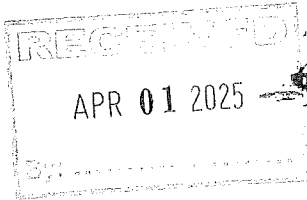
TCG-AL STAUFFACHER

-signature

-signature

DATE:

DATE:



CITY OF HAM LAKE

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

Fee \$30.00 Receipt # 0101920
Temporary Commercial Structure
Permit Required ☒ YES or ☐ NO

FIELD PARTY LICENSE APPLICATION

1. Name of Applicant: Maxx Bar & Grill
Address: 17646 Central Ave.
City: Ham Lake State: MN Zip: 55304
Telephone: 763-434-4970 Cell Phone: 612-834-0694

(If more than one applicant, provide the information on reverse side.)

2. Location of Party: (street address or attach a map detailing location):

17646 Central Ave.
Ham Lake, MN, 55304

3. Date party is to be held: May 16, 17, 18 - Sept. 12, 13, 14

4. Hours during which party will be held: 12 noon - 12 midnight

5. Expected number of guests: 195

6. Name of Owner of land: Maxx Bar & Grill

Address: 17646 Central Ave.

City: Ham Lake State: MN Zip: 55304

Telephone: 763-434-4970 Cell Phone: 612-834-0694

(NOTE: Written permission from Owner must be furnished prior to issuance of license, see page 2.)

7. Will intoxicating beverages or non-intoxicating malt liquor (3.2 Beer) be present? yes

a) If yes, will there be a fee charged? yes

b) Will voluntary contributions to defray costs be accepted? _____

8. Described the following plans:

a) How will the Party be illuminated: pole lights

b) What means will be available to summon emergency vehicles if needed? _____

cell phone

c) Describe the means of access to the Party location for emergency vehicles, including the location of nearby public roads: service road

(OVER)

d) How will you accommodate parking? parking lot

e) Will you have live music or other entertainment? (if yes please explain):
yes - Band

9. If in commercial zoning, will a tent be erected on the site? ☒ Yes ☐ No

If yes, a Temporary Commercial Structure Permit will be required through the Building Department.

Bruce Westman 4-1-25
Applicant's Signature Date

PERMISSION OF OWNER

I, Bruce Westman, of (address) 17646 Central Ave, Ham Lake
certify that I am the owner of the property upon which the field party is the subject to the above
application is to be held, and that I have granted my permission for the conduction of said field
party.

Bruce Westman 4-1-25
Property Owner's Signature Date

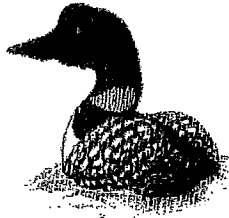
Other: _____

Any license issued shall be subject to the following conditions, which shall be printed on the face of
the license, and shall read as follows:

"This license shall be rendered void if any of the following conditions are found to exist at the field
party site."

- 1.The commission of the crime of assault, disorderly conduct, or breach of the peace by any
participant on the field party site;
- 2.The consumption or possession of any intoxicating beverage or non-toxicating malt liquor by
any person 21 years of age or younger.
- 3.The failure of any applicant to be physically present at the field party site during the entire
duration of the field party.
- 4.The maintenance of any nuisance under any existing or future municipal ordinance.

Upon observing the violation of any of the conditions of a license, a peace officer shall declare the
license to be void, and shall order the participants to disperse.



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: Bruce Whelan
COMPANY/TITLE: Maxx Bar & Grill - Pres.
DATE: 4-1-25

RESOLUTION NO. 25-XX

WHEREAS, Andover Football Association, Inc., has applied for a Lawful Gambling License and Premise Permit at Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite #1000, Ham Lake, Minnesota, 55304.

NOW THEREFORE, BE IT RESOLVED that the Ham Lake City Council hereby approves the Lawful Gambling License and Premise Permit at Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite 1000, Ham Lake, Minnesota, 55304, subject to the ongoing compliance with gaming laws, rules and regulations.

Adopted by a unanimous vote of the City Council of the City of Ham Lake this 7th day of April, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

LG214 Premises Permit Application**Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Andover Football Association, Inc. License Number: 36655
 Chief Executive Officer (CEO) Jason Strasser Daytime Phone: 763-528-8907
 Gambling Manager: Marcie DeMaio Daytime Phone: 763-227-1600

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Acapulco Mexican Restaurant

List any previous names for this location:

Street address where premises is located: 18015 Ulysses St. NE Ste 1000
(Do not use a P.O. box number or mailing address.)

City: Ham Lake OR Township: _____ County: Anoka Zip Code: 55304

Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Blaze Credit Union Bank Account Number: Cher...
M...
Sav...
 Bank Street Address: 3880 Northdale Blvd NW City: Coon Rapids State: MN Zip Code: 55448

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
<u>3792 124th Lane NW</u>	<u>Coon Rapids</u>	<u>MN</u>	<u>55433</u>
<u>14601 Grouse St. NW</u>	<u>Andover</u>		<u>55304</u>
<u>725 148th Lane NW</u>	<u>Andover</u>	<u>MN</u>	<u>55304</u>
<u>13624 Hanson Blvd.</u>	<u>Andover</u>	<u>MN</u>	<u>55304</u>

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Local unit of government must sign. </div>	TOWNSHIP NAME: _____
	Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)
	Print Township Name: _____
	Signature of Township Officer: _____
	Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

Signature of Chief Executive Officer (designee may not sign) _____

Date _____

3/23/25

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG215 Lease for Lawful Gambling Activity**LEASE INFORMATION**

Organization:	License/Site Number:	Daytime Phone:
Andover Football Association, Inc.	36655-	763-227-1600
Address:	City:	State: Zip:
1685 Crosstown Blvd. NW	Andover	MN 55304
Name of Leased Premises:	Street Address:	
Acapulco Mexican Restaurant	18015 Wlysses St. NE	
City:	State: Zip:	Daytime Phone:
Ham Lake	MN 55304	763-270-5000
Name of Legal Owner:	Business/Street Address:	
Sam Leon	18015 Wlysses St. NE	
City:	State: Zip:	Daytime Phone:
Ham Lake	MN 55304	651-497-087
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
SAME		
City:	State: Zip:	Daytime Phone:

Check applicable item:

- ☒ **New or amended lease.** Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- ☐ **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Pull-Tabs (paper) | <input checked="" type="checkbox"/> Electronic Pull-Tabs |
| <input checked="" type="checkbox"/> Pull-Tabs (paper) with dispensing device | <input checked="" type="checkbox"/> Electronic Linked Bingo |
| <input checked="" type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo | Electronic games may only be conducted: |
| <input checked="" type="checkbox"/> Tipboards | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or |
| <input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: ____%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -**
- Rate to be paid: \$ _____ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ **Rent may not be paid for bar bingo.**
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

6/15 Page 2 of 2

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Date:

Signature of Organization Official (Lessee):

Date:

Sam Leon

03/07/25

Marcie DeMarco

3-8-25

Print Name and Title of Lessor:

Print Name and Title of Lessee:

Sam Leon COO

Marcie DeMarco - Gambling Mgr.

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:

Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113

Fax:

651-639-4032

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 18 2007

ANDOVER FOOTBALL ASSOCIATION INC
PO BOX 813
ANOKA, MN 55303-0813

Employer Identification Number:
61-1402470
DLN:
17053097924197
Contact Person:
KAREN A BATEY ID# 31641
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
509(a)(2)

Dear Applicant:

Our letter dated MARCH 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

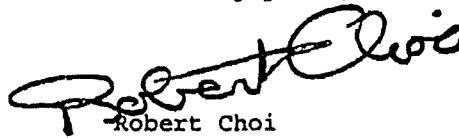
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Andover Football Association Inc.

EIN: 61-1402470 | Coon Rapids, Minnesota, United States


Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC ⓘ

Memorandum

Date: April 3, 2025
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer 
Subject: 2025 Street Maintenance Program bids

Introduction:

The City of Ham Lake has entered into a Joint Powers Agreement with thirteen other local cities to form the North Metro Regional Street Materials Regional Group. The group of cities has a Joint Powers Agreement to combine certain bid items to reduce the number of contracts needed and hopefully achieve lower bids from contractors.

Discussion:

The results of the March 21st bid opening for the 2025 street maintenance are attached. The bid results and recommendation has been discussed with Superintendent John Witkowski.

Warning Lites is the low bidder for latex paint markings, parking lot markings and symbols, with bids of \$35.24 and \$165.63 per gallon respectively. The 1,200 gallons is enough paint to re-stripe the existing striped MSA streets centerline, turn lanes and fog lines, the 12 gallons is enough to stripe the City Hall, Fire Station #1, Senior Center and Tennis Court parking lots and the 22 gallons is enough paint for stop lines, single arrows, double arrows and crosswalks. The bid amounts to \$47,919.42, which is 13.1% over the estimated cost of \$42,360.00.

Northwest Asphalt is the low bidder for crack sealing, with a "route and seal" bid of \$0.50 per lineal foot. For the 52,780 lineal foot quantity, the bid amounts to \$26,390.00. The crack sealing low bid is 20.6% under the estimated cost of \$33,251.40

The total of the two low bids is \$74,309.42. This is 1.7% under the total estimated cost of \$75,611.40.

Recommendation:

It is recommended that the City concur by motion to award to the low bidders for seal coating, striping/symbols and crack sealing to Warning Lites and Northwest Asphalt Company respectively.

Street Maintenance JPA (#9485043)
Owner: Coon Rapids MN, City of
Solicitor: Coon Rapids MN, City of
03/21/2025 10:00 AM CDT

				Allied Blacktop Company		Pearson Bros, Inc.		Northwest Asphalt & Maintenance		Warning Lites	
Section Title	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BID SCHEDULE NO. 1 - SEAL COATING				\$224,293.00		\$243,170.40		\$0.00		\$0.00	
	Dresser Trap Rock (Base Bid) - Furnish and Install FA-1 1/8	SY	123500	\$1.21	\$149,435.00	\$1.41	\$174,135.00				
	Furnish and Install CRS-2 Seal Coat Oil	GAL	24360	\$2.15	\$52,374.00	\$1.89	\$46,040.40				
	Furnish and Install CRS-2P (Polymer Mod)	GAL	10220	\$2.20	\$22,484.00	\$2.25	\$22,995.00				
BID SCHEDULE NO. 1A - SEAL COAT ALTERNATE				\$224,293.00		\$243,170.40		\$0.00		\$0.00	
	Granite Alternate - Furnish and Install FA-1 (Modified 1/8â€))	SY	123500	\$1.21	\$149,435.00	\$1.41	\$174,135.00				
	Furnish and Install CRS-2 Seal Coat Oil	GAL	24360	\$2.15	\$52,374.00	\$1.89	\$46,040.40				
	Furnish and Install CRS-2P (Polymer Mod)	GAL	10220	\$2.20	\$22,484.00	\$2.25	\$22,995.00				
BID SCHEDULE NO. 2 - PAVEMENT MARKINGS				\$0.00		\$0.00		\$0.00		\$316,171.25	
	Furnish and Install Street Markings	GAL	5461							\$35.24	\$192,445.64
	Furnish and Install Parking Lot Markings	GAL	24							\$165.63	\$3,975.12
	Furnish and Install Symbol Markings	GAL	723							\$165.63	\$119,750.49
BID SCHEDULE NO. 3 - CRACK SEALING				\$447,945.32		\$0.00		\$399,468.00		\$0.00	
	Furnish and Install Street Rout & Seal Crack Sealing	LF	393572	\$0.58	\$228,271.76			\$0.50	\$196,786.00		
	Furnish and Install Street Blow & Go Crack Sealing	LF	375839	\$0.54	\$202,953.06			\$0.50	\$187,919.50		
	Furnish and Install Trail Rout & Seal Crack Sealing	LF	19425	\$0.58	\$11,266.50			\$0.50	\$9,712.50		
	Furnish and Install Trail Blow & Go Crack Sealing	LF	10100	\$0.54	\$5,454.00			\$0.50	\$5,050.00		
BID SCHEDULE NO. 4 - FOG SEALING - STREETS				\$213,693.00		\$154,435.80		\$0.00		\$0.00	
	Furnish & Install Street Fog Sealing	GAL	26220	\$8.15	\$213,693.00	\$5.89	\$154,435.80				
BID SCHEDULE NO. 5 - FOG SEALING - TRAILS & PARKING LOTS				\$93,899.50		\$100,327.50		\$0.00		\$0.00	
	Furnish & Install Trail Fog Sealing	GAL	13900	\$4.90	\$68,110.00	\$5.25	\$72,975.00				
	Furnish & Install Parking Lot Fog Sealing	GAL	5210	\$4.95	\$25,789.50	\$5.25	\$27,352.50				
Base Bid Total:				\$0.00		\$0.00		\$0.00		\$0.00	

Date: April 7, 2025

CITY OF HAM LAKE

To: Mayor and Councilmembers

From: Mike Raczkowski, Fire Chief

Item/Title/Subject: Fire Department Regulations

Introduction:

The REGULATIONS, POLICIES and SOG's (Suggested Operating Guideline) OF THE HAM LAKE FIRE DEPARTMENT contain items regarding membership requirements, personnel policies, officer selection processes, firefighter duties, etc.

The process of revising the regulations was completed by a committee of firefighters.

The last revision was approved by the City Council on June 6, 2022. Clarification of the regulations and clearer policies was one of the goals in this current revision. Whenever possible, policies that apply to all other city employees have been used for firefighters as well.

Created was a driving schedule for apparatus as to who is experienced to drive the vehicles. Several additional updates have been made to policies and SOG's with each Section being highlighted.

Recommendation:

Approval of the Regulations of the Ham Lake Fire Department as approved by the Fire Department Committee.

HAM LAKE FIRE DEPARTMENT

REGULATIONS, POLICY & SOG's



The following information is to be used by the Ham Lake Fire Department firefighters for information regarding the guidelines and policies by which the Ham Lake Fire Department operates.



City of Ham Lake
Fire Department

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HAM LAKE FIRE DEPARTMENT MISSION STATEMENT

The Ham Lake Fire Department's mission is to minimize the risk of fire and other hazards to the life and property from natural or manmade disasters of the citizens and visitors in the City of Ham Lake. To accomplish this mission, the Department shall provide effective fire prevention, rescue, fire suppression, fire investigation, and fire inspection.

OUR VALUES

Safety

We believe our health and safety are essential for us to fulfill our mission. We are committed to providing the best health and safety programs for the well-being and operational readiness of our members.

Integrity

We are honest and fair in our dealings with the members of our community and each other. We are honorable to our profession, and we accept ownership for our actions and decisions.

Trustworthiness

We believe trustworthiness is one of the most important ethical values and brings together such qualities as honesty, integrity, reliability, and loyalty.

Respect

We believe in the basic dignity of every individual and value all members of the community and the company.

Excellence

We consider it our duty to deliver friendly, beneficial quality service with flexibility and adaptability to an ever-changing environment, which promotes our mission.

Caring

We will be sensitive to the needs of others by being compassionate, thoughtful, open-minded, willing to understand, and a good listener.

Quality Customer Service

We recognize that internal and external customer service is the business of our organization. We will uphold high standards of timeliness, quality and value.

Teamwork

We recognize that we must build upon the strengths of our colleagues by developing individual strengths and encouraging personal mastery, establishing good relationships with others by pursuing worthwhile and meaningful goals if we are going to continue to be successful in completing our mission.

OUR GOALS

Administration

Provide Leadership and support to enable the department to accomplish its mission.

Operations

Provide the highest level of emergency response consistent with identified community needs and expectations.

Training

Provide challenging training and education that is current and effective, enabling the department to accomplish its mission.

Fire Prevention

Proactively improve life safety, minimize losses and reduce the risks from fire through, education, application of codes and investigation.

Community Relations

Establish community partnerships that complement and enhance the services we provide.

Emergency Preparedness

Prepare and maintain the facilities and train personnel to effectively manage and support major incidents/disasters.

Regulations of the Ham Lake Fire Department

The following Regulations are adopted under Article 8-300 of the Ham Lake City Code, City of Ham Lake, Anoka County Minnesota.

REGULATION 1: Purpose of Organization

The purpose of the Ham Lake Fire Department is to provide fire protection, fire prevention and other emergency services for the City of Ham Lake and surrounding communities as may be needed.

REGULATION 2: Governing Structure

- 2-1 City Code (Ordinance): established and amended by the City Council.
- 2-2 City Policies: established and amended by City Council.
- 2-3 Regulations: established and amended by the Chief and/or Regulation Committee and approved by City Council.
- 2-4 Policies: established and amended by the Chief and/or Regulation Committee.
- 2-5 Standard Operating Guidelines: established and amended by the Chief and/or Regulation Committee.
- 2-6 Regulation Committee.

REGULATION 3: Membership

Any able-bodied person not less than 18 years and able to meet the following requirements is eligible for membership.

- 3-1 Requirements for becoming a probationary firefighter
Failure to meet these requirements will result in the termination of the procedure.
 - a. Submit completed application and attend informational meeting
 - b. Written Test – Achieve a 70% or better score
 - c. Response (drive) time less than 10 minutes to a Ham Lake fire station under normal driving condition. (Typically, the time will be measured from their residence, but could be, for example, from their place of employment.)
 - d. High School graduate or GED.
 - e. A screening interview with the Chief, and selection committee
 - f. Fitness – successfully complete a Fitness Agility test within 10 minutes and a non-timed ladder climb
 - e. Be in possession of a valid Minnesota Driver's License and have an acceptable driving record check as per city policy (outlined in 3-1-2).
 - g. Acceptable BCA Background Check. (Outlined in 3-1-1)
 - h. Drug-free as defined in City Plan (requires drug screening)
 - i. Must successfully complete a physical exam by the faculty of our choice
 - j. Achieve a positive recommendation for hire after a psychological evaluation by a psychologist of our choice. Or have mitigating circumstances to be considered by Fire Chief and City Administrator
 - k. Approval of hiring as probationary firefighter by City Council.
Veterans' preference, training/education consideration

1. Any conviction for any criminal offense, misdemeanor, gross misdemeanor, a felony which reflects adversely on the applicant's general trustworthiness, or which leads the Personnel Panel to believe that there would be a reasonable expectation that the firefighter would, if under a situation of stress, react violently or with disregard to the safety of others; or, which would lead the Personnel Panel to conclude that the past personal behavior of the applicant tended to support the expectation that the applicant if accepted, would not exhibit the standards of personal behavior designed to inspire public confidence in a public official. The Personnel Panel may consider the amount of intervening time between any such conviction and the time of application
2. Any alcohol-related driving offense within the previous twelve months of the application, or any two-alcohol-related driving offenses appearing on the driver's record of the applicant. The personnel panel may consider any subsequent treatment programs which may have been successfully completed by the applicant in determining whether or not such features on the driving record might constitute a danger to the public safety where the applicant is accepted as a probationary firefighter.

A chronic history of traffic offenses that appear to the personnel panel to be evidence of a persistent disregard for traffic rules and regulations by the applicant. A period of three successive years of no moving traffic violations shall be inclusive evidence to the personnel panel that the individual has overcome any previous tendencies to persistently ignore or disregard traffic rules and regulations.
- 3-2 Requirements to become a regular member of the department
 - a. Must have served a minimum of 12 months but no more than 18 months from the date of official appointment as a probationary firefighter. The date of the applicant's first training session shall be the official starting date of the probationary firefighter.
 - b. Must have successfully completed Firefighter 1, 2 and Hazmat operations training
 - c. Must pass Firefighter 1, 2 and hazmat operations Minnesota state certification test.
 - d. Must be EMR certified (or higher) by the end of the probationary period.
 - e. Must be meeting attendance requirements as defined in Regulation 8. After completion of FF 1, 2, hazmat and EMR training.
 - f. After the probationary firefighter has met all the requirements of Regulation 3-1, a through i, they shall be considered for regular membership.
 - g. If accepted for regular membership, the Fire Chief will recommend to City Council the change of status from probationary to regular member.
 - h. If not accepted for regular membership, the reason must be given to the probationary firefighter in writing along with the statement that the applicant has the right to appeal to the City Council which shall take action as appropriate. No hearing is required.

REGULATION 4: Duties and Responsibilities

Responsibilities of fire department personnel include attending meetings of the department as described in Regulation 8, and to take an active interest in all proceedings. To respond to fires and other emergencies regularly as assigned, to faithfully perform any work of the department as specified by the Regulations, Standard Operating Guidelines, or as assigned by the Department Officers. To use good judgment, promote good relations with other firefighters, as well as the public, and to mote the best welfare of the department.

4-1 General Duties

- Active participation in emergency/routine calls, meetings, training, fire prevention, and work details.
- Maintenance and care of equipment, apparatus and building.
- Awareness and adherence to the Department Regulations, Supplemental Rules, Standard Operating Guidelines, and Policies.
- Maintain their physical fitness level to perform their function as a firefighter and all the duties that are required of all firefighters, as required by Regulation 9-1.
- Maintain driver's licenses as per City policy to operate Fire Department vehicles.
- Pass a physical exam as per Regulation 9-3.
- Must maintain First Responder certification or better.
- Carries out duties in conformance with applicable Federal, State, County and City laws and ordinances.

4-2 Duties of Fire Department Personnel (and other duties as assigned)

Firefighters:

- To participate in department calls, including fire, medical, rescue, and other requests for assistance.
- To actively participate in department training, meetings, and, other activities.
- Follow the departments' regulations, standard-operating guidelines, policies, personnel rules, and other directives that may be issued from time to time.
- Positively represent the department at all times.
- Assist in the care and maintenance of the departments' property, apparatus, and equipment.

Captains:

- All duties and requirements of a firefighter.
- Monitor the work area to minimize or eliminate health and safety hazards.
- Enforcing departmental rules and regulations, etc.
- Direct and manage company activities.
- Conduct or assist with training evolutions as requested or assigned.
- Serve as mentor to Probationary Firefighters and be a positive role model
- Implement departmental goals and objectives.

- Ensure crew (company) accountability on the incident scene.
- Ensure documentation of information relating to calls, injuries, personnel matters, etc.
- Handle minor personnel matters, and inform superior officer(s) of serious personnel and other matters, as appropriate.
- Carry out other duties assigned by the Chief, or his designee.
- Attend Officer and special meetings as scheduled.
- Attend a minimum of 4 hours of continuing education outside of regular meetings and drills each term.

Duties of the District Chief:

- All duties of a firefighter.
- Supervises subordinate officers and firefighters in their assigned duties.
- Reviews, evaluates, develops, and implements programs, policies, and procedures for various departmental operations including training and fire prevention.
- Supervise mentors of probation firefighter.
- Directs and participates in departmental programs at the station level and has direct responsibility for: their station, personnel, apparatus, and equipment.
- To participate in assigned calls, including fire, medical, rescue, and other requests for assistance; assumes command as appropriate.
- Assists in the planning and implementation of fire department programs to carry out the policies and goals of the city.
- Handles grievances, discipline, and other personnel matters according to applicable city and department policies.
- Provides advice and assistance in safety aspects in the design of quarters, apparatus, equipment, protective clothing, etc.
- Has general knowledge of: State, Federal, NFPA, and OSHA regulations. Helps ensure department compliance with all applicable safety standards.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Participate in Mutual Aid/Regional association meetings.
- Assist the Fire Chief in preparing and submitting the fire department's five- year capital improvement program.
- Attend Officer and Special meetings as scheduled.
- Conduct fire department business as necessary between regularly scheduled meetings.
- Attend 6 hours of continuing education outside of regular meetings and drills each term.
- Develop and update regulations, policy, and/or Suggested Operating Guidelines (SOGs) for fire department operations, including the following:
 - Department Safety
 - Training

- Fire Prevention
- Emergency Response
- Response pre-plans
- Use and maintenance of apparatus, equipment and buildings

Duties of the Deputy Chief

- All duties of a firefighter.
- May perform all duties of the Fire Chief in his absence, or as assigned.
- Supervises subordinate officers and firefighters in their assigned duties.
- Reviews, evaluates, develops, and implements programs, policies and procedures for various departmental operations including training and fire prevention.
- Directs and/or participates in major departmental programs.
- Authorized to use discretion in responding to any and all calls, as appropriate.
- Responds to multiple alarms and other serious calls, when available. May assume command of any incident.
- Assists in the planning and implementation of fire department programs to carry out the policies and goals of the city.
- Handles grievances, discipline, and other personnel matters according to applicable city and department policies.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Participate in Mutual Aid/Regional association meetings.
- Assist the Fire Chief in preparing and submitting the annual fire department budget, as requested by the Fire Chief.
- Hear grievances and disciplinary hearings.
- Serve on the Personnel Panel for new firefighters.
- Participate in the selection process for officer positions, as needed.
- Appoint personnel to committees, as needed.
- Assist the Fire Chief in preparing and submitting the department's five- year capital improvement program.
- Attend Officer and Special meetings as scheduled.
- Conduct fire department business as necessary between regularly scheduled meetings.
- Attend 6 hours of continuing education outside of regular meetings and drills each term.
- Develop and update regulations, policies, and/or Suggested Operating Guideline (SOGs) for fire department operations, including the following:
 - Department Safety
 - Training
 - Fire Prevention
 - Emergency Response
 - Response pre-plans
 - Use and maintenance of: apparatus, equipment, and buildings

Duties of the Chief

- The duties of the Fire Chief are listed in the “City of Ham Lake Position Description” for the Fire Chief/Emergency Management Director. The items listed below are representative of those in the Position Description.
- Plans for, coordinates, supervises, and evaluates fire department operations.
- Develop and/or establishes policies and procedures for fire department operation to implement directives from the City Administrator and/or City Council.
- Plans and implements fire department programs for the city to better carry out the policies and goals including those outlined in the City's Affirmative Action Plan; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Supervises and coordinates the preparation and presentation of the fire department budget (annual, CIP, etc.).
- Plans for, develops (or caused to be developed), and reviews specifications for new or replacement equipment.
- Authorized to use discretion in responding to any and all calls, as appropriate.
- Responds to multiple alarms and other serious calls, when available. May assume command of any incident.
- Supervises fire inspection activities within the city, to promote compliance with applicable codes and ordinances.
- Controls and monitors the expenditure of departmental appropriations.
- Handles grievances, discipline, and other personnel matters according to applicable city and department policies.
- Prepares and submits reports to the City Administrator regarding the department's activities and prepares a variety of other reports as appropriate including the annual report of activities.
- Plans departmental operation concerning to equipment, apparatus, and personnel; supervises the implementation of such plans.
- Assigns personnel and equipment to district or stations; evaluate the need for and recommends the purchase of new equipment and supplies.
- Meets with elected and/or appointed officials, other fire and EMS officials, community and business representatives, and the public on all aspects of the department's activities, as required.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the city and/or department at a variety of meetings.

Fire Prevention Officer:

- All duties of a firefighter.
- Promote fire prevention and fire safety activities within the City.
- Coordinate requests for fire prevention and fire safety activities.
- Develop programs to help promote fire prevention and safety.
- Carry out other duties assigned by the Chief, or his designee.

Fire Investigator:

- All duties of a firefighter.
- Ensure the investigation for fire cause and origin determination of all fires within the city.
- Complete, or cause to be completed in promptly report for all fire investigations, and forward completed report to the Fire Chief.
- Forward all requests for information, including copies of reports, to the Fire Chief, or his Administrative Assistant.
- Complete incident reports for all calls in a promptly have a report at all business meetings on all calls.
- **Attend 4 hours of continuing education outside of regular drills and meeting each term.**
- To carry out other duties assigned by the Chief.

Training Officers:

- All duties of a firefighter.
- To be responsible for overall supervision of the department's training and education programs.
- Ensure required (OSHA, City policy, etc.) training is conducted as needed.
- Gathering attendance records, and forward to the Administrative Assistant.
- Develops and administers course outlines and/or course materials.
- Instructs or arranges for instructors, as necessary.
- Directs the operation of departmental in-service training activities.
- Administers exams.
- Review individual progress.
- **Attend 4 hours of continuing education outside of regular drills and meeting each term.**
- To carry out other duties assigned by the Chief.

REGULATION 5: Officer Positions

5-1 General

a. Applications

1. Officer positions, other than Chief shall be filled from within the members of the department who have applied for the position.
2. Officer terms will begin on or about January 1st and end on or about December 31st each year, according to the schedule in Regulation 5-3.
3. On September 1st thru September 15th of the final year of any term a notice shall be posted at the fire stations indicating those interested in keeping their positions need to submit a letter of intent to remain in their position to the Fire Chief.
4. On October 1st of the final year of any term, a notice shall be posted at the Fire Stations indicating the open position to be filled. This notice shall remain posted through October 15th. Applicants for a position must submit a letter of interest to the Fire Chief no later than 4:30 PM on October 15th.

b. Filling of Vacancy

1. Should a vacancy occur in the Fire Chief position, the Deputy Chief will act as Fire Chief until a replacement is selected, and/or as directed by the City Administrator.
2. Should a vacancy occur during the term of an officer position, other than Fire Chief, it may be temporarily filled by appointment by the Fire Chief. Such filling of a vacancy shall be for the period needed for the selection process or remainder of said term.

5-2 Service Time Requirements

1. Non-Fireground (Investigator, Training, Prevention)
 - a. Recommended Minimum of 2 years active service with the department.
2. Captain
 - a. Recommended Minimum of 4 of years active service with the department.
3. District Chief
 - a. Recommended Minimum 5 years active service with the department.
4. Deputy Chief
 - a. Recommended Minimum of 6 years active service with the department.
5. Fire Chief
 - a. As determined by the City Administrator and City Council.

5-3 Length of Term

Appointed officers shall hold office for the term and until the successor has been appointed, approved by the City Council, and sworn in by the City Administrator.

- a. Deputy Chief; four-year term commencing in 2020 and every four years thereafter.
- b. District Chief; Four-year term commencing in 2022 and every Four years thereafter.
- c. Captain; two-year term commencing in 2021 and every two years thereafter.
- d. Non-fireground (Administrative) Officers; two-year term commencing in 2021 and every two years thereafter.

5-4 Appointments

- a. The position of Chief shall be filled according to the process specified by the City Administrator and approved by City Council.
- b. The position of Deputy Chief shall be filled by appointment upon the recommendation of the selection committee and after the approval of the City Council.
 1. The selection committee could be made up of:
 - a. Chief
 - b. City Administrator
 - c. City Council Liaisons

- c. The positions of District Chief shall be filled by appointment upon the recommendation of the selection committee and after the approval of the City Council.
 1. The selection committee shall be made up of:
 - a. Chief
 - b. Deputy Chief
 - c. City Administrator
- d. The positions of Captain shall be filled by appointment upon the recommendation of the Chief Officers.
- e. The Non-fireground (Administrative) Officer positions shall be filled by appointment upon the recommendation of the Chief Officers.

REGULATION 6: Drills / Meetings

6-1 Drill and Meeting Schedule

- a. Fire department drills and meetings will be held on Monday nights starting at 7:00 pm and Tuesday morning starting at 9:00 am. Tuesday morning drills or meetings will typically coincide with the previous night's activity. The drills or meetings will be approximately 2 hours in duration.
 - b. Drills or meetings will not be held if there is a holiday recognized by the city on a Monday, Christmas or New Years weeks.
- Clean-up drills will be held on the first Monday of each month.
 - Business meetings shall be held on the second Monday of January and August. Regular Drills will be held during the months that there is no business meeting.
 - Regular Drills will be held on the third, fourth, and fifth Mondays, except when there is an In-service Drill
 - The In-service Drills will be held on the fourth Monday, in September, October, November, January, February, March, and April.

Week of Month	Month	Event
First Monday	All Months	Clean up
Second Monday	January, August	Business Meeting
	All Other Months	Regular Drill
Third Monday	All Months	Regular Drill
Fourth Monday	May through August	Regular Drill
	January through April, and September through November	In-service Medical Training
Fifth Monday	All Months	Regular Drill

- a. There may be occasional revisions, alterations, or modifications to the Drill/Meeting schedule as detailed above; however, every attempt will be made to keep changes to a minimum. A schedule for the following 6 months will be posted no later than 30 days beforehand.
- b. When the first Monday of the month is a holiday, cleanup will be held on the second Monday of the month.

REGULATION 7: Leaves of Absence

The Fire Chief may require that, before being granted a leave of absence longer than 90 days, all issued fire department gear and equipment be turned into the Fire Chief.

7-1 Medical (non-service connected)

No medical leave of absence is required nor can be granted for non-service-connected illness, injury, or disability shorter than 30 days duration.

No service credit can be earned while on non-service-connected medical leave. A firefighter who is on Worker's Compensation for non-service-connected illness, disability, or injury, or who is otherwise prevented from active work duty, shall not respond to calls, emergency or non-emergency. Any firefighter sustaining illness, injury, disability, or pregnancy preventing active duty as a firefighter and lasting 30 days or more must be reported to the Chief. A temporary medical leave of absence shall be granted to any firefighter whose illness, injury, disability, or pregnancy prevents active duty, in the determination of the Chief Officers, from between 30 days and one year effective from the starting date of inactive duty.

A firefighter can return to active duty from a medical leave of absence only after providing to the Chief a written report from the attending doctor authorizing a return to work as a firefighter with NO restrictions.

A firefighter who fails to return to active duty by the end of one year may be removed from membership/employment with the Fire Department/City. An extension of medical leave, if requested by the firefighter, can only be granted if approved by the City Council.

7-2 Personal

A firefighter may request a personal leave of absence for a period of up to one year. Such leave of absence shall be granted upon request for any reason, except medical. No more than one personal leave of absence shall be granted within any given 24-month period.

A firefighter who fails to return to active duty by the end of one year may be removed from membership/employment with the Fire Department/City. An extension of a personal leave beyond one year may be granted if approved by the City Council.

7-3 Administrative Leave

A firefighter may be placed on inactive status by the Chief for the cause. No service credit will be earned while on Administrative Leave.

7-4 Firefighters on leaves shall update the Fire Chief regarding their leave status at least every 90 days

7-5 Compensation

Personnel who receive monthly (or other periodic) compensation, such as officer pay, will have their pay suspended during a personal medical, or administrative leave of absence. Partial months will be prorated.

7-6 Personal Time Off

14 days of PTO will be awarded on January 1st of the year to all Regular Members of the fire department. A Probationary firefighter or a firefighter classified Physically Unfit for firefighting is not eligible for PTO for the year. A Firefighter on PTO will earn service credit but will be excused from calls, drills, and meetings but will still be expected to make up any mandatory or required classes.

PTO must be used in seven-day increments and cannot be carried over to the following year.

A request for PTO must be made by the firefighter before the end of a quarter to be used and then will be applied to the week of calls in that quarter giving the firefighter the most benefit.

7-7 Return to Active Duty

A firefighter returning to active duty from a leave longer than 90 days shall be required to attend training classes set up by the Training Officer to obtain any required training missed before getting the approval of the Chief to return to active duty.

If missed, the department physical examination or Physical Ability test, both have to be completed before returning to duty.

REGULATION 8: Attendance

8-1 Drills/Meetings

Firefighters shall attend a minimum of 60% of all Drills/Meetings and in service each year with a quarterly review; however, you cannot miss more than 50% of anyone type of drill/meeting. Late attendance or leaving without the approval of the officer in charge shall be considered a non-attendance.

A full-time firefighter or person in the medical field that is required to maintain a certification of EMT or higher is not required to attend Inservice training if there is documented proof of their certification. A fulltime firefighter will also only be required to maintain 50% of drill/meetings each year but must still complete all department-required training.

Officers are also required to attend the officer's meeting.

Some training and drills are mandatory requiring ALL firefighters to successfully complete, and/or they may lead to required certification.

Certain "skill" or "proficiency" type drills will require firefighters to demonstrate job related abilities. Examples are CPR, In-service, Pumping, Breathing Apparatus, and others.

The type and frequency of the skill drills referenced here will be specified by fire department policy. Firefighters must make up missed skill drills through arrangements with the training officer. Failure to successfully complete mandatory training and drills may result in disciplinary action, up to and including being placed on Administrative Leave.

8-2 Calls

All firefighters shall attend a minimum of 33% of calls. The method of calculating individual firefighter call percentages will be based on the applicable Policy Memo P-2. Firefighters who fail to meet the required percentage of calls on a quarterly basis shall be subject to disciplinary action as specified in

Regulation 8-3.

- It is the responsibility of each firefighter to check their name on the attendance roster for calls they attend. Any firefighters arriving at the station before trucks return to the station shall receive credit for the call.
- Any firefighter leaving a call without the approval of a Chief Officer or the Officer in charge shall not receive credit for the call.
- If a call is canceled either by pager or voice within 3 minutes of the initial tone out, then no credit will be given to anyone. If a call is canceled after the first 3 minutes, all personnel arriving at the station within 10 minutes will be given credit.

8-3 Failing to Meet Requirements

The Chief Officers shall initiate disciplinary steps within 30 days for any firefighters failing to meet the requirements of Regulations 8-1 and 8-2.

1. Disciplinary steps for failure to meet Regulation 8-1 shall be as follows
 - a. Verbal warning and Loss of one quarter service credit for the year.
 - b. Failure to make percentages for a second consecutive year will result in loss of an additional quarter and be cause for immediate dismissal.
 - c. Must make arraignments to make up any missed mandatory drills within the first quarter of the following year or suspension may occur until made up.
2. Disciplinary steps for failure to meet Regulation 8-2 shall be as follows:
 - a. Verbal warning with possible loss of service credit (and written documentation placed in individual personnel file.)
Firefighters will be given the quarter following the deficient quarter to make up for the deficiency by attending a number of calls over 33% that is equal to or more than the deficiency in the prior quarter.
 - b. A written warning will be issued to any firefighter with a second consecutive quarter with call percentages below the minimum requirements. Service credit will not be earned or awarded for either of the two quarters. Firefighters that make the 33% for the second quarter but fail to make up the missed in the first quarter will lose service credit for the first quarter.
 - c. A third consecutive quarter with low percentages will be cause for immediate dismissal.
 - d. For any additional quarters with low percentages within any 18- month period a written warning will be given and loss of service credit for the low quarter with NO opportunity to make up the lost service time.

REGULATION 9: Physical Fitness Standards

The Ham Lake Fire Department has determined that there is a need to establish physical fitness standards for all firefighters employed by the department.

9-1 Physical Fitness Timed Test Required

The Training Officer of the Fire Department shall schedule the physical fitness test at least two times annually, and approximately six (6) months apart. One date should be scheduled for the spring, and one for the fall.

- Dates will be listed on Fire Department training schedule.
- Every member of the Fire Department must pass this test every calendar year.
- Test must be completed within 10 minutes
- A description of the test is contained in Appendix 1

9-2 Physical Fitness Non-Timed Test for recruits: Ladder Climb

The aerial ladder will be set up so that the ladder is extended 50 feet above the bed of the truck at an angle of between 60 – and 70 degrees. This distance shall be measured by extending the ladder horizontally to 50 feet and then raising the ladder to the correct angle.

Each Recruit will climb the ladder to the top where they are able to use the microphone/speaker to communicate with the operator who will give the approval to climb back down.

- This test will coincide with the timed physical fitness test.

9-3 Failure to Pass Physical Fitness Tests

Upon initial failure of a firefighter to pass the physical fitness tests or if a firefighter chooses not to or refuses to take the tests, the firefighter shall be put on Corrective Action for up to 6 months or December 31 of that year, whichever is shorter. A firefighter on Corrective Action pertaining to this section will accrue service credit providing they meet the attendance requirements for meetings, drills, and calls. A firefighter on Corrective Action:

- Should develop and implement a personal fitness or exercise plan.
- Should work with one or more other firefighters on improving performance, and/or have a mentor selected/appointed.
- Upon passage of the physical fitness test, the firefighter will be removed from Corrective Action status.

Failure to successfully retest – a firefighter who does not successfully retest within 6 months or end of calendar year which ever period is shorter shall be declared “Physically Unfit for Firefighting”. This classification shall impose the following restrictions or requirements:

1. The firefighter shall be placed on Administrative Leave for up to Six months.
2. A firefighter declared “Physically Unfit for Firefighting” may retest once every 3 months for the time they are on administrative leave.

Upon passage of the test, the firefighter shall be reinstated on the condition the firefighter meets the requirements outlined in Regulation 7-6 and 7-7. During a period, time in which a firefighter is on administrative leave, the firefighter shall not accrue any service credit.

3. A firefighter who fails to pass the physical fitness test within six months of being put on administrative leave shall be terminated from membership in the department. Reinstatement can occur only as an applicant for new membership.

9-4 Physical Examination

All firefighters must be certified by a physician as physically fit to engage in interior structural firefighting, as those standards are promulgated from time to time by NFPA and OSHA.

1. Physical examination is required annually; every firefighter shall be required to undergo a physical examination by a physician selected by the Chief Officers. This examination will be performed at city expense. The Officers shall schedule the examination during a regularly scheduled drill or meeting. Any firefighter failing to attend a scheduled physical examination appointment shall be given 3 months to reschedule or be deemed as a failure of the physical exam by the firefighter.
2. A firefighter who fails the physical examination shall be declared by the Officers to be "Physically Unfit for Firefighting" and placed on Administrative Leave. The firefighter may be reinstated, if the firefighter successfully passes a physical examination conducted by a licensed physician who is to the same standards as the department's physician. Such reexamination shall be at the firefighter's own expense.
3. A firefighter who has failed to obtain a certification from a licensed physician declaring the firefighter to be fit under the above standards within 1 year after first failing a physical examination shall be terminated from membership in the department.

9-5 Medical Leaves of Absence

Nothing in the Regulation 9 shall in any way affect a firefighter's right to request, or be placed on a medical leave of absence under Regulation 7, and if a medical leave of absence is requested or imposed before the time any firefighter fails a physical fitness test or physical examination, then the provisions of Regulation 7 shall apply to reinstatement and conduct during the leave of absence.

REGULATION 10: Review

If a policy is unclear the determination of the Fire chief will make the final decision. The Chief and selected delegates will comprise a Review Board and will have the capacity to review, modify, or otherwise change any regulation, policy or SOG. Any changes are then submitted to the City Council for approval.

Change Record

Version	Date	Description
1.0	April 14 2,008	Complete rewrite: Approved by Firefighters.
1.0	April 1 ,2008	Complete rewrite: Approved by City Council
1.1	October 8, 2010	Revisions: Approved by City Council.
1.2	May 05, 2022	Complete rewrite: Approved by Firefighters
1.2		Complete rewrite: Approved by City Council
1.3	June 30, 2022	Revision: SOG 9,17,18
1.4	August 15,2022	Revision: Regulation 5-1

Online version will be considered the most up to date version

Historical record data – do not edit.

REGULATION

APPENDIX 1

HLFD Physical Ability Test

In these events, candidates will wear: long pants, close-toed footwear, turnout coat, helmet, gloves & SCBA.

This test must be completed within 10 minutes.

1. **Stair Climb**

Carry a 100-foot tied bundle of 1¾" hose, climb stairs in Fire station 5x (about 100 steps), count each cycle out loud.

2. **Hose Drag**

200' of 1¾ hose laid in a neat pile next to the engine, the hose will be marked at 8' from the end. The candidate will pick up the hose and drag it to a barrel 75' away, make a 90° turn and continue the candidate will drop to one knee and then continue to pull the hose until the 50' mark, (first coupling)

3. **Equipment carry**

From a marked position, pick up a K-12 saw and an axe walk 75' to a marker cone turn around, and proceed back to the start position.

4. **Pike Pole**

Using a 6' pike pole push up on weight 5 times then hook ring and pull five times. Repeat one more time.

5. **Ladder raise the**

24-foot ladder

The ladder is pre-positioned in a vertical position with a firefighter to assist with steadying. The candidate will fully extend the fly and latch into the uppermost position. After approval, lower the fly and latch into the lowest position.

6. **Hose Roll**

Roll 50' of 2½" hose, Pickup and carry 50' around cone take back to starting point.

7. **Forcible entry**

Using an 8-pound sledgehammer on the sledgehammered strike block and move approximately 12 inches.

8. **Rescue**

Mannequin drag should have a harness to assist with holding onto
Candidate grasp the 165-pound mannequin and drag it 25'

Time will stop when the all of the mannequin is across the line

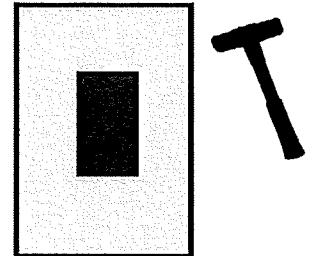
1.
Stair Climb
5 x's



8.
Rescue Drag
25'



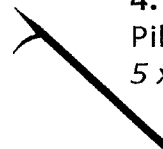
7.
Sledge
Hammer



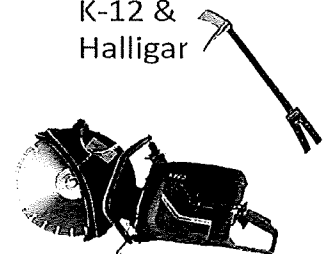
2.
Hose Pull
150'



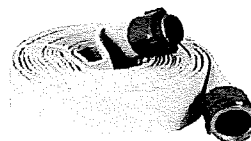
4.
Pike Pole
5 x's



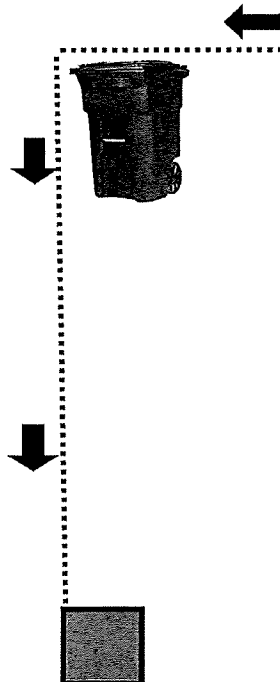
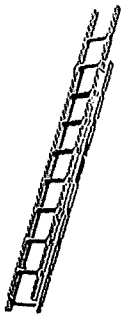
3.
K-12 &
Halligar



6.
Hose Roll
50'



5.
Ladder
Raise



Policies of the Ham Lake Fire Department

POLICY 1: Compensation

- Rate of pay will be classified in one of three categories:
 - Chief & Captain call-out (rate per hour)
 - Firefighter call-out (rate per hour)
 - Meeting/drill (position rate per meeting)
 - Class/conferences (1x position rate for up to 4 hours, 2x rate 4-8 hours)
- Firefighters and Officers will be paid the call rate for attendance for call-outs, as follows:

Time	Amount
Up to 60 minutes	One (1) hour pay
Over 60 minutes	Rounded to the near half-hour

- If a call is canceled within three minutes by dispatch or Fire personnel, no pay will be given. If a call is canceled after three minutes by dispatch responding firefighters who arrive at the station within ten minutes of the 'Alarm Time' will be compensated whether or not a truck leaves the station.
- Multiple calls at the same time or multiple calls from a single event will be paid at a single rate as per the above chart. The start and end time of an event will be determined by a chief officer.
- Firefighters and Officers will be paid a single position rate for attendance at business meetings, fire training drills, maintenance/clean-up drills, and first-aid Inservice drills and, all other none call-outs.
- Officers will be paid a single position rate for attendance at an officer's meeting when held on a different night than a regular drill and/or meeting.
- Members of committees (truck maintenance, building maintenance, equipment, safety, SCBA, etc.) will be paid a single position rate for committee meetings called by the chairperson of that committee.
- Members of special committees will be paid a single position rate only if previously authorized by the Fire Chief.
- Firefighters/Officers/New recruits will be paid their position rate for attendance at seminars and schools at the following schedule, 0-4 hours one hour, 4-8 hours 2 hours. Payment to be made at the end of each month.
- Credit No Pay will be given to regular members for calls during class hours
- The Deputy Chief, or other Chief's designee will be compensated for burning permit inspections at their meeting rate.
- The Fire Prevention Officer, and those firefighters assisting, shall be compensated for classes and meetings conducted for various organizations or individual preschool classes, Scout Troop, 4-H groups, youth fire setters, etc.) at a single position rate.

- The duty office compensation will be a set rate, set by resolution of council.
- Executive Officer stipend compensation will be as determined from time to time by resolution of the City Council.
- The position rates will be as determined from time to time by resolution of the City Council.
- Workers' compensation will be as per city policy
- This compensation policy may be amended only by action of the City Council upon the recommendation of the Fire Chief, or as the Council deems necessary.
- There will be no other compensation except as specified above.

POLICY 2: Call Percentages

This policy will specify the method for call credits and calculating individual call percentages.

Each firefighter is assigned to a station, and calls will be calculated as follows:

- Any call between the hours of 5am – 5pm weekdays will be an "ALL CALL" and will only count towards your total calls if it falls within your district.
- Any call between the hours of 5pm – 5am weekdays and all hours on weekends will count towards your total calls if it falls within your district.
- Any call that would be designated an ALL CALL (ex. house fire or grass fire) no matter the day or time of the week will count towards your call totals

Percentages for all personnel are calculated using their call attendance total and their corresponding "Station responsible" number.

- $\text{Calls attended} / \text{Station responsible} = \text{Call percentage}$

POLICY 3: Personal Accountability

The following policy regarding personnel accountability are intended to enhance firefighter safety while operating at the scene of an incident.

- The firefighter accountability system is to be used at all incidents where firefighters are (or might be) operating in a hazardous area. Firefighters are responsible to make sure their name tags are placed on the accountability boards.
- The Incident Commander (IC) is responsible to account for each firefighter involved in an incident or emergency, and for ensuring implementation of the accountability system at the scene.
- Each apparatus will have two boards: a larger “truck” board that will remain on the dash, and a smaller “passport” board. All firefighters on the apparatus will attach one of their name tags to each board, except for the driver. The driver will attach a tag to the passport only if they will be a part of the crew in the hazard area.
- Firefighter’s who do not arrive at the scene on fire department apparatus (personal vehicle, etc.) must first report to the IC for assignment.
- The crew leader is responsible to take the passport to the IC (or Accountability Officer, if one is appointed.)
- The IC will initiate Personnel Accountability Reports (PAR) on a regular basis.
- A PAR should be initiated immediately if: there is a report of a missing or trapped firefighter, fire attack changes from offensive to defensive, a flashover or other sudden hazardous event occurs, crews are ordered to evacuate a structure or hazard area, or if the IC cannot account for all firefighters on the scene.
- When a PAR is requested, all crew leaders must confirm the status of their crew through visual or physical contact, and then communicate their crew’s status to the IC when requested. If a firefighter cannot be accounted for, that firefighter is considered missing until he or she is accounted for.

POLICY 4: Alcohol and Controlled Substance

Purpose

The Ham Lake Fire Department (HLFD) believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department. The Ham Lake Fire Department maintains a zero-tolerance policy regarding the use of alcohol and/or drugs during all department related activities. It is the policy of the department that no member shall respond to or sign-in for incident responses or performs any functions for the fire

department when the member uses or is under the influence of any controlled substance or alcohol.

Scope

This policy shall apply to all employees of the HLFDD. The definition of fire department functions includes all emergency response and training including, but not limited to, the following:

- Driving and/or operating Department apparatus, personal vehicles, or equipment
- Responding to any incident
- Incident command
- Participation in all fire department events, meetings, or training activities
- Participation in any other activity where the member is serving as a representative of the department, either officially or unofficially.

Employees are urged to request assistance with any drug or alcohol problem before disciplinary action is necessary. If an employee advises his/her supervisor of a drug or alcohol problem, the employee will be urged to get counseling and to follow through with any rehabilitation programs recommended by the counselor. A drug or alcohol problem, however, does not excuse any violation of Department or City rules or policies.

POLICY 5: NON-DOT Drug Testing

As per City policy in the City of Ham Lake Employee Handbook

POLICY 6: Mandatory Pumping

It shall be the policy of the Ham Lake Fire Department, to require all Firefighters that will be fire pump operators, to attend at least once each year, a two-hour training session on the department fire pumps. These training sessions shall be set up by the Training Officer and approved by the Fire Chief. Any Firefighter not attending this yearly training must on his or her own set up a class with the Training Officer. Failure to attend this yearly training class will result in the Firefighter not being allowed to operate the department's fire pumps till this class is made up with the approval of the Training Officer and the Fire Chief.

This training class shall consist of the following:

- The ability to effectively put the fire pump into gear and out of gear.
- The ability and know-how to draft and obtain water to the fire pump in all manners available to the fire department.
- The ability to operate the fire pump in all manners, including pressure, volume, and know how all of the gauges, controls, and knobs. Figuring friction losses, getting relief valve circulating water . . . etc.
- The ability to shift the fire pump manually.

- The ability and knowledge to clean the two Relief Valve screens, where and how to fill primer oil, and a complete know how of making the fire pump ready for service.
- The ability and know-how of the complete operation of all foam applications and systems.
- The ability and know how to pack all fire hoses properly.
- This training class shall cover all fire pumps including, all Engines, all Tankers and all Grass Rigs.

POLICY 7: Social Media

Recent current events have shown the ease at which sensitive or private information may be spread worldwide via electronic means and the internet in general. Something that may seem rather routine to us as the fire service may bring tremendous personal pain, anguish, and disgust to those not closely involved with our profession.

In order to avoid serious damage to our reputations and to protect the privacy of those we serve:

- Personnel shall not use any personally owned devices to photograph, document, or record any emergency scene/incident while on-duty and in attendance as members of the Fire Department at those scenes. For the purposes of this policy, personally owned devices include but are not limited to: film cameras; digital cameras; video recording cameras and devices, cell phones, and cell phone cameras.
- Personnel may photograph, document, or record emergency scenes utilizing department-owned devices with proper authorization from the Fire Chief or Incident Commander of the scene. Any electronic media documenting the incident such as digital pictures, video, or other records of the incident that are collected by any member of the department in this manner are and shall remain property of the department.
- Such electronic media and/or other documentation shall be for internal, investigative, or training uses and shall not be transmitted by any means outside the department unless expressly authorized by the Fire Chief or their designee. The Fire Investigator is authorized to transmit this type of information outside the department in association with an ongoing fire investigation as may be necessary as part of the fire investigation process.
- Fire department operations allow us access to situations, investigations, and crime scenes from which the media and press may be excluded due to operational, safety, or investigative reasons. As such, electronic media,

information, and pictures gathered at emergency/incident scenes must be strictly controlled to be in accordance with HIPPA and other regulations so as not to jeopardize patient confidentiality; fire, accident, or crime scene investigations; or shine an unprofessional light on the department. Members who violate this policy will be subject to disciplinary action, up to and including suspension from the department

POLICY 8: Personal Appearance

The purpose of this guideline is to establish standards consistent with efficient department operations and with maintaining public confidence

1. Appearance

- Members are expected to maintain a professional appearance at any time they are representing the department. Including, but not limited to: emergency and routine calls, training sessions, public education and public relations events, etc.

2. Hair

- Facial hair is not allowed in the face piece seal area.
- Mustaches must not extend into to SCBA face piece seal area.

3. Jewelry

- Loose hanging from around neck or ears should not be worn.
- Wedding rings, posts in ears or nose are acceptable.

4. Hygiene

- Members must be clean and neat as possible
- Must use deodorant
- No excessive use of cologne or perfume.

5. Body markings

- Tattoos or other body markings which could be considered offensive or inappropriate must be covered while representing the department in any way.

6. Clothing

- Clothing (T-shirts, hats, etc.) which may be considered offensive to the public or other members shall not be worn while representing the department in any way

POLICY 9: Uniform

A dress uniform will be provided to firefighters at or near the end of their probationary period. The uniform will be work only when engaged in a department activity and will be maintained in a clean and neat condition. The uniform will remain property of the department and must be returned upon retirement, resignation, termination, or upon request.

Damaged, worn, or ill-fitting department-issued uniform items may be replaced at the discretion of the Fire Chief or designee. Laundering and care of the uniform is the responsibility of the firefighter.

1. The uniform issued will include:
 - A. Probationary Firefighter
 - T-shirt
 - Navy polo shirt
 - B. Firefighter/Captain
 - Navy blue short sleeve shirt
 - Navy blue long sleeve shirt
 - Navy blue dress slacks
 - Black belt
 - Clip-on Tie
 - Appropriate badge, name plate, and patches
 - C. Chief officer
 - White short sleeve shirt
 - White long sleeve shirt
 - Black dress slacks
 - Black belt
 - Clip-on tie
 - Appropriate badge, name plate, and patches
 - D. Chief Officer/Captain
 - High Viz and Tactical jacket
2. The above items are property of the Ham Lake Fire Department and need to be turned in at the end of your employment.
3. The following items to be worn with the uniform will be provided by the firefighter:
 - a. Black boots or shoes
 - b. Black socks
 - c. Appropriate undergarments
4. Patches, badges, and other adornments will be placed as follows:
 - a. Department patch, left sleeve
 - b. United States Flag patch, right sleeve
 - c. Badge, above left pocket in location provided
 - d. Name plate, centered and 1/8" above right pocket
 - e. Rank pins, left and right shirt collar points
 - f. Service pin, centered on right shirt pocket flap. Only a single service pin reflecting the highest years of service attained shall be worn.
 - g. No additional patches and pins shall be worn on the uniform.
5. Work shirts shall not be worn over the dress uniform. Only the navy jacket which may be obtained at the firefighter's cost may be worn in conjunction with the dress uniform.

POLICY 10: Personal Protective

The following items will be provided by the City of Ham Lake Fire Department for structural firefighting, Wildland fires, PI accidents and Medical Calls. All items will remain the property of the City of Ham Lake and must be returned at the end of your service.

1. Bunker Jacket
2. Bunker Pants
3. Suspenders
4. Boots
5. Nomex Hood
6. Structural Gloves
7. Helmet
8. MSA Face piece
9. Flashlight
10. Wildland PPE (if available)

POLICY 11: Officer Selection

Deputy Chief

Qualifications

Minimum: Six years good service time
Firefighter I & II Certification
Hazmat operations Certification
EMR Certification
Fire Officer 4 Certification or completed within first year of promotion.
Apparatus Operator Certification

Desirable: Has held rank of District Chief for at least two years

Selection Process

Written Test:	No minimum score necessary.
Oral Interview Panel:	Supervisory skills, ethics, integrity, etc.
Scenario:	Incident management

Selection Committee will be provided with the above information in a "blind" format. Other items that may be used for consideration include years of service, call percentages, drill/meeting attendance, other training and/or certifications, etc.

District Chief

Qualifications

Minimum: Five years good service time
Firefighter I & II Certification
Hazmat operations Certification
EMR Certification
Fire Officer 2, 3 Certification or completed within first year of promotion.
Apparatus Operator Certification

Desirable: Has held rank of Captain for at least two years

Selection Process

Written Test:	No minimum score necessary.
Oral Interview Panel:	Supervisory skills, ethics, integrity, etc.
Scenario:	Incident management

Selection Committee will be provided with the above information in a “blind” format. Other items that may be used for consideration include years of service, call percentages, drill/meeting attendance, other training and/or certifications, etc.

Captain

Qualifications

Minimum: Four years good service time with this department
Firefighter I & II Certification:
Hazmat operations Certification
EMR Certification
Apparatus Operator Certification

Desirable: Fire Officer I Certification: Must be completed within first year of Promotion.

Selection Process

Written Test:	No minimum score necessary.
Oral Interview Panel:	Supervisory skills, ethics, integrity, etc.
Scenario:	Incident management

Selection Committee will be provided with the above information in a “blind” format. Other items that may be used for consideration include years of service, call percentages, drill/meeting attendance, other training and/or certifications, etc. These policies will serve as a basis for the selection process. The process may be altered depending on factors such as number of applicants, experience of applicants, applicants currently holding open positions, etc. Officers currently holding a position as of 6/1/22 are grandfathered from having to meet qualifications. If an officer wants to change positions they will need to meet the standards of that position.

POLICY 12: Required Training

The following 11 Core Elements are requirements set by Minnesota OSHA standards. Twenty-four of continuing annual training is recommended in any of the following 11 Core Elements.

1. Safety and Protective Equipment
2. Chemistry of Fire and Fire Behavior
3. Self-contained Breathing Apparatus (SCBA)
4. Fire Streams
5. Hose
6. Pumping Fire Apparatus
7. Ladders
8. Rescue
9. Forcible Entry
10. Ventilation
11. Administrative/Command

POLICY 13: Responding to Callouts

All Firefighters responding to Ham Lake Fire call outs shall drive with caution and obey all traffic rules and regulations of the state of Minnesota.

All Firefighters shall report directly to their assigned station except officers when incident is in direct line to the station may go directly to scene.

Chief Officer can respond directly to the scene if call is within their district.

POLICY 14: Station Response to Calls

Calls weeknights and weekends need to follow the apparatus response guidelines posted at each station and attached at the end of this policy.

Calls during weekdays 5am to 5pm will be toned out as an all call. The district the call is in will be answered by that station only, exception is for PIs on busy streets ex: HWY 65, Constance Blvd, Lexington, Crosstown Blvd and Bunker Lake Blvd. The nearest station will send an engine routine for blocking.

<u>APPARATUS RESPONSE GUIDE</u> Call Category	Tone	Station 1 Response	Station 2 Response	Station 3 Response	Response Mode
BOMB THREAT	PRIMARY	Engine 1	Engine 2	Engine 3	Routine
BUSY	PRIMARY				
CO ALARM - no one ill	PRIMARY	Engine 1	Engine 2	Rescue 3	Routine
CO ALARM - persons are ill	PRIMARY	Rescue 1	Rescue 2	Rescue 3	Emergency
ELECTRICAL WIRES	PRIMARY	Engine 1	Engine 2	Engine 3	Routine
EXTRICATION	PRIMARY	Rescue 1 Engine 1	Rescue 2 Engine 2	Engine 3 Rescue 3	Emergency Routine
FIRE ALARM - no smoke	PRIMARY	Engine 1	Engine 2	Engine 3	Routine

FIRE ALARM - yes smoke	ALL STA	See Structure	See Structure	See Structure	Emergency
GAS ODOR INSIDE	PRIMARY	Engine 1	Engine 2	Engine 3	Emergency
GAS ODOR OUTSIDE	PRIMARY	Engine 1	Engine 2	Engine 3	Routine
GASOLINE SPILL	PRIMARY	Engine 1	Engine 2	Engine 3	Routine
GRASS FIRE	ALL STA	Grass 1 Tanker 3 Engine 1 Tanker 1 Rescue 1	Grass 2 Tanker 2 Engine 2 Rescue 2	Grass 3 Engine 3	Emergency Emergency Emergency Routine Routine
ILLEGAL BURN	PRIMARY	Grass 1	Grass 2	Grass 3	Routine
MEDICALS	PRIMARY	Rescue 1	Rescue 2	Rescue 3	Emergency
METH LABS...By Request	PRIMARY	As Requested	As Requested	As Requested	Routine
MUTUAL AID (other than auto aid)	ALL STA	As Requested	As Requested	As Requested	As Requested
PERSONAL INJURY CRASH	PRIMARY	Rescue 1 Engine 1	Rescue 2 Engine 2	Engine 3 Rescue 3	Emergency Routine
SMOKE OUTSIDE	PRIMARY	Engine 1	Engine 2	Engine 3	Routine
SMOKE INSIDE	ALL STA	See Structure	See Structure	See Structure	
STRUCTURE; Residential	ALL STA	Engine 1 Tanker 1 Aerial 1	Engine 2 Tanker 2 Rescue 2	Engine 3	Emergency Emergency Emergency
STRUCTURE; Commercial	ALL STA	Aerial 1 Engine 1 Tanker 1	Engine 2 Tanker 2 Rescue 2	Engine 3	Emergency Emergency Emergency
VEHICLE FIRE	PRIMARY	Rescue 1 Tanker 1	Engine 2 Tanker 2	Engine 3	Emergency Routine
WATER FLOW ALARM	PRIMARY	Engine 1 Tanker 1	Engine 2 Tanker 2	Engine 3	Routine Routine
WATER/ICE RESCUE	ALL STA	Boat Rescue 1	Rescue 2 Engine 2	Rescue 3	Emergency Emergency
DUMPSTER	PRIMARY	Engine 1 Tanker 1	Engine 2 Tanker 2	Engine 3	Emergency Routine
AUTOMATIC AID TO:	STATION 1 TO HANDLE WEEKDAYS AUTO AID				
EAST BETHEL/ALL CITIES NORTH	ALL STA		Engine 2		Emergency
COON LAKE BEACH	ALL STA			Engine 3	Emergency
ANDOVER/BLAINE/EAST BETHEL	ENGINE 1 AERIAL to EAST BETHEL ON COMMERCIAL				

POLICY 15: Workplace Safety

As per City of Ham Lake Employee Handbook Policy Section 15

POLICY 16: Code of Personal Conduct

As per City of Ham Lake Employee Handbook Policy Section 16

POLICY 17: Radio Usage

The Ham Lake fire Department will adopt the ACFPC administrative policy and operational guideline for Communications. See policy Supplemental

- **FCC Rules and Regulations.** *FCC Rules and Regulations "Part 90, Public Safety Radio Services" governs radio frequencies used in this communications system. The FCC authorizes all radio frequencies for the single purpose of conducting the official public safety business of the license, and any flagrant disregard of this FCC restriction can result in the revocation of the city or county's license to use the radio. Such action would seriously limit the effectiveness of the departments involved and have an adverse effect on its community. ALL USERS WILL COMPLY WITH FCC RULES AND REGULATIONS.*

POLICY 18: Station Maintenance Work Details

Maintenance is responsible for the smooth and efficient workings of the stations and equipment. The following policy is for maintenance that is to be performed by firefighters, Vendors and City Maintenance Dept. All projects should be approved by a chief officer in advance.

The following items are some examples of items to be handled by department personal whenever possible.

Minor Maintenance for firefighters

- Cleaning stations outside of monthly clean-up
- Changing spark plug in 2 and 4 cycle motors
- Changing Oil in 2 and 4 cycle motors
- Changing light bulbs in station, flood lights on trucks
- Basic truck maintenance switches, fill oil, washer fluid, check trans fluid, brakes on small trucks, change Batteries
- Maintain hoses, faucets, toilets, ice machine

Major Maintenance for Vendors, City Maintenance Dept.

- All electrical, heating, plumbing
- Annual truck maintenance checks, break downs of trucks
- Any repair on a truck that requires a certified person
- Major repairs of small engines
- Major building repairs

Standard Operating Guidelines of the Ham Lake Fire Department

SOG 1: ILLEGAL BURNS

The following guidelines are for use in situations involving illegal burning when a response is made by the Ham Lake Fire Department.

- **Minor violations**

- **No citation** – clearly indicate in the narrative that this was a minor violation, that a verbal warning was issued, and that it is deemed that no further action (citation or criminal complaint) is warranted.
- **Citation issued** - when a citation is issued on the scene reference:
Ham Lake City Code
8 - 820 – Open Burning Prohibited
Open burning is prohibited in the City of Ham Lake
You must indicate in the narrative that a citation was issued!

- **Violations - other than minor violations**

No citation should be issued by Sherriff's Deputies. Ask the Deputy to have a copy of their report forwarded to the Fire Chief. The reports (HLFD and ACSO) will be forwarded to the City Attorney for action.

- Write a detailed report and narrative that describes at a minimum: the correct address; name, date of birth, and contact information for the persons involved; a description of the situation observed; actions taken by fire department personnel; and any other pertinent information.
- Photographs are helpful whenever possible. If photos are taken, their location must be noted on the report. (Such as, "Photos were taken with the camera on Grass 1.") This will allow us to locate the photos and attach them to the report.

SOG 2: SIZE UP

Initial report

- Type of structure/construction.
- Building size (small, medium, large) and height (number of stories).
- Type of occupancy. (Status, if known.)
- Fire/smoke conditions (i.e. nothing showing, light or heavy smoke showing, fire showing, working fire, fully involved)
- Unit number and designation of command.
- Actions being taken and/or firefighting mode. (Offensive or defensive)

Size-up

- Size-up begins with the initial dispatch.
- All firefighters are conducting their own size up while responding and on the scene.
- Size-up by the IC is ongoing until the incident is under control.
- The initial plan may change based on this ongoing size-up.

Scene Size-up

Fire extent/location

- Where is the fire located and where is it headed?
- How much of the structure is involved?
- What is burning? (Fire load/contents?)

Fire effect on structure and construction type

- What are the structural conditions?
- Are lightweight construction materials a concern?

Occupants/rescue

- Is the building occupied?
- Is there anyone alive to save?

Savable property

- Is there any property left to save?

Entry and tenability

- Can firefighters safely enter the building and stay in?

Ventilation profile

- Can ventilation operations be conducted? Safely?

Resources

- Are there sufficient resources available for the planned attack? (Firefighters, fire apparatus and equipment, water, etc.)

SOG 3: BUILDING WITH SPRINKLERS

Scope

This standard regulates emergency operations in buildings equipped with automatic fire sprinkler systems.

- Establishes guidelines for emergency operations in buildings equipped with automatic fire sprinkler systems.
- Ensures that automatic fire sprinkler systems are properly supported so that they perform as designed.
- Ensures that activated automatic fire sprinkler systems are restored to service properly.

General

The Ham Lake Fire Department will monitor and support automatic fire sprinkler systems; if necessary, will supplement the system.

Operations

A. System Support

- The second-due engine company should set-up at the FDC. The officer of this engine should proceed to the fire pump control room and monitor the system for proper operation.
- This engine is dedicated to the sprinkler system and shall not be used for any other activity.
- Set-up should include a parallel connection of 2 1/2 lines, drop tank – filled and engine ready to pump.
- Pump Pressure: supply system at 150 psi at the building connection point unless otherwise directed. (sign at FDC)

B. System Restoration

- The system should not be shut down until the fire is extinguished, and then only by order of the incident commander. The system should be shut off by closing the system valve for the area of the fire. The member shutting off the system shall remain at the control valve until relieved by the incident commander.
- The Ham Lake Fire department will not fix or replace any sprinkler heads.
- Before leaving the scene, ensure the system is back in operation.
- If not able to put system in proper operating conditions before leaving a business that is occupied, you must put someone from the business on Fire Watch.
- Must document name and phone number of person on Fire Watch.
- Fire inspector does a follow up visit to ensure that the water storage tank has been refilled.

SOG 4: APPARATUS FAMILIARIZATION

The following are guidelines for familiarization, training, and use of new apparatus. It is hoped that they will help ensure all personnel become fully trained and familiar with the apparatus in a safe manner.

- Two fire department personnel must be in attendance when driving and/or operating the apparatus for familiarization and training purposes.
- If one is available, an officer in attendance is preferred, but not mandatory for a regular member.
- Probationary firefighter must have an officer in attendance when training on or operating apparatus.
- A spotter will be used at all times when backing up the apparatus, and in all other situations where it is beneficial.
- All persons operating the apparatus will fill out the logbook completely, including name, date, time, ending mileage, etc.

- Note and record in the logbook or on another sheet of paper any questions or concerns to be addressed, and place in logbook.
- Do a walk around the apparatus before beginning any operation or procedure to check for existing damage, and if found, report it.
- Any damage or suspected damage to the apparatus and/or other equipment, building, vehicle, or any other property is to be reported to the Fire Chief immediately.

SOG 5: APPARATUS OPERATION

1. Department emergency response SOGs should include following guidelines:
 - Knowing maximum apparatus speed during response
 - Approaching and entering intersections safely
 - Crossing railroad grade crossings safely
 - Operating in school zones or passing school buses properly
 - Using audible and visual warning devices properly
 - Providing right-of-way for other responding apparatus appropriately
 - If situation occurs that requires rearward movement of vehicle, then one firefighter with portable radios should be assigned to direct driver/operator
 - Knowing policies include safe driving practices, adhering to all local and state traffic laws, and defensive driving techniques
 - Being familiar with issues such as correct rearward movement of the apparatus, correct parking techniques, and unsafe practices such as standing while the apparatus is in motion
 - In event that a department apparatus is involved in a collision, operator must be familiar with protocol for reporting such an event.
2. Apparatus is under the care and control of operator, who is ultimately responsible for its operation.
3. Scene Placement Guidelines:
 - Company officers and apparatus operators must be trained in general guidelines for safe and effective apparatus placement
 - Placement guidelines may be in department's standard operating procedures manual or in incident management plan
 - Proper positioning of apparatus provides a safety barrier that protects scene, victims, and emergency personnel
 - When positioning apparatus, operators must allow for adequate parking of additional fire department apparatus
 - Where possible, operators should position apparatus at a 45-degree angle into curb
 - At intersections or where incident may be near the middle of street, two or more sides of incident may need to be protected
 - During pump operation, pump panel should be positioned at curbside if possible
 - When laying hose and positioning at a water source, operator must take necessary steps to warn motorists of these operations
 - For safety considerations, operator must not position apparatus under overhead power lines, too close to a potential structural collapse/fire spread, or in access

or egress path of other apparatus

- Operator should chock apparatus wheels when vehicle is parked at incident scene
- Operator must ensure that all persons on apparatus are seated and belted
- Visual warning devices must be turned off while returning to quarters

4. Good driving practices

- Remember that speed is less important than arriving safely at the destination
- Slow down for intersections and stop when faced with a red light or stop sign; anticipate the worst possible situation
- Drive defensively and be aware of everything that is happening or likely to happen 360 degrees around the apparatus
- Expect that some motorists and pedestrians will neither hear nor see the apparatus warning devices
- Be aware of the route's general road and traffic conditions and adjust this expectation with the season, weather, day of the week, and time of day
- Remember that icy, wet, or snow-packed roads increase braking distance
- Do not grind the gears on manual transmission vehicles
- Do not use the clutch pedal as a footrest
- Do not exceed 10 mph when leaving the station
- Do not race the engine when the apparatus is standing still as it is unnecessary and abuses the engine
- Always use low gear when starting from a standstill because using second or third gear and slipping the clutch damages the clutch and causes unnecessary, rapid wear
- Keep the apparatus under control at all times
- Take nothing for granted

5. Care and maintenance

- All department vehicles shall be kept clean, both interior and exterior.
- All department apparatus must have a minimum of $\frac{3}{4}$ tank of fuel when returned to service.
- A vehicle needing repair shall be reported to an officer.
- If the repair will be taken care of by department personnel, they must be advised.
- If the repair will not be handled by department personnel, the Fire Chief must be notified to coordinate the repair.
- Any vehicle found to be in an unsafe or inoperable condition shall be taken out of service and reported to an officer. Appropriate steps to ensure the vehicle is not used until repaired will be taken.
- Any damage to a department vehicle must be reported to an officer immediately and reported to the Fire Chief as soon as practical.

6. Drivers of Department Vehicles

- The driver is responsible for the safe operation of the vehicle under ALL conditions.
- The officer (or other front, right seat occupant) shares the responsibility for safe operation of the vehicle and the actions of the driver.
- All occupants must avoid distracting the driver and officer whenever the vehicle is in operation.

- The driver shall not move the vehicle until all occupants are seated and with seat belts fastened.
- The driver shall chock tires when not in driver's seat.
- The driver will ensure that the vehicle inspection checklist (including SCBA) is completed upon returning from a call.

7. Vehicle Operation

- Drivers shall always operate department vehicles in a professional and courteous manner.
- A defensive driving attitude and defensive driving practices will be used when operating department vehicles.

8. Emergency Response

- Emergency response is authorized for properly equipped vehicles responding to emergency incidents.
- Emergency response requires the activation of the vehicles visible and audible warning equipment.
- Vehicles responding emergency should be operated at or below the posted speed limit, depending on conditions.

9. Vehicle occupant safety

- Seatbelts
- All occupants shall be in a seated position with seat belts in place whenever the vehicle is in motion, or while parked at a roadway incident.

10. Backing up department vehicles

- Backing up department vehicles should be avoided whenever possible.
- A spotter will be utilized while backing up department apparatus, including when vehicles are being backed into the fire station.
- The driver must maintain constant visual contact with the spotter. If visual contact is lost the driver must stop immediately.
- If the driver is alone, prior to backing up, the driver shall walk completely around the vehicle to ensure there are no hazards present.

For vehicles equipped/supplied with wheel chocks they shall be deployed whenever the vehicle is parked outside of the fire station.

Department vehicles are intended for use in performing official duties. Department vehicles will not be operated for personal/private use unless prior authorization is received.

SOG 6: DRIVING SCHEDULE

Driving is an accomplishment that you need to work up to. To ensure everyone's safety the following guidelines will be adhered to. Upon recommendation of station chief, the final decision on who can drive will come from the Fire chief or Deputy chief. Not all firefighters will be allowed to drive.

1. Must be off probation and have 6 months of firefighter/medical service time in.
 - a. As per policy
 - b. Service time will start when you become responsible to respond to calls.
2. Must have attended and passed an FAO class to operate Engines, tankers and aerial.
3. Know the function of each piece of equipment on a truck and know the proper way to use it.
4. There will be a progression in operating of emergency vehicles
 - a. First 6 months will be limited to grass and rescue trucks
 - b. Then move into Tanker operation 6 months
 - c. Next Engines operation 6 months
 - d. Lastly Aerial operation 6 months

Grass or Rescue Truck

1. Practice driving grass and rescue trucks in turn out gear.
2. Practice driving grass and rescue trucks must be with an officer or senior (10+ years) firefighter
3. Demonstrate pumping on grass and rescue trucks.
4. Demonstrate confidence, calmness behind the wheel.
5. You will be able or cleared to drive once the Chief and Deputy Chief determine that you are "competent and calm and do not exude any over-confidence or exuberance"
6. After approval given to respond in these trucks must wait up to 6 months before moving on to larger trucks.

Tanker, Engine or Aerial

1. Must have completed FAO class.
2. Practice driving with an officer or senior (10+ years) firefighter in turn out gear.
3. Drive to drills with an officers or senior firefighter in turn out gear.
4. Must pass prophecy test (see test attachment)
5. Demonstrate confidence, calmness behind wheel.
6. You will be able or cleared to drive once the Chief and Deputy Chief determine that you are "competent and calm and do not exude any over-confidence or exuberance."

Chief will have discretion on any changes

Prophecy Test Attachment

Demonstrate with proficiency the following
for Engine and Tanker Operation

	Engine	Tanker
Forward driving on side streets using turn signals	_____	_____
Forward driving at highway speeds, changing lanes using turn signals	_____	_____
Backing on curve for 100ft with spotter	_____	_____
Backing into station stall	_____	_____
How to operate wipers, horn and hazards, Lights	_____	_____
Start on board Generator	_____	_____
Start scene lights	_____	_____
Engage pump, flow water, and start draft	_____	_____
Demonstrate "Jet Siphoning"	_____	
Demonstrate dumping water in and out of Cab		_____
Demonstrate filling		_____

Engine - Find items in two minutes

10 Items chosen by Officer

Tanker - Find In 60 seconds

5 Items chosen by officer

Station Chief/Date

Driver/Date

SOG 7: APPARATUS TO DRILL

To detail department policy regarding apparatus and firefighters from Station 2 or 3 responding to Station 1 for drills.

Definition: For this policy, the word “drill” shall include training, drills, meetings, in-service, etc.; which are typically held Monday evenings, and Tuesday mornings.

- Apparatus from Station 2 or 3 will be brought to Station 1 for all drills, during the months April - November.
- No apparatus will be brought to drills during the months of December – March unless request prior to drill.
- During these months any single station call, when possible, should be answered by the district the call is in using apparatus from station 1.
- Credit will be given to the district the call is in and any firefighter that responded to it.
- The priority order of apparatus brought to Station 1 under this policy is as follows:
 - First: Rescue (Crew of 3 or 4)
 - Second: Engine (Crew of 2 to 6)
 - Third: Tanker (Crew of 1 or 2)
 - Fourth: Grass (Crew of 1 or 2) (Grass may be moved up to third if conditions are favorable for grass/wildland fires.)
- Rescue 2 and Engine 3 will always be brought to Station 1 for drills.
- Firefighters from Station 2 or 3 are expected to ride the apparatus to drill.
- Firefighters will bring their Personal Protective Equipment to drill.
- There may be times when all firefighters are requested to be at Station 1 on a clean-up night/day. Apparatus is to be brought to Station 1 on those occasions as they would on any other drill night/day.
- For drills at other locations, this policy will pertain to apparatus and firefighters from all stations.
- Whenever possible, apparatus and firefighters from Station 2 and 3 should be released from drill to allow the time necessary for cleaning of the apparatus brought to drill.

SOG 8: RESCUE BOAT OPERATIONS

Boat: Zodiac Cadet 340, solid floor

- The most important issue is maintaining pressure in the tubes. The pressure will fluctuate with the temperature. If you store the boat in a heated area, the pressure will drop a lot if brought out into the winter air. The boat performs much better with correct pressure
- There are two types of valves in the boat. The buoyancy tubes have the semi-recessed valves. Twist off the cap. Insert the hose with the large adaptor attached and twist to tighten the taper fit. Then pump as needed. Re-install cap. Do not over tighten this cap- its primary use is not holding air. The keel has the old-style valve with separate cap and valve. Remove the cap. It is normal to hear hissing with the cap removed. Insert the small tip of the hose into the valve and inflate until the floorboard starts to bow upwards a bit. Re-install cap. If this cap is not on tight the keel will leak, so make sure the cap along with the valve underneath it are tight.
- The oars can be released by pushing the button on the oarlock. The oarlock has a tightening ring to allow for adjustment of oar length. When stowing the oar, loosen the ring to allow oars to slide.

Trailer: Shore lander B-10 with double bunks

- Make sure the tie downs at the transom pull the transom tight against the center bunks to support the transom with the motor.
- The harness in the front of the boat is for loading the boat on the trailer. Most of the time you will just pull the boat onto the trailer.

Outboard motor: Mercury 8 hp 4 stroke

- Please review the owner's manual, especially the sections on starting, engine break-in and tilting the motor.
- The engine runs on regular non - oxy fuel only. Please use fuel conditioner all of the time. Forever. The 4-stroke engine has very small precise jet s in the carburetor and is quite sensitive to fuel quality and age. Fuel conditioner solves nearly all problems with this.
- Starting directions are on the hood and are quite clear. And they are accurate. Engine must be in neutral to start. Cold: Two primes on the engine primer and pull out the choke. Should start right away. After running for a bit, push the choke back in. If engine starts to die pull it back out to keep it running until it warms up more. You will notice that the choke also increases engine speed, so you will want to wait until the choke is pushed back in before shifting. Shifting is easy with the shift in the handle feature.
- The "throttle only" button on the engine is used to disconnect the shift in the handle feature. If you tried to start engine with the safety tether in the off position, you could flood the engine if you over primed the engine. Since it would be hard to clear out the engine with the throttle in the closed position, this button allows you to open the throttle to start the engine if flooded. When engine starts and throttle returned to idle, the button will automatically re-engage.

- Steering friction is the lever in the front of the engine beneath the carry handle. Use it to adjust steering tension
- Knob on steering handle is for throttle friction- you probably will adjust this once.
- When installing the tether cord, be sure to insert the loop of the tether and push the toggle switch up.

SOG 9: AERIAL PLATFORM

The aerial operation consists of specific duties to be performed by the following personnel: Driver, Captain, and Ladder men.

- All are responsible for the safety during aerial operations.
- Upon arrival onto the scene place the truck in the most level and safe area as directed by command.
- The trucks crew is to assist in the final placement of the truck, i.e. truck spotting, backing, and maneuvering. After the truck is positioned, the driver switches the PTO on and chocks one of the front wheels. The ladder persons set the jack plates as needed. The driver and one of the ladder persons can then set the jacks and level the truck. They will then pin each jack for safety.
- If a bucket person are required, they will first put on harness then climb onto the truck and walk down the ladder to the bucket, Captain and one ladder person. The driver will take position at the turntable control and act as monitor. As the bucket person are getting into position the driver will turn on both air supply tanks.
- On bucket operations, the driver will switch power over to the bucket and remain at the turntable control panel while the aerial is in operation. They are responsible for the safety of the crew in the bucket. He must be ready to take control of the bucket in unsafe or hazardous conditions at any time during the operations.
- The driver will have a radio for emergency use; it should be in the scan mode so they can monitor fire ground operations. The driver will communicate with the crew in the bucket via the intercom system.
- If the aerial stream is used, the driver is responsible for assuring that the waterway is fully drained and clear of any contaminants that might damage the seals.
- The driver is responsible for the final placement of the ladder in its bed.
- The driver and ladder men will then stow the jacks and return the truck to road readiness condition.
- The ladder person will stow the jack plates and any other equipment that has been removed during the operations.
- When the bucket is unmanned, the driver will operate the controls from the turntable as directed by the captain.

General Safety

- All personnel are responsible for observation of any power lines. Extreme care must be used when power lines are present. The aerial device cannot be operated within 20 feet of a power line.
- The truck is not to conduct aerial operations whenever lightning may occur and/or wind speeds exceed 35 MPH.

- A minimum of two (2) people is required for aerial operations whether the bucket is manned or not.
- Personnel are prohibited from climbing the ladder or attempting to access the turntable when the ladder is being raised or the turntable is in motion.
- Care must be taken to assure the safe load is never exceeded. (see chart)
- Only authorized, trained personnel shall operate any part of the platform or aerial ladder functions.
- Safety belts must be worn whenever in the bucket.
- SCBA must be worn when in the bucket in a hazardous situation. The pre-piped air shall be used.

Air supply bottles shall be maintained full. When used, the valve of both bottles shall be fully opened

SOG 10: SCBA CARE AND MAINTENANCE

PURPOSE:

The following guidelines will help ensure the fire department's SCBA equipment is properly maintained and fully operational at all times.

All personnel are responsible for inspecting their assigned SCBA face piece before and after each use, and at least Weekly.

- Individual face pieces will be cleaned and disinfected after each use.
- SCBA units shall be cleaned and inspected after each use.
- The weekly inspection will include check for physical damage, check for broken parts, check air pressure in bottle.
- All SCBA units and spare SCBA cylinders will be inspected and checked for proper operation at clean up drills every month.
- All SCBA units on any apparatus involved in a response will be inspected after the call, and the inspection documented by initialing the post-incident truck checklist.
- The chief(s) and captain(s) are responsible for ensuring that the monthly and post-incident SCBA inspections are properly completed and documented.
- Weekly operational checks of SCBA units will include, at a minimum:
 - Clean SCBA unit and/or cylinder, if necessary
 - Inspect cylinder and harness for damage, missing parts, check O-rings, chrome adapter hand tight, etc.
 - Cylinder pressure should be at 4500 psi; **refill if lower than 4200 psi**

Monthly operational check of SCBA

- Low air alarm – test SCBA low air alarm
- PASS device – test function and reset
- Check to see that air pressure on PASS matches cylinder gauge
- Check operation of regulator bypass valve
- Check chrome adapter is hand tight
- Check all supply lines ensure they are not cracked or leaking
- The battery on all SCBA units will be changed if they are found to be low on charge, or dead.

- All spare SCBA cylinders will be checked monthly for cleanliness, damage, and pressure (minimum 4200 psi).
- The persons performing the SCBA inspections and tests will accurately complete the Monthly Inspection Record in First Due.
- If an SCBA needs repair, or is not operating properly, notify an officer at the station. If the unit cannot be restored to proper operation at that time, the unit will be tagged out of service and a note attached indicating the problem(s) with the unit.
- The Fire Chief will be informed ASAP in writing and/or via email if SCBA units are taken out of service and will not be repaired by fire department personnel.
- All SCBA units used at a fire or other incident will be cleaned, inspected, filled, and checked for proper operation prior to being placed back into service.
- All personnel will perform a visual and operational inspection of the face piece assigned to them at clean up drills every month.
- The fire department will coordinate the annual testing of SCBA units and of individual face pieces.
- The fire department will coordinate the periodic testing of SCBA and cascade air cylinders.
- The fire department will coordinate the required maintenance and testing of the breathing air compressors and fill stations.

SOG 11: SCBA USE AND AIR MANAGEMENT

Use

All department personnel shall make use of the SCBA equipment provided whenever entering an area and/or performing activities with a potential or known hazardous atmosphere. Including, but not limited to:

- Confined space areas
- Oxygen deficient atmospheres
- Contaminated (and suspected) atmospheres
- Interior firefighting (and related) activities
- **SCBA** the area will potentially become contaminated.

SCBA shall not be removed until:

- You are no longer operating in the hazard area, or
- Atmospheric monitoring has confirmed that:
- Oxygen levels are above 19.5%, and
- Carbon monoxide levels are below 25ppm,
- Flammable vapors are not detected,
- No other hazardous substances are believed to be present.

Air Management

When SCBA is in use in hazardous atmosphere you and the rest of your crew must exit when the Low Air Alarm goes off.

SOG 12: MUTUAL AID RESPONSE

The following guidelines are for responses to mutual aid and automatic aid requests received by the Ham Lake Fire Department.

- Closest station to city requesting mutual aid will respond (Daytime 5am to 5 pm, all mutual aid requests will be from Station 1)
- An engine will respond with a minimum of 4 crew members.
- Tanker 1 or 2 crew members
- Grass 2 crew members
- Rescue 2 to 4 crew members
- Specialized equipment or request crew as needed
- Chief or DO response to MA
- Standby crew need to wait 30 minutes after arrival of responding crew to ensure no other equipment is needed before they can clear station.
- Any personnel arriving after the first 30 minutes will not receive credit
- Clean up after call, if help is needed page out station standby crew to return (This will not count as an additional call or pay)
- Routine response to mutual aid stations, emergency response to mutual aid scene.
- All personnel must stay with their assigned truck unless released by truck officer or chief officer.
- Maximum 1 hour pay for mutual aid if on standby.

SOG 13: FITNESS ROOM

This policy will govern the use of the fitness equipment at Fire Station #1.

- The following are persons who will be allowed to use the equipment:
 - Firefighters
 - Employees of the City of Ham Lake
 - Immediate family members of the Ham Lake Fire Department who are 16 years old, or older
 - Persons designated by the Fire Chief
- Beverages are allowed to be consumed when using equipment. Food is not allowed
- Hours of use
 - Available 24 hours a day
- Clean up after yourself
 - Use wipes to wipe down equipment and mats
 - Put use towels in dirty towel bin
 - Return equipment to its original spot
 - Turn off fans, TV and lights when done

- Tag / Report damaged or malfunctioning equipment to the Fire Chief ASAP
- Waiver of liability for use may be required

SOG 14: PPE CLOTHING

Turn-Out Gear Dress Code

- Each firefighter will wear the complete turn-out gear issued by the Fire Department when engaged in any emergency necessitating its use. Officers may give permission to alter or downgrade turn-out gear use at any time as conditions may dictate. Safety Vests must be worn on all City street, county road and state highway incidents.
- Fire department issued turnout gear shall include:
 - a Turnout Coat
 - Turnout Pants
 - Wildland Clothing
 - Boots
 - Nomax Hood
 - Gloves
 - Helmet
 - SCBA Mask
 - Safety Vests
- Each firefighter is responsible for all fire department issued turnout gear shall be maintained in first class condition. This shall include cleaning and general maintenance. Firefighters must notify their Fire Officers if any repair is needed on any turn out gear.
- All fire department issued turnout gear shall be for authorized fire department use only.
- All Firefighters should be washing their gear after any type of fire or a minimum of once a month.
- All Fire Fighters are required to perform monthly inspections of Turnout Gear and record their findings on the Fire Department supplied form.

Medical Call Response Dress Code

- All firefighters shall wear Turnout Gear or appropriate attire to identify them on all rescue/medical calls. Firefighters are to appear as neat as possible to the public and to wear appropriate attire for identification of Fire personnel. No shorts, open toe shoes are allowed or offensive clothing.

Wildland Fire Response Dress Code

- All firefighters shall wear the Fire Department Wildland Gear, gloves and helmet or turn- out gear on all Wildland calls. No shorts or open toe shoes are allowed.
- If responding to a wildland fire in an Engine or Tanker and you are wearing your wildland gear you will also need to bring turnout gear with you.

SOG 15: EQUIPMENT

- No firefighter shall remove any equipment from trucks or department for personal use outside of fire department.
- Two-cycle equipment - should use canned mixed gas 50:1
- Four cycle equipment – should use only non-oxy gas
- Any damaged, not working properly or worn-out equipment must be tagged out of service with reason, date and name of person putting tag on it.
- Fire Chief must be notified by text or email of all damaged tagged equipment.
- Departments hand tools for personal use is allowed while in use at a station. All tools must be put back in same condition and where taken found.

SOG 16: TABLETS

Station tablets are for Fire department use only and should be used for recording the following items.

- Record weekly and monthly SCBA checks
- Record monthly truck checks
- Record any truck item that's needs repair
- Incident report
- No added programs or use other than what is preloaded on them.
- No personal use

Truck Tablets are for Fire department use only

SOG 17: HAZARDOUS MATERIALS INCIDENT

Definition and Primary Responsibility

- A hazardous materials incident is defined as an incident involving the release of potentially hazardous substances to the environment or a material which has escaped from its container and has the potential to harm people, property and/or the environment.
- The initial response to all incidents is at an Operational Level Response Team.
- The Department is responsible for isolating the hazardous area and confining the release and material identification.

General Information

- All responses follow standard operating procedures which include, but are not limited to: Respiratory Protection, Protective Clothing, Incident Command, and Response Guidelines.
- Mutual Aid is especially important during all incidents.
- All personnel and apparatus responding to the incident must not approach the scene but maintain a safety perimeter upwind and uphill so that any release does not create the potential for injury, death, or unnecessary damage. Only when the hazard has been identified and the potential for danger has been defined shall the Incident Commander initiate the proper approach. The Incident Commander applies this rule to all police, fire, ambulance and other responders.
- A command post is established at all incidents.
- A Safety Officer is designated who is knowledgeable in hazardous substance handling procedures. The Safety Officer identifies and evaluates hazards and maintains the safety of operations.
- Incident Command establishes safety zones for all response activities. Interior safety zones are established for various levels of activity as determined by the type of safety equipment required to operate in that zone.
- Initial identification is made from the most remote position available using driver information, binoculars and/or container markings. Upon identifying the material, the DOT Emergency Response Guidebook is be used in the initial response.
- The incident site security and control is accomplished by the appropriate safety providers.
- At all incidents, an evacuation plan is established with priority zones. Evacuation routes are determined, and the predicted sequence of events established.
- The number of personnel in the hazardous zones is limited to those actively performing emergency operations. Operations in the hazardous zones are performed using the accountability system. (See Section 6.9 Accountability System.)
- Incident Command reviews all known information with the personnel assigned to the hazard zones. This information consists of all chemical, physical and toxicological properties of the materials in concern.
- Emergency medical personnel (paramedic ambulance) are present during all Hazardous Materials Incident.

- A determination of all governmental agencies which must and/or need to be notified is made.
- All personnel and equipment in contact with the hazardous material are decontaminated according to the procedures specifically for the material and the incident.
- All response personnel critique all incidents as soon as practical after the conclusion of each incident.
- Training/Maintenance is given to all department firefighters for response to hazardous materials incidents.

Immediate Actions for Incidents

- Determine wind direction and weather conditions.
- Approach cautiously, upwind
- Consider the best approach to the scene.
- Establish Incident Command
- Identify the product and any immediate hazards.
- Secure the scene.
- Establish hot, warm and cold zones.
- Establish a staging area.
- Consider life safety concerns such as fire, explosion, toxicity, reactivity, etc.
- Perform air monitoring.
- Decide site entry points to cold, warm and hot zones.

Required Incident Notification

Local Notification

- Ham Lake City Administrator/Mayor.
- Ham Lake Public Works Department.
- Hospitals/Clinics.
- Anoka County (Sheriff's Dispatch).
- Anoka County Emergency Management Coordinator.
- CAT Team

State Notification

- State Duty Officer. Note: The State Duty Officer must be notified as soon as possible of each and every spill, regardless of its size. Failure to notify is a violation of state law.
- Minnesota Pollution Control Agency (MPCA).
- Department of Natural Resources (DNR)
- Department of Agriculture. Note: The Agronomy Services Division must be notified whenever the substances released is a pesticide, herbicide, rodenticide, insecticide or fungicide (or a mixture of substances, such as a fertilizer formulation, which contains a pesticide).
- Department of Public Safety.

- Metropolitan Waste Control. Note: The Metropolitan Waste Control should be notified of any hazardous substance spilled into the sanitary sewer system which could affect the performance of treatment plants

Identification of Responsible Parties

- Obtain information on the party or person causing the release: name, title, address, phone number, fax number, method of identification, etc.
- Obtain information on the establishment or company responsible: name, address, contact person, phone number, fax number, insurance information, etc.
- Obtain vehicle identification: make, model, license plate number, VIN number, description, color, etc.

Identification of Substance

- Obtain container information: labels, documents, placards, etc.
- Obtain statements from persons familiar with the substance released.
- Review Safety Data Sheets (SDS).
- Call the emergency number listed on the shipping papers.

SOG 18: RAPID INTERVENTION TEAM (RIT)

I. Guideline

The safety and survival of lost and/or trapped firefighters is enhanced by the formation of a team of properly equipped, rested, and readily available firefighters able to provide a rapid response to life-threatening emergencies on the incident scene. Therefore, it is a guideline of the Department to implement a Rapid Intervention Team (RIT) when appropriate.

II. Procedure Personnel

When a RIT is called for, the personnel will come from the On-Deck area and will consist of a minimum of three (3) firefighters. A minimum of one (1) RIT Group Supervisor to provide direction, coordination and control of the assigned team.

Equipment

The department RIT Bag shall contain the following:

1. Self-Contained Breathing Apparatus (SCBA) with a 30-minute cylinder and a RIC fitting
2. SCBA face piece
3. Wire cable cutters
4. Rope (life safety). Minimum of 50'
5. Two (2) carabineers
6. SCBA Rescue Hose
7. Flashlight

A tool staging area may be established to provide a ready source of additional equipment. Tool staging may include:

Full complement of Personal Protective Equipment (PPE) with SCBA. Other initial equipment may include:

1. Rit Bag
2. Thermal Imaging Camera (TIC)
3. Saws
4. Roof ladder
5. Medical bag / AED / O2
6. Hand tools
7. SCBA bottles
8. Tarp
9. 6' pike pole
10. Set of "irons"
11. Hand Light(s)
12. Portable Radio(s)

The equipment staged for the RIT team shall not be taken by non-members of the RIT team for structural firefighting. Apparatus compartments containing the RIT Bag shall be identified with the letter "R".

Responsibilities

Whenever the RIT Bag has been set out in its staging location, the bag shall be made ready by turning on the SCBA tank and checking that it is functioning. Any crew designated as RIT shall be in a ready state to immediately deploy for rapid intervention assignments. In this role, this crew shall:

1. Become familiar with the available RIT bag(s).
2. Observe access and egress points.
3. Become familiar with the layout of the structure.
4. Monitor communications.
5. When possible, Company Officer should do a 360.

Resources

To achieve adequate resources for suppression and RIT activities, the IC may increase the alarm assignments. A RIT assignment may also be requested for emergency incidents other than a structure fire that may involve a high risk to firefighters.

Management and Communications

RIT assignment is assumed and incorporated into the On-Deck resource management system. Once a RIT is deployed:

1. It shall operate as a unit at all times. Crew integrity shall be maintained.
2. The RIT capabilities shall be maintained. Do not assign fireground duties to firefighters specifically assigned to the RIT function.

In the event of a fireground emergency requiring a RIT deployment, the IC should consider the following:

1. Request that the communications center clear the frequencies for "emergency traffic" and have the Mayday tone activated.
2. Have all companies maintain radio discipline.
3. The RIT Group Supervisor shall manage and coordinate the response and the rescue and recovery of the downed firefighter. The RIT Group Supervisor shall coordinate team relief through the IC or On Deck Division as necessary. Both mental and physical readiness must be considered when scheduling RIT relief.

When the on-scene RIT is deployed, all attempts should be made to ensure enough resources are On Deck. The RIT function will continue until the IC determines that the RIT is no longer needed.

RIT Safety

The RIT and/or the RIT Group Supervisor shall be authorized and prepared to abort or back the RIT out of any situation if the mission becomes unachievable or too unsafe. While the RIT is in service, the RIT Group Supervisor shall be responsible for monitoring the length of time the RIT is in the hazard area.

- Personnel accountability shall be maintained by the Accountability Officer

SOG 19: MAYDAY CALLS

- It is essential that all personnel stay with their assigned crew at all times. While operating on an incident, if at any time firefighters feel they are lost, trapped, or in need of rescue, they shall verbalize a Mayday over the radio to Incident Command (IC) and activate their pass device. They shall transmit a Mayday followed by their location, function, and reason for the Mayday. Example:

“Mayday, Mayday, Mayday! This is basement fire attack. We are trapped in the basement on the Charlie side.”

- In the event that IC does not reply, the firefighter shall stay on the fire ground channel and verbalize a Mayday again until IC or Dispatch acknowledges the Mayday.
- In the event that neither IC nor Dispatch acknowledges the Mayday, anyone monitoring the radio traffic will notify IC until it is acknowledged.
- IC and the Mayday caller will receive priority radio traffic. IC may assign all non- Mayday operations to a separate fire ground channel with a separate Operations Group, allowing the IC to focus on the Mayday.
- IC should maintain communications with the Mayday caller to obtain further information on location, injuries, reason for the Mayday, and the number of firefighters needing rescue.
- A Rapid Intervention Team (RIT) shall be immediately assigned to the rescue operation from On-Deck. The RIT team will call for any additional resources they need based on the conditions they encounter – see SOG 17 Rapid Intervention Team.

Meeting Date: April 7, 2025

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Mike Raczkowski, Fire Chief

Item/Title/Subject: New Firefighter Candidate

Introduction/Discussion:

Deputy Jerry Gilmer and I interviewed Richard Longnecker Jr. last week; he is currently a firefighter for New Brighton and would like to extend an offer to be a probationary firefighter for the City of Ham Lake. He is a local businessman who is in the process of building a home in Ham Lake. The Fire Chief at the New Brighton Fire Department highly recommend him, and he will be a great asset to our department. He has all the required training and can immediately step into a firefighter role.

Recommendation:

Approval of extending a Probationary offer to Richard Longnecker Jr. for a paid-on-call firefighter position.

CITY OF HAM LAKE
PARK COMMITTEE NOTES
March 18, 2025

The Park Committee met on Wednesday, March 18, 2025 at 8:30 a.m. Present were Mayor Brian Kirkham; Councilmember Andrew Hallberg; City Engineer, Dave Krugler; City Administrator, Denise Webster; Finance Director, Andrea Murff; Public Works Superintendent, John Witkowski; Public Works Supervisor, Jim Kappelhoff; and Administrative Assistant, Nicole Wheeler.

1. Hidden Forest East Park

Item #1
Public Works Superintendent Witkowski stated the playground equipment for this park is larger than anything Public Works has previously installed and will take more man hours. **It was the consensus of the Park Committee to recommend to the City Council to approve the installation for the playground equipment at Hidden Forest East Park in the amount of \$49,265.13, by Game Time, which is on the state contract. The funds will come from Park and Beach Funds.**

Item #2
Mayor Kirkham stated that we need a parking lot with 12-14 stalls, with the ability to expand the parking lot in the future. **It was the consensus of the Park Committee to recommend to the City Council to approve directing City Engineer Krugler to order plans and specifications for the parking lot at Hidden Forest East Park.**

2. Crosstown Rolling Acres 3rd

Item #3
Public Works Superintendent Witkowski stated the playground equipment was installed in 2024 and the only remaining task is to add a shade structure. After a discussion on the type of structure to purchase, it was determined to purchase a fabric shade structure instead of a larger, wood and metal structure due to the cost. Public Works Superintendent Witkowski stated that Public Works can install an asphalt pad under the shade structure for a table and/or benches. There was discussion that Constance Estates Park is also in need of a shade structure. It would be cost effective to rent the paving machine and do the asphalt pads for both parks at the same time. **It was the consensus of the Park committee to recommend to the City Council to approve purchasing shade structures for Crosstown Rolling Acres 3rd Park and Constance Estates Park under the state contract with Game Time in the amount of \$10,966.11 per park (totaling \$21,932.22) and have Public Works construct an asphalt pad under each shade structure not to exceed \$10,000.00 per park with the funds coming from the Park and Beach Fund.**

3. Grandpa Scott's Playground/Hiawatha Beach

Public Works Superintendent Witkowski stated the playground equipment was installed in 2024 and the basketball pad that is currently there might have another year of use in it, he will look at it in the spring to see if it needs to be resurfaced. If it does, it would make sense to do this the same time the asphalt pads are installed at Crosstown Rolling Acres 3rd and Constance Estates Park. Mayor Kirkham stated he has received phone calls asking for a basketball court at Enchanted Estates Park. Public Works Superintendent Witkowski stated that Public Works can add a basketball pad and hoop at Enchanted Estates Park when they lay the asphalt at the other parks.

4. Lion's Park

Item #4
Public Works Superintendent Witkowski stated that Public Works will fix the drainage issue on the ballfields this summer and pave the walking path running east to west from the parking lot to the ballfields. This will be done at the same time we have the asphalt machine rented for the asphalt pads in the other parks. Public Works Superintendent Witkowski stated he received quotes to reside the concession stand. **It was the consensus of the Park Committee to recommend to the City Council to approve the low quote of \$10,197.19 from A-Team Construction to reside the concession stand at Lion's Park. The funds will come from Park and Beach Funds.**

Superintendent Witkowski stated that SBAA has hired a contractor to use a laser and reshape the infields. There was discussion to remind SBAA they cannot have anyone parking on the grass or on 157th Avenue. They may need to limit the size of the tournaments to 32 teams. The City currently charges SBAA \$500 per weekend tournament. That amount isn't adequate when considering the time and cost of Public Works staff working on Thursday and Friday to prepare for the tournament and cleaning up the park the following Monday. Public Works will keep an eye on things this summer and make changes in 2026, if necessary.

5. Ham Lake Park

Public Works Superintendent Witkowski stated he received a quote for \$30,000 to replace the windows and siding on the indoor pavilion. It was determined the windows still have a few years of life in them and Public Works will paint the existing wood siding this summer.

6. Concrete Edging

Public Works Superintendent Witkowski stated the concrete edging was completed at Grandpa Scott's Park and Crosstown Rolling Acres 3rd in 2024. Grant Park, Lion's Park, Patricia's Wilderness Park, Twin Birch Park, Wisen's Park and Idlewood Park still need to have the edging work completed in the future.



MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 | harlan@mwprecreation.com

04/01/2025
Quote #
105331-01-04

CONSULTANT: HARLAN LEHMAN

Hidden Forest East Park - Ham lake, MN - D12373H

City of Ham Lake
Attn: John Witkowski
15544 Central Avenue NE
Ham Lake, MN 55304
United States
Phone: 763-235-1662
Fax: N/A
jwitkowski@ci.ham-lake.mn.us

Ship to Zip 55304

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Install - Installation of Play equipment - OPTIONAL: (Initial if option is required) Dumpster for trash \$550.00	\$45,512.00	\$45,512.00
6	161292	GameTime - Wear Mat 36" x 36"	\$324.00	\$1,944.00
			Sub Total	\$47,456.00
			Estimated Freight	\$1,809.13
			Total	\$49,265.13

Comments

Owner responsibility for accepting delivery of play equipment.
Owner is responsible for demolition of existing equipment .
Owner is responsible for excavation of new earth as needed
Owner is responsible for flat and leveled site on arrival with less than 1% grade change

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Stored Materials; upon submittal of an acceptable order, defined as, but not limited to, our receipt of a signed order/quotation, color selections, and full payment for materials, supplier, PlayCore Wisconsin, Inc. dba GameTime, shall supply a property certificate of insurance to buyer which shall include buyer as certificate holder, additional insured and loss payee, and identify the location of the stored materials. Such insurance coverage shall be maintained until successful delivery of materials to buyer.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product), attainability of raw materials and severe tariffs. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.





MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 | harlan@mwprecreation.com

04/01/2025
Quote #
105331-01-04

CONSULTANT: HARLAN LEHMAN

Hidden Forest East Park - Ham lake, MN - D12373H

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

EWf Shipment: order shall deliver within 14 - 21 days after our receipt and acceptance of your purchase order as well as schedule and weather allowing. Bulk material will ship via semi-truck/trailer with a live floor system in trailer which allows driver to deposit EWF directly onto a specific area provided proper access is available. If driver is asked to deposit EWF in certain area, driver has final say whether the site conditions allow proper access for the semi-truck/trailer. If MWP is installing EWF, bulk material will need to be deposited no farther than 30 yards from play area where surfacing is to be spread. If distance from deposited EWF to play area is greater than 30 yards, additional time/cost will be charged based on lack of site access. Additionally, this 30 yard route to install EWF must be free from any/all obstacles such as, but not limited to, landscaping, curbing, fencing, etc. Site restoration is not included and will be the responsibility of the owner/owner's representative. Road restrictions may be in effect and cause delays depending on time of year.





CONSULTANT: HARLAN LEHMAN

Hidden Forest East Park - Ham lake, MN - D12373H

Project Scope:

Please note, installation is based on site being ready prior to our arrival to install play equipment as well as site conditions that have been conveyed to our organization by the owner/owner's representative and/or ideal conditions existing for a timely completion of your project as quoted. Unless addressed prior to the installation quote being issued or specifically mentioned herein, any issues that arise that impede the progress/completion of your project as quoted will result in additional charges.

Weather can change project scheduling in many ways. Take rain for an example. Day, or days, before rain... If weather forecasts show a high percentage chance for rain that will effect the site conditions, a postponement may be in order. Digging holes, laying certain surfacing materials, etc., are greatly affected by weather conditions and work may not begin/continue due to weather forecasts. There's the rain days themselves, which if heavy enough rainfall occurs, makes a site unworkable. Day, or days, after rain... Drying time will be needed after rain and the number of days needed will vary depending on amount of moisture received. One actual rain day may equal multiple delay days depending on work scheduled to be done.

+ INCLUSIONS +

- + One mobilization
- + Public utility locates only
- + Installation of equipment as outlined on quote #
- + Marking and digging of footings holes to accept direct embedment supports as needed
- + Unpacking of play equipment
- + Assembly of play equipment
- + Concrete for footings as needed
- + Pouring of concrete for footings
- + Construction tape/temporary bracing (as needed)
- + Standard insurance offerings
- + Standard warranty offerings
- + Standard industry accepted labor wages
- + Geo textile
- + Disposal of packing material

- EXCLUSIONS -

- Clear access path up to and into play area for installation equipment (minimum of 8-foot wide, includes but not limited to gates, walkways, driveways, etc.)
- Staging area for materials and installation equipment, trailers, etc.
- Unobstructed space for maneuvering installation equipment as well as performing work
- Security fencing of any type
- On site security personnel
- If fencing is in place (by others), ability to unlock fencing is to be provided to our office a minimum of one week prior to our start
- Private utility locates such as, but not limited to, irrigation, fiber optics, private lighting, etc.
- Accepting, unloading and storage of order(s)/shipment(s) prior to installation. Please note, orders can be packaged/shipped in large crates, pallets, etc., requiring heavy-duty equipment to unload.
- Sitework of any kind such as, but not limited to, grading (play area to have max slope of 1%), site restoration, drainage, etc.
- Removal of existing play equipment, border, safety surfacing, etc.
- Backfill and compaction of backfill after removal of existing items (for footing holes as an example) that leave voids in area (marking and digging of new footing holes based on workable site)
- Digging in compacted sub-surfaces, rock, hard pan, tree roots, unstable soil conditions, etc.
- Restoration of compacted sub-surfaces for playground surfacings such as, but not limited to, poured-in-place rubber, rubber tiles, artificial turf, etc.
- Digging/maneuvering in sand, pea gravel, mud, etc.
- Offsite removal of spoils from footing holes (can be stockpiled near play area for owner/owner's representative removal or spread within play area)
- Playground safety surfacing
- Border to help contain playground safety surfacing
- Removal of temporary braces, caution/construction tape, etc. (Can be removed and disposed of after concrete has cured.)
- Bonding of any type
- Permits of any kind
- Prevailing, Davis Bacon, Union, or similar, wages
- Restroom facilities. Please provide access to restrooms whether within a building or portable style. Should use of site facilities not be available,





MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 | harlan@mwprecreation.com

04/01/2025
Quote #
105331-01-04

CONSULTANT: HARLAN LEHMAN

Hidden Forest East Park - Ham lake, MN - D12373H

additional charges will be required to bring on site temporary/portable restrooms. These temporary facilities will be removed once your project has been completed.

- Short term maintenance, check manufacturer's owner's manual recommendations for maintenance and always follow these written instructions. To help set up short (and ongoing) term maintenance, use the first twelve months to regularly check equipment (such as, but not limited to, tightening hardware, checking moving features, etc.). Twelve months allows use in all seasons and will provide a better understanding of what will be necessary for your ongoing maintenance. This short term schedule will be based on the amount of use the play equipment is getting as well as the type of play event that is being played on. Activities with movement have a more dynamic play which can lead to more maintenance due to the nature of the motion but also because these types of play events tend to be more popular. Static features may require less attention during the short term and ongoing maintenance as inspections will determine frequency of maintenance needed for these events. There may be a need for scheduled lower and higher frequency inspections.

- Ongoing maintenance, check manufacturer's owner's manual recommendations for maintenance and always follow these written instructions. After short term maintenance period is done and data is collected for that time period, an ongoing schedule should be implemented. The ongoing maintenance can change with age and greater use. There may be a need for scheduled lower and higher frequency inspections.

Should weekend work be necessary or non-standard hours be worked, please provide a site contact and the best telephone number to reach this person in case an urgent matter arises requiring immediate attention.

(Name) _____
(Cell) _____
(Other Telephone Number) _____

Wet Site Conditions: installation areas located near wetlands, where a high water table exists or in any environment that produces excessive moisture will require additional planning prior to installation of your project. Unless excessively wet conditions have been conveyed prior to installation quote and accounted for in some manner, your installation will not proceed. Ideal dry conditions need to be present to begin, and complete, your project as quoted.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: \$49,265.13





MWP Recreation
4800 Olson Memorial Highway, Suite 130
Minneapolis, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | info@mwprecreation.com

Item #3

03/31/2025
Quote #
105942-01-01

Shade for Crosstown Rolling Acres & Constance Estates Park

City of Ham Lake
Attn: Nicole Wheeler
15544 Central Avenue NE
Ham Lake, MN 55304
United States
Phone: 7634349555
nwheeler@ci.ham-lake.mn.us

Ship to Zip 55304

Quantity	Part #	Description	Unit Price	Amount
2	QRI025	GT-Shade - GTSD202012IG 20X20X12 SQ HIP W/GLD IG [Basic: _____] [Fabric 1: _____]	\$9,739.00	\$19,478.00
			Sub Total	\$19,478.00
			Freight	\$2,454.22
			Total	\$21,932.22

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold GameTime (GT) harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. GT will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of GT's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: GT, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of GT, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product), attainability of raw materials and severe tariffs. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

This quotation is subject to policies in the current GameTime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime, c/o MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and GameTime, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by GameTime will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: payment in full, net 30 days subject to approval by GameTime Credit Manager. If credit terms are not granted, 50% deposit shall be due at time of order entry with remaining balance due two weeks prior to jobsite work. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

**A-TEAM CONSTRUCTION**

13743 Aberdeen St NE
Ham Lake MN 55304
763-710-9955
MN Lic.BC626888

Item # 4

CITY_OF_HAN_LAKE

1

Siding

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1. R&R LP-siding - 8"*	653.00 SF	8.85	163.94	5,942.99	(0.00)	5,942.99
2. R&R House wrap (air/moisture barrier)	653.00 SF	0.60	10.08	401.88	(0.00)	401.88
3. R&R Siding trim - 5/4" x 4" LP Trim *	128.00 LF	8.23	36.09	1,089.53	(0.00)	1,089.53
4. Soffit - metal	170.00 SF	9.89	52.63	1,733.93	(0.00)	1,733.93
5. Fascia - metal - 6"	69.90 LF	8.91	16.07	638.88	(0.00)	638.88
Totals: Siding			278.81	9,807.21	0.00	9,807.21

DEBRIS REMOVAL

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
6. Single axle dump truck - per load - including dump fees	1.00 EA	389.98	0.00	389.98	(0.00)	389.98
Totals: DEBRIS REMOVAL			0.00	389.98	0.00	389.98
Total: 1			278.81	10,197.19	0.00	10,197.19
Line Item Totals: CITY_OF_HAN_LAKE			278.81	10,197.19	0.00	10,197.19



A-TEAM CONSTRUCTION

13743 Aberdeen St NE
Ham Lake MN 55304
763-710-9955
MN Lic.BC626888

Summary for Dwelling

Line Item Total	9,918.38
Matl Sales Tax Reimb	278.81
	<hr/>
Replacement Cost Value	\$10,197.19
Net Claim	\$10,197.19
	<hr/> <hr/>

Bob Kelly



A-TEAM CONSTRUCTION

13743 Aberdeen St NE
Ham Lake MN 55304
763-710-9955
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Recap of Taxes

	Matl Sales Tax Reimb (8.125%)	Manuf. Home Tax (8.125%)	Cleaning Sales Tax (8.125%)	Clothing Acc Tax (8.125%)	Total Tax (8.125%)
Line Items	278.81	0.00	0.00	0.00	0.00
Total	278.81	0.00	0.00	0.00	0.00



A-TEAM CONSTRUCTION

13743 Aberdeen St NE
Ham Lake MN 55304
763-710-9955
MN Lic.BC626888

Recap by Room

Estimate: CITY_OF_HAN_LAKE

Area: 1

Siding

9,528.40 96.07%

DEBRIS REMOVAL

389.98 3.93%

Area Subtotal: 1

9,918.38 100.00%

Subtotal of Areas

9,918.38 100.00%

Total

9,918.38 100.00%



A-TEAM CONSTRUCTION

13743 Aberdeen St NE
Ham Lake MN 55304
763-710-9955
MN Lic.BC626888

Recap by Category

Items	Total	%
GENERAL DEMOLITION	956.40	9.38%
SIDING	6,657.87	65.29%
SOFFIT, FASCIA, & GUTTER	2,304.11	22.60%
Subtotal	9,918.38	97.27%
Matl Sales Tax Reimb	278.81	2.73%
Total	10,197.19	100.00%

Crossroad Construction, Inc.
17121 Lincoln St. NE Suite 100
Ham Lake, MN 55304
Phone: (763)434-0202
Austin@crossroadconstruction.com



March 18, 2025

RE: Ham Lake Concessions Building

Please accept our bid for the following:

Provide and install primed 7" exposure James Hardie lap siding.
Provide and install primed James Hardie trim boards.
Provide and install primed James Hardie soffit.
Provide and install metal fascia.
Provide and install Metal Flashing at grade.
Provide and install Joint Sealant as it pertains to our siding.

Base Bid: \$15,520.00

Exclusions:

Bond
Permit
Rigid Insulation
Z-furring
Fluid Applied Weather Barrier
Weather barrier
Any roton wood
Overtime
Dumpsters
Landscaping

Assumptions:

1. We will have full access to our work (with our lifts) without being held up by other trades.
2. We do not agree to any liquidated damages.
3. This proposal is dependent on availability of crews at time of installation.

Crossroad Construction, Inc.
17121 Lincoln St. NE Suite 100
Ham Lake, MN 55304
Phone: (763)434-0202
Austin@crossroadconstruction.com



4. Job site storage is available for us to stock and store materials and a job trailer.
5. Any/all engineering work and cost of such is by others.
6. Any modifications to the scope of work will be priced as they arise.
7. Additional work added to our scope of work due to clarifications will impact our price.
8. Typical fasteners are assumed to be adequate for siding attachment.
9. We assume 7-3:30 working hours Monday - Friday and we did not include any overtime, weekend or night work.
10. Staging on site.
11. It is assumed a 3 day turn around for clarifications and RFIs.
12. All parties (including architect, owner, engineers and other consultants) are to work in an expeditiously manner to provide answers, directions and clarification related to our work to prevent work slowdown and/or work stoppage due to waiting for a response.

Sincerely,

A handwritten signature in cursive script that reads 'Austin Niznik'.

Austin Niznik
Project Manager/Estimator
Austin@crossroadconstruction.com
Office 763-434-0202
Cell 763-898-9234

**Customer Info:**

Job #: MN24--7675
City of Ham Lake - John Witkowski, Lions Park
1220 157th Avenue Northeast,
Ham Lake, MN, 55304
(763) 238-5342-home

Archway Contracting, Inc.

13326 Highway 65 NE Ham Lake, MN 55304

Phone: 612-558-6367

Fax: 888-506-2767

Company Representative:

Joe Mitchell

(763) 360-5001

joe@archwaycontracting.com

Siding

Description
Remove wood siding on building. Install Housewrap, drip caps & flashings per code. Install LP smartside 8" lap siding. Expert finish. **Note: Non painted LP siding would be -\$1400 from total. Install LP corner post and 4" trim boards around doors & windows. Dump haul away debris with dump trailer. Permit. city of ham lake takes care of siding permit.

Soffit & fascia

Description
Install Maintenance free vented soffit panels. Install Custom bent fascia.

Total for all sections: \$16,250.00

Total: \$16,250.00

Archway accepts cash, checks, and bank ACH. Thank you!

\$14,850.00

MN LIC#BC693061

Company Authorized Signature

Date

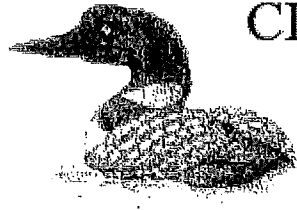
Customer Signature

Date

Customer Signature

Date

This estimate was last edited by Joe Mitchell ((763) 360-5001, joe@archwaycontracting.com) on August 15, 2024. The estimate may be withdrawn if not accepted within ____ days.



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, MARCH 24, 2025

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: March 10, 2025

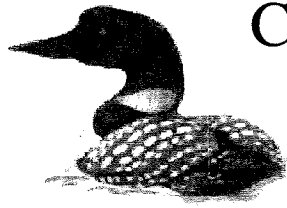
PUBLIC HEARING: None

NEW BUSINESS:

1. Zahira Aqel of Global Distribution Inc. requesting a Certificate of Occupancy to operate a wholesale distribution business for tobacco products and accessories at 14203 Lincoln Street NE.
2. Glen Harstad, Jeff Harstad and Heather Harstad of Hearth Development requesting Commercial Site Plan approval to construct a 22,000 square foot office/warehouse building at 13928 Lincoln Street NE.
3. Jason Osberg of JD Ham Lake Holdings, LLC, requesting Sketch Plan approval of Kohler Farms, a 39-lot single family residential development in Section 13.

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, MARCH 24, 2025

The Ham Lake Planning Commission met for its regular meeting on Monday, March 24, 2025, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Commissioners Kyle Lejonvarn and Jonathan Fisher

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

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Pogalz, seconded by Ringler, to approve the minutes of the March 10, 2025, Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING: None

NEW BUSINESS:

Zahira Agel of Global Distribution Inc. requesting a Certificate of Occupancy to operate a wholesale distribution business for tobacco products and accessories at 14203 Lincoln Street NE

Mr. Sam Salem, manager of Global Distribution Inc., was present. Mr. Salem stated the business is currently located in Blaine; the location in Ham Lake will allow the business to expand. Mr. Salem stated the business consists of the sale of tobacco, tobacco products, premium cigars and accessories. Mr. Salem stated sales are business to business sales; no retail sales will take place at the Lincoln Street NE location. Mr. Salem stated most orders are shipped to customers. Commissioner Ringler completed the inspection, a copy which is on file. Commissioner Ringler stated the building is very large and is currently under renovation. Commissioner Ringler stated he did not observe anything of concern. Commissioner Ringler stated the parking lot does need to be restriped. Chair Pogalz stated Building Official Jones recommends approval of the

Certificate of Occupancy for Global Distribution Inc. **Motion by Ringler, seconded by Dixon, to recommend approval of the Certificate of Occupancy for Global Distribution Inc., as presented by Zahira Aqel, to operate a wholesale distribution business for tobacco products and accessories at 14203 Lincoln Street NE subject to stripping the parking lot by June 1, 2025, business hours of 9:00 am to 5:00 pm Monday through Friday and 9:00 am to 4:00 pm on Saturday, having a maximum of 20 employees, no retail sales at the location, all pallet racking for storage not to exceed ten feet in height, and meeting all City, County and State requirements. All present in favor, motion carried. This application will be placed on the City Council's Monday, April 7, 2025, agenda.**

Commissioner Entsminger removed himself from the table due to his ownership interest in the 13928 Lincoln Street NE parcel.

Glen Harstad, Jeff Harstad and Heather Harstad of Hearth Development requesting Commercial Site Plan approval to construct a 22,000 square foot office/warehouse building at 13928 Lincoln Street NE

Mr. Jeff Harstad was present. Mr. Harstad stated he and his family would like to construct a 22,000 square foot office/warehouse building. Mr. Harstad stated their company, Allstate Distribution, will occupy approximately 7,200 square feet of the building. Mr. Harstad stated Allstate Distribution is currently located at 13941 Lincoln Street NE and intends to use the new building for storage space for their business. Mr. Harstad stated other businesses in the area such as Safety Speed Cut and Unlimited Welding, intend to rent space in the building for storage as well. Mr. Harstad stated approximately three employees will work in the space occupied by Allstate Distribution. Mr. Harstad stated the septic system design, and the number of parking spaces were determined based upon the use of the building being office/warehouse space; there will be no retail business at this location. Mr. Harstad stated they have decided to install a sprinkler system in the building due to the possibility of leasing space to future tenants for the storage of cars or motorcycles. Chair Pogalz asked how the sprinkler system will be designed. Mr. Harstad stated they will drill a large capacity well similar to what NACS drilled so they do not have to have an underground water tank. Chair Pogalz asked Engineer Krugler to comment on the project. Engineer Krugler stated the plans for the 22,000 square foot office/warehouse building on the 2.26-acre lot include a landscape plan. Engineer Krugler stated the Planning Commissioners will need to determine if what is proposed meets the requirements of City Code. Engineer Krugler stated Coon Creek Watershed District has approved the plans. Engineer Krugler stated the current wetland delineation indicates wetland boundaries can be revised. Engineer Krugler stated the applicants can request a public hearing to vacate a portion of the drainage and utility easements that were recorded with the Majestic Oaks Commercial Center plat and dedicate additional drainage and utility easement to protect the revised wetland boundary currently outside of the existing easement. Engineer Krugler stated if the applicants install a sprinkler system that draws water from a well, a backup generator is needed to be compliant with code. Commissioner Dixon completed the inspection, a copy which is on file. Commissioner Dixon stated the parcel is an open lot. Commissioner Dixon spoke with Mr. Harstad and discussed the conditions for approval noted in Building Official Jones' memo. Commissioner Dixon stated they did not discuss landscaping. Commissioner Dixon

stated the landscaping on other commercial lots along Lincoln Street NE is inconsistent. Commissioner Dixon stated the landscaping proposed in the plans includes the planting of some trees and shrubs which will give the lot some curb appeal. Commissioner Dixon asked Mr. Harstad what the hours of operation should be. Mr. Harstad stated there will be no overnight business conducted at the location and business hours would be between 7:01 am to 10:00 pm. Chair Pogalz asked Commissioner Dixon if there was discussion about having no outside storage on the site. Commissioner Dixon stated outside storage had not been discussed but stated no outside storage would be permitted. **Motion by Dixon, seconded by Pogalz, to recommend approval of the request of Glen Harstad, Jeff Harstad and Heather Harstad of Hearth Development for Commercial Site Plan approval to construct a 22,000 square foot office/warehouse building at 13928 Lincoln Street NE subject to the following conditions: the applicants request vacation of a portion of the drainage and utility easement that no longer contains wetlands and dedicate drainage and utility easement over the wetland boundary not protected by the original drainage and utility easement of the Majestic Oaks Commercial Center plat prior to the issuance of a Certificate of Occupancy, operating hours for all tenants are to be between 7:01 am and 10:00 pm, no on-street parking, building occupancy being limited to a maximum of 30 occupants, no delivery trucks blocking Lincoln Street NE, no outside storage, meeting all the requirements of the City Engineer and Building Official and meeting all city, county and state requirements.**

There was discussion about the storage of cars in the building by future tenants and the sprinkler system. Commissioner Dixon revised the motion to include submitting building plans with engineering for the installation of a sprinkler system due to the possibility of future tenants storing cars in the building.

Motion by Dixon, seconded by Pogalz, to recommend approval of the request of Glen Harstad, Jeff Harstad and Heather Harstad of Hearth Development for Commercial Site Plan approval to construct a 22,000 square foot office/warehouse building at 13928 Lincoln Street NE subject to the following conditions: the applicants request vacation of a portion of the drainage and utility easement that no longer contains wetlands and dedicate drainage and utility easement over the wetland boundary not protected by the original drainage and utility easement of the Majestic Oaks Commercial Center plat prior to the issuance of a Certificate of Occupancy, submitting building plans with engineering for the installation of a sprinkler system due to the possibility of future tenants storing cars in the building, operating hours for all tenants are to be between 7:01 am and 10:00 pm, no on-street parking, building occupancy being limited to a maximum of 30 occupants, no delivery trucks blocking Lincoln Street NE, no outside storage, meeting all the requirements of the City Engineer and Building Official and meeting all city, county and state requirements. Commissioners Pogalz, Ringer, Ross, and Dixon voted yes, Commissioner Entsminger abstained from the vote. Motion carried. *This application will be placed on the City Council's Monday, April 7, 2025, agenda.*

Mr. Harstad stated he and Commissioner Dixon discussed a public hearing for a drainage easement that needed to be vacated. Engineer Krugler stated that a separate hearing is required to vacate an easement. Engineer Krugler stated it would be in the best interest of Mr. Harstad, and his family to request a vacation of the drainage easement and work with their engineering firm to obtain a legal description for the easement that will need to be dedicated over the wetland boundary that was not part of the original easement.

Commissioner Entsminger returned to his seat at the table.

Jason Osberg of JD Ham Lake Holdings, LLC, requesting Sketch Plan approval of Kohler Farms, a 39-lot single family residential development in Section 13

Mr. Jason Osberg of Metro Wide Development, members of the Kohler family and Mr. Darren Lazan, President of Landform Development Partners were present. Mr. Lazan spoke on behalf of the applicant. Mr. Lazan stated he and Mr. Osberg formed the partnership, JD Ham Lake Holdings, LLC, the development entity for the Kohler Farms project. Mr. Lazan provided history of some local projects recently completed by JD Ham Lake Holdings, LLC. Mr. Lazan also provided a brief account of the past activity and future plans for the Kohler family property. Mr. Lazan stated septic borings to determine viable septic locations and preliminary findings related to wetlands and flood plain have been done. Mr. Lazan stated they plan to do final Geotech and septic borings and a wetland delineation after sketch plan approval. Mr. Lazan presented the sketch plan of 39 lots on the 113-acre parcel with proposed road connection points. Mr. Lazan stated the primary item to discuss is the connection to Hupp Street NE on the north side of the plat; the proposed cul-de-sac is over the 1,100 feet limit per city code. Mr. Lazan stated existing wetlands restrict where roads can be proposed without significant wetland impacts. Mr. Lazan stated the temporary cul-de-sac on Hupp Street NE created in the Hamlet Estates development consumes 800 feet of the 1,100-foot allowance for a cul-de-sac and ended in a wetland that will now require them to purchase six figures worth of wetland credits to bring Hupp Street NE into the Kohler Farms plat. Mr. Lazan stated various options have been discussed as alternatives to the Hupp Street NE/160th Avenue NE cul-de-sac shown on the sketch plan to avoid wetland impacts that include requesting a variance to allow a cul-de-sac that is more than 1,100 feet in length, creating an access point off of Lexington Avenue NE and constructing a cul-de-sac to the west, shortening the Hupp Street NE cul-de-sac and providing driveway access from Lexington Avenue NE for three lots or constructing a bike trail within the plat to ensure connectivity from the eastside of Hupp Street to the west side on 159th Avenue NE if Alternative A or B are approved by Anoka County. Chair Pogalz asked Engineer Krugler to comment. Engineer Krugler stated the sketch plan consists of 39 lots on 113 acres. Engineer Krugler stated to provide viable septic fields, and allow the proposed lot lines for proposed lots 6 and 7, a lot line adjustment will need to be requested for the 15946 Lexington Avenue NE parcel. Engineer Krugler stated if a lot line adjustment is requested, a secondary septic location will need to be shown for the 15946 Lexington Avenue NE parcel, a septic compliance inspection, that includes soil borings, must be done for same parcel and the survey submitted for the lot line adjustment request must include a 20-foot-wide bike path easement on the west side of Lexington Avenue NE; the bike path easement dedicated with the lot line adjustment will not be credited toward the parkland dedication requirement

for the plat. Engineer Krugler stated Mr. Lazan mentioned possible access options in lieu of the Hupp Street NE cul-de-sac that is shown on the sketch plan. Engineer Krugler stated any proposed access points from Lexington Avenue NE will need to be approved by the Anoka County Highway Department (ACHD). Engineer Krugler stated the applicant has proposed two alternative lot configuration and access options for the northeastern section of the plat which are shown in the upper right corner of the sketch plan. Engineer Krugler stated if either of the alternative options are used in the plat, there has been discussion about requiring a paved bike trail within the plat to ensure neighborhood connectivity from the east side of the plat to 159th Avenue NE or 158th Lane NE. There was discussion about fire/emergency response access only roads. The discussion included examples of fire/emergency access roads on Hanson Boulevard, in a townhome development in Coon Rapids, and on 133rd Avenue NE adjacent to the Majestic Oaks Townhomes Fourth Addition and the possibility of having a fire/emergency access road constructed within the plat. Questions were asked about how access is controlled, who maintains the road, and who pays for maintenance. Mr. Lazan stated fire/emergency access only roads have been approved by ACHD and constructed in other projects his company has done; three were added to the development he and his partner recently finished in Andover. Chair Pogalz asked Mr. Lazan to discuss a connection between Hupp Street NE and 159th Avenue NE. Mr. Lazan stated a connection between those two streets is not shown on the sketch plan because of an extensive wetland complex there. Mr. Lazan stated they do not like the fact that there is not a contiguous road connection from the east to the west side of the plat, but they are trying to minimize potential wetland impacts and expense. Mr. Lazan stated they will reevaluate an interconnection after they receive the results of the wetland delineation. Chair Pogalz asked Engineer Krugler to comment on the Public Works Superintendent's proposal to construct a bike trail to connect the neighborhoods. Engineer Krugler stated that depending on the route chosen, if the only alternative available for the trail is through the wetlands, boardwalks, like those in the Anoka County, Bunker Hills Park, could be constructed over the wetland areas as to prevent impact to wetlands. Engineer Krugler stated a paved trail could be constructed on either side of the wetland with a boardwalk over the wetland in between the paved sections. Engineer Krugler stated constructing the trail may require a reconfiguration of lots. Chair Pogalz stated boardwalks require maintenance, who would be responsible for maintenance. Engineer Krugler stated the city would be responsible for maintenance. Engineer Krugler asked Mr. Lazan what the length of the trail would be. Mr. Lazan estimated that it would be 50 to 60 feet. Mr. Lazan stated the paved bike trail could be constructed from 158th Lane NE to Hupp Street NE with the trail running along the lot line between proposed lots 19 and 20 and proposed lots 7 and 8. Mr. Lazan stated they would attempt to keep the trail at the edge of the wetland to avoid wetland impacts. Mr. Lazan stated the wetland areas identified on the sketch plan are conservative estimates of where the wetlands are located based on historic arial photos. Mr. Lazan stated the wetlands in this plat have been farmed so wetland areas are not obvious. Mr. Lazan stated that once a wetland delineation has been completed, they may find wetland boundaries have changed and construction of a trail, without a boardwalk, or even a road connecting all streets in the plat may be possible. Chair Pogalz stated it was his understanding that once wetland areas had been farmed, there was more latitude on what could be done with those wetland areas. Mr. Lazan stated there is more latitude on wetland sequencing but not on soil corrections and other

related wetland impact expenses. Mr. Lazan stated farmed wetlands are treated a little more favorably as they could be considered a degraded wetland rather than a high-quality wetland, but the soil mitigation and correction process must still be done. Again Mr. Lazan stated they hope to avoid wetland impacts. Chair Pogalz asked how many feet of peat soil is on top of the sand. Chair Pogalz stated, generally, sand is found a couple of feet underneath the peat or black dirt. Chair Pogalz stated there is a cost to soil corrections; soil corrections that may be needed for this development are likely to be like those required or needed in other developments in the area. Chair Pogalz asked Engineer Krugler how a fire/emergency access road would be kept clear and plowed during the winter. Engineer Krugler stated the public works department would need to ensure the fire/emergency access road would be kept clear and plowed. Chair Pogalz asked Engineer Krugler if there would be a ditch between Lexington Avenue NE and the bike trail on the west side of Lexington Avenue NE where the bike lane would be constructed and would the fire/emergency access road require a driveway access point off Lexington Avenue NE. Engineer Krugler stated there would be a ditch to cross between Lexington Avenue NE and the bike trail to the west of Lexington Avenue NE. Chair Pogalz asked Engineer Krugler if the plat could still be modified if the Planning Commission recommended approval of the Kohler Farms sketch plan. Engineer Krugler stated if the proposed lot line adjustment shown on the sketch plan for the 15946 Lexington Avenue NE parcel does not change, and the outer perimeter of the property proposed to be platted does not change, the sketch plan can be recommended for approval. Engineer Krugler stated after additional technical data has been obtained, it is possible that the number of lots could change, or some other modifications will be needed within the plat boundaries. Engineer Krugler stated the Planning Commission will get another opportunity to review the plat at the preliminary plat stage and will have the opportunity to comment or require changes to the plat at that time if needed. Mr. Lazan stated if the city approves the sketch plan, additional engineering work will be done. Mr. Lazan stated that if extensive modifications need to be made after additional engineering is completed, a request to re-review the sketch plan will be submitted. Chair Pogalz asked the commissioners to comment on the potential fire/emergency access road in the northeast section of the plat. Commissioner Entsminger asked Engineer Krugler if the fire/emergency access road was a viable option. Engineer Krugler stated he discussed the fire/emergency access road with the City Attorney who provided potential problems the road could cause. Engineer Krugler stated additional input from the Public Works Superintendent was also needed. Chair Pogalz stated he has concerns about the potential fire/emergency access road. Chair Pogalz stated cul-de-sacs are challenging to plow and adding a fire/emergency access road to the list of areas public works needs to plow and maintain just compounds the issue. Commissioner Entsminger stated the City Engineer and City Attorney should determine if exceeding the maximum length of 1,100 feet for a cul-de-sac or allowing a fire/emergency access road is acceptable, not the Planning Commission. Commissioner Dixon stated the Planning Commission has commented on cul-de-sacs that were in excess of 1,100 feet in the past. Chair Pogalz stated that is true but only if the cul-de-sac proposed was in excess of 1,100 feet was a temporary cul-de-sac. Mr. Lazan again explained the challenges his company has extending Hupp Street NE into the plat and stated if a cul-de-sac was longer than 1,100-feet, activity related to maintenance and service provided to homeowners on that cul-de-sac would be the same whether it was 1,100 feet or longer. Chair Pogalz stated other developers have had to meet code

requirements. Chair Pogalz stated other developers have asked to have cul-de-sacs more than 1,100 feet and the city required them to comply with city requirements; allowing an exception in this case would set precedent for future developments. Chair Pogalz stated it is easy to talk about what could be done related to the cul-de-sac but in the end, it is the city and homeowners that will have to deal with issues later if they arise. Mr. Lazan stated two alternative options for lot configuration and access were proposed on the sketch plan but were not discussed as he believed the fire/emergency access road discussed was an acceptable option after a discussion with staff. Mr. Lazan cited the issues that presented challenges to developing this plat related to meeting city code, ACHD requirements and the composition of the land. Mr. Lazan stated two alternative development options have been proposed for the northeast corner. Chair Pogalz stated the proposed boundaries for the plat are acceptable but has concerns about how the northeast corner of the plat will be developed. Commissioner Dixon asked if the fire/emergency access road option had been presented to the ACHD. Engineer Krugler stated the fire/emergency access road option has been presented to ACHD. Engineer Krugler stated it is his opinion the alternative options will not be acceptable to ACHD. Commissioner Dixon stated all options are hypothetical and that she would like more information before a decision can be made. Commissioner Dixon stated there is no way of knowing if a road can be reconfigured or if it is reasonable to consider a variance for an extra-long cul-de-sac until the wetland delineation is done; it is also unknown if ACHD would allow a fire/emergency access road. Commissioner Entsminger stated there is a cost factor to consider for wetland impacts. Commissioner Dixon stated costs related to addressing the concerns she raised earlier are not a factor for determining what the right option is for the northeast area of the plat. Mr. Lazan asked the commission to consider approving the sketch plan so they can move forward with obtaining additional technical information and discuss the options for the northeast area of the plat with the ACHD. Engineer Krugler stated the feedback he received when he sent the sketch plan to the ACHD gave him the impression that ACHD is going to require compliance with their intersection spacing requirements and the proposed, future improvements on Lexington Avenue NE are going to have an impact on what ACHD allows or does not allow for this plat. Engineer Krugler stated if any access was allowed onto Lexington Avenue NE, it may be a right in, right out access. Commissioner Entsminger asked if Alternative B is a viable option if the developer can obtain approval from the ACHD. Engineer Krugler stated it appears that that would be a viable option, and the cul-de-sac length of Hupp Street would be compliant with the 1,100-foot requirement. **Motion by Pogalz, seconded by Entsminger, to recommend approval of the Sketch Plan, presented by Jason Osberg of JD Ham Lake Holdings, LLC, for a 39-lot single family residential development in Section 13 subject to submitting a lot line adjustment request to the City Council for parcel 15946 Lexington Avenue NE that includes a septic compliance inspection report with soil borings that indicate a suitable secondary septic area on the parcel, dedicating a 20-foot-wide bike trail easement on the east side of the 15946 Lexington Avenue NE parcel, filing the approved lot line adjustment documentation with Anoka County upon city approval, providing proof of filing of the lot line adjustment with Anoka County to the city with the application for preliminary plat approval, obtaining approval from Anoka County Highway Department for access points onto Lexington Avenue NE as proposed in Alternative A or Alternative B or obtaining approval for a fire/emergency access**

road in the northeast section of the plat prior to submitting an application for preliminary plat approval, meeting the requirements noted in the City Engineer's memo dated March 19, 2025, meeting all City, State and County requirements. All present in favor, motion carried. *This application will be placed on the City Council's Monday, April 7, 2025, agenda.*

COMMISSION BUSINESS:

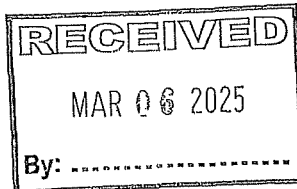
City Council Update

Chair Pogalz informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the sketch plan of Ruds Skogsted. Chair Pogalz will attend the April 7, 2025, City Council meeting.

ADJOURNMENT:

Motion by Dixon, seconded by Ross, to adjourn the Planning Commission meeting at 7:14 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

PLANNING REQUEST

Date of Application 3/6/2012 Date of Receipt 3-6-2025
Receipt # 101785 Amount \$ 200

Meeting Appearance Dates:
Planning Commission 3-24-2025 City Council _____

Please check request(s):

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

***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: Global Distribution Inc

Address/Location of property: 14203 Lincoln street, NE, Ham Lake 55304

Legal Description of property: L1/B1 Majestic Oaks Commercial ctr 2

PIN # 29-32-23 34-0023 Current Zoning pub ed 2 Proposed Zoning Same

Notes: Distribution of Tobacco product & accessories ^{underlying use}

Applicant's Name: ZAHIRA AQEL

Business Name: Global Distribution Inc

Address 14203 Lincoln st NE, Ham Lake, MN 55304

City Ham Lake State MN Zip Code 55304

Phone 763 7865017 Cell Phone 612 8891171 Fax _____

Email address Globaldistribution1956@gmail.com

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 3/6/25

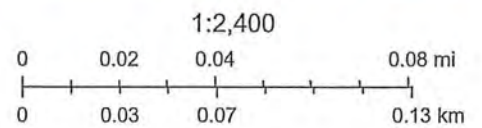
- FOR STAFF USE ONLY -

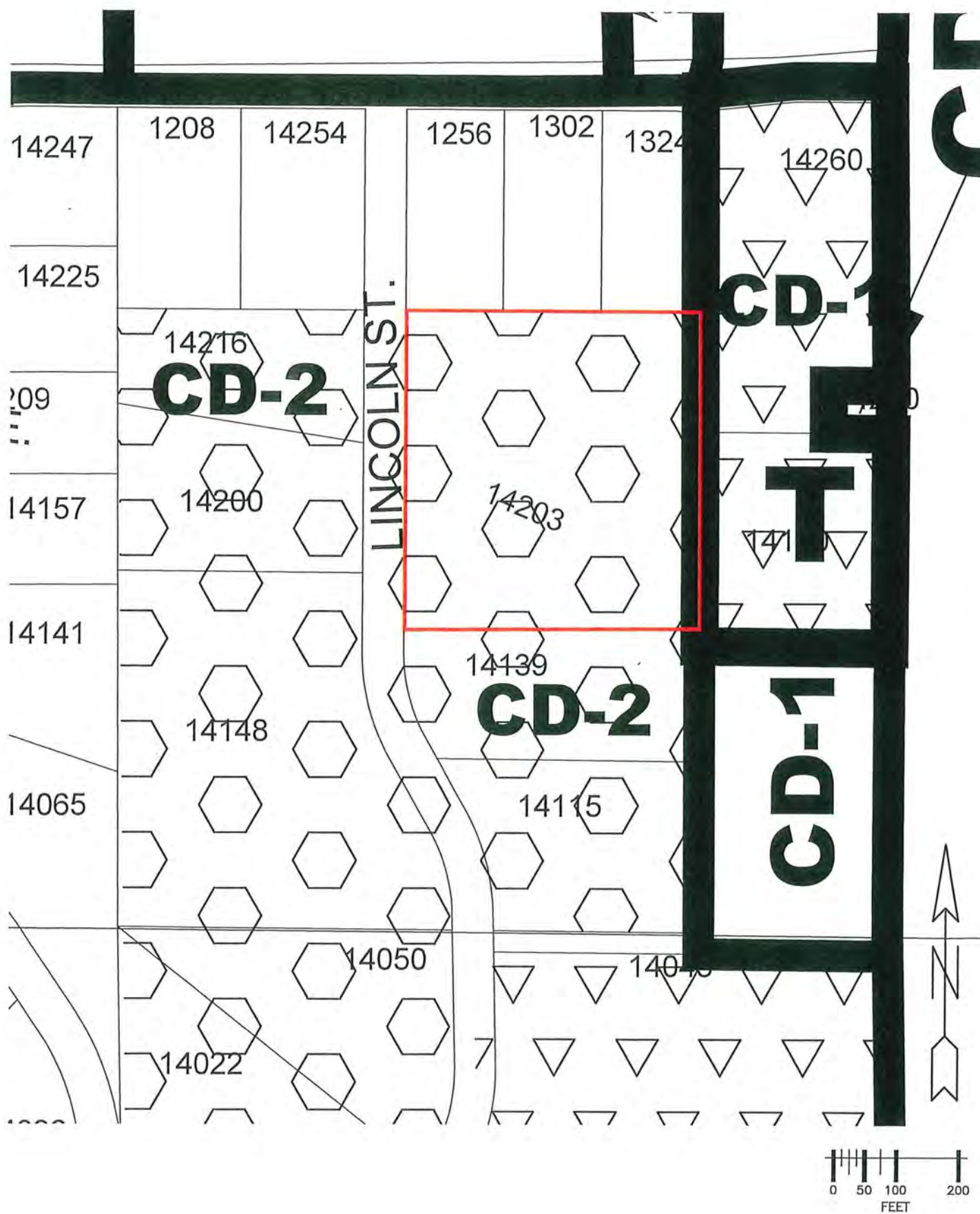
ACTION BY: Planning Commission _____ PROPERTY TAXES CURRENT YES NO
City Council _____ Any Active/Deferred Assessments YES NO

ArcGIS Web Map



3/20/2025, 2:44:13 PM





Information about the new location in Hamlake

Name of the Business	Global Distribution Inc			
Address	14203 Lincoln St NE	Hamlake	55304	
Current location	10087 Goodhue ST NE	Blaine	55449	
Owner 1 50%	Zahira Aqel	President		
Zahira Home Address	11151 Hastings ST NE	Blaine	55449	Building new home in Hamlake on Cord street with Mathew Builder
Owner 2, Investor 50%	Abdulrahman Wazwaz			
Addulrahman Home Addres	2791 Alamo Circle NE	Blaine	55449	
Nature of Business	Distribution Wholesale	Tobacco, products and Accessories	Premium Cigars	
	Sell to businesses only			
Business hours	Mon to Friday	9AM-5PM		
	Saturdays	9AM-4PM	Paper work only	
Employees	Up to 10 employees			
	Could be more later in future 15-20 Maxx			
Shipping	Most our sales will be shipping using	UPS, Fedex, Speedy and NTG Trucking		
Shelves	Our products will be stored on pallet racking			
	Heights of shelving up to 10 foot	Will be intalled and shipped by SJF		
Alarm and fire	Par Security			
Camera Instalation	Waller			
Internet and Phone	Camcast			
Parking	Infront the building and the back side			

Global Distribution

Meeting Date: March 24, 2025

CITY OF HAM LAKE
STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building and Zoning Official

Subject: Global Distribution Inc. at 14203 Lincoln Street NE

Introduction/Discussion:

Global Distribution Inc. is a wholesale business that distributes E-cig and tobacco products and accessories. All products are distributed to other businesses. There will be no retail sales at this location. Business hours are Monday through Friday 9:00 am to 5:00 pm and Saturday 9:00 am to 4:00 pm. At this time, Global Distribution Inc. will have 10 employees. The number of employees could increase to 20 in the future. Existing parking is adequate, but parking areas may need re-striping. Tobacco products will be stored in a 25-foot X 80-foot humidor that will be built within the existing building. All other product storage will be on pallet racking that is not to be taller than ten feet. The existing building was designed for office, warehouse and fabrication use. Because Global Distribution Inc. will be using the building as an office/warehouse for the distribution of products, truck traffic will increase on Lincoln Street. Products will be transported by box trucks such as those used by UPS, FedEx and Spee-Dee Delivery as well as by semi-trucks operated by other commercial logistics companies.

Recommendation:

I recommend approval of Certificate of Occupancy on the condition that all City of Ham Lake and State codes are met.



PREMIER
COMMERCIAL
PROPERTIES

FOR SALE OR LEASE



Industrial For Sale / Lease

14203 Lincoln Street NE
Ham Lake, MN 55304

Property Details:

- Great location with headquarter image
- 56,427 Total SF
- 5.39 Acres
- Year Built – 2001 / Expansion – 2004
- 18' Clear Height
- Heavy Power and climate controlled
- Zoning: PUD with CD-2 as underlying use
- Abundant parking
- **Available December 1, 2024**



Sale Price: Negotiable

Property Tax: \$105,597.28 (\$1.87 SF)

FOR MORE INFORMATION

Richard Lee

612-718-9919

richlee@premiercommercialproperties.com

Disclaimer: All Measurements, dimensions and sizes are approximate



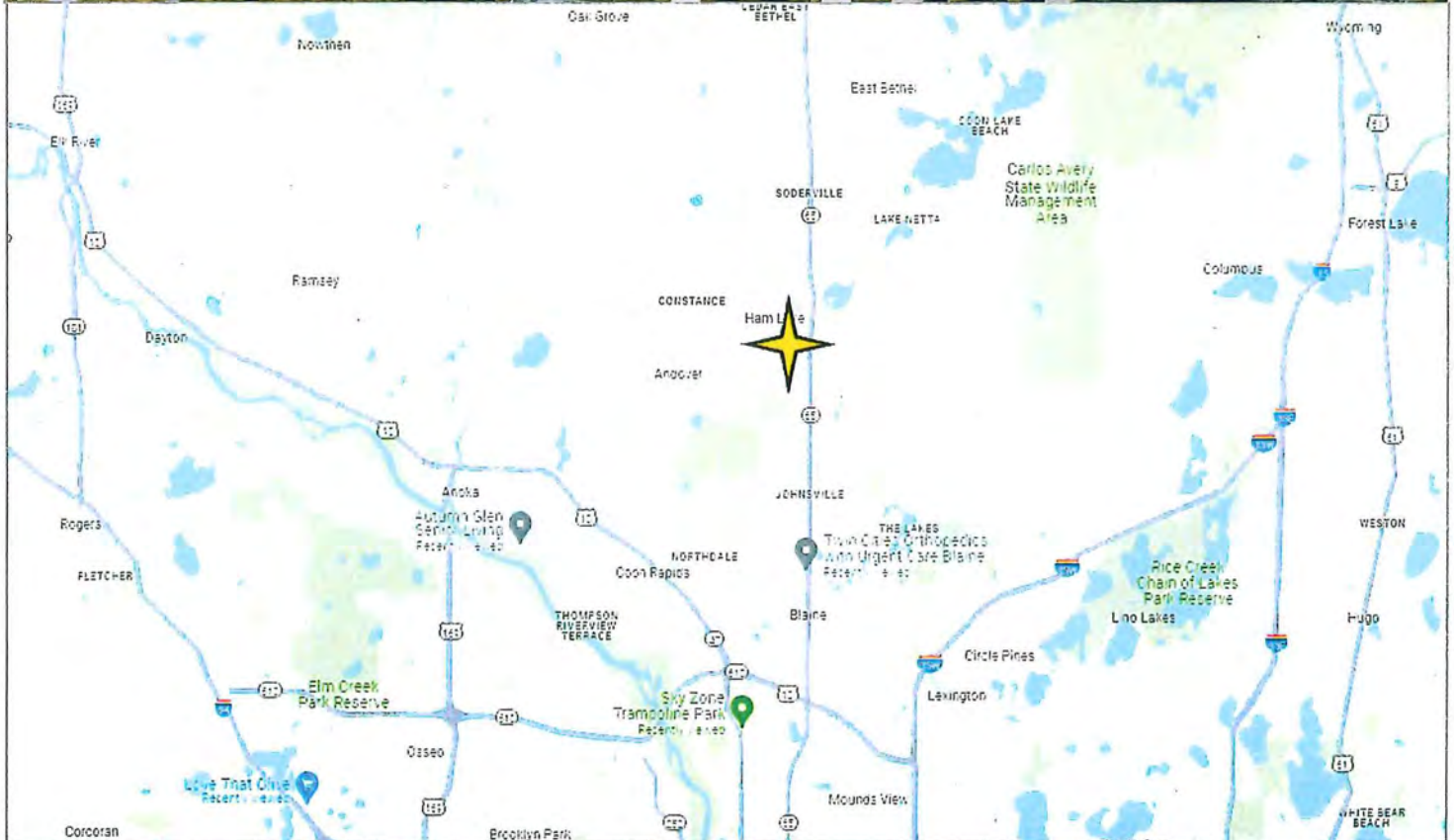
PREMIER
COMMERCIAL
PROPERTIES

FOR SALE OR LEASE

CONTACT: Richard Lee

MOBILE: 612-718-9919

EMAIL: richlee@premiercommercialproperties.com



299 Coon Rapids Blvd NW, Suite 200 | **Coon Rapids, MN 55433** | premiercommercialproperties.com | **763-862-2005**

Disclaimer: All Measurements, dimensions and sizes are approximate



PREMIER
COMMERCIAL
PROPERTIES

FOR SALE OR LEASE

CONTACT: Richard Lee

MOBILE: 612-718-9919

EMAIL: richlee@premiercommercialproperties.com

Main Building:

- 54,267 SF
- Office – 4,600 SF
- Mezzanine 1,535 SF
- Warehouse – 48,132 SF
- 18' Clear Height
- 3 – Dock doors with levelers
- 3 – 14' x 14' Drive in doors
- 3 – 10' Drive in doors
- 1 ton & 2 ton crane
- Covered exterior storage

Main Building:

- (4) 1,200 amp 3 phase panels
- (4) 800 amp 3 phase panels
- 12 HVAC rooftop units (climate controlled)

Cold Storage:

- 2,160 SF (72' x 30')
- 2 – Drive in doors

Lease Rates:

Office – \$12.00 per SF NNN

Warehouse – \$6.00 per SF NNN



PREMIER
COMMERCIAL
PROPERTIES

FOR SALE OR LEASE

CONTACT: Richard Lee

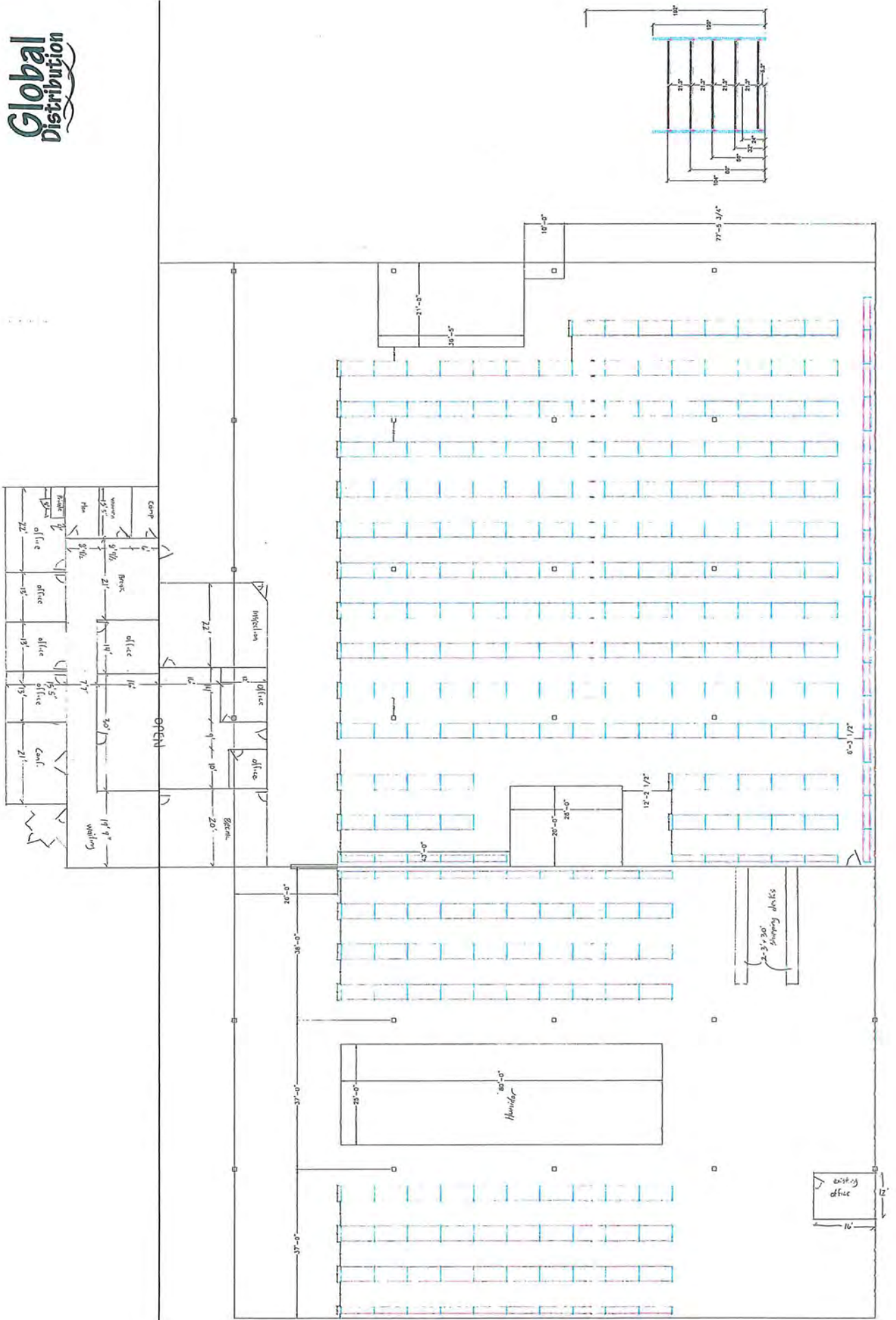
MOBILE: 612-718-9919

EMAIL: richlee@premiercommercialproperties.com



299 Coon Rapids Blvd NW, Suite 200 | **Coon Rapids, MN 55433** | premiercommercialproperties.com | **763-862-2005**

Disclaimer: All Measurements, dimensions and sizes are approximate





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 03/20/25 Date of Receipt _____
Receipt # 79883 Amount \$ _____

Meeting Appearance Dates:
Planning Commission 3-24-2025 City Council _____

Please check request(s):

<input type="checkbox"/> Metes & Bounds Conveyance	<input checked="" 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 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: Allstate Distribution Building

Address/Location of property: 13928 Lincoln Street NE Ham Lake, MN

Legal Description of property: Lot 4/Block 2 Majestic Oaks Commercial Ctr

PIN # 32-32-23-21-0009 Current Zoning CD-2 Proposed Zoning —

Notes: Commerical Building Permit Application - Six bay, multi-tenant office/warehouse
Glen Harstad/Jeff Harstad/Heather Harstad

Applicant's Name: _____

Business Name: Hearth Development

Address 3300 Rice Street Suite 100

City Little Canada State MN Zip Code 55126

Phone _____ Cell Phone 763-234-0919 Fax _____

Email address glenharstad@gmail.com

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 03/20/2025

- FOR STAFF USE ONLY -

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



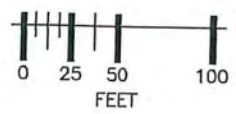
13928

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13



PUD

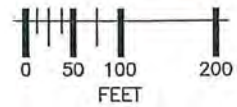
CD-2

CD-1

13928

CD-2

138TH LN.



RECEIVED
MAR 13 2025

To the City of Ham Lake,

We are looking at constructing a 22,000 square-foot office Warehouse building. The intention of this building is for using for storing and shipping parts and material. My company Allstate distribution will be a tenant in this building. Safety Speed Cut will be a tenant in this building. We feel this building adds to the neighborhood of manufacturing for the use of housing parts and material.

Sincerely

Glen Harstad

763-234-0919

Memorandum

Date: March 20, 2025

To: Planning Commissioners

From: David A. Krugler, City Engineer

Subject: Allstate Distribution Building



Introduction:

The proposed 22,000 square foot Allstate Distribution Building is located on the 2.26-acre Lot 4, Block 2 Majestic Oaks Commercial Center (PID 32-32-23-21-0009) parcel. An aerial photo is attached. A zoning map showing the parcel is zoned Planned Unit Development (PUD) with Commercial Development Tier 2 (CD-2) as an underlying use is attached.

Discussion:

The Title Sheet, Legend, Existing Conditions & Removal plan, Grading, Drainage, and Erosion Control Plan, Entrance Details, Utility Plan, Details & Notes, Soil Amendment Plan, Floodplain Exhibit, Storm Water Pollution Prevention Plan and Turning Exhibit were received March 17th. Stormwater Calculations were received March 13th. These plans have been revised to address prior review comments.

A public hearing will be scheduled for consideration of vacating a portion of the drainage and utility easements that were recorded with Majestic Oaks Commercial Center plat. The current wetland delineation has resulted in a change in the amount of easement that is required for the wetland as originally delineated in 1998. Under state law, wetland fill is permitted within strict guidelines and is dependent on location within Minnesota. The Technical Evaluation Panel which including the Anoka Conservation District, Coon Creek Watershed District, Board of Water and Soil Resources, and the Army Corps of Engineers has approved the fill of the north three northern wetlands, as detailed in the attached report. The owner will need to dedicate additional drainage and utility easement to protect the revised wetland boundary currently outside the existing easement.

The attached Landscape Plan shows proposed trees to the east of the proposed building. Per 11-1853(B) of the City code, decorative trees shall be planted along the right-of-way lines of adjacent public roadways. Per 11-1853(C) of the City Code, the use of conifers shall be encouraged and preferred. 11-1860 allows for case-by-case evaluation for landscape approval and "strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan". A determination needs to be made as to whether the proposed Landscaping is adequate where adjacent to the City right-of-way or if additional screening is required.

The Allstate Distribution Building plans were approved at the June 17th Coon Creek Watershed District Board of Managers meeting. The Notice of Permit Application Status is attached. An Operations and Maintenance Agreement for Stormwater Facilities needs to be executed between the applicant and the Coon Creek Watershed District (CCWD) for on-site stormwater treatment. Grading cannot commence until the CCWD issues a permit.

Recommendation:

It is recommended that the Allstate Distribution Building plans be recommended for approval. It is recommended the city schedule a public hearing to vacate a portion of the drainage easement that no longer contains wetlands. It is also recommended the city require a drainage and utility easement over the wetland boundary not protected by the original drainage and utility easement of the Majestic Oaks Commercial Center plat prior to issuing the Certificate of Occupancy.

Meeting Date: March 24, 2025

CITY OF HAM LAKE

STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building and Zoning Official

Subject: Allstate Distribution Building at 13928 Lincoln Street NE

Introduction/Discussion:

Mr. Glen Harstad, Mr. Jeff Harstad and Ms. Heather Harstad of Hearth Development, are requesting approval to build a 22,000 square foot, six-unit office/warehouse building at 13928 Lincoln Street. Twenty percent of each unit will be office space and the other eighty percent warehouse space. In the narrative, it states this structure will provide other manufacturing businesses with a location to store parts and material. The proposed 22,000 square foot building footprint occupies a large part of the 2.26-acre lot which leaves limited space for parking and the septic area. Because of this, the site will have a total of 30 parking spaces with no proof of future parking. The septic system has been designed for 30 occupants. The occupancy of the building cannot exceed 30. The narrative does not include hours of operation. Per Article 4-712(D), daytime hours are between 7:01 am and 10:00 pm and nighttime hours are between 10:01 pm and 7:00 am. The applicants will need to provide information on hours of operation for the location. The use and occupancy of the building will be limited to a use of warehouse storage and office space. If the building is to be used for storing of vehicles, this will need to be noted and shown on the building design. The building design does not include a loading dock for semi-trucks to unload freight. Items and/or materials shipped or delivered to this location are to be via box trucks such as those used by UPS, FedEx, or Spee-Dee Delivery.

Recommendation:

I recommend approval of the commercial site plan and the construction of the 22,000 square foot building requested by Glen, Jeff and Wendy Harstad of Hearth Development with the following conditions:

- 1) Groundwork cannot begin until a Coon Creek Watershed District permit and National Pollutant Discharge Elimination System (NPDES) permit have been issued.
- 2) The building is to be for office/warehouse only.
- 3) Hours of operation must be determined for the location.
- 4) Trucks unloading or loading shall not block any portion of Lincoln Street at any time.
- 5) No on-street parking is allowed.
- 6) Total occupancy of the building cannot exceed 30 occupants.

ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

TITLE SHEET, LEGEND, EXISTING CONDITIONS, & REMOVAL PLAN

HAM LAKE, MINNESOTA

LEGEND

EXISTING OVERHEAD ELECTRIC	PROPOSED WATER PIPE
EXISTING UNDERGROUND TELEPHONE	PROPOSED SANITARY SEWER PIPE
EXISTING UNDERGROUND CABLE	PROPOSED STORM SEWER PIPE
EXISTING TELEPHONE PEDESTAL	PROPOSED DRAINAGE AND CLEAN-OUT
EXISTING ELECTRICAL PEDESTAL	PROPOSED ELECTRIC SERVICE
EXISTING CABLE PEDESTAL	PROPOSED GAS SERVICE
EXISTING UTILITY POLE	PROPOSED TELEPHONE SERVICE
EXISTING LIGHT POLE	PROPOSED WINDY HANGAR
EXISTING STORM SEWER	PROPOSED CATCH BASIN
EXISTING WATER MAIN	PROPOSED PLANNED-END SECTION
EXISTING SANITARY SEWER	PROPOSED GATE VALVE
EXISTING FORCE MAIN	PROPOSED WINDY HANGAR
EXISTING STORM HANGAR	PROPOSED SANITARY SEWER HANGAR
EXISTING CATCH BASIN	PROPOSED CONTAINER
EXISTING PLANNED-END SECTION	PROPOSED SPOT ELEVATION
EXISTING GATE VALVE	SURFACE OR GROUND SURFACE
EXISTING HYDRANT	PROPOSED SLOPE
EXISTING WELL	PROPOSED SLOPE
EXISTING SANITARY SEWER HANGAR	PROPOSED DIRECTION OF URNAGE
EXISTING CONTAINER	PROPOSED BENCHMARK
EXISTING SPOT ELEVATION	PROPOSED KIP-UP
EXISTING SPOT ELEVATION	PROPOSED FILTRATION MEDIA
(ON GRADE OR SURFACE)	PROPOSED VILEY PROTECTION
EXISTING BENCHMARK	PROPOSED HEAVY-DUTY RAVERSHEET
EXISTING TIES	PROPOSED DRAINAGE
EXISTING TIE TO BE REMOVED	PROPOSED TIE-OUT CURB
EXISTING RETAINING WALL	PROPOSED RETAINING WALL
EXISTING FENCE	
EXISTING WETLAND	

* NOT ALL SYMBOLS ARE APPLICABLE.

GENERAL NOTES

THE INFORMATION SHOWN ON THESE DRAWINGS CONCERNING THE TYPE AND LOCATION OF EXISTING UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO THE TYPE AND LOCATION OF UTILITIES AS NECESSARY TO AVOID DAMAGE TO THESE UTILITIES.

CALL "811" FOR EXISTING UTILITIES LOCATIONS PRIOR TO ANY EXCAVATIONS.

THE CONTRACTOR SHALL FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING SANITARY SEWER, STORM SEWER, AND WATER MAIN AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO THE START OF INSTALLATIONS.

INSTALLATIONS SHALL CONFORM TO THE CITY STANDARD SPECIFICATIONS AND DETAIL PLANS.

ALL UTILITIES THAT WILL BE OWNED AND MAINTAINED BY THE CITY AFTER CONSTRUCTION SHALL BE BUILT TO CITY STANDARDS.

THE CONTRACTOR SHALL NOTIFY CITY PUBLIC WORKS DEPARTMENT A MINIMUM OF 24 HOURS PRIOR TO THE INTERRUPTION OF ANY SEWER OR WATER SERVICES TO EXISTING HOMES OR BUSINESSES.

THE CONTRACTOR SHALL OBTAIN A RIGHT-OF-WAY PERMIT FROM THE CITY PRIOR TO ANY WORK.

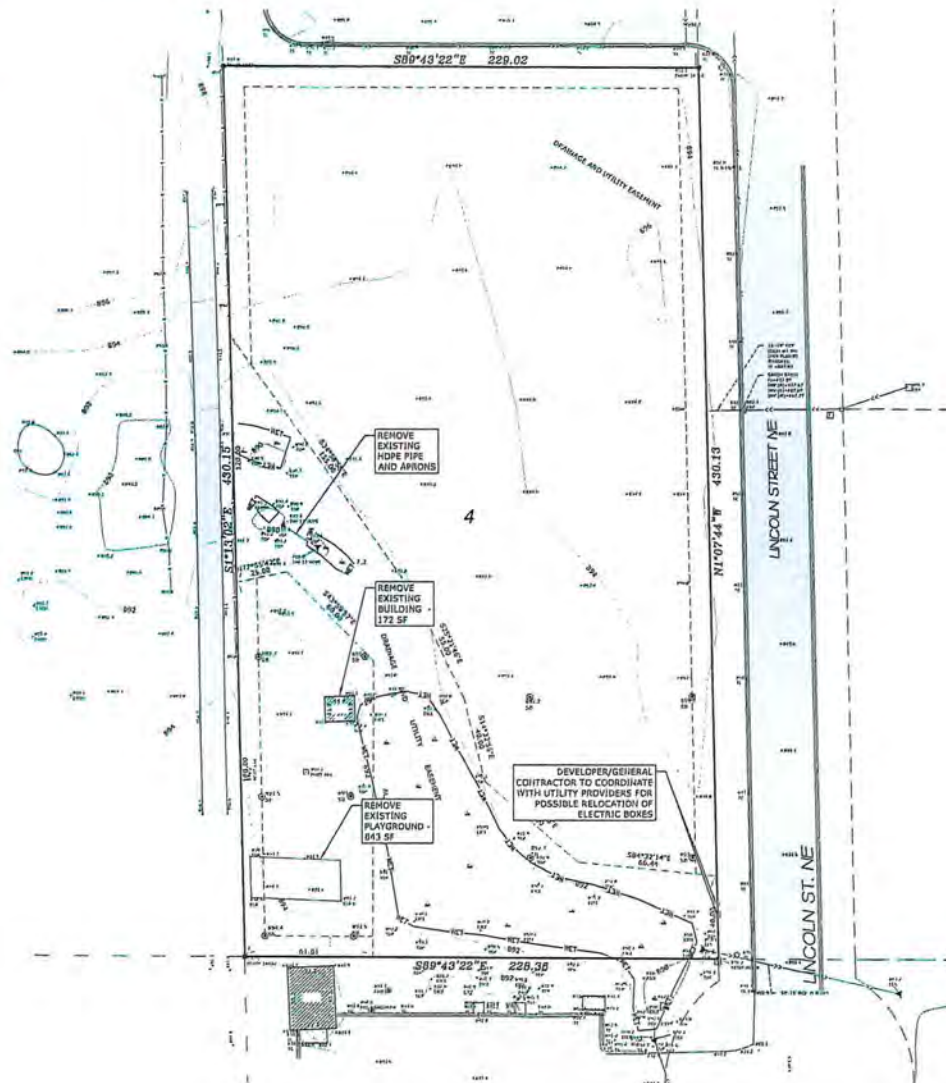
STORAGE OF MATERIALS OR EQUIPMENT SHALL NOT BE ALLOWED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

NOTIFY CITY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.

ALL ELECTRIC, TELEPHONE, AND GAS EXCAVATIONS INCLUDING SERVICE LINES SHALL BE CONSTRUCTED TO THE APPROPRIATE UTILITY COMPANY SPECIFICATIONS. ALL UTILITY DISCONNECTIONS SHALL BE COORDINATED WITH THE APPROPRIATE UTILITY COMPANY.



below.
Call before you dig.



VICINITY MAP



NOT TO SCALE

GENERAL SITE INFORMATION:

LOT SIZE	= 10,335 SF (2.20 ACRES)
PROPOSED BUILDING	= 22,000 SF (0.505 ACRES)
ADDITION	= 46,709 SF (1.049 ACRES)
NEW/RECONSTRUCTED IMPERVIOUS	= 68,709 SF (1.574 ACRES)
ZONING	= PUD WITH CO-2 UNDERLYING USE
PROPOSED OCCUPANCY	= MIXED USE: OFFICE (B) WAREHOUSE (S-1)
6 UNITS AT 3,000 SF EACH	= OFFICE (20%)
PROPOSED PARKING DATA	733 SF AT 1,000 = 3 STALLS / UNIT
(SEE ARCH. SHEET T1)	WAREHOUSE (80%)
	2,034 SF AT 1,000 = 2 STALLS / UNIT
	8 STALLS REQUIRED / UNIT
	8 STALLS PROVIDED / UNIT

PROPERTY DESCRIPTION
Lot 4, Block 2, HASTINGS OAK COMMERCIAL CENTER, Polk County, Minnesota.

DEVELOPER
GLEN HARSTAD
1415 TERRACE BLVD
HAM LAKE, MN 55034
CONTACT NAME: GLEN HARSTAD
CONTACT PHONE: (763) 204-4919
CONTACT E-MAIL: GLENHARSTAD@GMAIL.COM

CURRENT PROPERTY OWNER
EUTENGER ENTERPRISES LLC
1415 CENTRAL AVE NE
DANVILLE, VA 22026
CONTACT NAME: JEFF EUTENGER
CONTACT PHONE: (812) 904-4054
CONTACT E-MAIL: JEFF@EUTENGERENTERPRISES.COM

CIVIL ENGINEER
PLOE ENGINEERING
1775 LAKE DRIVE
SUITE 110
LAKE LAKE, MN 55054
CONTACT NAME: JAMES BENTHAUSE
CONTACT PHONE: (763) 351-9237
CONTACT E-MAIL: JAMESB@PLOWE.COM

ARCHITECT
LAURENT ARCHITECTS
800 LAURENT AVE
ST PAUL, MN 55104
CONTACT NAME: JAMES BENTHAUSE
CONTACT PHONE: (763) 351-9237
CONTACT E-MAIL: JAMESB@PLOWE.COM

SHEET INDEX

C0	TITLE SHEET, LEGEND, EXISTING CONDITIONS, & REMOVAL PLAN
C1.1	GRADING, DRAINAGE & EROSION CONTROL PLAN
C1.2	ENTRANCE DETAILS
C2	UTILITY PLAN
C3.1	DETAILS & NOTES
C3.2	DETAILS & NOTES
C4	SOIL AMENDMENT PLAN
C5	FLOODPLAIN EXHIBIT
C6.1	STORM WATER POLLUTION PREVENTION PLAN
C6.2	STORM WATER POLLUTION PREVENTION PLAN
C7	TURNING EXHIBIT

DRAWN BY: M.O.A. DESIGN BY: M.O.A.
CHECKED BY: M.O.A. PROJ. NO.: 24-2141
ORIGINAL DATE: MAY 3, 2024

REVISION DESCRIPTION	DATE
1. ADDED NOTES ABOUT LOT BOUNDARY & REMOVAL OF WETLAND AREAS	10/2/23

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.
GLEN HARSTAD
DATE: 03/17/2023 LIC. NO.: 8229

ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
HAM LAKE, MINNESOTA
TITLE SHEET, LEGEND, EXISTING CONDITIONS, AND REMOVAL PLAN

PREPARED FOR:
GLEN HARSTAD

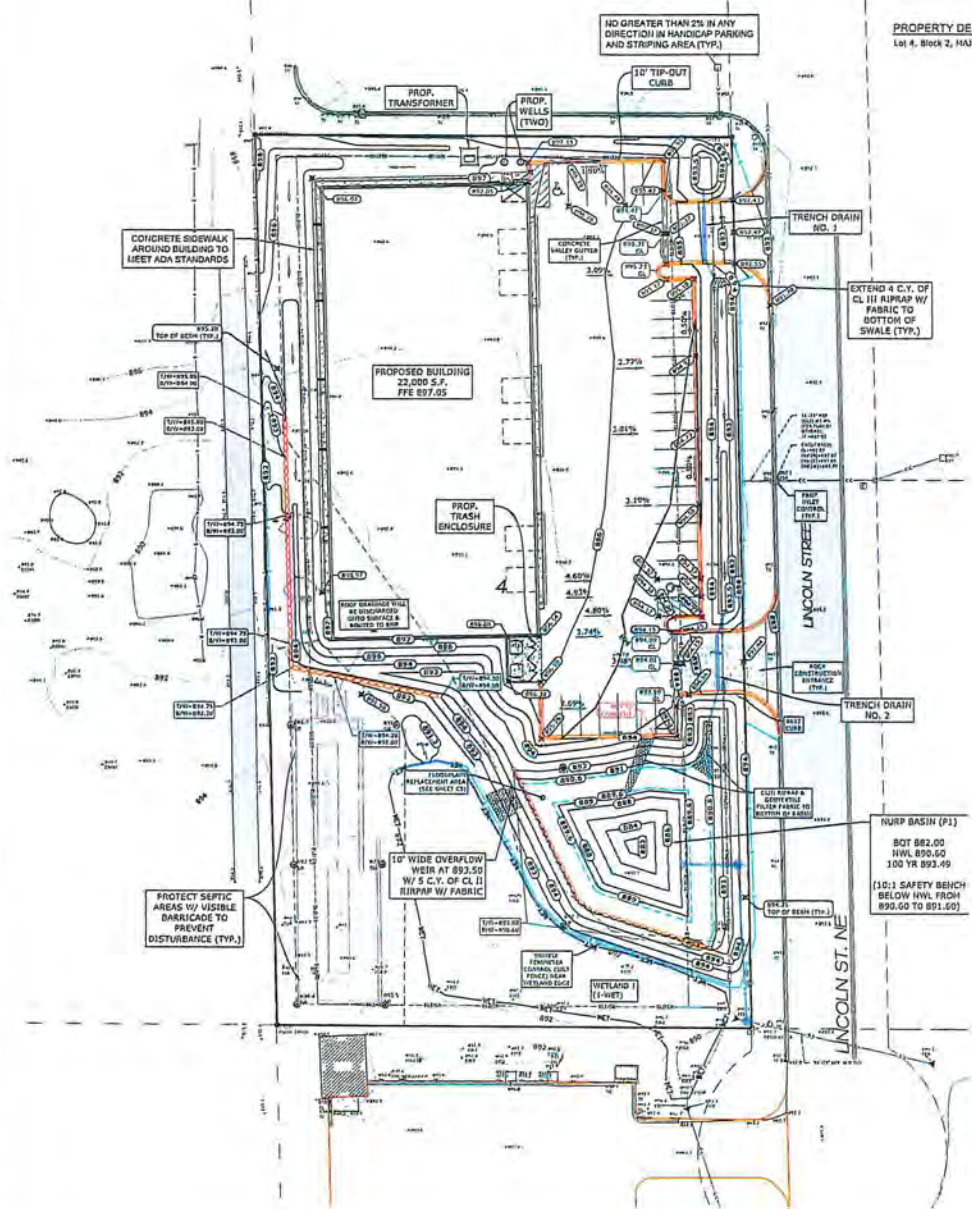


PLOWE
ENGINEERING, INC.
1775 LAKE DRIVE
SUITE 110
LAKE LAKE, MN 55054
PHONE: (763) 351-9237
FAX: (763) 351-8701

NORTH



CO



PROPERTY DESCRIPTION
Lot 4, Block 2, MAJESTIC DMS COMMERCIAL CENTER, Anoka County, Minnesota.

SITE SEQUENCING

- PRIOR TO ANY GRADING OPERATIONS, THE CONTRACTOR SHALL INSTALL ROCK CONSTRUCTION ENTRANCE (LOCATIONS TO BE DETERMINED) COORDINATE WITH DUNES AND PERMITTER. SILT FENCE AS SHOWN ON PLAN. (CONTACT CITY TO INSPECT EROSION CONTROL MEASURES PRIOR TO GRADING OPERATIONS, IF NECESSARY). ADDITIONAL SILT FENCE MAY BE NECESSARY IF LOCAL CONDITIONS REQUIRE.
- THE CONTRACTOR SHALL PROVIDE ALL SOIL, SEED, MULCH AND FERTILIZER WHICH SHALL CONFORM WITH THE FOLLOWING MINOT SPECIFICATIONS AS ADJUSTED BELOW.

ITEM	HYDROT SPECIFICATIONS/NOTES
SOD	3670
SEED **	3676
FOR TURF ESTABLISHMENT	
COMMERCIAL TURF	HUDOT MIX 35-35 (220 LBS/ACRE)
RESIDENTIAL TURF	HUDOT MIX 35-35 (120 LBS/ACRE)
TEMPORARY	
PAUL COVER	HUDOT MIX 35-35 (180 LBS/ACRE)
SPRING/SHOULDER	HUDOT MIX 35-35 (180 LBS/ACRE)
SOIL-BUILDING COVER	HUDOT MIX 35-35 (180 LBS/ACRE)
1-2 YEARS COVER	HUDOT MIX 35-35 (180 LBS/ACRE)
2-5 YEARS COVER	HUDOT MIX 35-35 (180 LBS/ACRE)
MULCH	3682 TYPE 1 - 80% AIR-DRIED
FERTILIZER	3681
WOOD FIBER BLANKET	3685 (CATEGORY 2)

- ** HOW A HUNDRED OF QUOTE PER 2 YEARS
- ** REEDED AREA SHALL BE EITHER FENCED OR COVERED BY PERMANENT BLANKETS TO PROTECT SEEDS AND LIMIT EROSION.
- ALL EXPOSED SOILS & STOCKPILES MUST HAVE TEMPORARY EROSION CONTROL PROTECTION OR PERMANENT COVER WITHIN 24 HOURS OF INACTIVITY.
- THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES REPLACE IN THESE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.
- THE CONTRACTOR SHALL MAINTAIN SILT FENCE, INCLUDING THE REMOVAL OF ACCUMULATED SEDIMENT, THROUGH COMPLETION OF BUILDING CONSTRUCTION. SILT FENCE TO BE REMOVED ONLY AFTER COMPLETION OF BUILDING CONSTRUCTION AND UPON ESTABLISHMENT OF VEGETATION.
- THE CONTRACTOR SHALL PROVIDE WOOD FIBER BLANKET FOR ALL AREAS OF CONCENTRATED FLOW AND FOR ALL SLOPES 3:1 OR GREATER.
- PROTECT ALL STORM WATER MANAGEMENT FACILITIES FROM CONSTRUCTION RUN-OFF. CONTRACTOR TO INSTALL AND CONSTRUCT SAID FACILITIES ONCE SITE HAS BEEN STABILIZED.
- IF ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BARRIERS AND EROSION CONTROL BLANKET AS REQUIRED.
- THE CONTRACTOR SHALL FILL GRADE SHALL AREAS UPON STABILIZATION OF UPSTREAM AREAS.
- THE CONTRACTOR SHALL SOD ALL DISTURBED DRAINAGE AREAS, INCLUDING SWALES & OVERFLOWS.
- UPON GRADING COMPLETION THE CONTRACTOR SHALL PROVIDE NATIVE TOPSOIL WITH SOD OR SEED, AND MULCH ANCHORED WITH A STRAIGHT SET SOIL WITHIN 48 HOURS OF FINAL GRADING.
- EXCESS SOIL SHOULD BE TREATED LIKE OTHER EXPOSED SOIL AND STABILIZED WITHIN 72 HOURS. ANY SOIL STOCKPILES AND TO HAVE SILT FENCE PLACED ON DOWNSTREAM SIDE.
- IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CLEAN SUCH SOILING OR LITTERING TO BE CLEANER UP BY EXISTING CITY LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED.

OTHER POLLUTION CONTROL MEASURES

CONSTRUCTION WASTE MATERIALS - ALL WASTE MATERIALS GENERATED AS A RESULT OF SITE CONSTRUCTION SHALL BE COLLECTED AND REMOVED ACCORDING TO ALL LOCAL AND/OR STATE WASTE MANAGEMENT REGULATIONS BY A LICENSED SOLID WASTE MANAGEMENT COMPANY. THE CONTRACTOR WILL ENSURE THAT ALL SITE PERSONNEL ARE INSTRUCTED IN THESE PRACTICES.

HAZARDOUS WASTES - ALL HAZARDOUS WASTE MATERIALS SHALL BE STORED PROPERLY TO PREVENT SPILLS AND MINIMALISM. WHEN NECESSARY, HAZARDOUS WASTES WILL BE DISPOSED OF BY THE METHOD SPECIFIED BY LOCAL AND/OR STATE REGULATION OR BY THE MANUFACTURER.

SANITARY WASTE - ALL SANITARY WASTE WILL BE COLLECTED FROM THE PORTABLE UNITS BY A LOCAL LICENSED WASTE MANAGEMENT COMPANY AS REQUIRED BY LOCAL REGULATION.

OFFSITE VEHICLE TRACKING - A ROCK CONSTRUCTION ENTRANCE HAS BEEN PROVIDED TO HELP REDUCE VEHICLE TRACKING OF SEDIMENT. IF A STREET, ALLEY, SIDEWALK OR OTHER PUBLIC PLACE SHOULD BECOME SOILED OR LITTERED, THE CONTRACTOR SHALL CLEAN SUCH SOILING OR LITTERING TO BE CLEANER UP BY EXISTING CITY LATER THAN THE END OF THE WORKING DAY IN WHICH SUCH SOILING OR LITTERING SHALL HAVE OCCURRED OR BEEN OBSERVED. DUMP TRUCKS UNLOADING LOOSE MATERIALS (SAND, TOPSOIL, ETC.) TO AND/OR FROM THE SITE SHALL BE COVERED WITH A TARP.

VEHICLE CLEANING - NO DISHIE OR DISHIEING IS ALLOWED ON-SITE. EXTERNAL WASHING OF VEHICLES TO BE CONFINED TO A DESIGNATED AREA (PUMP WASH) ON-SITE. CONTRACTOR TO PROVIDE DESIGNATED TRUCK WASH-OUT AREA WITH APPROPRIATE SIGNALING. WASH-OUT AREA IS TO BE A MINIMUM OF 20 FEET FROM DITCHES, PONDS, OR OTHER STORMWATER FEATURES. ALL LIQUID AND SOLID WASTE GENERATED BY WASH-OUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER (E.G. COMPACTED CLAY LINER, IMPERMEABLE GEO-MEMBRANE) AND DISPOSED OF PROPERLY.

SPILL PREVENTION AND CONTROL - ALL VEHICLES WILL BE CHECKED FOR LEAKING OIL AND FLUIDS. VEHICLES LEAKING FLUIDS WILL NOT BE ALLOWED ON-SITE. SPILL KITS WILL BE STOKED ON-SITE AND ALL SPILLS WILL BE CLEANED UP IMMEDIATELY. SPENT DISCARTED MATERIALS AND FLUIDS WILL BE HAULED OFF-SITE IMMEDIATELY AFTER THE SPILL IS CLEANED UP AND PROPERLY DISPOSED OF. SPILL PREVENTION AND CONTROL MEASURES SHALL BE IMPLEMENTED DURING CONSTRUCTION PERIOD.

SOIL STOCKPILES - INSTALL SILT FENCE OR OTHER EFFECTIVE EROSION CONTROL MEASURES AROUND ALL TEMPORARY SOIL STOCKPILES. SOILS AND STOCKPILES MUST BE STABILIZED WITHIN 24 HOURS OF INACTIVITY. LOCATE SOIL ON DIRT STOCKPILES SUCH THAT COVERLOOSE DRAINAGE LENGTH IS 10 FEET FROM THE TOP OF THE SOIL STOCKPILE TO THE SURFACE WATER, INCLUDING STORMWATER CONVEYANCES SUCH AS CURBS AND GUTTER SYSTEMS, OR DITCHES UNLESS THERE IS A DIVERSION IN PLACE FOR THE STORMWATER. IF NEARER THAN 10 FEET, STABILIZE THE STOCKPILES BY MULCHING, VEGETATIVE COVER, TAPPS, OR OTHER MEANS. DURING STREET RETURN, COVER CONSTRUCTION SOIL ON DIRT STOCKPILES LOCATED CLOSER THAN 5 FEET TO A ROADWAY OR DRAINAGE CHANNEL WITH TAPPS, AND PROTECT STOCKPILES WITH SILT SOCKS OR STAKED SILT FENCE.

PROVIDE WIND (OR APPROVED EQUAL) FOR WIND PROTECTION AT ALL EXISTING STORM SEWER INLETS THAT WILL RECEIVE RUN-OFF DURING CONSTRUCTION. SILENT PROTECTION TO REMAIN IN PLACE UNTIL AT LEAST 75% OF SITE VEGETATION HAS BEEN ESTABLISHED.

CONTRACTOR TO PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SIGNALING. KEEP WASHOUT AREAS AS FAR AS PRACTICAL FROM STORM DRAIN, DITCHES AND PONDS. DO NOT ALLOW RUN-OFF FROM THIS AREA BY CONSTRUCTING A TEMPORARY PIT OR BEHIND AREA UNLESS DESIGNED FOR LIQUID AND SOLID WASTE. AFTER WASTE CONCRETE IS SET, BREAK-UP AND DISPOSE OF PROPERLY.

THE CONTRACTOR MUST DISCHARGE TURBID OR SEDIMENT-LADEN WATERS RELATED TO DRYWEATHER (E.G., PULPED DISCHARGES, THUNDERSTORM RUN-OFF) TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. THE CONTRACTOR MUST DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASIN TO SURFACE WATERS IF THE BASIN WATER HAS BEEN VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED IN THE BASIN AND THAT INSURANCE CONDITIONS (SEE HILL, A. 2004, 2004, 2004) WILL NOT MEET FLUORIDE DISCHARGE. IF THE WATER CANNOT BE DISCHARGED TO A SEDIMENTATION BASIN PRIOR TO ENTERING THE SURFACE WATER, IT MUST BE TREATED WITH THE APPROPRIATE DIPS, SUCH THAT THE DISCHARGE DOES NOT ADVERSELY AFFECT THE RECEPTIVE WATER OR DOWNSTREAM PROPERTIES.



GRADING, DRAINAGE, AND EROSION CONTROL PLAN
ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

DRAWN BY: M.Q.A. DESIGN BY: G.M.A.
CHECKED BY: M.Q.A. PROJECT NO.: 24-2141
ORIGINAL DATE: MAY 3, 2024

DATE	REVISION DESCRIPTION
5/3/24	REVISED BASIN GRADING
5/3/24	REVISED DRAINAGE DUE TO POOR RELOCATION
5/3/24	REVISED DRAINAGE OF WALL, SWALES, ETC. DUE TO CONVALENT
5/3/24	REVISED DRAINAGE AT RY DRAINAGE OF RING

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
DATE: 03.17.2025
GLEN HARSTAD

ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
MINNAPOLIS, MINNESOTA
GRADING, DRAINAGE, AND EROSION CONTROL PLAN

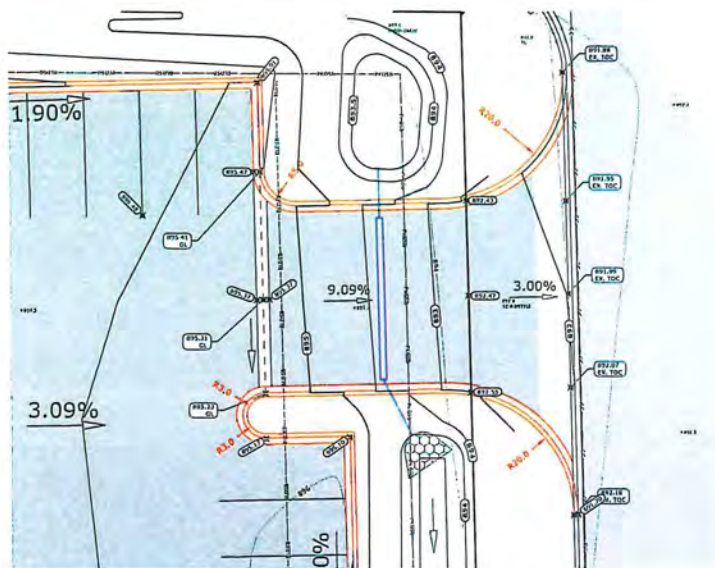
PREPARED FOR:
GLEN HARSTAD



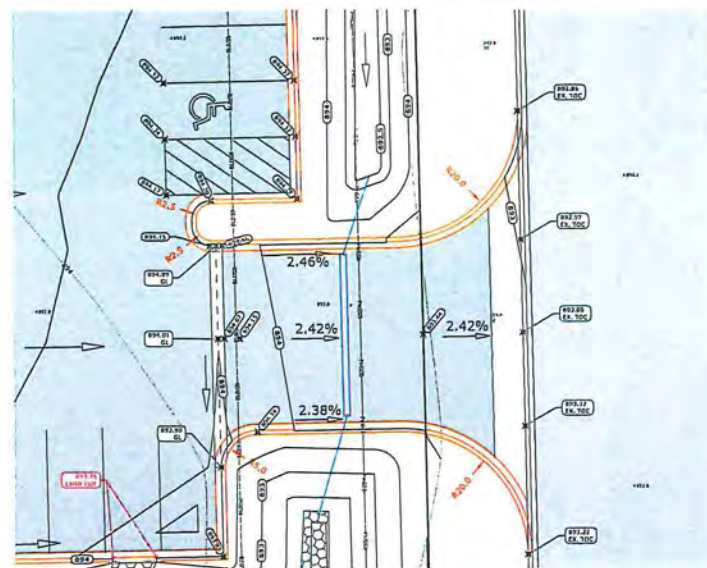
3DTE PLANNING
POLOWE ENGINEERING, INC.
1775 LEWIS DRIVE
SUITE 110
LINO LAKES, MN 55044
PHONE: (952) 264-6700
FAX: (952) 264-6700



C1.1



NORTHERN ENTRANCE



SOUTHERN ENTRANCE

DRAWN BY: M.O.A. DESIGN BY: M.O.A.
 CHECKED BY: M.O.A. PROJ. NO.: 24-2141
 ORIGINAL DATE: MAY 3, 2024

DATE	REVISION DESCRIPTION
05/03/24	REVISED BASIN GRADINGS
05/03/24	ADJUST GRADES AND EASEMENT ENTRIES
05/03/24	REVISED SOUTHERN ENTRANCE GRADES
05/03/24	REVISED SOUTHERN ENTRANCE GRADES

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 DATE: 05.17.2025
 GABRIEL M. AUGUSTO
 LIC. NO. 58299

ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
 1100 LAKE DRIVE
 ENTRANCE DETAILS

PREPARED FOR:
 GLEN HARSTAD



PLOWE
ENGINEERING, INC.
 8778 LAKE DRIVE
 SUITE 110
 LIND LAKES, MN 55814
 PHONE: (855) 361-6210
 FAX: (855) 361-6101



ENTRANCE DETAILS
ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

C1.2

STORM SEWER NOTES

FIELD VERIFY SIZE, ELEVATION, AND LOCATION OF EXISTING STORM SEWER AND NOTIFY ENGINEER OF ANY DISCREPANCIES PRIOR TO ANY INSTALLATIONS.

STORM SEWER PIPE SHALL BE PVC SCHEDULE 40 MEETING ASTM D1785, D2466, F891, OR F1488 WITH APPROVED FITTINGS (SEE TABLE 701.2). SOLVENT WELDED JOINTS MUST USE ASTM F656 PURPLE PRIMER AND ASTM D2264 CEMENT. THE SEWER MUST BE INSTALLED BY OPEN-TRENCH ON A CONTINUOUS GRANULAR BED PER SECTION 314.4.1. ASTM D2241 PVC IS NOT AN APPROVED MATERIAL FOR BUILDING SEWERS.

STORM SEWER LENGTHS INCLUDE THE LAYING LENGTH OF THE FLARED-END SECTION. LAYING LENGTH OF APRON TO BE DEDUCTED FROM PAYMENT LENGTH OF PIPE.

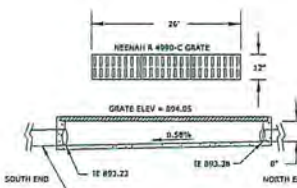
ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MINNESOTA RULES, PART 4715.2020.

STORM SEWER PIPES TO BE JOINED TO THE CATCH BASIN MANHOLES W/ APPROVED RESILIENT RUBBER JOINTS TO MAKE THEM CASTTIGHT OR WATERTIGHT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.

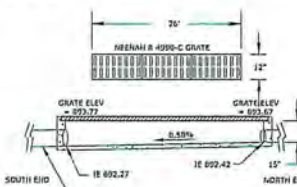
ALL PERMITS, INCLUDING BUT NOT LIMITED TO PERMITS FROM CITY OF HAN LAKE, COON CREEK WATERSHED, AND THE MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY, SHALL BE OBTAINED PRIOR TO ORDERING OF MATERIAL AND STARTING OF CONSTRUCTION. NO INSTALLATION OF UTILITIES SHALL BE PERMITTED UNTIL ALL APPLICABLE PERMITS ARE RECEIVED BY THE CONTRACTOR.

INSTALLATION OF UTILITIES SHALL BE CONSTRUCTED TO MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY STANDARDS AND CITY STANDARDS AS IDENTIFIED IN THE PUBLIC WORKS/ENGINEERING STANDARDS.

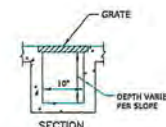
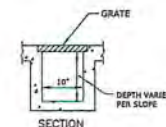
SEPTIC SYSTEM & CONNECTION TO WELL DESIGN BY OTHERS. SEE DESIGNER'S DESIGN AND NOTES FOR ADDITIONAL DETAILS.



1 TRENCH DRAIN NO. 1
N.T.S.



1 TRENCH DRAIN NO. 2
N.T.S.



DRAWN BY: M.O.A. DESIGN BY: M.O.A.
CHECKED BY: M.O.A. PROJ. NO: 24-2141
ORIGINAL DATE: MAY 3, 2024

DATE	REVISION DESCRIPTION
5/2/24	REVISED UTILITIES
5/2/24	ADDED SUPPLY & EXTRA WELL ADJUSTED STORM 40 DATA
5/2/24	REVISED GRADE ELEVATIONS OF TRENCH NO. 2

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
DATE: 03/17/2025 LIC. NO. 5239
DANIEL L. AUGERER

ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
HAN LAKE, MINNESOTA
UTILITY PLAN

PREPARED FOR:
GLEN HARSTAD

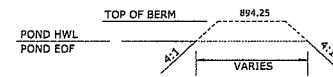
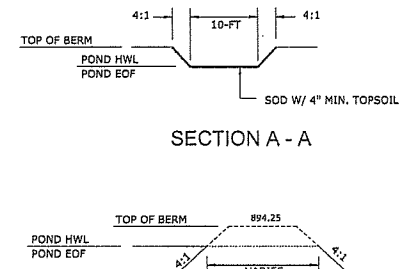
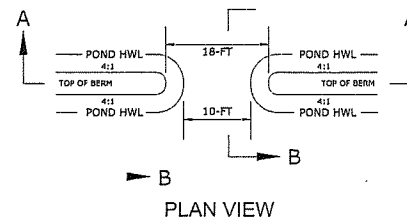
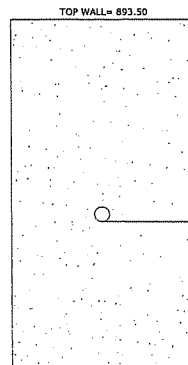
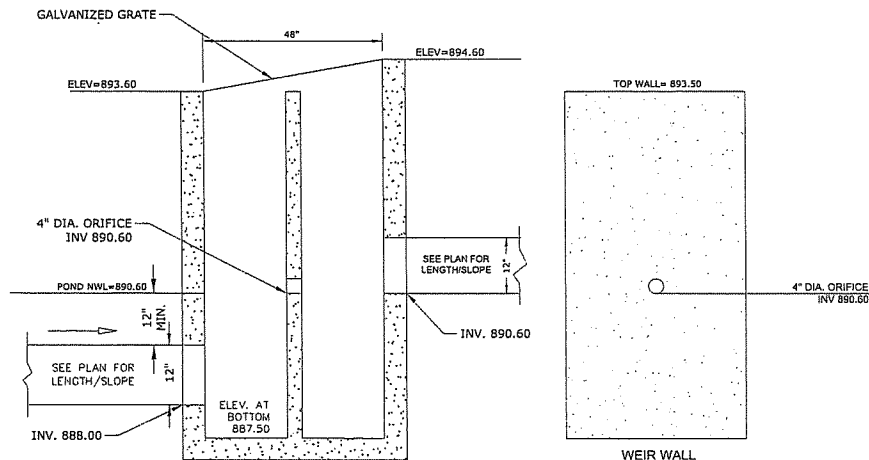
SITE PLANNING & ENGINEERING
Plowe
ENGINEERING, INC.
8775 LAKE DRIVE
SUITE 110
LINO LAKE, MN 55244
PHONE: (855) 581-8210
FAX: (953) 581-8200

NORTH
0 10 20
1" = 30 FEET

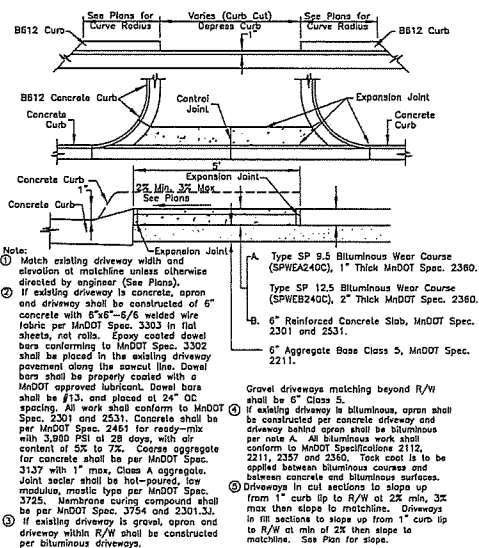
C2

UTILITY PLAN
ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

811
Know what's below.
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SODDED OVERFLOW - POND 1 (P1)
N.T.S.



DRAWN BY: M.Q.A. DESIGN BY: M.Q.A.
CHORD BY: M.Q.A. PROJ. NO. 24-2141
ORIGINAL DATE: MAY 3, 2024

DATE	REVISION DESCRIPTION
5/2/24	REVISED OCS & OVERFLOW DETAILS
10/2/24	REVISED OCS & OVERFLOW DETAILS
2/2/25	REVISED OCS & OVERFLOW DETAILS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
DATE: 03/17/2025
LIC. NO. 54299
DANIEL M. AUGUSTALOH

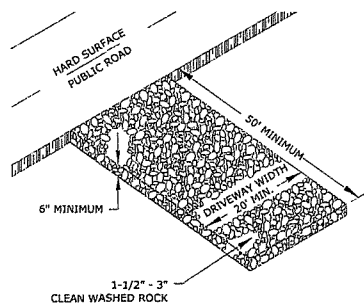
ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
MINNAPOLIS, MINNESOTA
DETAILS & NOTES

PREPARED FOR:
GLEN HARSTAD

SITE PLANNING
& ENGINEERING
PLOWE
ENGINEERING, INC.
6370 LAKE DRIVE
SUITE 110
LINO LAKES, MN 55014
PHONE: (651) 361-4210
FAX: (651) 361-4101

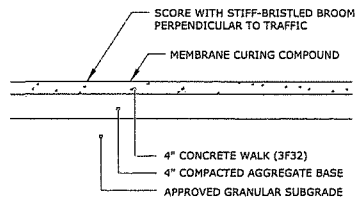
DETAILS & NOTES
ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

C3.1



ROCK CONSTRUCTION ENTRANCE

NOT TO SCALE

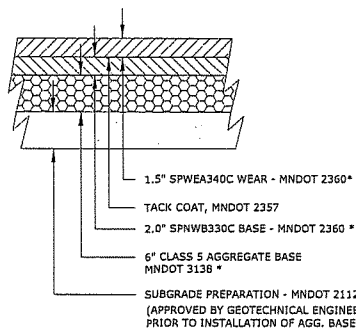


NOTES:

- 1) USE EXPANSION JOINT WHERE NEW CONCRETE MEETS EXISTING CONCRETE OR STRUCTURE.
- 2) CONTROL JOINTS SHALL BE CUT WITH A JOINTER HAVING A RADIUS OF 1/4" AND SPACED @ 5'-0" O.C. MAX. U.N.O.
- 3) EXPANSION JOINTS SHALL BE SPACED AT 20'-0" O.C. MAX. AND SHALL CONSIST OF A 1/2" PRE-FORMED JOINT FILLER.
- 4) ANTI-SPALLING COMPOUND SHALL BE APPLIED TO CONCRETE SURFACES.

TYPICAL CONCRETE SIDEWALK

NOT TO SCALE

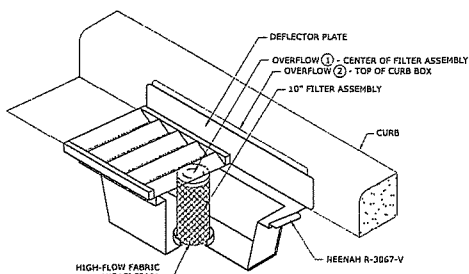


PAVING SHALL CONFORM TO THE LATEST EDITION OF MNDOT'S STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE CITY'S STANDARDS FOR STREET AND UTILITY CONSTRUCTION.

* PAVING SECTION SHALL BE REVIEWED AND APPROVED BY HAUGO GEOTECHNICAL SERVICES OR ANOTHER GEOTECHNICAL ENGINEER PRIOR TO ANY INSTALLATIONS.

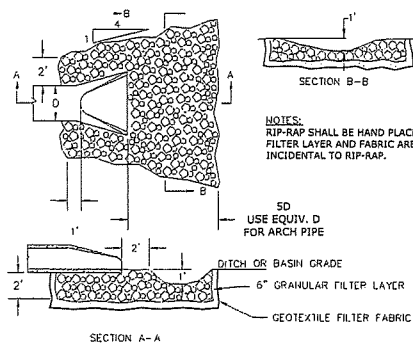
BITUMINOUS PAVEMENT

NOT TO SCALE



WIMCO INLET PROTECTION

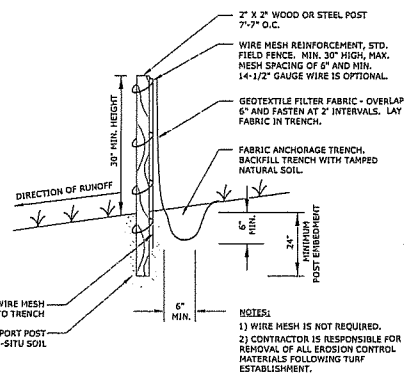
NOT TO SCALE



RIP-RAP AT OUTLETS

NOT TO SCALE

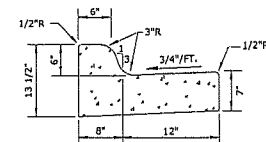
RIP-RAP QUANTITIES (C.Y.)					
PIPE DIA.	RIP-RAP	PIPE DIA.	RIP-RAP	PIPE DIA.	RIP-RAP
12"	4	24"	10	42"	23
15"	5	27"	12	48"	28
18"	6	30"	14	54"	34
21"	8	36"	18	60"	39



SILT FENCE

NOT TO SCALE

PROVIDE 4" CLASS 5 UNDER CURB (TYP)

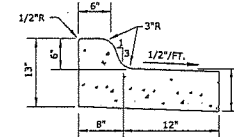


NOTE: FOR MECHANICALLY LAID CURB, SHOE MAY BE TILTED.

B612 CONCRETE CURB & GUTTER

NOT TO SCALE

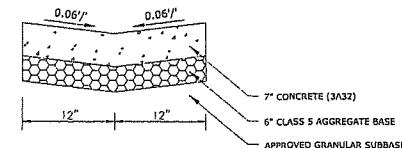
PROVIDE 4" CLASS 5 UNDER CURB (TYP)



NOTE: FOR MECHANICALLY LAID CURB, SHOE MAY BE TILTED.

B612 CONCRETE CURB & GUTTER (TIP-OUT)

NOT TO SCALE



CONCRETE GUTTER SWALE

NOT TO SCALE

DRAWN BY:	DESIGN BY:
M.G.A.	C.M.A.
CHORD BY:	PROJ. NO.
M.G.A.	24-2141
ORIGINAL DATE:	
MAY 3, 2024	

DATE	REVISION DESCRIPTION
10/20/24	REVISION CONCRETE MAX PER CITY COMMENTS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

DATE: 03/17/2025

DATE: 03/17/2025

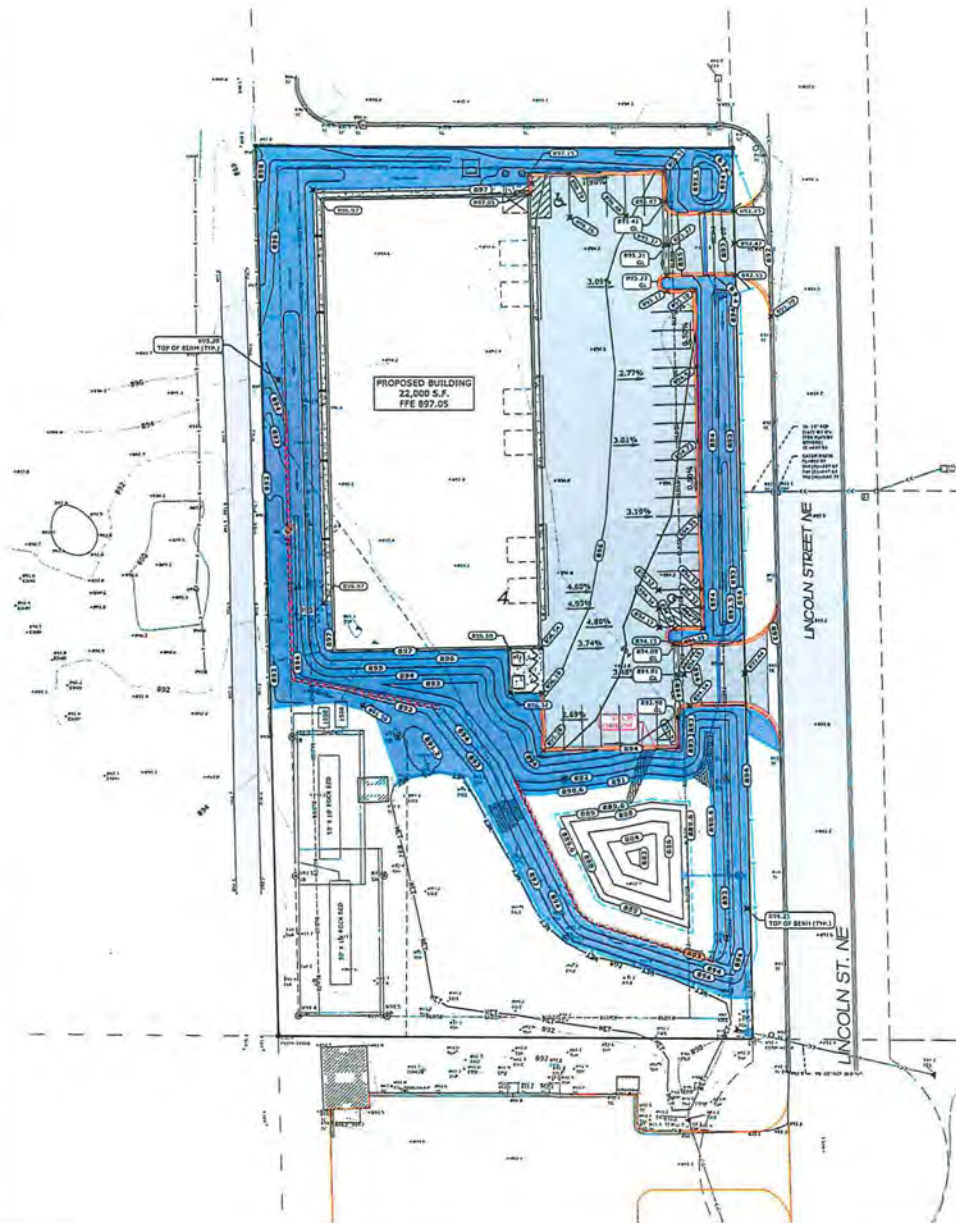
DATE: 03/17/2025

ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
RAIN LAKE, MINNESOTA

PREPARED FOR:
GLEN HARSTAD



SITE PLANNING & ENGINEERING
PLOWE ENGINEERING, INC.
1170 LAKE DRIVE
SUITE 110
RAIN LAKE, MN 55084
PHONE: (951) 261-8210
FAX: (951) 261-8101



Know what's below.
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LEGEND

PROPOSED SOIL AMENDMENT AREAS

SOIL AMENDMENT AREAS (DISTURBED AREAS ONLY)

1. ON-SITE TOPSOIL TO BE STOCKPILE
2. AFTER GRADING, LEAVE AMENDMENT AREAS SUBCUT 6"
3. ALLEVIATE COMPACTED SOILS (FLOW OR TILL) TO A MIN. DEPTH OF 2"
4. APPLY 8" OF STOCKPILED TOPSOIL
5. APPLY 2.5" COMPOST MEETING:
 - 5.1. 8-13% SOIL ORGANIC MATTER
 - 5.2. PH SUITABLE FOR TURF SEEDING
 - 5.3. NOTE: RETAIN RECORDS & RECEIPTS FOR COMPOST DELIVERED TO SITE FOR COWD INSPECTIONS
6. ROTOTAL COMPOST INTO TOPSOIL TO A MIN. DEPTH OF 18" BY USING A PRIMARY TILLING OPERATION SUCH AS A CHISEL PLOW, RIPPER OR SUBSOILER

DRAWN BY: M.O.A. DESIGN BY: D.M.A.
CHECKED BY: M.O.A. PROJ. NO.: 24-2141
ORIGINAL DATE: MAY 2, 2024

DATE: 1. PROVISION DESCRIPTION
2. PROPOSED SOIL AMENDMENT AREA
3. PROPOSED SOIL AMENDMENT AREA
4. PROPOSED SOIL AMENDMENT AREA

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer in the State of Minnesota.

DATE: 03.17.2023 LIC. NO. 66299

ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
110A LANE, MINNESOTA
SOIL AMENDMENT PLAN

PREPARED FOR:
GLEN HARSTAD



PLOWE
ENGINEERING, INC.

8779 LAKE DRIVE
SUITE 110
LINO LAKE, MN 55014
PHONE: (612) 261-6270
FAX: (612) 261-6701

NORTH



C4

SOIL AMENDMENT PLAN
ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

PLOWE ENGINEERING, INC.
SITE PLANNING
ENGINEERING
10000 W. 100TH STREET
SUITE 100
LAKESIDE, MINN. 55049
PHONE: 953-344-4001

ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING
HAM LAKE, MINNESOTA
DATE: 03.17.2025
L.P.C. NO. 56298

DESIGNED BY: [Signature]
DATE: 03.17.2025
L.P.C. NO. 56298

DATE	REVISION DESCRIPTION
10/20/24	UPDATE QUANTITIES

DESIGNED BY	DATE
PLA	03/17/2025



MAP OF SURFACE WATERS

STORM WATER POLLUTION PREVENTION PLAN

The purpose of this plan is to describe the measures that will be taken to prevent storm water pollution from the proposed project. The plan is based on the following assumptions:

- 1. The project will be constructed in accordance with the requirements of the Minnesota Pollution Control Agency (MPCA).
- 2. The project will be constructed in accordance with the requirements of the Minnesota Department of Transportation (MNDOT).
- 3. The project will be constructed in accordance with the requirements of the Minnesota Department of Natural Resources (DNR).

The plan includes the following sections:

- 1. **GENERAL INFORMATION**
- 2. **PROJECT DESCRIPTION**
- 3. **STORM WATER POLLUTION PREVENTION MEASURES**
- 4. **IMPLEMENTATION SCHEDULE**
- 5. **MONITORING AND MAINTENANCE**
- 6. **APPENDICES**

GENERAL INFORMATION

The project is located at the intersection of Ham Lake and Lake Superior. The project area is approximately 100,000 square feet. The project will consist of the construction of a new commercial building, a parking lot, and a storm water management system.

PROJECT DESCRIPTION

The project will consist of the construction of a new commercial building, a parking lot, and a storm water management system. The building will be approximately 100,000 square feet in size. The parking lot will be approximately 50,000 square feet in size. The storm water management system will consist of a detention pond, a filter strip, and a series of vegetated swales.

STORM WATER POLLUTION PREVENTION MEASURES

The following measures will be implemented to prevent storm water pollution from the project:

- 1. **Best Management Practices (BMPs):** BMPs will be implemented to prevent sediment, silt, and other pollutants from entering the storm water system. BMPs will include the use of silt fences, sediment traps, and vegetated swales.
- 2. **Storm Water Detention:** A detention pond will be constructed to detain storm water runoff from the project area. The pond will be designed to detain storm water for a minimum of 24 hours.
- 3. **Storm Water Filtration:** A filter strip will be constructed to filter storm water runoff from the project area. The filter strip will be designed to remove sediment, silt, and other pollutants from the storm water.
- 4. **Storm Water Vegetation:** A series of vegetated swales will be constructed to convey storm water runoff from the project area. The swales will be designed to filter storm water and to provide habitat for wildlife.

IMPLEMENTATION SCHEDULE

The implementation schedule for the project is as follows:

- 1. **Design:** Design of the project will be completed by March 1, 2025.
- 2. **Construction:** Construction of the project will begin in April 2025 and will be completed by October 2025.
- 3. **Operation:** The project will be operational by November 2025.

MONITORING AND MAINTENANCE

The following measures will be implemented to monitor and maintain the storm water management system:

- 1. **Regular Inspections:** The storm water management system will be inspected on a regular basis to ensure that it is functioning properly.
- 2. **Vegetation Maintenance:** The vegetated swales will be maintained to ensure that they are free of weeds and other vegetation that could impede the flow of storm water.
- 3. **Sediment Removal:** Sediment will be removed from the detention pond and the filter strip on a regular basis to ensure that they are functioning properly.

APPENDICES

The following appendices are included in this plan:

- 1. **Appendix A: Project Location Map**
- 2. **Appendix B: Storm Water Management System Design**
- 3. **Appendix C: Storm Water Management System Construction Details**
- 4. **Appendix D: Storm Water Management System Operation and Maintenance Manual**

STORM WATER POLLUTION PREVENTION PLAN

PROJECT INFORMATION

PROJECT LOCATION: 10000 W. 100TH STREET, SUITE 100, LAKESIDE, MINN. 55049

PROJECT OWNER: ALLSTATE DISTRIBUTIONS

PROJECT ENGINEER: [Signature]

DATE: 03.17.2025

STORM WATER POLLUTION PREVENTION MEASURES

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APPENDICES

1. **Appendix A: Project Location Map**

2. **Appendix B: Storm Water Management System Design**

3. **Appendix C: Storm Water Management System Construction Details**

4. **Appendix D: Storm Water Management System Operation and Maintenance Manual**

DESIGN BY: C.M.A.
 CHECKED BY: M.C.A.
 DATE: MAY 1, 2024

DATE	REVISION DESCRIPTION

DATE: 03.17.2025
 DATED: 03.17.2025
 L.C. NO. 58299
 I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

TURNING EXHIBIT
 COMMERCIAL BUILDING
 HAN LAKE, MINNESOTA

PREPARED FOR:
 GLEN HARSTAD

STE PLANNING & ENGINEERING, INC.
 875 LAKE DRIVE
 SUITE 110
 HAN LAKE, MINNESOTA
 PHONE: (953) 364-4810
 FAX: (953) 364-6497

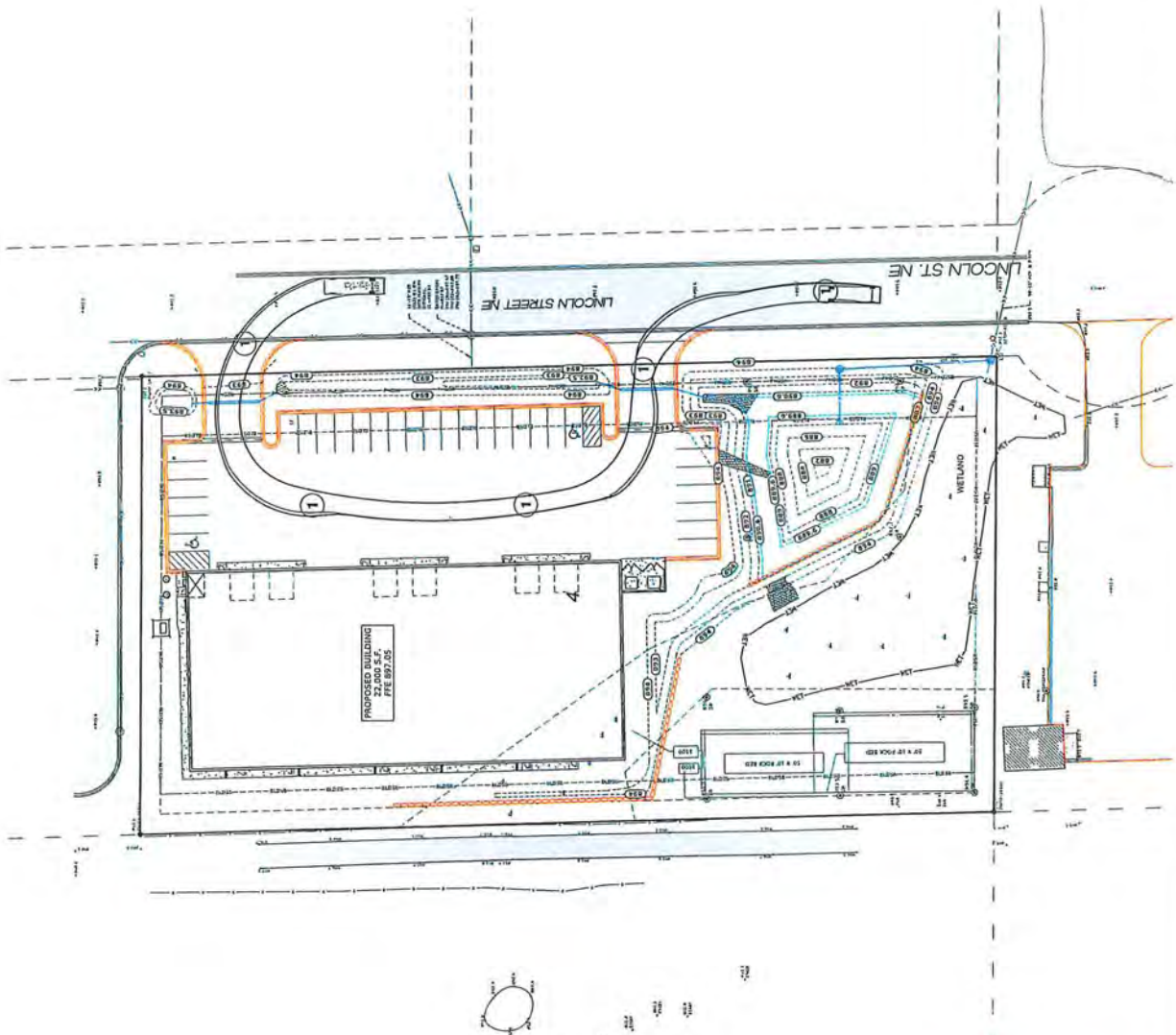


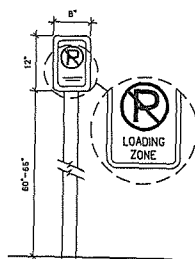
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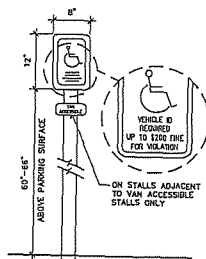
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TURNING EXHIBIT
 ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

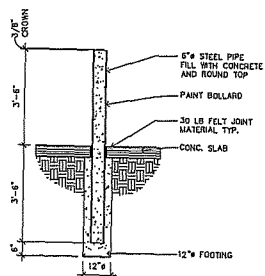




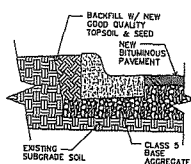
5 LOADING ZONE SIGN
A1 SCALE: 1" = 1'-0"



4 ACCESSIBLE PARKING SIGN

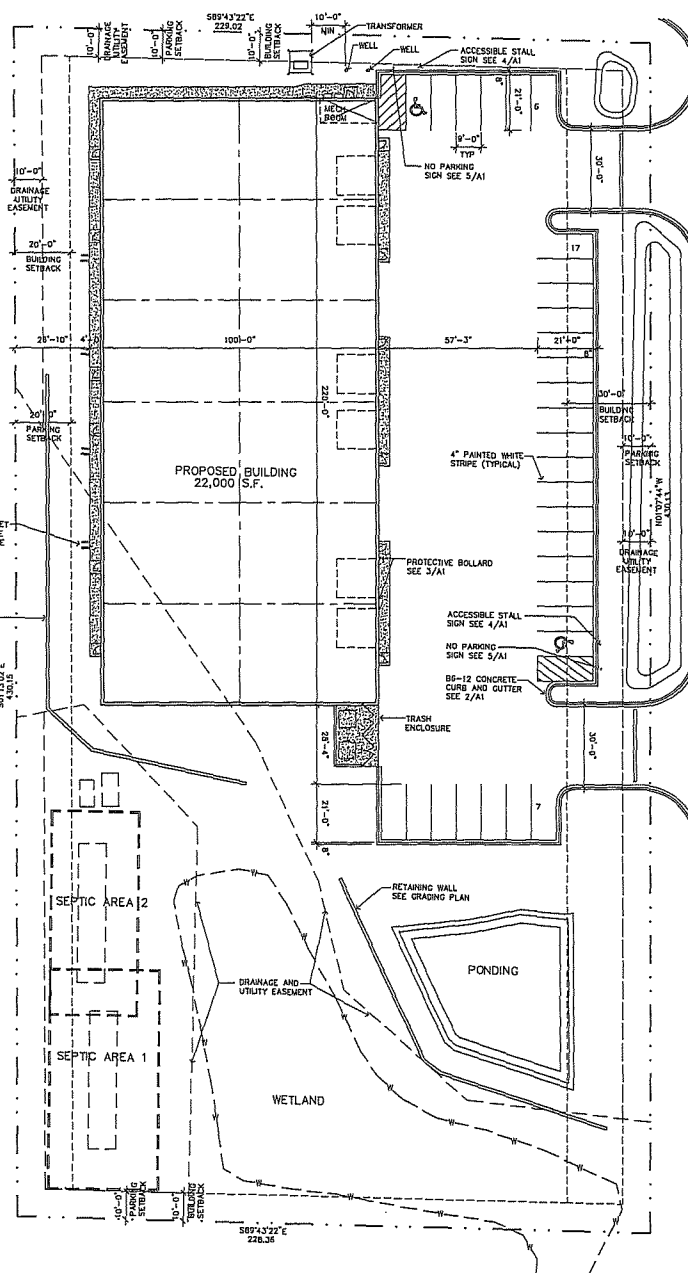


3 PROTECTIVE BOLLARD
A1 SCALE: 1/2" = 1'-0"



2 B6-12 CONCRETE CURE
A1 SCALE: 1/2" = 1'-0"

1 SITE PLAN
A1 SCALE: 1" = 20'-0"



LINCOLN STREET N.E.



**LAMPERT
ARCHITECTS**
420 Summit Avenue
St. Paul, MN 55102
Phone: 651.755.1211 Fax: 651.757.2848
lampo@compuserve.com arch.com

ARCHITECT CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED ARCHITECT UNDER THE
LAWS OF THE STATE OF MINNESOTA.

SIGNATURE
LEONARD LAMPERT
PRINT NAME
13869
UC/YSK RD.
2/24/25
DAY



NOTTINGHAM
CONSTRUCTION
3300 Rice Street Suite 100
St. Paul, MN 55126

**ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING**
Ham Lake, Minnesota

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Lowndes Lumpp and Architects Inc.

Project Designer: JAMES B

Drawn By: JRB

Checked By: LL

Revisions

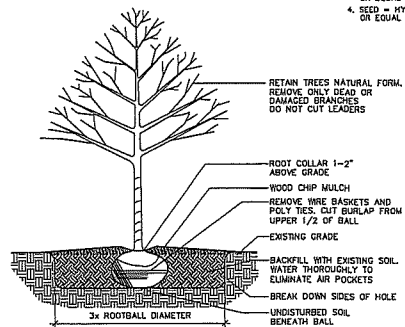
8/5/24	PRELIMINARY	
8/21/24	FINAL REVIEW	
9/3/24	ISSUE FOR PERMIT	
9/3/24	REVISIONS	▲
10/3/24	REVISIONS	▲
2/24/25	REVISIONS	▲

SITE PLAN

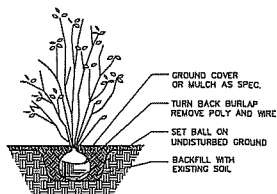
Sheet Number

A1

Project No. 230808-2



3 TREE PLANTING DETAIL
SCALE: NOT TO SCALE



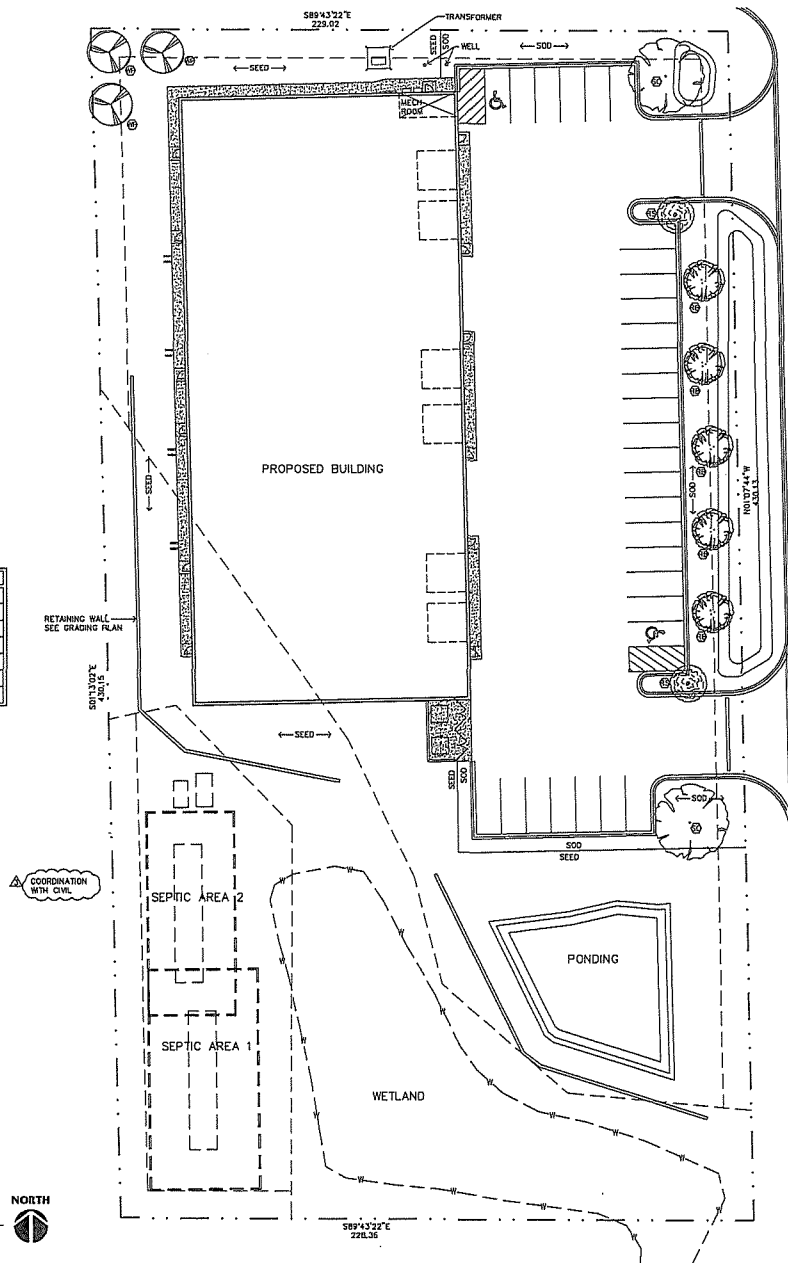
2 SHRUB PLANTING DETAIL
SCALE: NOT TO SCALE

PLANTING SCHEDULE					
QTY.	KEY	COMMON NAME	BOTANICAL NAME	SIZE	MTD REMARKS
2	SO	SWAMP WHITE OAK	QUERCUS BICOLOR	2.5" CAL.	BB
2	RS	RED SPLENDOR CRAB	MALUSHYBRIDS 'RED SPLENDOR'	1.5" CAL.	BB
5	RB	RIVER BIRCH	BETULA NIGRA	1.5" CAL.	BB MULTIPLE TRUNKS
3	WP	WHITE PINE	PINUS STROBUS	6' TALL	BB

LANDSCAPE NOTES:

1. ROCK MULCH BED SEPARATED FROM SOD BY BLACK VINYL EDGER. ROCK MULCH TYPE TO BE DETERMINED BY OWNER AFTER BUILDING MATERIALS ARE SELECTED. ROCK MULCH DEPTH IS 3" MINIMUM PLACED OVER FIBER MAT TO CONTROL WEEDS.
2. PROVIDE UNDERGROUND IRRIGATION FOR ALL SODDED AT PLANTED AREAS. IRRIGATION DESIGN IS BY OTHERS. SOD TO BE PLACED OVER 4" MINIMUM TOPSOIL.
3. SOD = TRANSPLANTED PERENNIAL TURF GRASS OR EQUAL.
4. SEED = HYDR0 SEED OR EQUAL.

1 LANDSCAPE PLAN
SCALE: 1" = 20'-0"



LINCOLN STREET N.E.



LAMPERT
ARCHITECTS

420 Summit Avenue
St. Paul, MN 55102
Phone: 612.292.1211 Fax: 612.292.1212
lampo@lampert-arch.com



NOTTINGHAM
CONSTRUCTION

3300 Rice Street Suite 100
St. Paul, MN 55126

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COMMERCIAL BUILDING
Ham Lake, Minnesota

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Lampert Architects Inc.

Project Designer: JAMES B

Drawn By: JRB

Checked By: LL

Revisions

8/5/24	PRELIMINARY
8/21/24	FINAL REVIEW
8/22/24	ISSUE FOR PERMIT
8/23/24	REVISIONS
10/9/24	REVISIONS
2/24/25	REVISIONS

LANDSCAPE PLAN

Sheet Number

L1

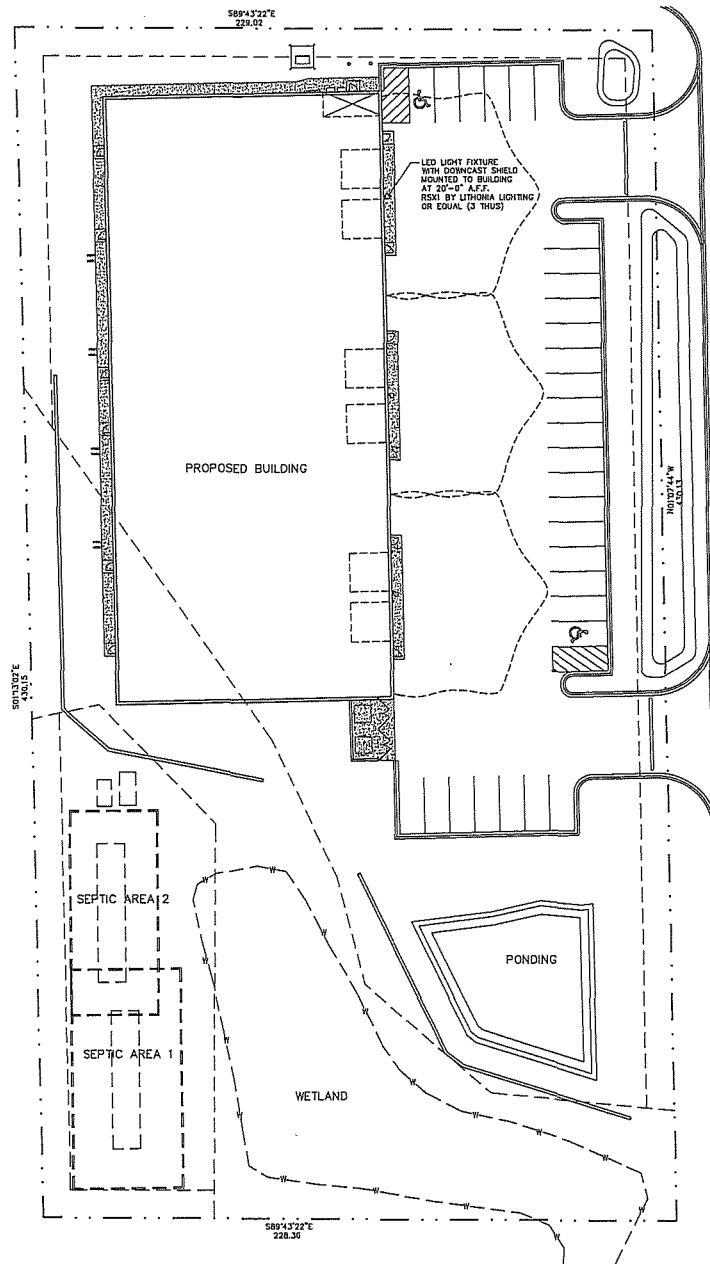
Project No. 230808-2

- PLAN NOTES:**
1. LIGHTING SHOWN FOR SCHEMATIC PURPOSES ONLY. LIGHTING IS DESIGN-BUILD BY ELECTRICAL CONTRACTOR. VERIFY SIZE, STYLE, QUANTITY, AND LOCATION W/ OWNER AND CONTRACTOR. PROVIDE LIGHTING PHOTOMETRICS IF NECESSARY AT CITY'S REQUEST.
 2. ALL LIGHTING IS TO BE SHIELDED/DIRECTED AWAY FROM ADJACENT PROPERTIES AND STREET RIGHT OF WAYS.
 3. PROVIDE EMERGENCY EXIT LIGHTING AT ALL EXIT DOORS.

1 SCHEMATIC SITE LIGHTING PLAN
L2 SCALE: 1" = 20'-0"



COORDINATION WITH CIVIL



LINCOLN STREET N.E.

LAMPERT ARCHITECTS
420 Summit Avenue
St. Paul, MN 55102
Phone: (612) 339-1211 Fax: (612) 339-1212
lampo@lampert-arch.com

NOTTINGHAM CONSTRUCTION
3300 Rice Street Suite 100
St. Paul, MN 55126

ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING
Ham Lake, Minnesota

Copyright 2024	Lincoln Lampert Architects Inc.
Project Designer: JAMES B	
Drawn By: JRB	
Checked By: LL	
Revisions	
8/5/24	PRELIMINARY
8/21/24	FINAL REVIEW
9/3/24	ISSUE FOR PERMIT
9/9/24	REVISIONS
10/9/24	REVISIONS
2/24/25	REVISIONS

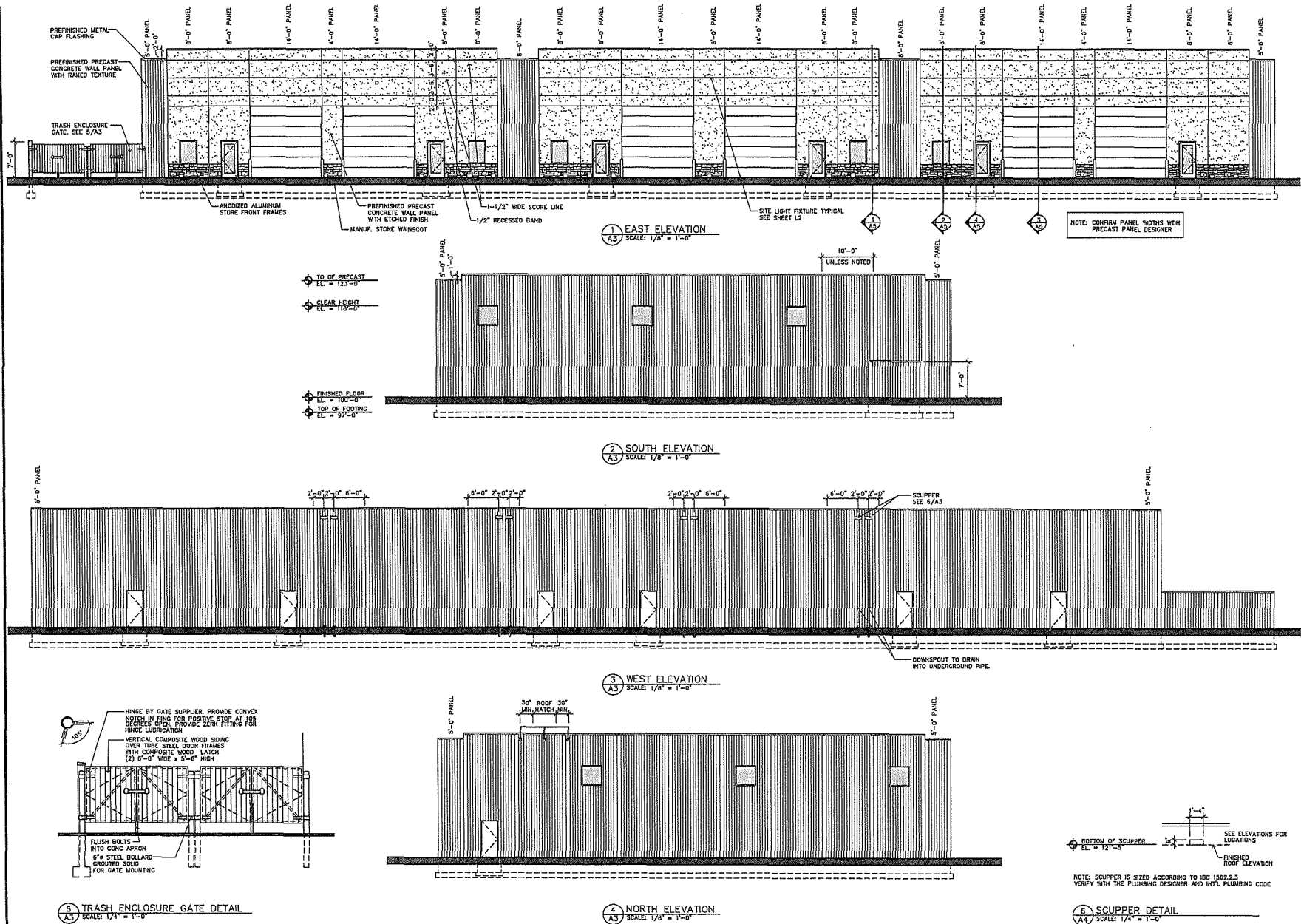
SCHEMATIC SITE LIGHTING PLAN

Sheet Number

L2

Project No. 230808-2





LANPERT ARCHITECTS
 420 Summit Avenue
 St. Paul, MN 55102
 Phone: 612.231.1311 Fax: 612.231.2616
 lanpert@lanpert-arch.com

ARCHITECT CERTIFICATION:
 I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Leonard Lampert
 LEONARD LAMPERT
 13669
 2/24/25
 LSE

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 3300 Rice Street Suite 100
 St. Paul, MN 55108

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 Drawn By: JGB
 Checked By: LL

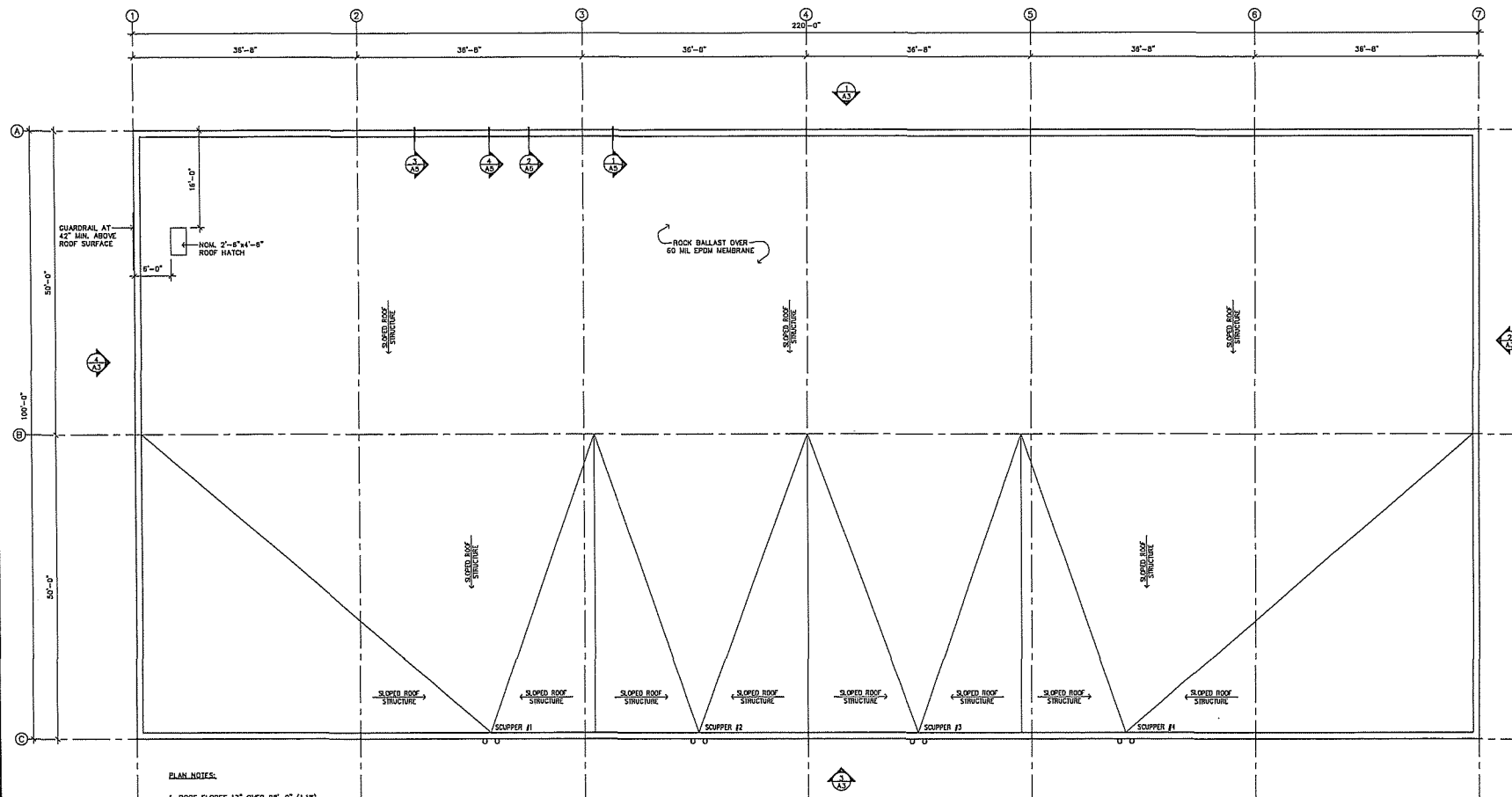
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1	8/2/24	PRELIMINARY
2	8/21/24	FINAL REVIEW
3	9/3/24	ISSUE FOR PERMIT
4	9/3/24	REVISIONS
5	10/9/24	REVISIONS
6	2/24/25	REVISIONS

BUILDING ELEVATIONS

Sheet Number

A3

Project No. 230808-2



PLAN NOTES:

1. ROOF SLOPES 12" OVER 96"-0" (1:12)
2. ROOF TOP UNIT LOCATIONS MUST BE CONFIRMED WITH MECHANICAL DRAWINGS (DESIGN BUILD) ROOF TOP UNITS TO BE LOCATED AWAY FROM THE PARAPET EDGE SO FAR AS POSSIBLE TO MINIMIZE THEIR APPEARANCE FROM THE GROUND.
3. ROOF DRAIN AND DRAIN LEADER DESIGN IS BY PLUMBING CONTRACTOR LEADERS TO BE TIED INTO ONSITE STORM DRAIN - SEE CIVIL PLAN FOR STUB LOCATION

AREA SERVED BY SCUPPER

ROOF DRAIN #1 ROOF DRAIN #2 ROOF DRAIN #3 ROOF DRAIN #4
± 7,232 S.F. ± 3,430 S.F. ± 3,430 S.F. ± 7,232 S.F.

1 ROOF PLAN
A4 SCALE: 1/8" = 1'-0"



LAMPERT
ARCHITECTS

420 Summit Avenue
St. Paul, MN 55102
Phone: 612.733.1311 Fax: 612.733.1312
larpert@lampert-arch.com

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Leonard Lampert
LEONARD LAMPERT
Architect
13669
2/24/25
016



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CONSTRUCTION

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Revisions

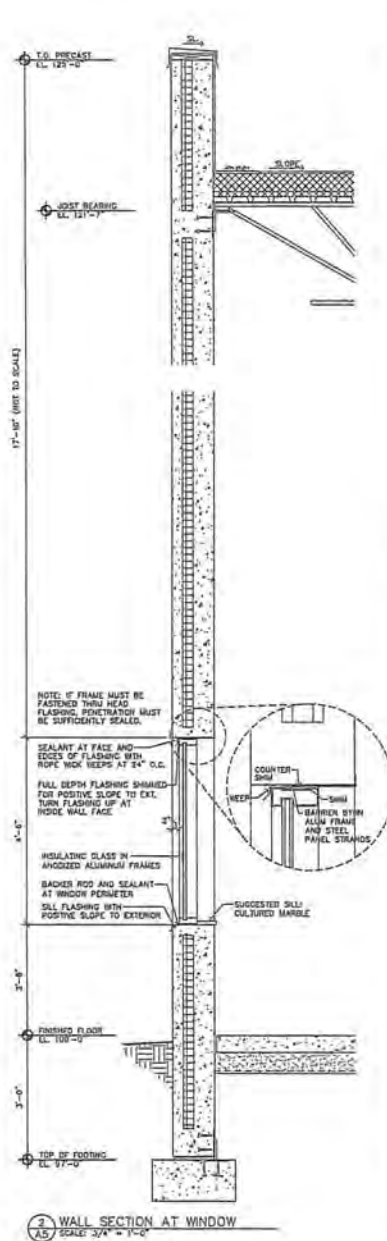
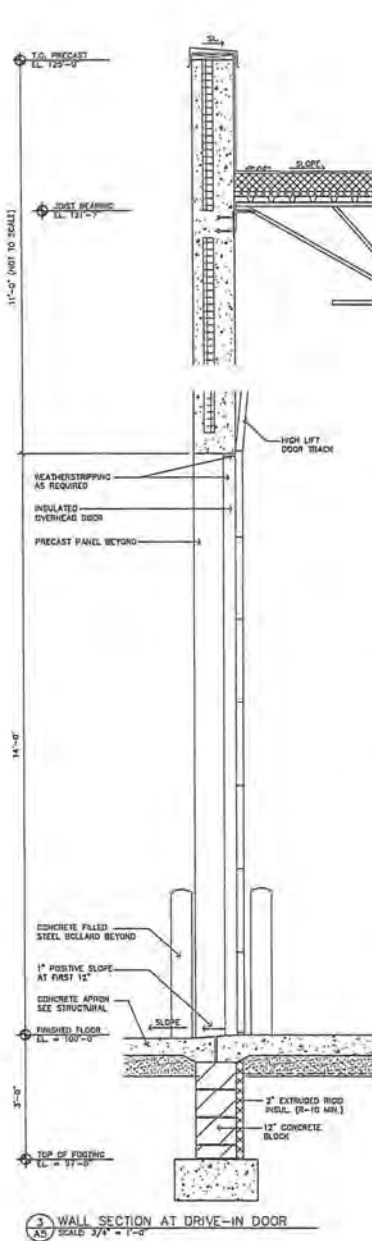
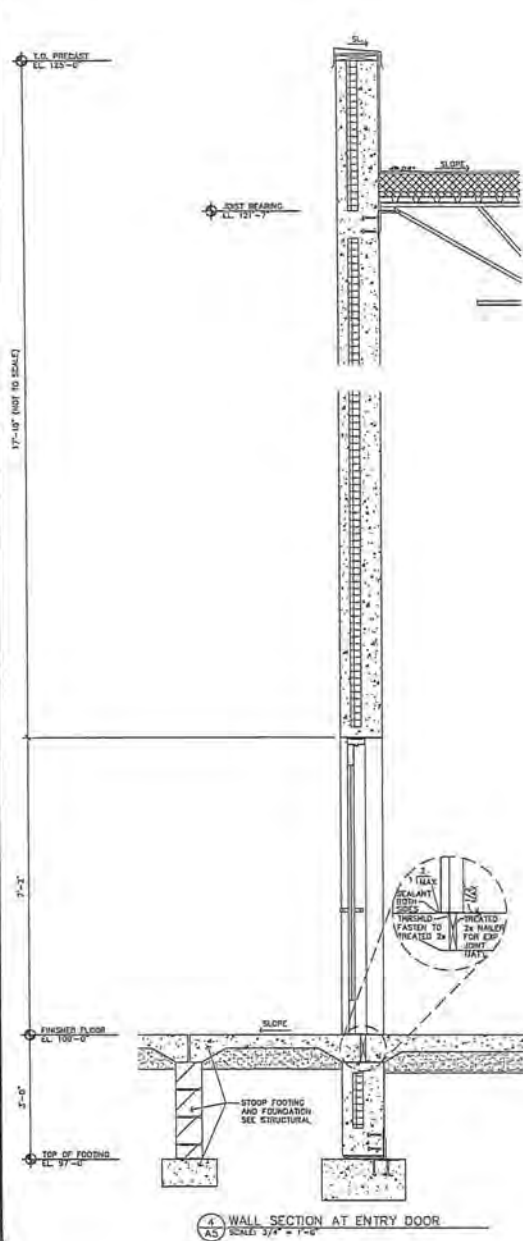
8/21/24	FINAL REVIEW
8/23/24	ISSUE FOR PERMIT
8/28/24	REVISIONS A
10/9/24	REVISIONS A
2/24/25	REVISIONS A

ROOF PLAN

Sheet Number

A4

Project No. 230808-2



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St. Paul, MN 55102
Phone: 612.733.0111 Fax: 612.733.0112
http://www.lanpert.com

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LEONARD LANPERT
LEONARD LANPERT
1971
1972
1973
1/24/25
1/25

NOTTINGHAM CONSTRUCTION
3500 Rice Street Suite 100
St. Paul, MN 55109

ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING

Ham Lake, Minnesota

Georgi 2021	Issued for permit
Project Designer: JAMES B	Drawn By: JEB
Checked By: LL	Revisions
8/21/24	FINAL REVIEW
9/3/24	ISSUE FOR PERMIT
9/3/24	REVISION
10/9/24	REVISION
2/24/25	REVISION

WALL SECTIONS

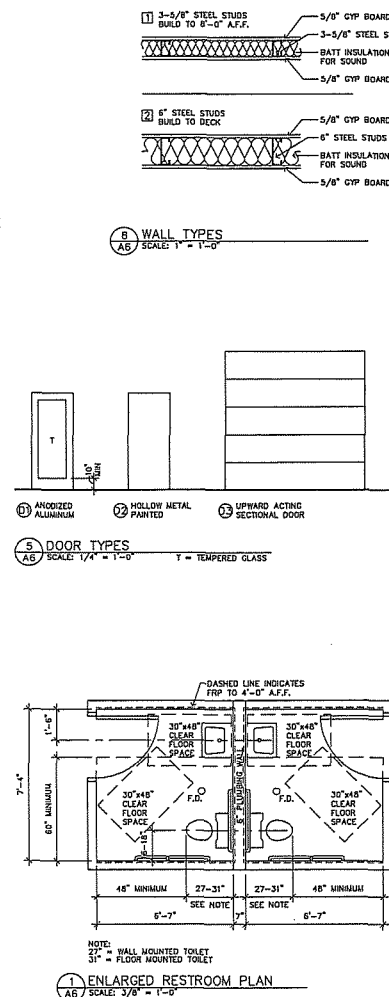
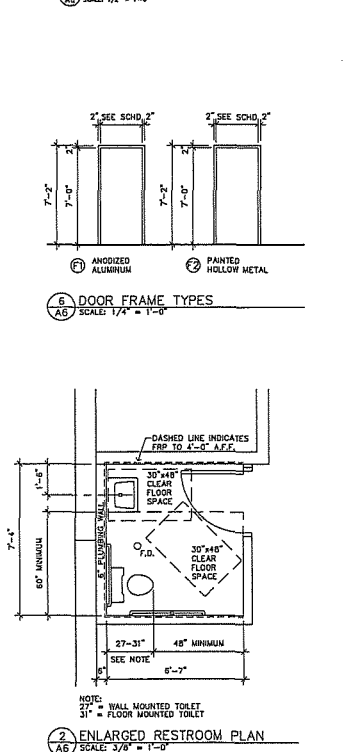
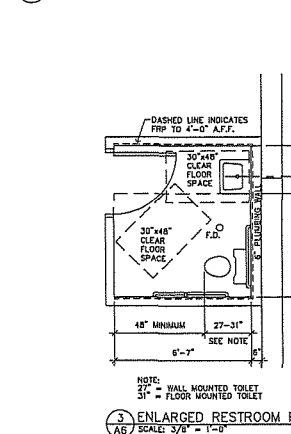
Sheet Number


A5

Project No. 230808-2

NOTES:


1. ALL DOOR HARDWARE TO BE SPECIFIED & PROVIDED BY CONTRACTOR
2. ALL EXIST HARDWARE SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST, MOUNT HARDWARE BETWEEN 34" -48" (ANSI A117.1-4.2.6.2)
3. PROVIDE A KNOX BRAND FIRE DEPARTMENT KEY BOX AS SPECIFIED BY THE FIRE MARSHAL
4. THE MAIN EXIT IS ALLOWED TO HAVE A KEY LOCK PROVIDED THAT THE LOCKING DEVICE IS READILY DISTINGUISHABLE AS LOCKED AND A SIGN WITH "1. CONTRASTING LETTERS IS POSTED ON THE EGRESS SIDE OF THE DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". (IFB 190-10.1.4)





**LAMPERT
ARCHITECTS**


420 Summit Avenue
St. Paul, MN 55102
Phone (612) 232-1111 Fax (612) 232-1818
lampert@lampert-arch.com



ARCHITECT CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Leo Lampert

LEONARD LAMPERT
FBI FILE NO. _____
13669
JUNE 1986
7/24/25
DATE



**NOTTINGHAM
CONSTRUCTION**

3300 Rice Street Suite 100
St. Paul, MN 55126

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Ham Lake, Minnesota

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Project Designer: JAMES B
Drawn By: JRB
Checked By: LL
Revisions

DATE	FINAL REVIEW
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9/2/24	REVISIONS ▲
9/9/24	REVISIONS ▲
10/9/24	REVISIONS ▲
2/24/25	REVISIONS ▲

RESTROOM PLANS

COMPONENT TYPES

SCHEDULES

Sheet Number

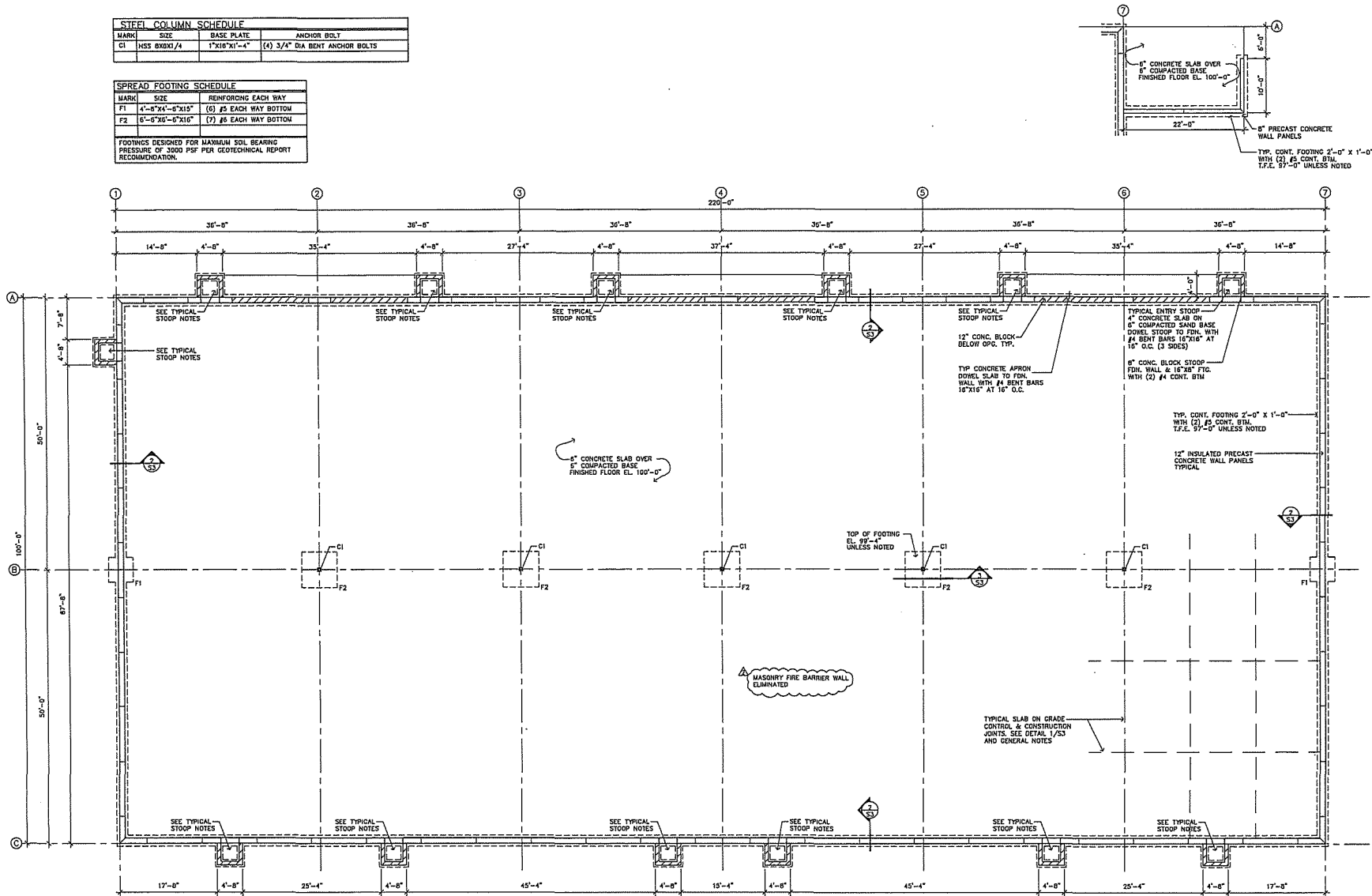
A6

Project No. 230808-2

STEEL COLUMN SCHEDULE			
MARK	SIZE	BASE PLATE	ANCHOR BOLT
C1	HSS 8X8X1/4	1'X16'X1'-4"	(4) 3/4" DIA BENT ANCHOR BOLTS

SPREAD FOOTING SCHEDULE		
MARK	SIZE	REINFORCING EACH WAY
F1	4'-6"X4'-6"X15"	(6) #5 EACH WAY BOTTOM
F2	5'-0"X6'-0"X15"	(7) #6 EACH WAY BOTTOM

FOOTINGS DESIGNED FOR MAXIMUM SOIL BEARING PRESSURE OF 3000 PSF PER GEOTECHNICAL REPORT RECOMMENDATION.



1 FOOTING AND FOUNDATION PLAN
S1 SCALE 1/8" = 1'-0"



ENGINEER CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A duly
LICENSED PROFESSIONAL ENGINEER
UNDER THE LAWS OF THE STATE
OF MINNESOTA.

B. J. Stroh
REGISTERED PROFESSIONAL ENGINEER
STATE OF MINNESOTA
EXPIRATION DATE
2/24/25

NOTTINGHAM
CONSTRUCTION
3300 Rice Street Suite 100
St. Paul, MN 55125

**ALLSTATE DISTRIBUTIONS
COMMERCIAL BUILDING**
Ham Lake, Minnesota

Structural Engineer: B. STROH
Drawn By: JRB
Checked By: BS
Revisions

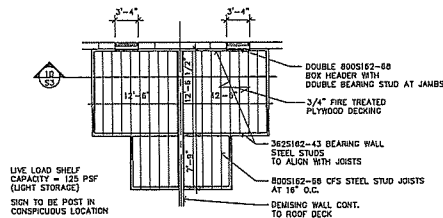
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8/21/24	FINAL REVIEW
8/21/24	ISSUE FOR PERMIT
9/3/24	REVISIONS
10/9/24	REVISIONS
2/24/25	REVISIONS

**FOOTING AND
FOUNDATION PLAN**

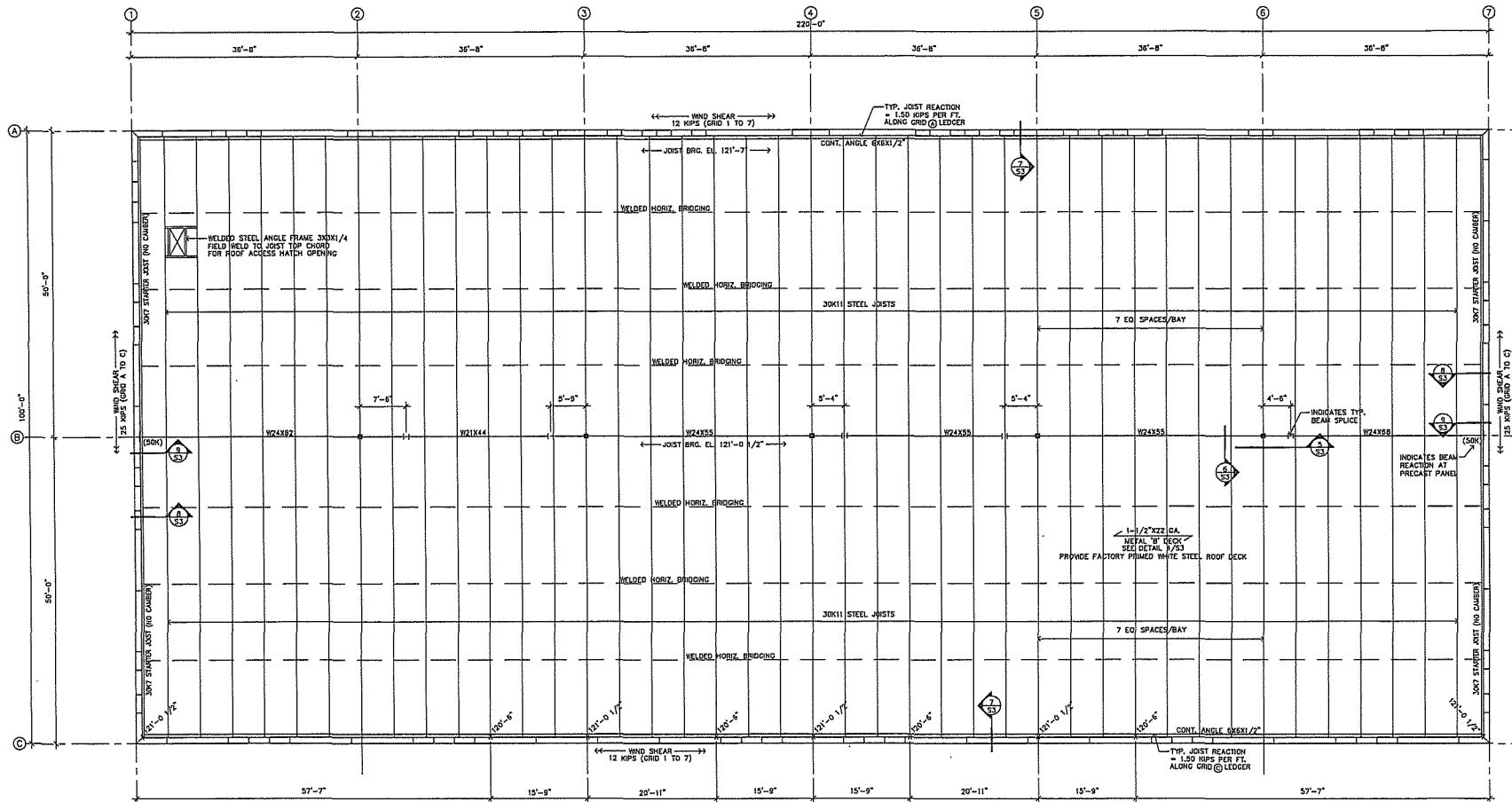
Sheet Number

S1

Project No. 230808-2



2 TYPICAL SHELF FRAMING PLAN
SCALE: 1/8" = 1'-0"



1 ROOF FRAMING PLAN
SCALE: 1/8" = 1'-0"



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LICENSED PROFESSIONAL ENGINEER
UNDER THE LAWS OF THE STATE
OF MINNESOTA.
2
DATE: 2/24/25
SIGNATURE: BERNIE STROH
14369
2/24/25
DATE

NOTTINGHAM
CONSTRUCTION
3300 Rice Street Suite 100
St. Paul, MN 55155

ALLSTATE DISTRIBUTIONS COMMERCIAL BUILDING Ham Lake, Minnesota

Structural Engineer: B. STROH	
Drawn By: JRB	
Checked By: BS	
Revisions	
8/5/24	PRELIMINARY
8/21/24	FINAL REVIEW
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9/9/24	REVISIONS
10/9/24	REVISIONS
2/24/25	REVISIONS

ROOF FRAMING PLAN

Sheet Number

S2

Project No. 230808-2

S3

Project No. 230808-2

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit: Coon Creek Watershed District	County: Anoka
Applicant Name: Jeff Entsminger – Entsminger Enterprises LLC	
Applicant Representative: Wayne Jacobson – Jacobson Environmental LLC	
Project Name: Allstate Distributions Delineation & No-Loss	
LGU Project No. (if any): W24-014	
Date Complete Application Received by LGU: 5/06/2024 (Extension of a previous NOD)	
Date of LGU Decision: 5/08/2024	
Date this Notice was Sent: 5/08/2024	

WCA Decision Type - check all that apply

<input checked="" type="checkbox"/> Wetland Boundary/Type	<input type="checkbox"/> Sequencing	<input type="checkbox"/> Replacement Plan	<input type="checkbox"/> Bank Plan (not credit purchase)
<input checked="" type="checkbox"/> No-Loss (8420.0415)	<input type="checkbox"/> Exemption (8420.0420)		
Part: <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H		Subpart: <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9	

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:	
Wetland Replacement Type:	<input type="checkbox"/> Project Specific Credits:
	<input type="checkbox"/> Bank Credits:
Bank Account Number(s):	

Technical Evaluation Panel Findings and Recommendations (attach if any)

<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve w/Conditions <input type="checkbox"/> Deny <input type="checkbox"/> No TEP Recommendation
--

LGU Decision

<input type="checkbox"/> Approved with Conditions (specify below) ¹ List Conditions:	<input checked="" type="checkbox"/> Approved ¹	<input type="checkbox"/> Denied
Decision-Maker for this Application: <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Governing Board/Council <input type="checkbox"/> Other:		
Decision is valid for: <input checked="" type="checkbox"/> 5 years (default) <input type="checkbox"/> Other (specify):		

¹ *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

<input checked="" type="checkbox"/> Attachment(s) (specify): Site Location, 19-097 NOD <input checked="" type="checkbox"/> Summary: The site is located in Section 32, Township 32N, Range 23W in Ham Lake, Anoka County, Minnesota. The overall site is approximately 2.25 acres. This site was previously delineated on April 26, 2019, by Jacobson Environmental and a Notice of Decision was distributed on July 12, 2019, approving the wetland boundary & type and no-loss application. The decision is expired, as it was valid for 3 years. This decision identified the following wetlands onsite: Basin 1: Type 5, 0.213 acres Basin 2: Type 1, 226 sf/0.0052 acres Basin 3: Type 1, 96 sf/0.0022 acres
--

Basin 4: Type 1, 383 sf/0.0088 acres

Sufficient evidence was provided to show that Basins 2, 3 and 4 were excavated in former upland and were, therefore, determined to be incidental.

The applicant has submitted an application to extend the previous NOD. The TEP agrees that there have been no changes in the landscape of the site after aerial review. This decision approves the extension of the wetland boundary & type and indicated no-loss decision for the site shown in the attached figures.

¹ Findings must consider any TEP recommendations.

Attached Project Documents

☒ Site Location Map ☐ Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
Minnesota Board of Water & Soils Resources
520 Lafayette Road North
St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

☐ Yes¹ ☒ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

Notice Distribution (include name)

Required on all notices:

- | |
|--|
| <input checked="" type="checkbox"/> SWCD TEP Member: Becky Wozney (becky.wozney@anokaswcd.org) |
| <input checked="" type="checkbox"/> BWSR TEP Member: Ben Meyer (ben.meyer@state.mn.us) |
| <input type="checkbox"/> LGU TEP Member (if different than LGU contact): |
| <input checked="" type="checkbox"/> DNR Representative: Melissa Collins (melissa.collins@state.mn.us);
Dustie Speldrich (dustie.speldrich@state.mn.us) |
| <input type="checkbox"/> Watershed District or Watershed Mgmt. Org.: |
| <input checked="" type="checkbox"/> Applicant: Jeff Entsminger (jeff@allseasonservices.com) |
| <input checked="" type="checkbox"/> Agent/Consultant: Wayne Jacobson (jacobsonenv@msn.com) |

Optional or As Applicable:

- | |
|--|
| <input checked="" type="checkbox"/> Corps of Engineers: usace_requests_mn@usace.army.mil |
| <input type="checkbox"/> BWSR Wetland Mitigation Coordinator (required for bank plan applications only): |

☐ Members of the Public (notice only):

☒ Other: City of Ham Lake

Signature:

Erin Marge

Date:

5/08/2024

This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.

Minnesota Wetland Conservation Act

Notice of Decision

Local Government Unit (LGU) Coon Creek Watershed District (CCWD)	Address 12301 Central Avenue NE, Suite 100 Blaine, MN 55434
--	---

1. PROJECT INFORMATION

Applicant Name Andrey Radysyuk, Voice of Hope Church	Project Name Voice of Hope Church Expansion	Date of Application 5/1/2019	Application Number 19-097
<input checked="" type="checkbox"/> Attach site locator map.			

Type of Decision:

<input checked="" type="checkbox"/> Wetland Boundary or Type	<input checked="" type="checkbox"/> No-Loss	<input type="checkbox"/> Exemption	<input type="checkbox"/> Sequencing
<input type="checkbox"/> Replacement Plan	<input type="checkbox"/> Banking Plan		

Technical Evaluation Panel Findings and Recommendation (if any):

<input type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve with conditions	<input type="checkbox"/> Deny
Summary (or attach):		

2. LOCAL GOVERNMENT UNIT DECISION

Date of Decision: 6/30/2019		
<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Approved with conditions (include below)	<input checked="" type="checkbox"/> Denied

LGU Findings and Conclusions (attach additional sheets as necessary):

The site is located immediately north of 13850 Lincoln St. NE, Ham Lake, Section 32, Township 32N, Range 23W, and covers Anoka County parcel number 32-32-23-21-0009. According to the application, the area reviewed covered approximately 2.25 acres.

On April 26, 2019, a field investigation was conducted. The wetland delineation identified the following wetlands on site.

Basin 1: Type 5, 0.213 acres

Basin 2: Type 1, 226 sf/0.0052 acres

Basin 3: Type 1, 96 sf/0.0022 acres

Basin 4: Type 1, 383 sf/0.0088 acres

The Applicant is requesting three decisions. Boundary/Type, No Loss concurrence for Pond 1(Basin 1) and Exemption concurrence – de minimis for 705 square feet of proposed impact to Basins 2-4. Historical aerial analysis indicates that Pond 1 (Basin 1) was excavated in former wetland and is therefore considered jurisdictional to WCA and a No Loss does not apply. Basins 2-4 appear to be excavated in former upland and therefore are considered incidental and not regulated under WCA.

This decision approves the wetland boundaries and types as shown in the delineation report (Figure 5) received 5/1/2019. This decision approves Basins 2, 3 and 4 as incidental. This decision denies that Pond 1(Basin 1) is incidental under WCA.

Conditions:

1. Provide GIS/CADD file of wetland boundaries
2. Provide Grading and Development Permit application if grading is proposed in or adjacent to wetlands.

For Replacement Plans using credits from the State Wetland Bank:

Bank Account #	Bank Service Area	County	Credits Approved for Withdrawal (sq. ft. or nearest .01 acre)


Replacement Plan Approval Conditions. In addition to any conditions specified by the LGU, the approval of a Wetland Replacement Plan is conditional upon the following:

- ☐ **Financial Assurance:** For project-specific replacement that is not in-advance, a financial assurance specified by the LGU must be submitted to the LGU in accordance with MN Rule 8420.0522, Subp. 9 (List amount and type in LGU Findings).
- ☐ **Deed Recording:** For project-specific replacement, evidence must be provided to the LGU that the BWSR "Declaration of Restrictions and Covenants" and "Consent to Replacement Wetland" forms have been filed with the county recorder's office in which the replacement wetland is located.
- ☐ **Credit Withdrawal:** For replacement consisting of wetland bank credits, confirmation that BWSR has withdrawn the credits from the state wetland bank as specified in the approved replacement plan.

Wetlands may not be impacted until all applicable conditions have been met!

LGU Authorized Signature:

Signing and mailing of this completed form to the appropriate recipients in accordance with 8420.0255, Subp. 5 provides notice that a decision was made by the LGU under the Wetland Conservation Act as specified above. If additional details on the decision exist, they have been provided to the landowner and are available from the LGU upon request.

Name Matt Danzl	Title Water Resource Regulation Coordinator	
Signature: 	Date 7/12/2019	Phone Number and E-mail 763-755-0975 Mdanzl@cooncreekwd.org

THIS DECISION ONLY APPLIES TO THE MINNESOTA WETLAND CONSERVATION ACT. Additional approvals or permits from local, state, and federal agencies may be required. Check with all appropriate authorities before commencing work in or near wetlands.

Applicants proceed at their own risk if work authorized by this decision is started before the time period for appeal (30 days) has expired. If this decision is reversed or revised under appeal, the applicant may be responsible for restoring or replacing all wetland impacts.

This decision is valid for three years from the date of decision unless a longer period is advised by the TEP and specified in this notice of decision.

3. APPEAL OF THIS DECISION

Pursuant to MN Rule 8420.0905, any appeal of this decision can only be commenced by mailing a petition for appeal, including applicable fee, within thirty (30) calendar days of the date of the mailing of this Notice to the following as indicated:

Check one:

<input type="checkbox"/> Appeal of an LGU staff decision. Send petition and \$_____ fee (if applicable) to:	<input checked="" type="checkbox"/> Appeal of LGU governing body decision. Send petition and \$500 filing fee to:
---	---

Executive Director
Minnesota Board of Water and Soil Resources
520 Lafayette Road North
St. Paul, MN 55155

4. LIST OF ADDRESSEES

- ☒ SWCD TEP member: **Becky Wozney (becky.wozney@anokaswcd.org)**
- ☒ BWSR TEP member: **Ben Meyer (ben.meyer@state.mn.us)**
- ☒ LGU TEP member (if different than LGU Contact):
- ☒ DNR TEP member: **Becky Horton (Becky.Horton@state.mn.us)**
- ☐ DNR Regional Office (if different than DNR TEP member)
- ☒ DNR WREO: **Julie Siems (Julie.Siems@state.mn.us)**
- ☒ WD or WMO (if applicable):
- ☒ Applicant (notice only) and Landowner (if different): **Andrey Radysyuk – andrey.radysyuk@gmail.com**
- ☒ Members of the public who requested notice (notice only): **Consultant: Jacobson Environmental – Wayne Jacobson (jacobsonenv@msn.com)**
- ☒ Corps of Engineers Project Manager (notice only) **Melissa Jenny (Melissa.M.Jenny@usace.army.mil)**
- ☐ BWSR Wetland Bank Coordinator (wetland bank plan applications only)

5. MAILING INFORMATION

➤ For a list of BWSR TEP representatives: www.bwsr.state.mn.us/aboutbwsr/workareas/WCA_areas.pdf

➤ For a list of DNR TEP representatives: www.bwsr.state.mn.us/wetlands/wca/DNR_TEP_contacts.pdf

➤ Department of Natural Resources Regional Offices:

NW Region:	NE Region:	Central Region:	Southern Region:
Reg. Env. Assess. Ecol. Div. Ecol. Resources 2115 Birchmont Beach Rd. NE Bemidji, MN 56601	Reg. Env. Assess. Ecol. Div. Ecol. Resources 1201 E. Hwy. 2 Grand Rapids, MN 55744	Reg. Env. Assess. Ecol. Div. Ecol. Resources 1200 Warner Road St. Paul, MN 55106	Reg. Env. Assess. Ecol. Div. Ecol. Resources 261 Hwy. 15 South New Ulm, MN 56073

For a map of DNR Administrative Regions, see: http://files.dnr.state.mn.us/aboutdnr/dnr_regions.pdf

➤ For a list of Corps of Project Managers: www.mvp.usace.army.mil/regulatory/default.asp?pageid=687
or send to:

US Army Corps of Engineers
St. Paul District, ATTN: OP-R
180 Fifth St. East, Suite 700
St. Paul, MN 55101-1678

➤ For Wetland Bank Plan applications, also send a copy of the application to:
Minnesota Board of Water and Soil Resources
Wetland Bank Coordinator
520 Lafayette Road North
St. Paul, MN 55155

6. ATTACHMENTS

In addition to the site locator map, list any other attachments:

☒ **Figure 5 – Delineated Wetlands**

☐
☐
☐

Google Maps

13850 Lincoln St NE

Figure 1 Site Location Map

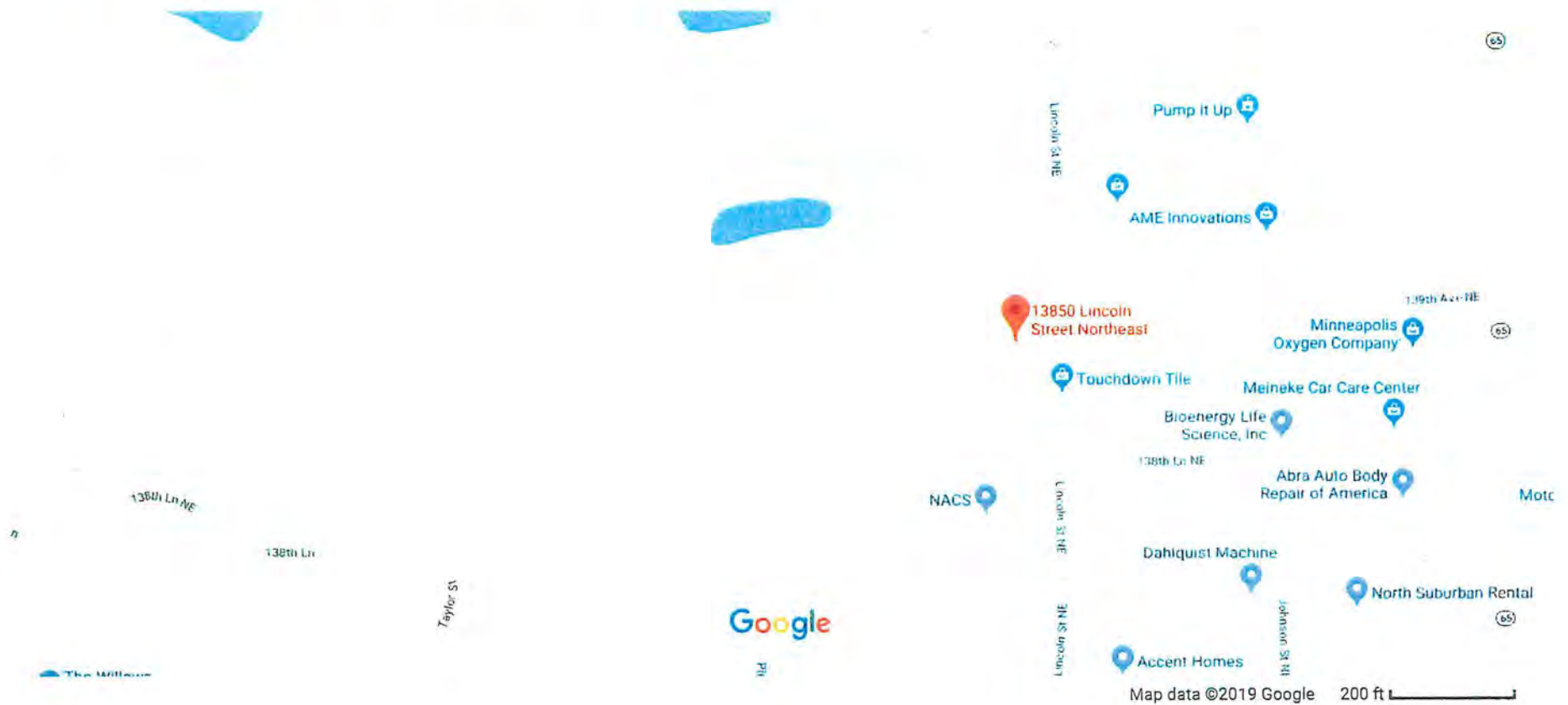


Figure 6 Site Map



April 23, 2019

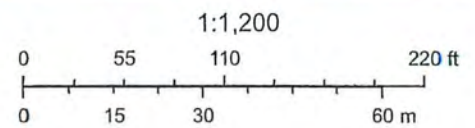
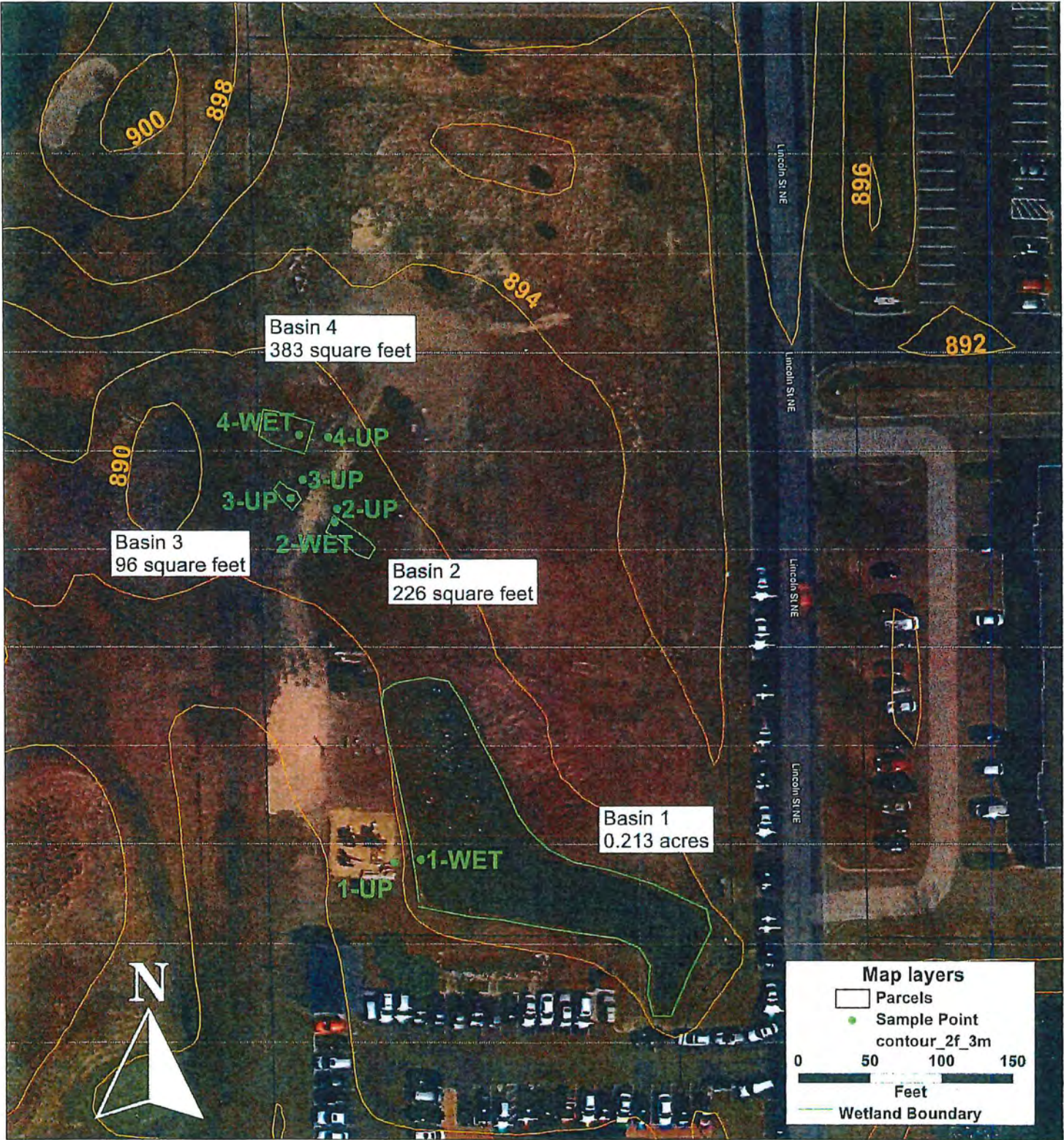


Figure 5 Delineation Map



- E. Other areas where other than natural wooded vegetation is to be used as ground cover, identifying the ground cover to be used;
- F. Locations, trunk size, height and species of all trees to be planted;
- G. Locations where existing natural wooded vegetation will remain undisturbed;
- H. All other landscaping features to be used.

11-1850 MINIMUM LANDSCAPING REQUIREMENTS

11-1851 Paved Surfaces All surfaces upon which motor vehicles will be parked or driven, and all areas in which pedestrians will be walking from point to point shall be surfaced with asphalt or concrete, to specifications established by the City's engineer.

11-1852 Ground Cover On any side of a lot which abuts a public road, the area from the road right-of-way to the nearest building side shall be entirely covered with ground cover consisting of pavement, decorative rock bordered with edging, lawn grass intended for regular mowing, mulch, bark, wood chips or other commonly used landscaping ground cover. Shingles, aggregate and clay mixtures such as Class V material, recycled concrete or asphalt, and other non-conventional ground covers shall not be permitted. Loose ground cover shall be installed to a depth of at least three inches. Any area which is covered by landscaping ground cover (not lawn or pavement) shall also include one decorative shrub for each ten square feet of ground cover.

Side yards and rear yards which do not contain existing natural wooded vegetation shall either be covered with ground cover in the manner stated above for front yards, or shall be planted so as to encourage the emergence of natural wooded vegetation, through the planting of tree species expected to reach a height of at least twenty five feet. Areas so prepared shall not be required to have mown lawn areas, but may be allowed to return to a natural state.

11-1853 Tree Plantings Trees which are planted outside of areas intended to return to a natural wooded state shall be of a variety indigenous to the local climate. Deciduous trees shall, when planted, have a trunk size of at least one and one half inches at a height of four feet from ground level. Conifers shall have a height of at least five feet. Tree locations are subject to review and approval of the City in the landscaping plan review process, and while no specific number of trees are required, the following general principles shall be observed;

- A. Where property lines are adjacent to residential areas, a planting screen of conifers shall be required, of sufficient size and proximity to provide an intermingled screen within five years;
- B. Decorative trees shall be planted along the right of way lines of adjacent public roadways;

- C. The use of conifers shall be encouraged and preferred.
- D. Whenever possible, an attempt will be made to preserve stands of existing vegetation, particularly treed or wooded areas.

11-1860 Case by Case Evaluation

Recognizing that the City contains a wide variety of commercial land, the landscape approval process shall be on a case by case basis. Where wetlands are present, or where large distances separate a commercial lot from adjacent lands, for example, strict adherence to screening requirements may be unnecessary. Likewise, strict adherence to the remaining provisions of Article 11-1800 may be unnecessary where size, spatial relationships, topography or other physical features render a given landscaping plan aesthetically acceptable, and departures from the strict observance of the elements of Article 11-1800 shall not be considered variances requiring a showing of physical hardship. Conversely, an applicant shall be expected to meet the general spirit of this article in establishing an aesthetically pleasing landscaping plan.

11-1900 ILLICIT DISCHARGES AND CONNECTIONS TO STORM DRAINAGE SYSTEM

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of Ham Lake through the regulation of non-storm water discharges to the storm sewer drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the Municipal Separate Storm Sewer System (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this ordinance are:

1. To regulate and minimize the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user.
2. To prohibit Illicit Connections and Discharges to the municipal separate storm sewer system.
3. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.

11-1900.10 DEFINITIONS

For the purposes of this Code, the following shall mean:

- a) **Authorized Enforcement Agency:** employees or designees of the Administrator of the City of Ham Lake designated to enforce this Ordinance.
- b) **Best Management Practices (BMPs):** schedules of activities, prohibitions of practices, general good house keeping practices, pollution prevention and educational practices, maintenance procedures and other management practices to prevent or reduce the

NOTICE OF PERMIT APPLICATION STATUS

Project: Allstate Distributions Commercial Building

Date: March 3, 2025

Applicant: Glen Harstad
14152 Terrace Blvd
Ham Lake, MN 55304

Permit Application#: P-24-026

Purpose: construct commercial building, drive-in doors, and parking with associated stormwater treatment feature

Location: Parcel North of 13850 Lincoln Street NE, Ham Lake

At their meeting on 06/17/2024 the Board of Managers of the Coon Creek Watershed District **Approved with Conditions** the above referenced project with 3 conditions and 2 stipulations. **This is NOT a permit.**

Since the last submittal on 02/27/2025, the following conditions remain which must be addressed before permit issuance.

1. Provide proof of recording of a fully executed Operations and Maintenance Agreement for the perpetual inspection and maintenance of all proposed stormwater management practices after review and approval by the District.
2. Submittal of a performance escrow in the amount of \$3,050.00.

Please be advised that **this is NOT a permit**, and that work without a permit is a violation of the terms of the Coon Creek Watershed District Rules. If you have any questions, please call 763-755-0975.

Sincerely,



Erin Margl
Watershed Development Coordinator

cc: File P24-026
Eileen Weigel, Stantec
Dave Krugler, RFC Engineering



**PLANNING
REQUEST**

CITY OF HAM LAKE

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 03/03/2025

Date of Receipt 3-4-2025

Receipt # 101690 **Amount \$** 10,000

Meeting Appearance Dates:

Planning Commission 3-24-2025 **City Council** _____

Please check request(s):

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

***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: JD Ham Lake Holdings, LLC "KOHLER FARMS"

Address/Location of property: 4 Parcels, only one address- 15946 LEXINGTON AVE NE, Ham Lake, MN 55304

Legal Description of property: THE NE1/4 OF SW1/4 OF SEC 13 TWP 32 RGE 23 EX THE S 667 FT OF THE E 670 FT THEREOF, EX RD SUBJ TO EASE OF REC, HAM LAKE TWP NW 1/4 OF SW 1/4 13 32 23, HAM LAKE TWP SW 1/4 OF SW 1/4 13 32 23, THE S 667 FT OF E 670 FT OF THE NE1/4 OF SW1/4 OF SEC 13 TWP 32 RGE 23, EX RD SUBJ TO EASE OF REC

PIN # #13-32-23-31-0002, #13-32-23-32-0001, #13-32-23-33-0001, #13-32-23-31-0003 **Current Zoning** RA **Proposed Zoning** R-1

Notes: An attached Narrative and Comment Response Letter had been provided as part of this application.

Applicant's Name: Darren Lazan

Business Name: Landform Professional Services, LLC

DEVELOPER = JD HAM LAKE HOLDINGS,
JASON OSBERG (612) 205-1226

Address 105 5th Ave S, Suite 513

City Minneapolis **State** MN **Zip Code** 55401

Phone 612-638-0250 **Cell Phone** 612-221-8143 **Fax** _____

Email address dlazan@landform.net

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** 3/3/25

- FOR STAFF USE ONLY -

ACTION BY: **Planning Commission** _____
City Council _____

PROPERTY TAXES CURRENT YES **NO**
Any Active/Deferred Assessments YES **NO**

Memorandum

Date: March 19, 2025
To: Planning Commissioners
From: David A. Krugler, City Engineer
Subject: Kohler Farms Sketch Plan



Introduction:

The proposed 39 lot residential development is located on the 113.08-acre parcels 13-32-23-31-0002, 13-32-23-32-0001, 13-32-23-33-0001 and a portion of 13-32-23-31-0003 (15946 Lexington Avenue). The existing zoning is Rural Single Family Residential (R-A) and the proposed zoning is Single Family Residential (R-1). A 500-scale zoning map, 600-scale aerial map and a 200-scale half-section map are attached. The plat excludes the southeast portion of the 10.1-acre parcel.

Discussion:

Three access points to the plat are proposed at Hupp Street, 158th Avenue and 159th Avenue. The proposed connection to Hupp Street will result in a roadway length exceeding the maximum of 1,100 feet as stipulated in Article 10-430(K). The developer has presented two alternative proposals, both of which require additional access points to Lexington Avenue through either a roadway extension or three new driveway accesses. Both alternatives present challenges in meeting county and municipal roadway standards.

Lexington Avenue falls under the jurisdiction of the Anoka County Highway Department (ACHD). The proposed alternatives do not meet the required minimum spacing from 161st Avenue or Constance Boulevard. Lexington Avenue's classification as an A Minor Arterial: Expander with a speed limit of 55 mph requires access spacing be 2,640 feet for full access and 1,320 feet for right-in/right-out access. The proposed spacing is only 620 feet from 161st Avenue, which would not comply with the requirement. Per Anoka County Highway Development (ACHD) standards, driveways must connect to local streets and existing driveways must be relocated away from major arterials. Currently, there are no existing driveways within the parcels under review that connect to Lexington Avenue. The 2027 Lexington Avenue improvement plans include a raised median along the 30-acre parcel, which may further impact access feasibility. If alternative 1 or Alternative 2 is chosen, ACHD approval is required.

Per the attached Proposed Municipal Bike Trail System exhibit, Lexington Avenue is identified as a proposed bike path. Because the future bike route is anticipated to be on the west side of Lexington Avenue, a 20-foot-wide easement is recommended for a future bike path. A bike trail easement is shown on the development sketch.

According to Public Works Superintendent Witkowski, if the final design does not establish a connection between Hupp Street/160th Avenue and 159th Avenue/158th Avenue, a bike trail is

recommended to ensure neighborhood connectivity, including access to the Enchanted Estates subdivision and Enchanted Estates Park. Instead of dedicating parkland, the developer will be required to pay parkland dedication fees, with credit given for land dedicated for the trail easements within the plat.

A potential pedestrian trail could also serve a second purpose, as the trail could provide emergency access to Hupp Street/160th Avenue thereby resolving the need to obtain a variance to allow the roadway beyond the 1,100-foot maximum cul-de-sac length. The City has another restricted access at 133rd Lane between Jefferson Oaks Estates and Majestic Oaks 4th Addition. A paved trail would also be a credit toward the parkland development fees required for the development.

In order to provide viable septic fields for lots 6 and 7, the developer is proposing a lot line with the 15946 Lexington Avenue parcel. A septic compliance inspection, that includes soil borings confirming a secondary septic system location must be completed and certified. The filing of the lot line adjustment with Anoka County must be completed prior to preliminary plat approval. The required dedicated trail easement along Lexington Avenue on the 15946 Lexington Avenue parcel will not be credited toward the parkland dedication fees required for the plat.

Coon Creek Watershed District approval is required. A review by the Minnesota Department of Natural Resources' Natural Heritage Information System is necessary to determine the presence of state-protected species within the plat boundary. A wetland delineation is required. The parcels do not fall within any of the 20 natural resource clusters identified in the Anoka Conservation District's April 2008 Natural Resources Inventory and Assessment (NRIA), which is referenced in Appendix K of the Storm Water Pollution Prevention Plan. No portion of the development falls within FEMA Zone A 100-year flood boundary.

Recommendations:

It is recommended that the Sketch Plan of Kohler Farms be recommended for approval.

KOHLER FARMS

Sketch Plan Approval

Planning Commission - March 24, 2025



INTRODUCTION

JD Ham Lake Holdings, LLC

Jason Osberg – Metrowide Development

Darren Lazan – Landform Development Partners

8-year Partnership History

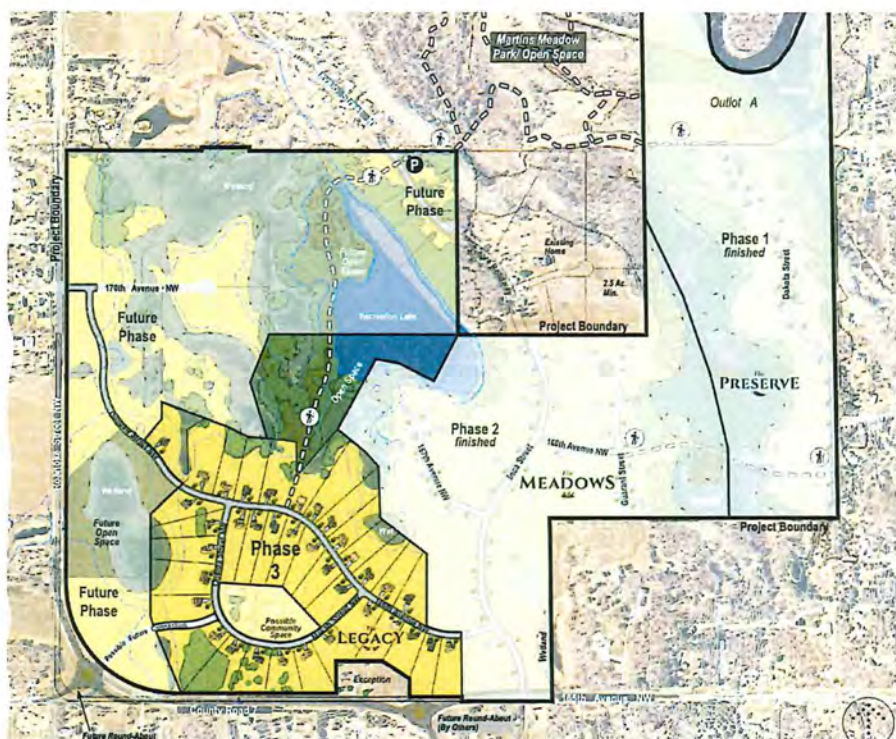
Landform Professional Services, LLC

Engineers, Surveyors, Planners.

RECENT

115 lots completed in Andover

Over \$100,000,000 in taxable value



KOHLER FARMS

History

- 67 Years of Farming and Residence.
- Corn, Beans, Alfalfa, Oats.

Current

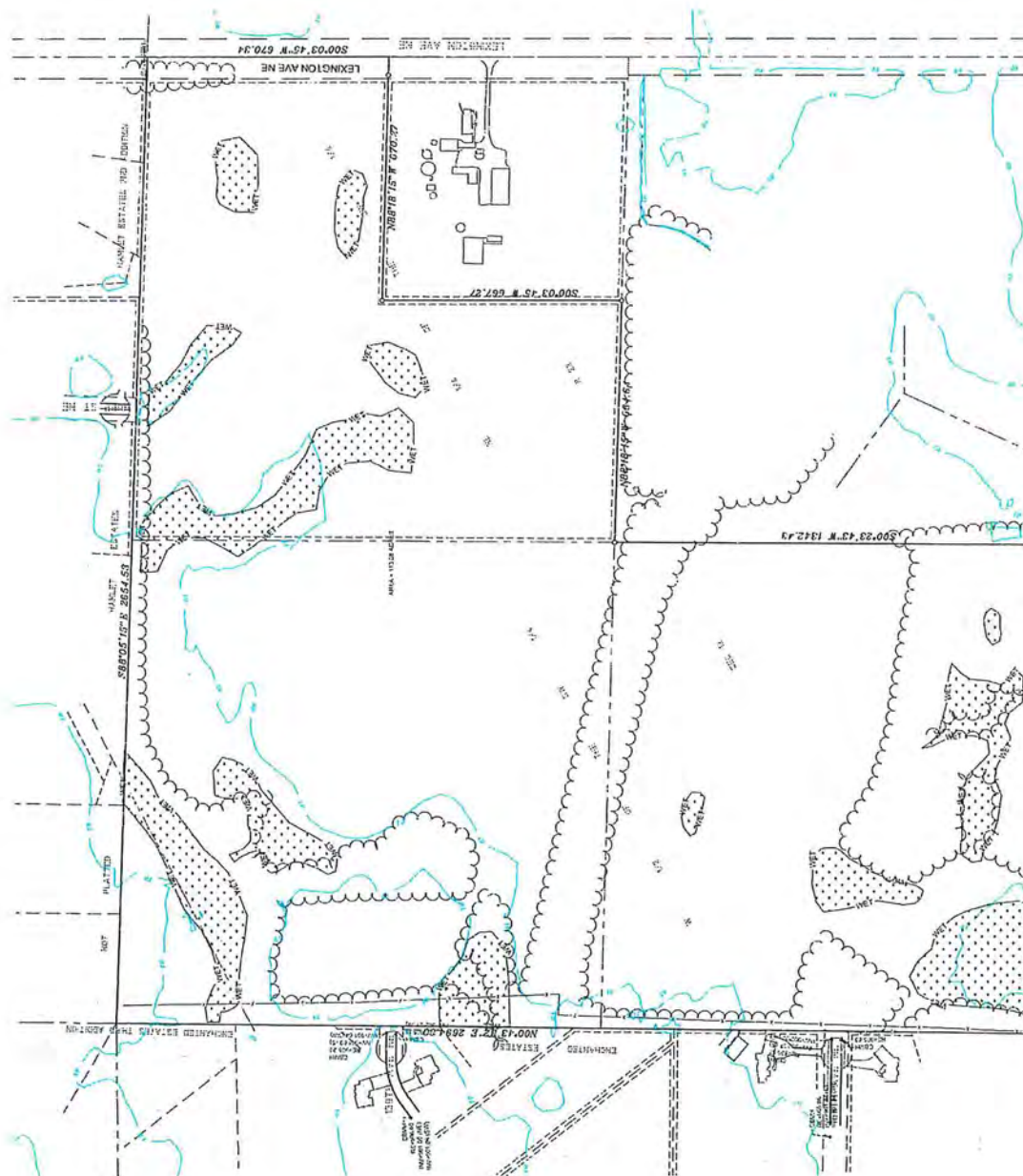
- Four family members in partnership.
 - Scott, Steve, Mark, and Neal
- Plan to keep Farmstead parcel for personal purposes for the immediate future.
- Split Farmstead 10-acre parcel from rest.
- Ready to develop family farm.

Existing Conditions Exhibit

HAM LAKE RESIDENTIAL - Ham Lake, MN
 Residential Lot Layout - 03/24/2025

AREA SUMMARY

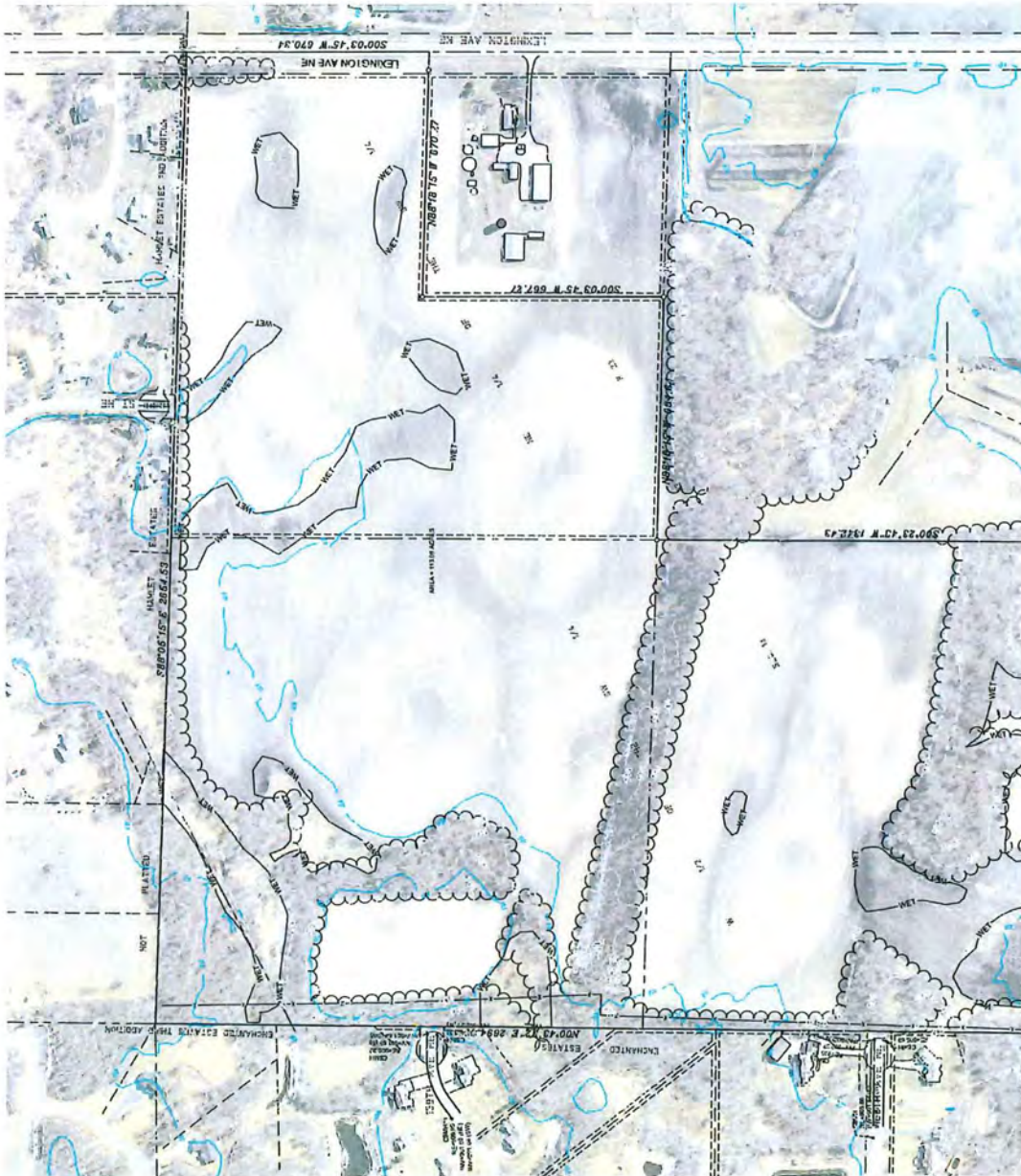
- Gross Project Area = 113.08 Ac.
- Net Developable Area = 52.82 Ac.
- (Less Wetlands & Floodplain)
- Net Septic Buildable Area = 36.14 Ac.
- (Above 804.0 Contour)



Aerial Photo Exhibit **HAW LAKE RESIDENTIAL - Ham Lake, MN** Residential Lot Layout - 03/24/2025

AREA SUMMARY

- Gross Project Area = 113.08 AC
- Net Developable Area = 52.02 AC
- (Less Wetlands & Floodplain)
- Net Site-Bindable Area = 36.14 AC
- (Above 904.0 Contour)



Existing Conditions Exhibit

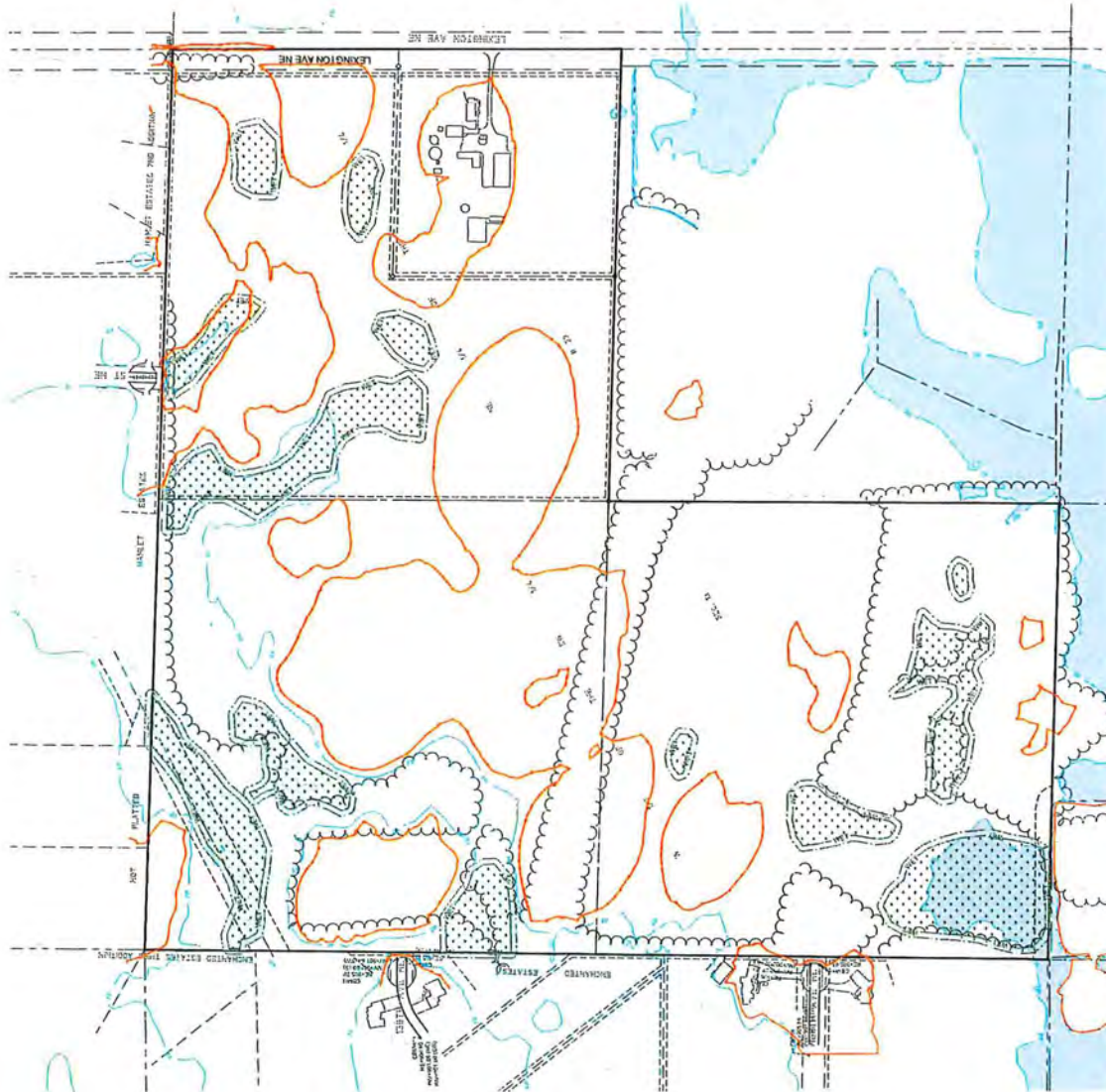
HAW LAKE RESIDENTIAL • HAW LAKE, MN
 Floodplain, 10/1/2013 • 01/24/2015

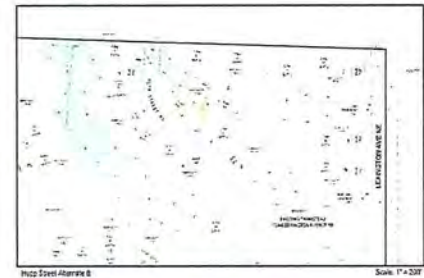
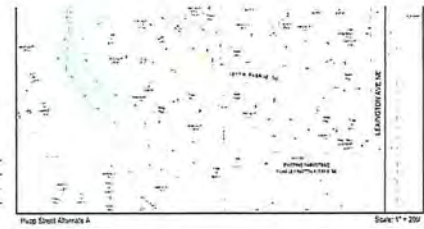
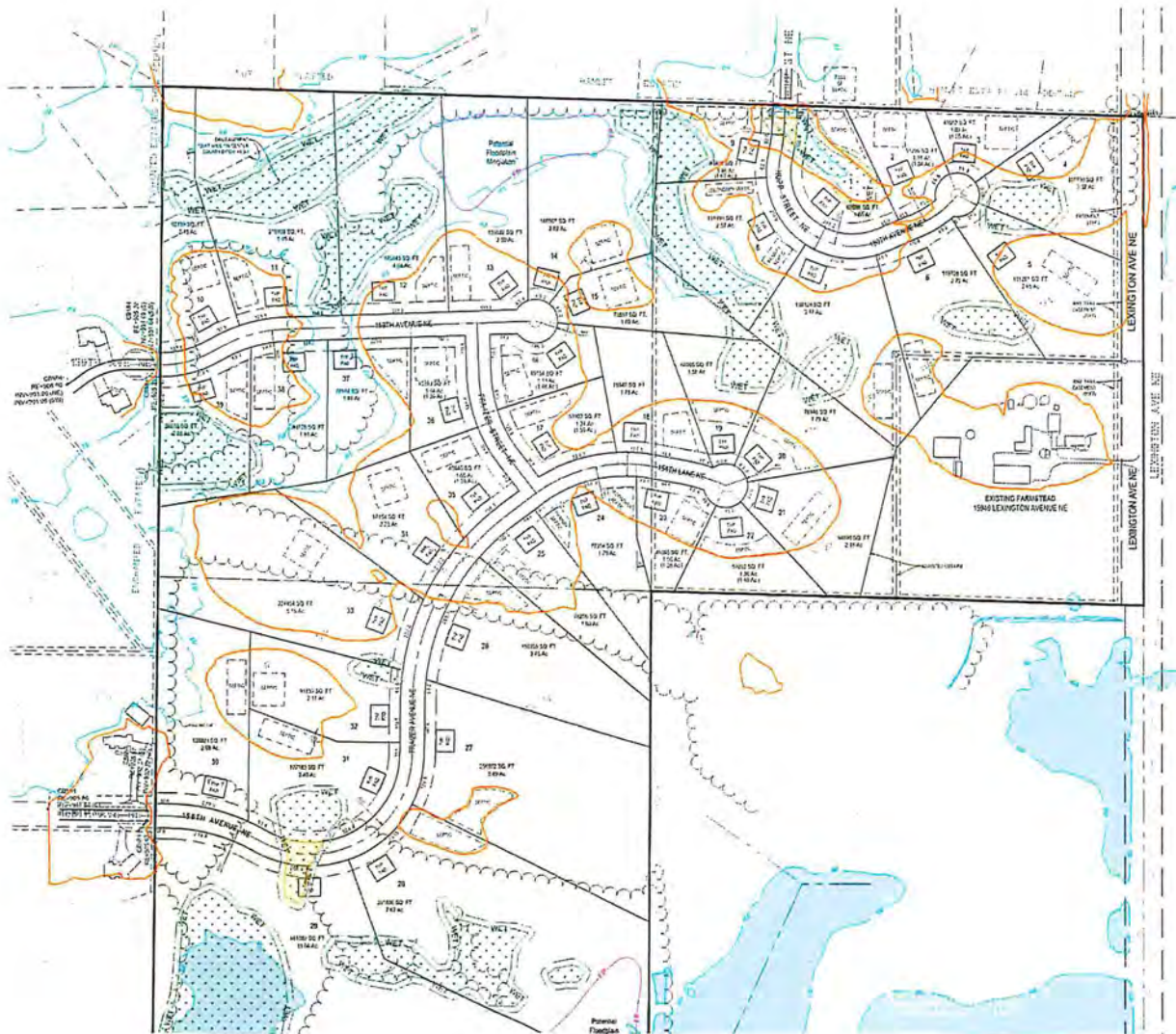
AREA SUMMARY

- Gross Project Area = 111.08 Ac
- Net Developable Area = 52.02 Ac
- (Less Wetlands & Floodplain)
- Wet Sensitive Area = 38.14 Ac
- (Active 100'0' Contour)

LEGEND

- Floodplain, Elev. 997.5
(COWI Map 10/1/2013)
- Floodplain, Elev. 998.0
(COWI Map 10/1/2013)
- Wetland
(Subject to Final Approval)
- Wetland Buffer
- 30' Contour
- Developable (to Unrestricted)
Setback Area
- Unrestricted Setback Area
- Existing Trees
- County District





Wetland Impacts: 14,725 SF, 0.34 Ac.

Concept 8.2
HAM LAKE RESIDENTIAL • Ham Lake, MN
Residential Lot Layout • 03.17.2025

AREA SUMMARY

- Gross Project Area = 113.03 Ac.
- Net Developable Area = 52.62 Ac.
(Less Wetlands & Floodplain)
- Net Septic Suitable Area = 36.14 Ac.
(Above 904.0 Contour)

ZONING SUMMARY

- Current Zoning (Residential Rural Single Family) = R-R
- Proposed Zoning (Single Family Residential) = R-1
- Front yard setback = 30 ft
- Side yard setback (interior) = 10 ft
- Side yard setback (corner) = 30 ft
- Rear yard setback = 50 ft
- Min. lot area = 1 Acre
- Required Min. lot frontage = 200 ft
- Required Min. lot frontage = 200 ft
- Required Min. out-of-lot frontage = 60 ft
- R.O.W. width (Local Road) = 66 ft
- Wetland buffer setback = 16.5 ft

YIELD

- Total Lots = 8

REQUEST

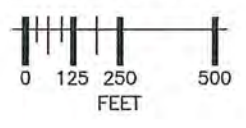
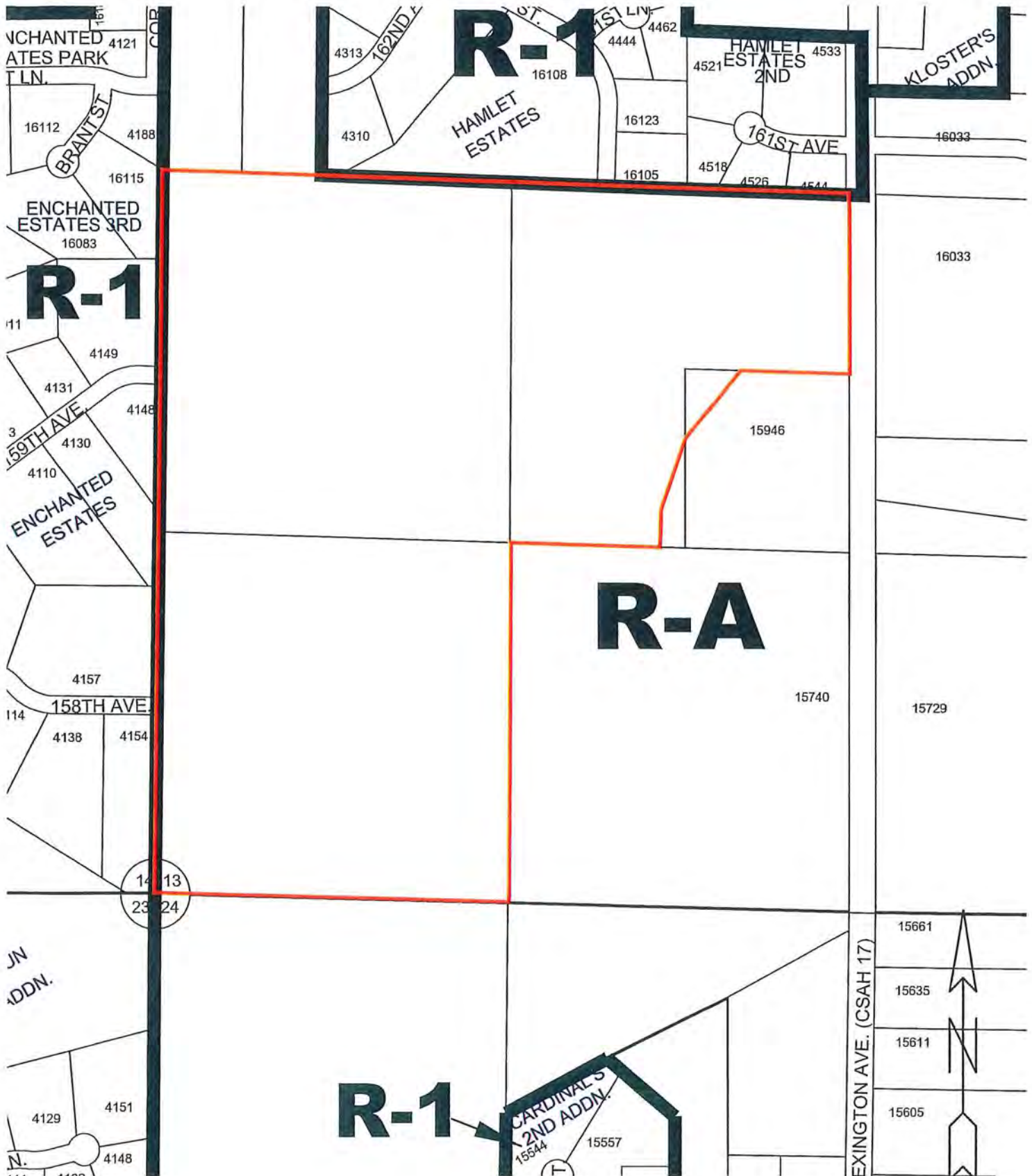
Request for Sketch Plan Approval

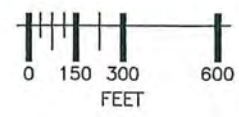
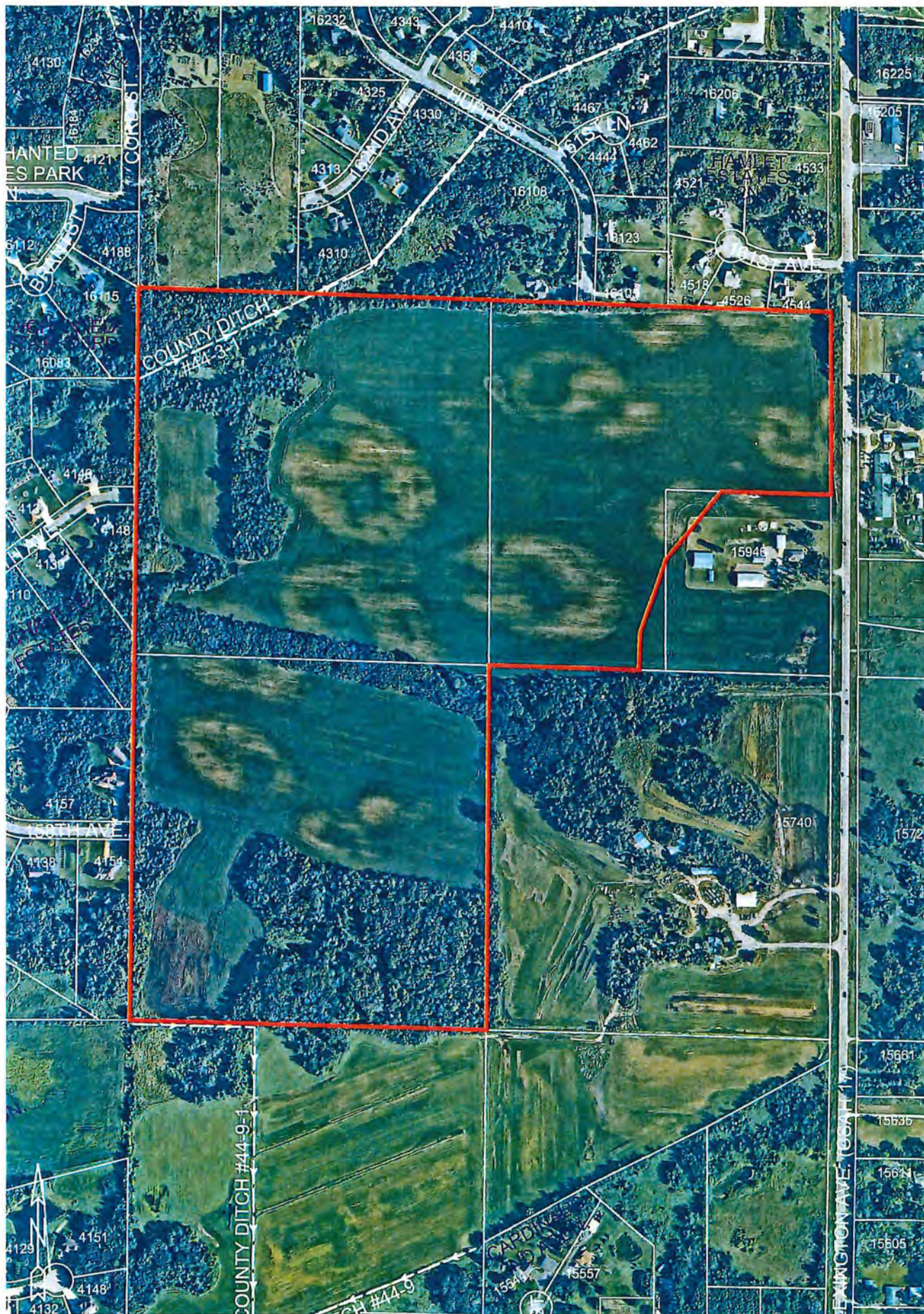
- 39 Lots on 113 Acres
- 52.6 Net Developable
- Gross Density 0.34 units/acre
- Access as depicted (x3).
- Hupp Street Configuration (Variance vs. Fire Lane)
- Rezone to R-1, Farmstead stays R-A
- Compliant with Standards

Kohler Farms

THANK YOU

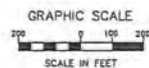
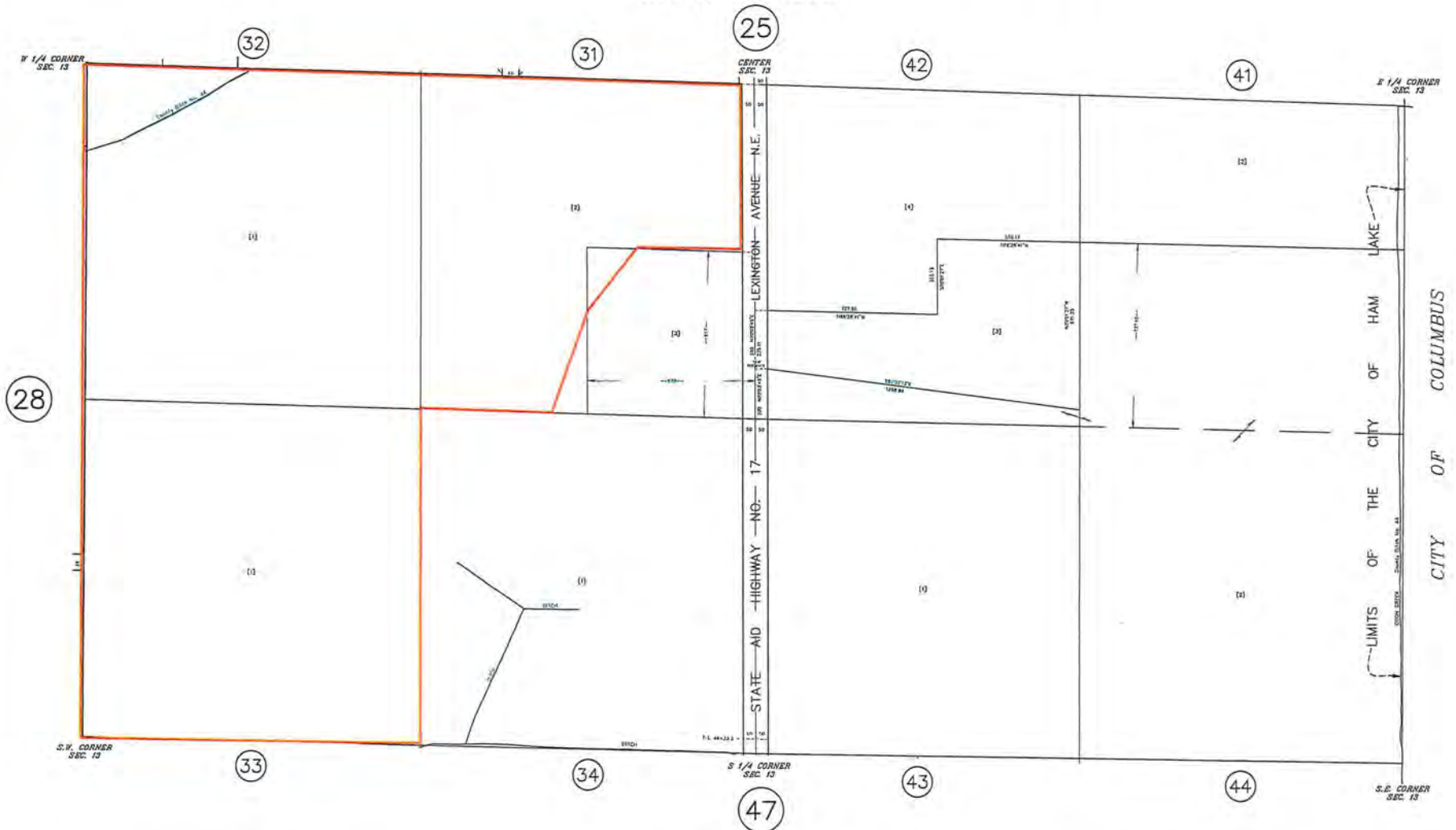
Kohler Farms





S 1/2 SECTION 13, T. 32, R. 23

CITY OF HAM LAKE



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

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41
33	34	43	44

NORTH HALF OF SECTION

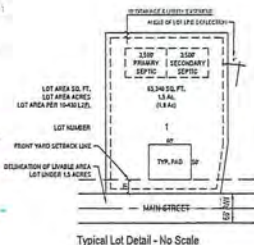
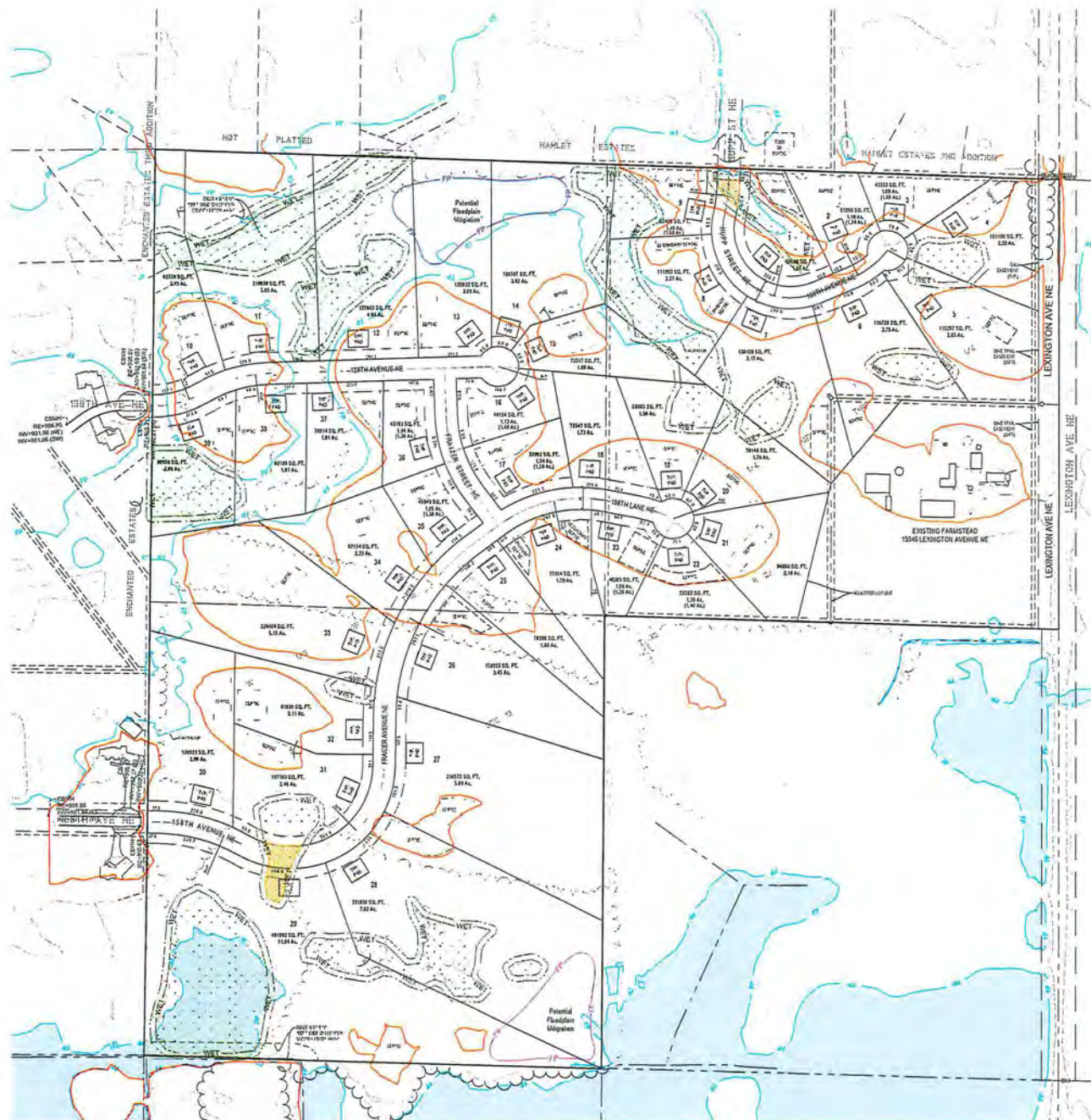
SOUTH HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

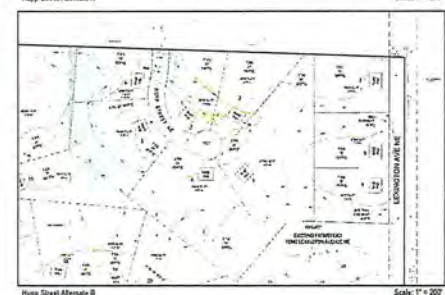
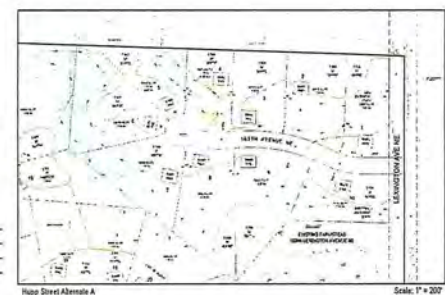
Section Number	Township Number	Range Number	Quarter	Specific Parcel
XX	XX	XX	XX	XXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS: [1]
EXAMPLE OF PDN NUMBER: 13-13-23-43-001

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



Typical Lot Detail - No Scale



Wetland Impacts: 14,725 SF, 0.34 Ac.

LEGEND	
	House Pad
	Septic Field
	Floodplain, Elev.: 902.8 (CCWD Map TA24-052)
	Floodplain, Elev.: 896.8 (CCWD Map TA24-052)
	Wetland (Subject to Final Approval)
	Wetland Buffer
	Potential Wetland Impacts
	904 Contour
	Developable but Unsuitable Septic Area
	Upland Suitable Septic Area
	Floodplain Mitigation
	Existing Trees
	County Ditches

Concept 8.2

HAM LAKE RESIDENTIAL • Ham Lake, MN
Residential Lot Layout • 03.17.2025

AREA SUMMARY	
• Gross Project Area	= 119.08 Ac.
• Net Developable Area (Less Wetlands & Floodplain)	= 62.62 Ac.
• Net Septic Buildable Area (Above 904.0 Contour)	= 36.14 Ac.
ZONING SUMMARY	
• Current Zoning (Residential Rural Single Family)	= R-1A
• Proposed Zoning (Single Family Residential)	= R-1
• Front yard setback	= 30 ft.
• Side yard setback (relation)	= 10 ft.
• Side yard setback (corner)	= 30 ft.
• Rear yard setback	= 60 ft.
• Min. lot area	= 1 Acre
• Required Min. lot frontage	= 200 ft.
• Required Min. lot frontage	= 200 ft.
• Required Min. side-set lot frontage	= 60 ft.
• R.O.W. width (Local Road)	= 66 ft.
• Wetland buffer setback	= 16.5 ft.
YIELD	
• Total Lots	= 32

LANDFORM

— DESIGN AND CONSTRUCTION —

f) Computation of Lot Size In calculating the square footage of any lot in any existing subdivision, any future subdivision, or any lot that has been or will be subdivided by means other than traditional platting, the computation shall include the square footage of the land lying between the centerline of any adjacent public road and the nearest lot line of the lot in question, up to a maximum 33 feet width of such road right of way or easement.

J. Avoidance of ISTS Areas At the earliest practical time in the platting process, the developer shall stake and fence the ISTS area for each lot, posting each such area with appropriate signage to warn the operators of motor vehicles or construction equipment to avoid driving over the ISTS area. The staking, fencing and signage may be of such quality as the developer deems appropriate, but in the event that any subsequent inspection by the City reveals that a portion of the ISTS area has been disturbed or compacted, the City may decline to issue a building permit or a Certificate of Occupancy for such lot. Following occupancy, the lot owner shall refrain from compacting or disturbing that portion of the ISTS area which is reserved for the backup ISTS.

K. Streets Specific design standards for streets and roads shall be established from time to time by Resolution of the City Council, upon recommendation of the City Engineer. The following general conditions will be met:

- i) All streets will be paved with concrete or bituminous surfacing, and shall have concrete curb and gutter;
- ii) Where it is likely that a street will extend into adjacent lands, the street will be paved to the property line and temporary cul-de-sacs established; at the time that the temporary cul-de-sac is vacated, the responsibility for removal of paving and restoration of the vacated area shall not be that of the City.
- iii) Cul-de-sac or "dead end" streets shall not exceed 1,100 feet in length unless a substantial probability exists that the street will someday be extended to provide a second outlet for the subdivision.
- iv) Street signs will be erected to the specifications of the City Engineer.
- v) The minimum allowable cul-de-sac will be 175 feet. If a subdivision contains a temporary cul-de-sac or other street that is intended to be extended in the future, a sign reading as follows shall be posted in a conspicuous place at the temporary terminus of the street:

NOTICE

THIS STREET MAY BE EXTENDED BEYOND THIS POINT IN THE FUTURE. FURTHER INFORMATION MAY BE OBTAINED



N AVE

161ST AVE

161ST LN

CR 60 (CONSTANCE BLVD)

SPEED
LIMIT
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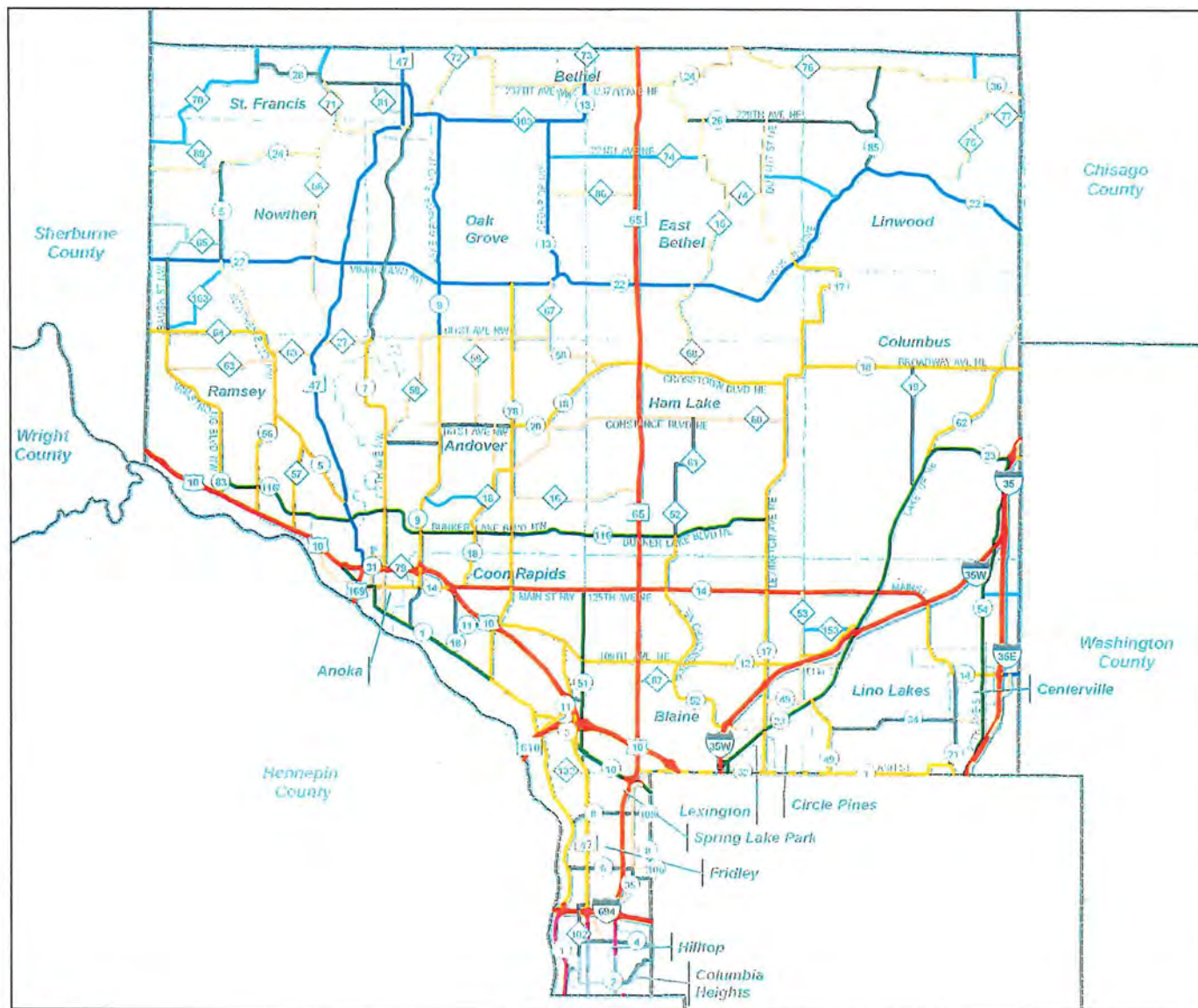
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**Anoka County Highway Department
Access Spacing Guidelines**

Roadway Type	Route Speed (MPH)	Intersection Spacing (Nominal ⁽⁴⁾)		Signal Spacing	Private Access ⁽¹⁾
		Full Movement Intersection	Conditional/Secondary Intersection ⁽²⁾		
Principal Arterial	50 - 55	1 mi.	1/2 mi.	1 mi.	Subject to conditions for all roadway types and speeds
	40 - 45	1/2 mi.	1/4 mi.	1/2 mi.	
	< 40	1/8 mi.	300 - 660 feet ⁽³⁾	1/4 mi.	
Arterial Expressway	50 - 55	1 mi.	1/2 mi.	1 mi.	
Minor Arterial	50 - 55	1/2 mi.	1/4 mi.	1/2 mi.	
	40 - 45	1/4 mi.	1/8 mi.	1/4 mi.	
	<40	1/8 mi.	300 - 660 feet ⁽³⁾	1/4 mi.	
Collector and Local	50 - 55	1/2 mi.	1/4 mi.	1/2 mi.	
	40 - 45	1/8 mi.	N/A	1/4 mi.	
	<40	1/8 mi.	300 - 660 feet ⁽³⁾	1/8 mi.	
Specific Access Plan		By adopted plan/agreement/covenant on land			

- (1) Private access refers to residential, commercial, industrial and institutional driveways. Reference Anoka County's Development Review Manual for specifics on private access.
- (2) Conditional secondary access is defined as right-in/out.
- (3) Access spacing may be determined by planning documents approved by the county (e.g., Lino Lakes I-35E AUAR)
- (4) Any spacing deviations shall have a detailed traffic study completed by the requesting agency, AND approved by the County Engineer.



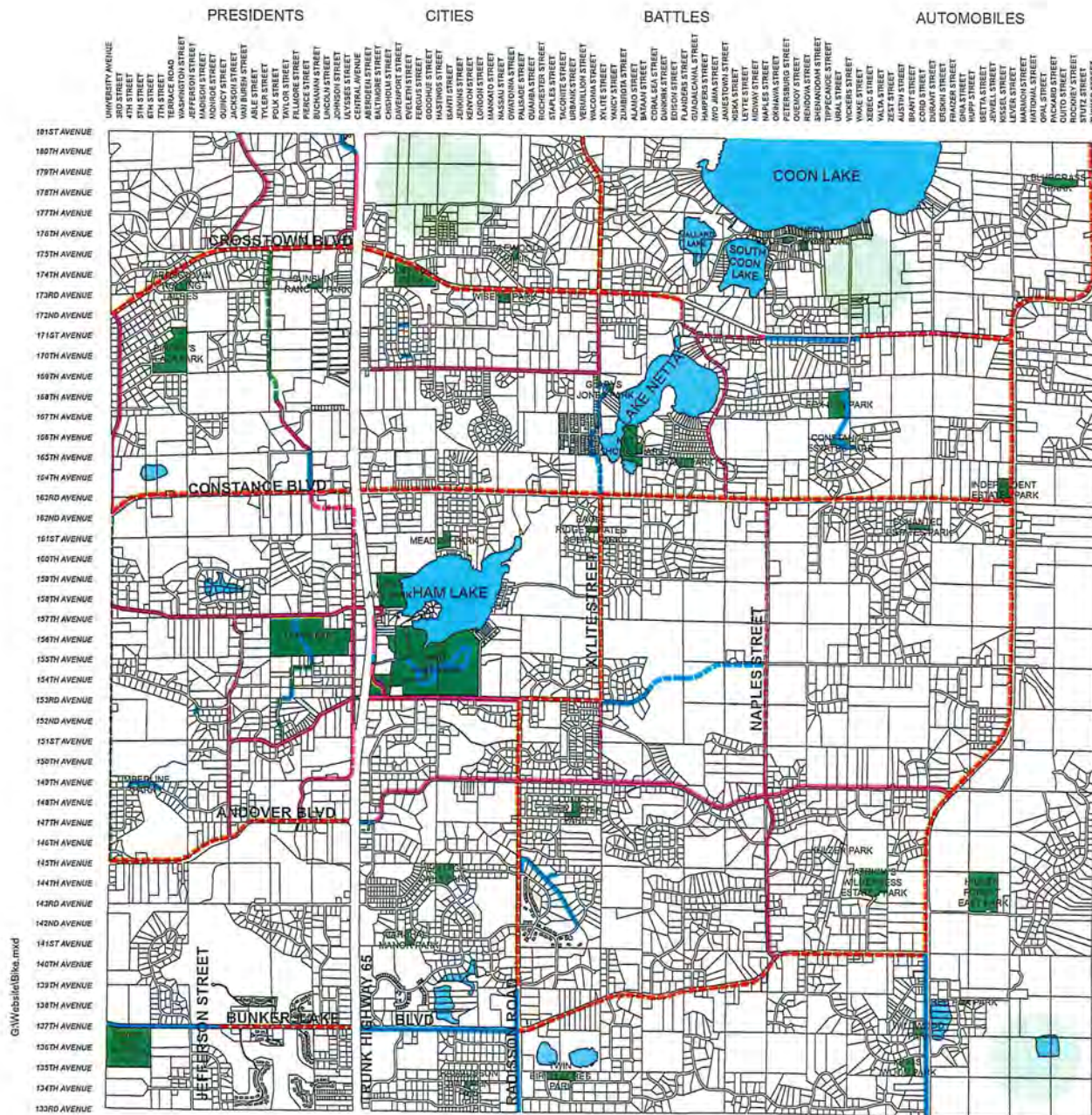
Legend

- Principal Arterial
- A Minor Arterial: Augmentor
- A Minor Arterial: Reliever
- A Minor Arterial: Expander
- A Minor Arterial: Connector
- B Minor
- Major Collector
- Minor Collector
- Interstates
- US Highways
- State Highways
- County State Aid Highways (CSAH)
- County Roads
- Local Roads



0 1.5 3 6 Miles
1 inch = 3 miles





**HAM LAKE,
MINNESOTA**

BIKE FACILITIES MAP

Legend

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



MAP DATE:

2/3/2025



CITY OF ANDOVER
COUNTY OF ANOKA
STATE OF MINNESOTA

ORDINANCE NO.

AN ORDINANCE REGULATING ADULT-USE CANNABIS BUSINESS OPERATIONS

THE CITY COUNCIL OF THE CITY OF ANDOVER DOES HEREBY ORDAIN AS
FOLLOWS:

TITLE 3, CHAPTER 11

REGULATION OF ADULT-USE CANNABIS BUSINESS OPERATIONS

SECTION:

- 3-11-1: Purpose
- 3-11-2: Findings of City Council
- 3-11-3: Definitions
- 3-11-4: Personal Adult-Use of Cannabis
- 3-11-5: Limit of Privately Held Cannabis Retail Businesses Licensed in the City of Andover
- 3-11-6: City of Andover Operated Cannabis Retail Businesses
- 3-11-7: State of Minnesota Issued Cannabis License Required
- 3-11-8: City Cannabis Retail Business Registration Required
- 3-11-9: City Registration and Renewal Fees
- 3-11-10: City Registration Application Submittal
- 3-11-11: Issuance of City Registration
- 3-11-12: Location Change Within City Limits
- 3-11-13: Renewal of Registration
- 3-11-14: Certain Locations or Areas Ineligible for City Cannabis Registration
- 3-11-15: Cannabis Retail Business Hours of Operation
- 3-11-16: Cannabis Retail Business Building Conditions
- 3-11-17: Compliance Checks and Inspections
- 3-11-18: Registration Suspension and Cancellation; Notice to Office; Penalties
- 3-11-19: Civil Penalties

11-1: **Purpose:** The purpose of this ordinance is to establish State licensing, City registration, and business operational requirements related to Adult-Use Cannabis Products in the City of Andover.

11-2: **Findings of City Council:** The City Council makes the following findings regarding the need to regulate, register, and inspect business establishments that sell certain cannabis products:

- (1) The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City of Andover to protect the public health, safety, and welfare of its residents by regulating Cannabis Retail Businesses within its legal boundaries.
- (2) Due to the passage of this new law by the Minnesota Legislature, the City Council believes the following rules, regulations, and standards for registering the sale of cannabinoid products are necessary to promote and protect the public health, safety, and general welfare of the residents of Andover.

11-3: **Definitions:**

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meaning in this ordinance.

ADULT-USE CANNABIS PROJECT: A cannabis product that is approved for sale by the OCM or is substantially similar to a product approved by the OCM. Adult-Use Cannabis Product includes edible cannabis products but does not include Medical Cannabinoid Products or lower-potency hemp edibles.

CANNABIS RETAIL BUSINESS: A business licensed by the OCM and registered with the City to sell Adult-Use Cannabis Products directly to customers including Medical Cannabinoid Products. Cannabis Retail Business does not include any other cannabis State license types including those who may have a combination license, which includes a retail component.

DAYCARE: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

MEDICAL CANNABINOID

PRODUCT: Defined under Minn. Stat. 342.01 subd. 52. Medical Cannabinoid Product does not include Adult-Use Cannabis Products or hemp-derived consumer product.

OFFICE OF CANNABIS
MANAGEMENT: The Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.

PRELIMINARY LICENSE

APPROVAL: An OCM pre-approval for a Cannabis Retail Business license for applicants who qualify under Minn. Stat. 342.17.

RESIDENTIAL TREATMENT

FACILITY: As defined under Minn. Stat. 245.462 subd. 23.

RETAIL REGISTRATION: An approved registration issued by the City of Andover to a state- licensed Cannabis Retail Business.

SCHOOL: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

STATE LICENSE: An approved license issued by the OCM to a Cannabis Retail Business.

11-4: **Personal Adult-Use of Cannabis:** Personal adult-use, possession, and transportation of cannabis flower and cannabinoid products shall be allowed as authorized under M.S.A §342.09.

11-5: **Limit of Privately Held Cannabis Retail Businesses Licensed in the City of Andover:**

- (a) The number of licensed Cannabis Retail Businesses in the City that may receive a retail registration is limited to one (1) private business for every 12,500 residents.
- (b) If Anoka County has the equivalent of one (1) active Cannabis Retail Business registration for every 12,500 residents in the County, then the City shall not be required to register additional state-licensed private Cannabis Retail Businesses.

11-6: **City of Andover Operated Cannabis Retail Businesses:** The City of Andover may operate Cannabis Retail Businesses at the discretion of the Andover City Council. A City operated Cannabis Retail Business shall not be counted against the license limits under Section 11-5.

11-7: **State of Minnesota Issued Cannabis License Required:** All licensees under this Article must obtain a license from the OCM prior to selling any adult-use cannabis products and must comply with the provisions of this Article and all state and federal laws and regulations.

11-8: **City Cannabis Retail Business Registration Required:** Before making retail sales to customers or patients, a Cannabis Retail Business must register with the City and pay the City Registration Fee. A violation of this Section shall subject the violator to a civil penalty, as set forth in the City's Fee Schedule, in an amount not to exceed \$2,000 for each violation.

11-9: **City Registration and Renewal Fees:** The City registration and renewal fees are established as part of the City's official Fee Schedule, adopted annually and amended from time to time, are nonrefundable, and shall be charged as part of the registration process or renewal process as the case may be. A Cannabis Retail Business licensed to sell both adult-use cannabis and Medical Cannabinoid Products at the same location may only be charged a single City registration or renewal fee, as the case may be. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Subsequent renewal fees shall be charged at the time of the second renewal and each subsequent annual renewal thereafter.

11-10: **City Registration Application Submittal:** The City shall issue a retail registration to a state-licensed Cannabis Retail Business that adheres to the requirements of Minn. Stat. 342.22. and all requirements of this ordinance.

- (a) An applicant for a retail registration shall fill out an application form, as provided by the City of Andover. The form shall include, but is not limited to:
 - (1) Full name of the property owner and applicant;
 - (2) Address, email address, and telephone number of the applicant;
 - (3) The address and parcel ID of the property for which the retail registration is sought;
 - (4) Certification that the applicant complies with the requirements of all local ordinances;
 - (5) Required Registration Fee; and
 - (6) A copy of a valid state license or written notice of OCM license preapproval.
- (b) Once an application is considered complete, the City of Andover shall inform the applicant as such, process the registration fees, and forward the application to the City Council for approval or denial.

- (c) The registration fee shall be non-refundable once processed.
- (d) A state-licensed Cannabis Retail Business application shall not be approved if the Cannabis Retail Business would exceed the maximum number of registered Cannabis Retail Businesses permitted under Section 11-5.
- (e) A state-licensed Cannabis Retail Business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (f) If multiple valid applications for retail registration exceeding the number of registered Cannabis Retail Businesses permitted under Section 11-5 are received by the City on the same business day, the issuance of retail registrations shall be in accordance with a criteria selection policy established by the City.

11-11: Issuance of City Registration:

- (a) The City will issue a City Registration to a Cannabis Retail Business that:
 - (1) has a valid license issued by the OCM;
 - (2) has paid the registration fee or renewal fee pursuant to Sec. 11-9;
 - (3) is found to be in compliance with the requirements of Minnesota Statutes Chapter 342 at any preliminary compliance check that the City performs; and is current on all property taxes and assessments at the location where the retail establishment is located.
- (b) Before issuing a retail registration, the City may conduct a preliminary compliance check to ensure that the Cannabis Retail Business is in compliance with the applicable operation requirements and the limits on the types of Adult-Use Cannabis Products that may be sold.
- (c) The City issued registration may not be transferred.

11-12: Location Change Within City Limits: A state-licensed Cannabis Retail Business shall be required to submit a new application for City registration under Section 11-10 if it seeks to move to a new location still within the legal boundaries of the City of Andover.

11-13: Renewal of Registration:

- (a) The City registration shall be required to be renewed when a license is renewed with the OCM.
- (b) A Cannabis Retail Business shall apply to renew registration on a form established by the City.
- (c) The City may charge a renewal fee for the registration starting at the

second renewal, as established in the City's Fee Schedule.

- (d) The application for renewal of a retail registration shall include, but not be limited to, items required under Section 11-10.

11-14: Certain Locations or Areas Ineligible for City Cannabis Registration:

- (a) No registration shall be granted to:
 - (1) Any Cannabis Retail Business that is not in full compliance with this Code, the City's zoning regulations and property maintenance code, the building code, the fire code, and all provisions of state and federal law;
 - (2) A Cannabis Retail Business seeking to operate within 1,000 feet of a school, or 500 feet of: (i) a day care; (ii) a residential treatment facility; (iii) an attraction within a public park that is regularly used by minors, including a playground, athletic field, tennis/pickleball courts, ice arena, or related, as officially mapped by the City and approved by the City Council; or (iv) another Cannabis Retail Business. Distance shall be computed by direct measurement in a straight line from the nearest legal parcel line of the land used for one of the above described uses to the nearest external portion of the building in which the Cannabis Retail Business is proposed to be located.
- (b) Nothing in this Section shall prohibit an active Cannabis Retail Business seeking a renewal of its registration from continuing operation at the same site if a school, daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

11-15: Cannabis Retail Business Hours of Operation: Cannabis Retail Businesses are limited to the retail sale of Adult-Use Cannabis Products between the hours of 8:00 A.M. to 10:00 P.M. Sunday through Saturday.

11-16: Cannabis Retail Business Building Conditions: A licensed and registered Cannabis Retail Business shall maintain compliance with state and local building, fire, property maintenance, nuisance, and zoning requirements and/or regulations.

11-17: Compliance Checks and Inspections:

- (a) The City shall conduct compliance checks of every Cannabis Retail Business with a retail registration issued by the City at least once each calendar year. The checks shall assess compliance with age verification requirements, the applicable operation requirements, and the applicable limits on the types of Adult-Use Cannabis Products

being sold. Said compliance checks may be performed by a law enforcement officer or a City employee.

- (b) The City must conduct unannounced age verification compliance checks at least once each calendar year. Age verification compliance checks must involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase Adult-Use Cannabis Products under the direct supervision of a law enforcement officer or a City employee.

**11-18: Registration Suspension and Cancellation; Notice to Office;
Penalties:**

- (a) If the City determines that a Cannabis Retail Business is not operating in compliance with the requirements of this Article or M.S.A. Chapter 342, or that the operation of the business poses an immediate threat to the health or safety of the public, the City may suspend the retail registration of the Cannabis Retail Business. The City shall immediately notify the OCM of the suspension in writing and shall include a description of the grounds for the suspension.
- (b) The OCM shall review the retail registration suspension and may order reinstatement of the retail registration or take any action described in M.S.A §§ 342.19 or 342.21.
- (c) The retail registration suspension may be for up to 30 days unless the OCM suspends the license and operating privilege of the Cannabis Retail Business for a longer period or revokes the license. The business may not make sales to customers if their registration is suspended or revoked.
- (d) The City may reinstate the retail registration if the City determines that the violations have been resolved. The City must reinstate the retail registration if the OCM orders reinstatement.
- (e) No Cannabis Retail Business may make any sale to a customer or patient without a valid retail registration. The City may impose a civil penalty of up to \$2,000 for each violation of this paragraph.
- (f) Cannabis Retail Businesses are prohibited from allowing onsite consumption or onsite use of Adult-Use Cannabis Products by customers.
- (g) Cannabis Retail Businesses are required to prevent the visibility of Adult-Use Cannabis Products and devices used for smoking/using cannabis to individuals outside of the Cannabis Retail Business retail location.

11-19: **Civil Penalties:** Subject to Minn. Stat. 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City's Fee Schedule, for registration violations, not to exceed \$2,000.

Adopted by the City Council of the City of Andover on this 1st day of April, 2025

CITY OF ANDOVER

Jamie Barthel, Mayor

ATTEST

Michelle Hartner, City Clerk

CITY OF ANDOVER
COUNTY OF ANOKA
STATE OF MINNESOTA

ORDINANCE NO. SUMMARY

AN ORDINANCE ORDAINING CITY CODE TITLE 3, CHAPTER 11: REGULATION OF
ADULT-USE CANNABIS BUSINESS OPERATIONS

STATUTORY AUTHORIZATION AND POLICY

Statutory Authorization

This ordinance amendment is adopted pursuant to the authorization and policies contained in Minnesota Statute 412.

Policy

The purpose of the Ordinance is to protect the public health, safety, morals and welfare of residents of the City of Andover. The Ordinance defines and creates regulations of Adult-Use Cannabis Business Operations in the City of Andover.

GENERAL PROVISIONS AND DEFINITIONS

Jurisdiction

The provisions of this ordinance shall apply to the City of Andover.

Enforcement

The City Administrator or his/her designee shall have the authority to enforce the provisions of this ordinance.

Interpretation

Interpretation of the provisions of this ordinance shall be held to be the minimum requirements and shall be liberally construed in the favor of the governing body.

A printed copy of this ordinance is available for inspection by any person during regular hours of the City Clerk.

Adopted by the City Council of the City of Andover on this 1st day of April 2025.

ATTEST:

CITY OF ANDOVER

Michelle Hartner - City Clerk

Jamie Barthel - Mayor

CITY OF ANDOVER
COUNTY OF ANOKA
STATE OF MINNESOTA

ORD. NO.

AN ORDINANCE AMENDING CITY CODE 1-7-3 ESTABLISHING PERMIT FEES, SERVICE CHARGES, AND VARIOUS OTHER FEES TO BE COLLECTED BY THE CITY OF ANDOVER.

THE CITY COUNCIL OF THE CITY OF ANDOVER HEREBY RESOLVES:

Administration:

Cannabis Registration:	
Initial Registration/Annual Fee	\$1,500.00
Annual Renewal Fee	\$1,000.00
Cannabis Business Violation Civil Penalty	\$2,000.00 per violation

Adopted by the City Council of the City of Andover this 1st day of April, 2025.

CITY OF ANDOVER

Attest:

Jamie Barthel - Mayor

Michelle Hartner – City Clerk



CANNABIS RETAIL BUSINESS REGISTRATION MULTIPLE APPLICATION SELECTION PROCESS

I. General Policy Statement

If multiple valid applications for retail registration exceeding the number of registered Cannabis Retail Businesses permitted under Andover City Code Title 3, Chapter 11, Section 11-5(a) are received by the City on the same business day, the issuance of retail registrations shall be in accordance with a criteria selection policy stated below.

II. Process

Four-Phase Multiple Application Process

The application process would consist of four phases described in detail below:

- Phase I: Initial Review by City Staff Review Team
- Phase II: Evaluation and Scoring by City Staff Review Team
- Phase III: Eligibility List generated by City Staff Review Team
- Phase IV: Final Selection by Andover City Council

(City Staff Review Team: City Administrator, City Attorney, & Community Development Director)

1. ***Phase I (Initial Review)*** is an initial review of the application to determine whether it is complete and meets all of the minimum requirements described in the application. During the initial review, City staff would ensure that the application also includes the required criteria.

Complete submissions would move forward to Phase II. Applications that fail to provide all of the additional submittal requirements would be deemed incomplete and would not move forward to Phase II. There would be no appeal as scoring is based solely on objective criteria.

2. ***Phase II (Evaluation and Scoring)*** would include the evaluation and scoring of the criteria. Applications would be reviewed and scored, using a merit-based system based on the following weighted-point scale of up to 10 MAXIMUM POINTS:

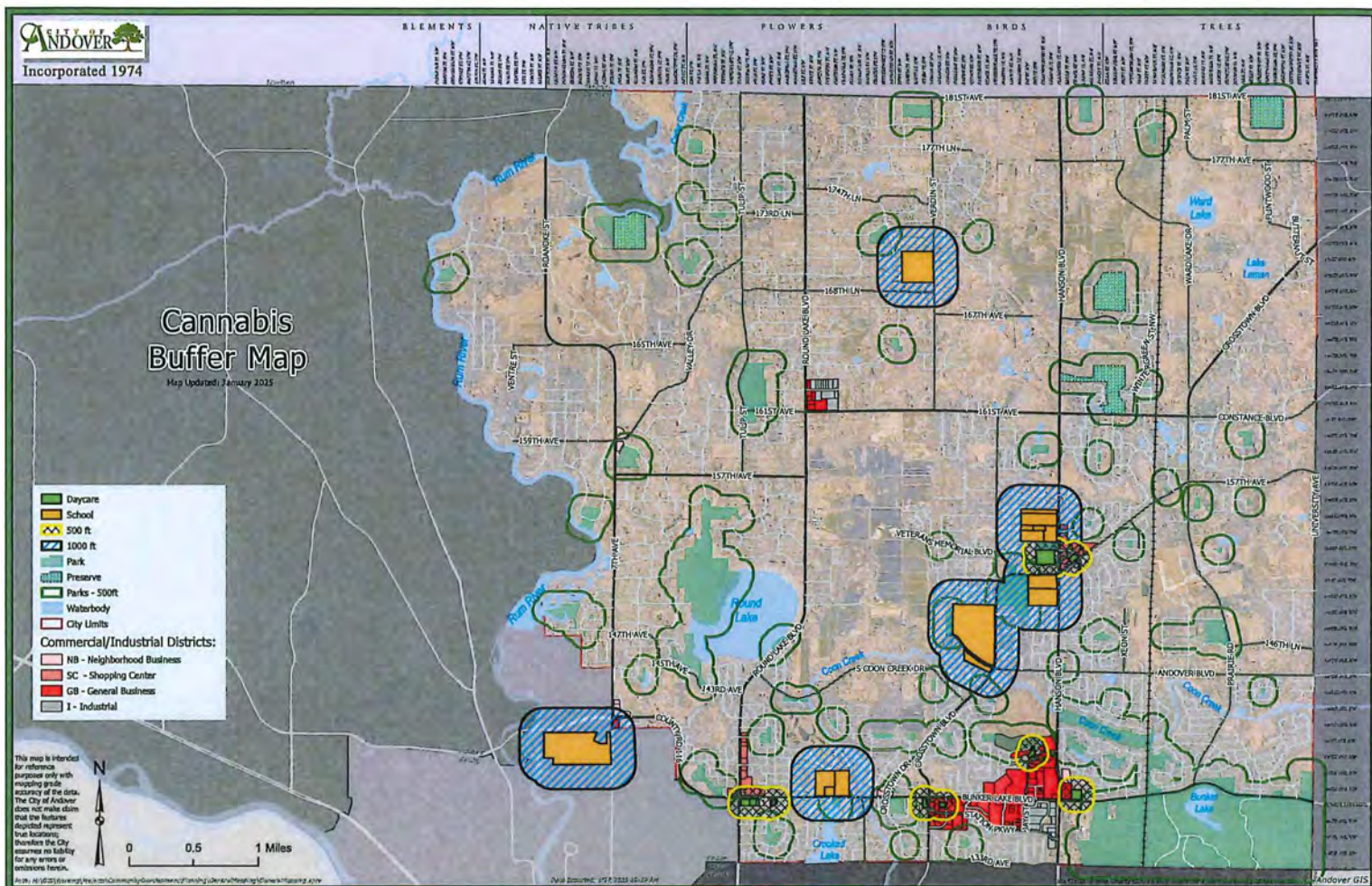
CATEGORIES	SCALE 1-10 POINTS RANGE	MAXIMUM POINTS ASSIGNED
CATEGORY 1= 40% OF SCORE	10 X 40%	4.0
CATEGORY 2 =25% OF SCORE	10 X 25%	2.5
CATEGORY 3=25% OF SCORE	10 X 25%	2.5
CATEGORY 4 =10% OF SCORE	10 X 10%	1.0
TOTAL MAXIMUM POSSIBLE SCORE		10

- A. **CATEGORY 1- Business Plan** equals 40% (up to 4 Points) of total score: Owner experience, qualifications, budget, capitalization, pro forma, and daily operation procedures.
 - B. **CATEGORY 2 - Neighborhood Compatibility Plan** equals 25% (up to 2.5 Points): How the Applicant addresses proactively and responds to complaints to neighborhood nuisances related to noise, light, odor, litter, vehicle, and pedestrian traffic.
 - C. **CATEGORY 3 - Preliminary Safety and Security Plan** equals 25% (up to 2.5 Points): Description of planned safety and security measures.
 - D. **CATEGORY 4 - Odor Control Plan** equals 10% (up to 1 Point) procedures detailing how odor impacts will be mitigated.
3. **In Phase III (Eligibility List)**, after being evaluated and scored through Phase II, Applicants would be ranked from highest to lowest within each license type, in order to establish an eligibility list. This list would be forwarded to the City Administrator or designee, who would prepare a Staff Report for the City Council.
4. **In Phase IV (Final Selection)**, the eligibility list and applications for Cannabis Retail Business Registration would be forwarded to the City Council for review and final selection to determine which Applicants are eligible to receive a City of Andover Cannabis Retail Business Registration. This final selection would occur at a public meeting where Applicants would have the opportunity to address the City Council and answer any additional questions prior to the City Council making a final decision. It is anticipated that these interviews may need to be scheduled for a Special City Council meeting, if necessary, in order to provide adequate time for consideration of the final selection. The City Council has the authority to choose from any of the Applicants on the eligibility list.

The City reserves the right to request and obtain additional information from any Applicant who advances to Phase IV.

Map Updated: January 2025

- This map is intended for reference purposes only with no guarantee of accuracy of the data. The City of Andover does not make claim that the features depicted represent true locations. Therefore the City assumes no liability for any errors or





POLICY NUMBER
2025-XXX

COUNCIL ADOPTED
Enter date XX-XX-XXXX

CANNABIS RETAIL BUSINESS REGISTRATION MULTIPLE APPLICATION SELECTION PROCESS

I. General Policy Statement

If multiple valid applications for retail registration exceeding the number of registered Cannabis Retail Businesses permitted under Andover City Code Title 3, Chapter 11, Section 11-5(a) are received by the City on the same business day, the issuance of retail registrations shall be in accordance with a criteria selection policy stated below.

II. Process

Four-Phase Multiple Application Process

The application process would consist of four phases described in detail below:

- Phase I: Initial Review by City Staff Review Team
- Phase II: Evaluation and Scoring by City Staff Review Team
- Phase III: Eligibility List generated by City Staff Review Team
- Phase IV: Final Selection by Andover City Council

(City Staff Review Team: City Administrator, City Attorney, & Community Development Director)

1. **Phase I (Initial Review)** is an initial review of the application to determine whether it is complete and meets all of the minimum requirements described in the application. During the initial review, City staff would ensure that the application also includes the required criteria.

Complete submissions would move forward to Phase II. Applications that fail to provide all of the additional submittal requirements would be deemed incomplete and would not move forward to Phase II. There would be no appeal as scoring is based solely on objective criteria.

2. **Phase II (Evaluation and Scoring)** would include the evaluation and scoring of the criteria. Applications would be reviewed and scored, using a merit-based system based on the following weighted-point scale of up to 10 MAXIMUM POINTS:

CATEGORIES	SCALE 1-10 POINTS RANGE	MAXIMUM POINTS ASSIGNED
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TOTAL MAXIMUM POSSIBLE SCORE		10

- A. **CATEGORY 1- Business Plan** equals 40% (up to 4 Points) of total score: Owner experience, qualifications, budget, capitalization, pro forma, and daily operation procedures.
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 - C. **CATEGORY 3 - Preliminary Safety and Security Plan** equals 25% (up to 2.5 Points): Description of planned safety and security measures.
 - D. **CATEGORY 4 - Odor Control Plan** equals 10% (up to 1 Points) procedures detailing how odor impacts will be mitigated.
3. **In Phase III (Eligibility List)**, after being evaluated and scored through Phase II, Applicants would be ranked from highest to lowest within each license type, in order to establish an eligibility list. This list would be forwarded to the City Administrator or designee, who would prepare a Staff Report for the City Council.
 4. **In Phase IV (Final Selection)**, the eligibility list and applications for Cannabis Retail Business Registration would be forwarded to the City Council for review and final selection to determine which Applicants are eligible to receive a City of Andover Cannabis Retail Business Registration. This final selection would occur at a public meeting where Applicants would have the opportunity to address the City Council and answer any additional questions prior to the City Council making a final decision. It is anticipated that these interviews may need to be scheduled for a Special City Council meeting if necessary, in order to provide adequate time for consideration of the final selection. The City Council has the authority to choose from any of the Applicants on the eligibility list.

The City reserves the right to request and obtain additional information from any Applicant who advances to Phase IV.

Policy History

Initially Adopted: enter date XX-XX-XXXX

Anoka County Cannabis Businesses Ordinance
Ordinance #2025-_____

The Anoka County Board of Commissioners hereby ordains:

1. Administration

1.1. **Findings and Purpose**

1.1.1. The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes Anoka County to protect the public health, safety, welfare of Anoka County residents by regulating cannabis businesses within the legal boundaries of Anoka County when the local cities or townships are not able or willing to provide the necessary oversight and protection.

1.1.2. Anoka County finds and concludes that the provisions of this Ordinance are appropriate and lawful land use regulations for Anoka County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2. **Authority, Jurisdiction & Delegation:** Anoka County has the authority to adopt this ordinance pursuant to:

1.2.1. Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

1.2.2. Minn. Stat. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.

1.2.3. Minn. Stat. § 152.0263, Subd. 5, regarding the use of cannabis in public places.

1.2.4. Minn. Stat. § 462.357, regarding the authority of a local authority to adopt zoning ordinances.

1.2.5. This Ordinance shall be applicable to the legal boundaries of Anoka County for those areas not within the jurisdiction of a city or town with their own Cannabis Ordinance. At the time of this writing, the only unincorporated township within Anoka County is Linwood Township.

Anoka County Ordinance 2025-

- 1.2.6. Anoka County acknowledges that Minn. Stat. §342.22 subd. 1 authorizes cities or towns within Anoka County to consent for Anoka County to issue the registration for their jurisdiction. Cities or townships must provide specific delegated authority in the form of a resolution to Anoka County before Anoka County will act on their behalf. Anoka County will review and issue registration for local cannabis retailers for those jurisdictions.
- 1.2.7. The delegating jurisdiction agrees that all fees generated from the registration duties become the property of Anoka County.
- 1.2.8. Each jurisdiction that has delegated authority for registration to Anoka County must provide and maintain current contact information and designate a point person to assist Anoka County with questions pertaining to their zoning and building codes.
- 1.2.9. Each jurisdiction delegating authority for registration to Anoka County must follow the requirements for notice to the Office of Cannabis Management as found on the Office of Cannabis Management website.
- 1.2.10. Delegating jurisdictions may adopt ordinances under their own authority and this Ordinance if those ordinances do not conflict with this Ordinance.
- 1.3. **Severability:** If any section, clause, provision, or portion of this ordinance is determined to be unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall still stand.
- 1.4. **Enforcement:**
 - 1.4.1. The Anoka County Public Health and Environmental Services Department with the assistance of the local jurisdictions, is responsible for the administration and enforcement of this ordinance.
 - 1.4.2. Unless otherwise provided within this ordinance, the provisions of the Anoka County Administrative Procedures Ordinance and any amendments thereto or successor ordinance shall govern the administration and enforcement of this ordinance.
- 1.5. **Definitions:**
 - 1.5.1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. §342.01 and any amendments thereto, and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
 - 1.5.2. **Cannabis Cultivation Business:** A business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower

to a cannabis manufacturer located on the same premises, and perform other actions approved by the Office of Cannabis Management (OCM).

- 1.5.3. **Cannabis Retail Businesses:** A retail location and the retail location(s) of mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.
- 1.5.4. **Cannabis Retailer:** Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
- 1.5.5. **Daycare:** A location licensed as a daycare provider with the Minnesota Department of Human Services to provide care for a child or children in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
- 1.5.6. **Lower-potency Hemp Edible:** Any product that meets the definition of Minn. Stat. 342.01 subd. 50 .
- 1.5.7. **Office of Cannabis Management:** Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.
- 1.5.8. **Place of Public Accommodation:** A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.
- 1.5.9. **Public Place:** A public park or trail, public street, or sidewalk; any enclosed, indoor area used by the public, including, but not limited to, parks, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
- 1.5.10. **Residential Treatment Facility:** A facility that meets the definitions of Minn. Stat. § 245.462 subd. 23.
- 1.5.11. **Retail Registration:** An approved registration issued by the city or township of jurisdiction, or when delegated to Anoka County, by Anoka County to a state licensed cannabis retail business.
- 1.5.12. **School:** A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24. For purposes of this ordinance, School also includes community colleges and vocational technical colleges.

- 1.5.13. **State License:** An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.
 - 1.5.14. **Youth-Oriented Facility:** Any facility with residents, customers, visitors, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. "Youth-Oriented Facility" includes, but is not limited to, childcare providers and facilities, schools, playgrounds, recreation centers, and parks.
2. Registration of Cannabis Businesses For Cities or Townships under Anoka County Jurisdiction
- 2.1. **Consent to Registration of Cannabis Business:**
 - 2.1.1. No individual or entity may operate a state-licensed cannabis retail business within Anoka County without first completing all State requirements as directed by OCM; Once receiving approval from OCM, each entity must follow all requirements as outline below.
 - 2.2. **Compliance Checks Prior to Retail Registration:**
 - 2.2.1. Prior to issuance of a cannabis retail business registration, Anoka County with the assistance of the local jurisdiction, shall conduct a preliminary compliance check to ensure compliance with local ordinances.
 - 2.2.2. Pursuant to Minn. Stat. Chapter 342, within 30 days of receiving a copy of a state license application from OCM, Anoka County shall contact the local jurisdiction and coordinate a compliance check. Anoka County must certify to OCM on a form provided by OCM, if a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
 - 2.2.3. If the local jurisdiction fails to assist or cooperate with Anoka County and Anoka County is unable to respond within the 30 days, Anoka County is not responsible for any resulting licenses issued by OCM in violation of the zoning ordinance pursuant to Minn. Stat § 342.13.
 - 2.3. **Registration and Application Process**
 - 2.3.1. Fees

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- 2.3.1.1. Each applicant will pay a registration fee, as established in Anoka County's fee schedule, depending on the type of retail business license applied for.
- 2.3.1.2. The initial retail registration fee will not exceed \$500 or half the amount of the initial state license fee under Minn. Stat. §342.11, whichever is less. At the time of the initial registration, Anoka County will collect the initial registration fee and the first annual renewal fee.
- 2.3.1.3. The renewal retail registration fee shall be due at the time of the second renewal and each subsequent renewal thereafter.
- 2.3.1.4. The renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. §342.11, whichever is less.
- 2.3.1.5. A medical combination business operating an adult-use retail location will only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2. Application Submittal

- 2.3.2.1. Anoka County will issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. §342.22 and the following procedure:
 - A. Complete the Application found at the Anoka County Public Health and Environmental Services Department, available on line or at the Anoka County Government Center. The applicant must provide the following information before the application will be considered:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of each of the applicants;
 - c. The address, and parcel ID for the property which the retail registration is sought;
 - d. Verification that the applicant(s) complies with the requirements of this local ordinance established pursuant to Minn. Stat. §342.13;
 - e. The establishment will consider becoming a Naloxone access point;
 - B. The applicant must include with the form:
 - a. the application fee as required in Section 2.3.1;

- b. a copy of a valid state license or written notice of OCM license preapproval;
- c. verification that the applicant is current on all property taxes and assessments at the location where the retail establishment is located.
- d. verification if operator is a business entity, of business registration with the Minnesota Secretary of State;
- e. proof of commercial liability insurance that meets minimum limits of liability at \$1.5 million for each occurrence, \$3 million general aggregate and \$4 million products and completed operations aggregate;
- f. verification of compliance with applicable fire codes; and
- g. verification of compliance with applicable building codes.

2.3.2.2. Once an application is considered complete Anoka County will process the application in a reasonable amount of time, not to exceed sixty (60) days and notify the applicant of its decision.

2.3.2.3. The application fee is non-refundable once Anoka County begins processing the application.

2.3.3. Application Approval

2.3.3.1. A state-licensed cannabis retail business registration application will not be approved if the business would exceed the maximum number of registered cannabis retail businesses permitted in Anoka County under Section 2.6.

2.3.3.2. A state-licensed cannabis retail business registration application shall not be approved or renewed if the applicant is unable to meet all requirements of this ordinance.

2.3.3.3. A state-licensed cannabis retail business registration application that meets the requirements of this ordinance will be approved.

2.3.4. Compliance Checks

2.3.4.1. At least one time annually, Anoka County or its designee will complete a compliance check for any businesses for which Anoka County has designated jurisdiction.

2.3.4.2. The annual compliance check shall include, at minimum, one unannounced age verification compliance check at least once per calendar year.

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- 2.3.4.2.1. Age verification compliance checks shall comply with Minnesota Statutes § 342.22 subd. 4(b) and any amendments thereto.
 - 2.3.4.2.2. Any failures under this section must be reported to the Office of Cannabis Management.
 - 2.3.4.3. "Compliance Checks" means the system the County uses to investigate and ensure that those authorized to sell licensed products are following and complying with the requirements of this ordinance. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate federal, state, or local laws and regulations relating to licensed products.
- 2.3.5. Location Change: A licensed cannabis retail business must submit a new application for registration under Section 2.3.2 if it seeks to move to a new location within the legal boundaries of Anoka County and must comply with the requirements of the jurisdiction in the new location.
- 2.4. **Registration Renewals**: Anoka County shall renew the annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.
 - 2.4.1. Renewal Application: A state-licensed cannabis retail business shall apply to renew a registration on a renewal Application found with the Anoka County Public Health and Environmental Services Division, available on line or at the Anoka County Government Center. Anoka County will review renewal applications in a reasonable amount of time, not to exceed sixty (60) days and issue or deny the registration once the following conditions are met.
 - 2.4.1.1. All conditions as required under 2.3.2.1 are required;
 - 2.4.1.2. Applicant must attest to no violations of the ordinance or law in the past twelve months. A violation may be cause for non-renewal.
 - 2.4.1.3. Applicant must pay the renewal fees as established in Anoka County's fee schedule.
- 2.5. **Registration is Non-Transferrable**: A cannabis retail registration issued under this ordinance may not be transferred.
- 2.6. **Limitation on Cannabis Retail Establishments in Anoka County**: Anoka County is authorized under Minnesota law to limit the number of retail registrations within its boundaries to one per 12,500 residents. Anoka County's population as of the 2023 census is 372,441. Therefore, Anoka County sets the limit of retail registrations for Anoka County boundaries to 30. If there are 30 active cannabis

retail business registrations within Anoka County, Anoka County shall not be required to register additional state-licensed cannabis retail businesses. County census will be reviewed annually to ensure the number of retail businesses is accurate within the statutory requirements and shall not exceed the statutory minimum.

3. Requirements for Cannabis Businesses:

- 3.1. **Minimum Buffer Zones:** Anoka County hereby adopts the following reasonable restrictions on the time, place, and manner of the operation of a retail cannabis business within the jurisdictions under control of Anoka County to protect the health and welfare of its children and citizens. All measurements are between lot lines of the areas noted.
 - 3.1.1. **Schools:** No cannabis business shall be registered if located within 1,000 feet from the boundaries of an existing school.
 - 3.1.2. **Licensed day care providers:** No cannabis business shall be registered if located within 500 feet from the boundaries of an existing licensed day care provider.
 - 3.1.3. **Public Park, Athletic Complex or Youth-Oriented Facility:** No cannabis business shall be registered if located within 500 feet from the boundaries of an existing public park which is regularly used by minors, including a playground or athletic field, athletic recreation center, or Youth-Oriented facility.
 - 3.1.4. **Residential Treatment Facility:** No cannabis business shall be registered if located within 500 feet from the boundaries of an existing residential treatment facility.
 - 3.1.5. **Existing Cannabis Business:** No cannabis business shall be registered if located within 500 feet from the boundaries of an existing cannabis retail business.
- 3.2. **Zoning and Land Use.** Cannabis land uses shall be determined by business type in applicable zoning districts pursuant the jurisdiction. For cities and townships that have delegated registration to Anoka County, Anoka County will address zoning and land use for Cannabis Retail and will work with each jurisdiction falling under this Ordinance and their independent zoning ordinances.
- 3.3. **Hours of Operation:** Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m. seven days per week.
- 3.4. **Security:** A cannabis retail business must maintain compliance with security requirements established by the state, including but not limited to maintenance of video surveillance records, sufficient lighting to support video surveillance, specific locking mechanisms, secure entries, and employee minimums.

3.5. **Signage:**

- 3.5.1. Notice of the legal sales age, age verification requirements, community cessation resources, safer use information, and potential penalties for underage sales must be prominently always displayed in plain view at each location where Approved Products are sold. The required signage, provided by the Department, must be posted in a way that is clearly visible to anyone purchasing or considering a purchase.
- 3.5.2. Subject to agreements with the property owner, cannabis retail businesses may have no more than two fixed signs on the exterior of the building or property of the business.

4. Temporary Cannabis Events

- 4.1. **License required for Temporary Cannabis Events:** Anoka County will not permit an event license unless the applicant has provided OCM information about the time, location, layout, number of business participants and hours of operation of the event. A license must be received from Anoka County prior to any temporary cannabis event. No temporary event may exceed 3 calendar days.
- 4.1.1. License required. A license or permit must be approved and issued by Anoka County prior to the event. Anoka County will review and issue requests for temporary cannabis events for any city or township for which it has jurisdiction to issue registration.
- 4.1.2. Registration and Application Procedure: Anoka County will issue a temporary cannabis event registration to a cannabis event organizer that adheres to the requirements of Minn. Stat. §342.39 and the following procedures:
 - 4.1.2.1. Complete the Application found with the Anoka County Public Health and Environmental Services Division at least ninety (90) days prior to the scheduled event, available on line or at the Anoka County Government Center which shall contain all the data required in Minn. Stat. § 342.14 subd. 1 and the following information:
 - a. The address and location where the temporary event will occur;
 - b. The name of the event;
 - c. The number and identity of exhibitors
 - d. A diagram of the layout of the event, including entrances, exhibits, and where product will be sold;
 - e. Hours of operation
 - f. Name, address and phone number of contact person;
 - g. Comply with all local jurisdictional community requirements that do not conflict with this ordinance.

- h. Description of security to comply with age requirements;
- i. Prior event licenses granted, denied, or revoked;

- 4.1.3. Restrictions at temporary cannabis events. There shall be no cannabis consumption areas at any temporary cannabis events. Temporary cannabis events may only be held between the hours of 10:00 a.m. and 6:00 p.m.
- 4.1.4. Public health, safety, or welfare concerns: If Anoka County identifies any public health, safety or welfare concerns with a proposed cannabis event, Anoka County may deny or restrict the temporary cannabis license. Factors to be considered include but are not limited to traffic routing, parking, security, sanitation facilities, garbage, first aid, limitations on sound, insurance, and maximum attendance.
- 4.1.5. Grant or Denial of Temporary License: An application for a temporary cannabis license that complies with the conditions of Section 4 will be approved. The event may not be held until the applicant has contacted OCM. The decision shall be made within thirty (30) days of submission. If the application does not meet the requirements of this section, the license shall be denied.
- 4.1.6. Application Fee: Applicants for a temporary cannabis event shall pay a registration fee as established in Anoka County's fee schedule. This fee is non-refundable if the application is denied.
- 4.1.7. Enforcement: Anoka County may suspend or revoke a cannabis event license if the event organizer fails to comply with all conditions for the permit in any material way after being informed of the violation and the need to correct it.

5. Lower-Potency Hemp Edibles

- 5.1. **Sale of Low-Potency Hemp Edibles:** The sale of Low-Potency Edibles is permitted, subject to the conditions contained within this section. This section of the Ordinance will also apply to those jurisdictions that have delegated authority to Anoka County for retail registrations.
- 5.2. **Zoning Districts:** Low-Potency Edible businesses are permitted as a type of use in the zoning districts of the jurisdiction of their location, if they comply with the standards as set forth in 5.3.
- 5.3. **Standards**
 - 5.3.1. Low-potency edibles may only be sold in establishments for persons 21 years of age or older.
 - 5.3.2. Low-potency hemp beverages may only be sold in establishments that meet requirements of this section.

- 5.3.3. Low-potency hemp beverages must be sold from behind a counter and stored in a locked case.

6. Prohibited Conduct

- 6.1. **No use of Cannabis on Anoka County owned property:** Consistent with Anoka County Resolution 2023-M7 and Anoka County Ordinance #2023-1, and any amendments thereto, it is a violation of this ordinance to possess, ingest or use any cannabis product on property owned by Anoka County.
- 6.2. **Limitation on Use in Public Places:** No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.
- 6.3. **No Cannabis Use Where Smoking Prohibited:** No cannabis flower, cannabis products, or hemp-derived consumer products used in a manner that involves the inhalation of smoke, aerosol, or vapor shall be used at any location where smoking is prohibited under Minnesota Statutes, § 144.414.
- 6.4. Cannabis product may only be sold from behind a counter and stored in a locked case
- 6.5. Cannabis product may only be sold in establishments for persons 21 years of age or older.

7. Violations

- 7.1. **Suspension of Registration**
 - 7.1.1. When Suspension is Warranted. Anoka County shall abide by its Administrative Procedures Ordinance except where provisions differ.
 - 7.1.1.1. Anoka County may immediately suspend a cannabis retail business's registration if it violates the Anoka County ordinance or poses an immediate threat to the health or safety of the public. Anoka County shall immediately notify the cannabis retail business in writing of the grounds for the suspension.
 - 7.1.1.2. Anoka County shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide Anoka County and the cannabis business retailer a response to the complaint within seven

calendar days and perform any necessary inspections within 30 calendar days.

- 7.1.1.3. Anoka County may withhold reinstatement of a registration until OCM has submitted its determination permitting reinstatement.
- 7.1.1.4. A registration will be suspended for up to 30 calendar days for a violation of this ordinance unless OCM issues a suspension for more than 30 days, or unless the terms of 7.1.1.6 have been met.
- 7.1.1.5. No sales may be made from a cannabis retail business while the license is suspended. Any sale during this time constitutes a violation of this ordinance and the administrative procedures ordinance.
- 7.1.1.6. A cannabis retail business registration may only be reinstated when the violations have been resolved. If OCM determines the violations have been resolved, the registration shall be reinstated.

7.2. **Civil Penalties.** Pursuant to Minn. Stat. §342.22, subd. 5(e) Anoka County may impose a civil penalty, as specified in the Anoka County's Fee Schedule, for any sale made without a valid retail registration, not to exceed \$2,000.

7.3. **Criminal Penalties.** Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether a permit is required for a regulated activity listed in this ordinance.

8. SEVERABILITY

- 8.1. If any provision of an Anoka County ordinance or the application thereof to any person or circumstances is held invalid, said invalidity does not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and for this purpose the provisions of all Anoka County ordinances are severable.

9. PROVISIONS ACCUMULATIVE

- 9.1. The provisions of all Anoka County ordinances are cumulative and are additional limitations upon all other laws and ordinances passed covering any subject matter.

10. AMENDING & REPEALING PRIOR ORDINANCES; EFFECTIVE DATE

- 10.1. This ordinance amends and restates all previous ordinances relating to Cannabis Registration, thereby repealing said prior ordinances, and shall be in full force and

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effect from and after the time of its passage by the Anoka County Board of Commissioners and publication as required by law.

Adopted by the Board of Commissioners of Anoka County, Minnesota, the ____ day of January, 2025