

# CITY OF HAM LAKE

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Ham Lake, Minnesota 55304  
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## **CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, MAY 19, 2025**

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

### **2.0 PUBLIC COMMENT**

### **3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**

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

3.2 Andy Grice, BerganKDV – Presentation of the 2024 Audit

### **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 May 5, 2025

4.2 Approval of claims

4.3 Approval of scheduling a Budget Workshop meeting for Monday, June 2, 2025 at 5:00 p.m.

4.4 Approval of a Temporary On-Sale Liquor License for the Ham Lake Lion's at Lion's Park, 1220 157<sup>th</sup> Avenue NE, for the Freedom Festival on Saturday, June 28, 2025

4.5 Approval of a variance to request an 8-foot fence at 17374 Terrace Road NE

4.6 Approval of an Ordinance regarding Article 7-614 Issuance of Licenses

4.7 Approval of Officer appointment of additional Captain at Fire Station #2

4.8 Approval of a Resolution scheduling a public hearing to vacate a portion of the drainage and utility easement on Lot 4, Block 2, Majestic Oaks Commercial Center (13928 Lincoln Street NE)

### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

5.1 Chris Frovik, Frovik's Towing & Recovery Twin City, Inc, requesting an amendment to the Conditional Use Permit to allow additional storage of motor vehicles at 14835 Aberdeen Street NE and adoption of a Resolution

### **6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

### **7.0 APPEARANCES**

7.1 Finance Director Andrea Murff, 1<sup>st</sup> Quarter Financial Report

### **8.0 CITY ATTORNEY**

8.1 Consideration of the First Readings of Ordinances regarding Cannabis Retail Business and Fee Schedule

### **9.0 CITY ENGINEER**

### **10.0 CITY ADMINISTRATOR**

### **11.0 COUNCIL BUSINESS**

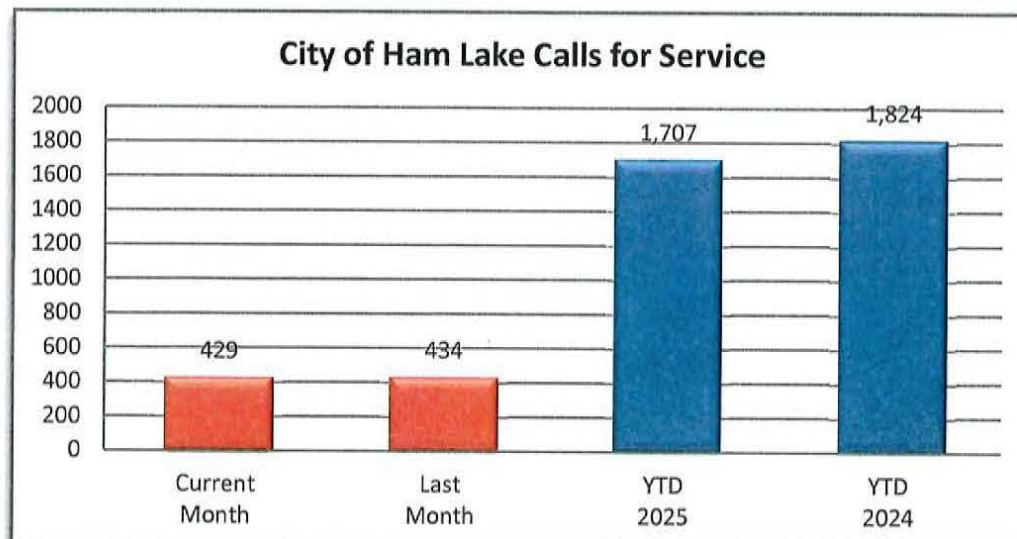
11.1 Committee Reports

11.2 Announcements and future agenda items

**PATROL DIVISION**

**CITY OF HAM LAKE - APRIL 2025**

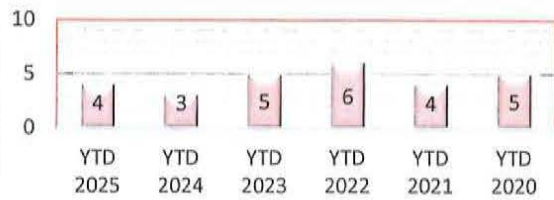
OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2025	YTD 2024
Call for Service	433	411	434	429									1,707	1,824
Burglaries	1	1	0	2									4	3
Thefts	8	4	3	8									23	43
Crim Sex Conduct	0	0	2	1									3	0
Assault	3	1	1	1									6	8
Dam to Property	0	1	3	2									6	12
Harass Comm	0	0	0	0									0	1
PI Accidents	3	4	7	2									16	15
PD Accidents	26	20	16	32									94	97
Medical	67	71	70	49									257	247
Animal Complaint	24	21	20	26									91	100
Alarms	30	39	34	30									133	98
Felony Arrests	3	1	8	1									13	13
GM Arrests	5	2	6	5									18	15
Misd Arrests	7	10	5	5									27	22
DUI Arrests	5	3	4	3									15	9
Drug Arrests	0	1	4	0									5	6
Domestic Arrests	3	1	1	0									5	3
Warrant Arrests	4	0	2	3									9	20
Traffic Stops	134	103	197	167									601	873
Traffic Arrests	27	38	74	60									199	272



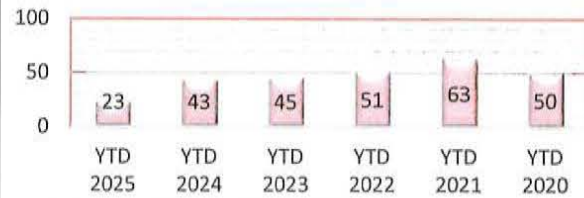
# CITY OF HAM LAKE

YEAR TO DATE - APRIL 2020-2025

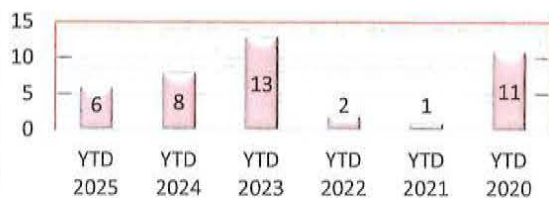
## BURGLARIES



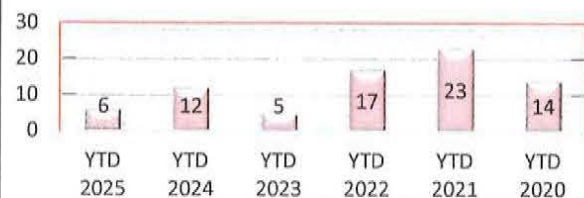
## THEFTS



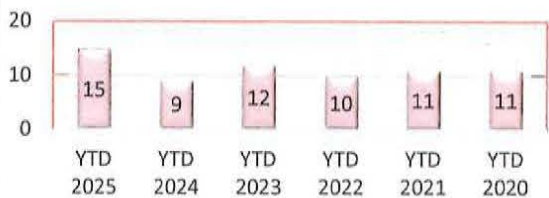
## ASSAULTS



## DAMAGE TO PROPERTY



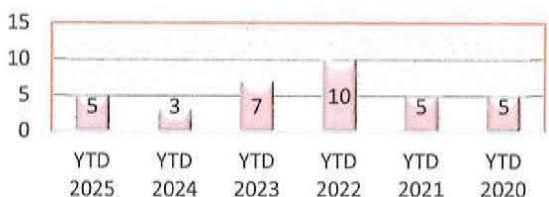
## DUI ARRESTS



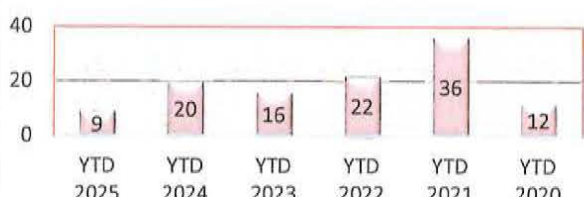
## DRUG ARRESTS



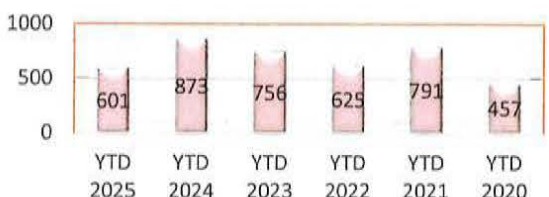
## DOMESTIC ARRESTS



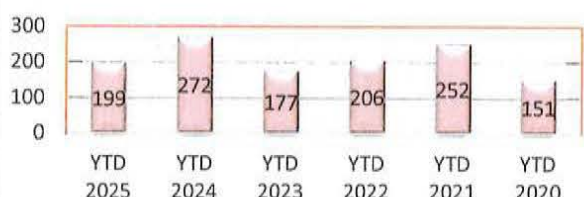
## WARRANT ARRESTS



## TRAFFIC STOPS



## TRAFFIC ARRESTS





## Problem Type Summary

8:31 AM 05/02/2025

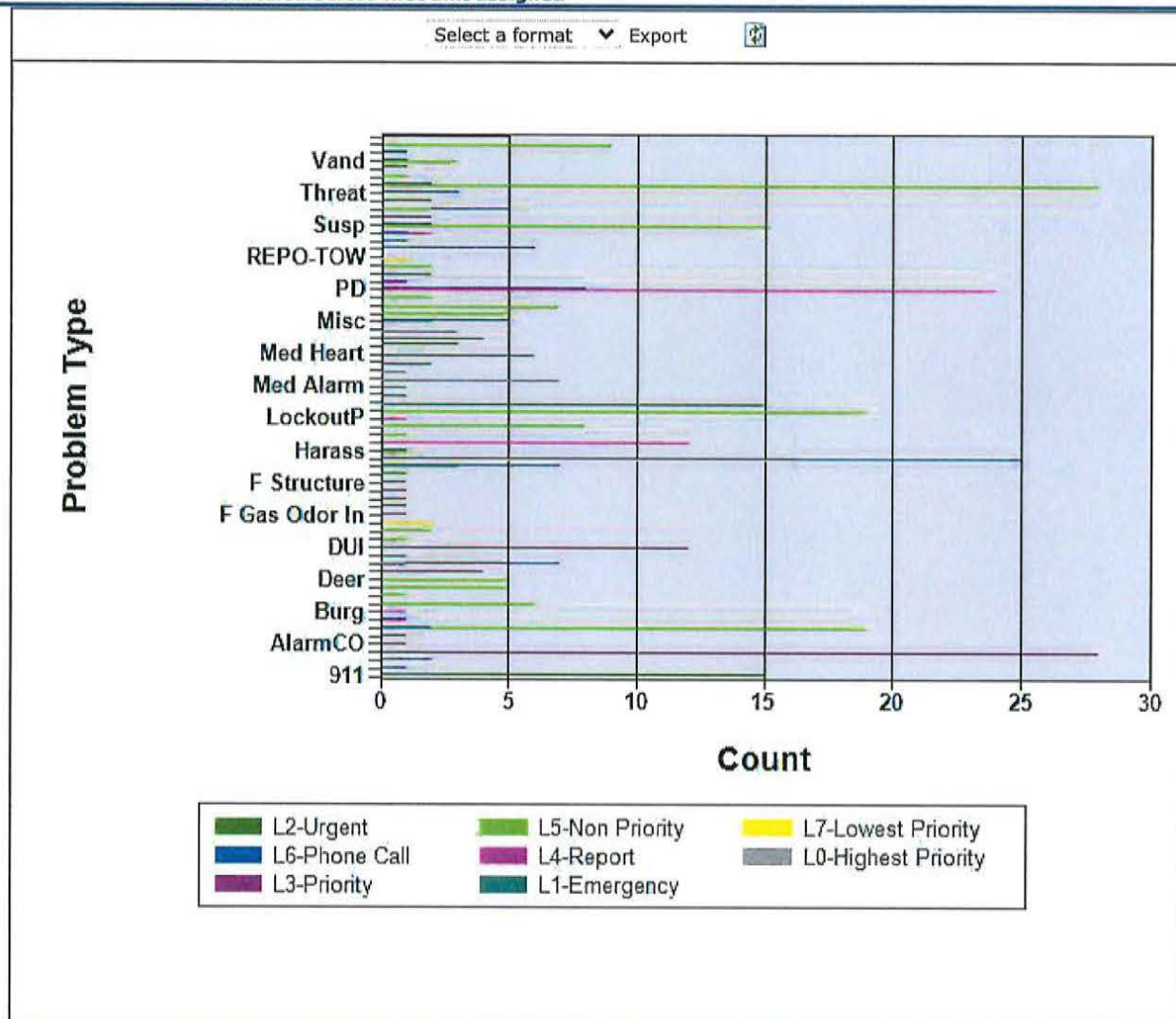
Data Source: Data Warehouse

Agency: LAW ENFORCEMENT

Division: Ham Lake Law

Day Range: Date From 4/1/2025 To 4/30/2025

Exclusion: • Calls canceled before first unit assigned



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

Problem Type	0	1	2	3	4	5	6	7	Total
911			15						15
Abandon							1		1
Abuse							2		2
AbuseP									
AlarmB				28					28



AlarmCO			1					1
AlarmCOIII								
AlarmF			1					1
AlarmFsmoke								
AlarmHoldup								
AlarmV								
AlarmWF								
Animal					19	2		21
AnimalResc								
Arson								
Assault				1		1		2
AssaultP								
Boat Assist								
Bomb								
BombP								
Broadcast								
Burg				1				1
BurgP								
Civil					6	3		9
CivilP								
CSC					1	1		2
Debris					5			5
Deer					5			5
Disorderly			4					4
Dom			5	1	1	7		14
DomP	1							1
Drugs								
DUI			12					12
Dumping					1			1
Escort					2			2
ExPat							2	2
F Aircraft								
F Assist								
F CleanUp								
F Collapse								
F Dump								
F Elec Smell								
F Expl								
F Gas Odor In			1					1
F Gas Odor Out								
F Grass fire		1						1
F Illegal								
F Misc			1					1
F Mutual Aid								
F Oven								
F Powerlines								
F SmokeIn			1					1
F SmokeOut								
F Structure		1						1
F Train								
F Veh		1						1
F Water Rescue								
Fight								
Flood in								
Flood out								
Fraud					3	7		10
FraudP								
FU						25	16	41
FW								
Gun								
Harass					1	1		2
Info								
Lift Assist				12				12
Liq					1			1
Lockout					8			8
LockoutP				1				1

MA					19			19
MASS								
Med -	15							15
Med Abdominal Pain	1							1
Med Alarm	1							1
Med Allergic								
Med Assault								
Med Bleed								
Med Breathing Diff	7							7
Med Breathing Not								
Med Choking	1							1
Med Drown								
Med Electro								
Med Fall	2							2
Med Heart	6							6
Med Hold		3						3
Med Info								
Med OB								
Med Priority								
Med Seizure								
Med Stab-Gunshot								
Med Stroke	4							4
Med Uncon	3							3
Medex								
Misc					2	5		7
MiscO					5	3		8
Noise					7			7
NoTag								
Ord					2			2
Other								
Park								
PD				24		8		32
Person				1		1		2
PI	2							2
POR								
Property					2			2
PW								
REPO-TOW							1	1
RJ						6		6
RoadClosure								
Robbery								
RobberyP								
Shots								
Slumper								
StolenProp						1		1
Suicide				2		1		3
SuicideP								
Susp					15	2		17
SuspP			2					2
Theft					2	5		7
TheftP		2						2
Threat						3		3
ThreatP								
Traf					28	2		30
Tres					1			1
UNK		1						1
Unsecure								
Vand					3	1		4
VandP								
VehTheft					1	1		2
VehTheftP								
Weapon								
Weather								
Welfare					9			9
WelfareP								
WT			5			1		6

Total

11	32	24	61	43	149	90	19	429
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Go Back

Close



# City of Ham Lake

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Audit Presentation



# The Audit

# Components of the Audit

- ◆ Opinion on the City's Basic Financial Statements
  - ◆ Unmodified Opinion - Best opinion an auditor is able to offer
- ◆ *Minnesota Legal Compliance Report* - no findings reported
- ◆ Report on *Government Auditing Standards*
  - ◆ Lack of Segregation of Accounting Duties
- ◆ Communications Letter
  - ◆ Required Communication, Financial Trends, and Emerging Issues

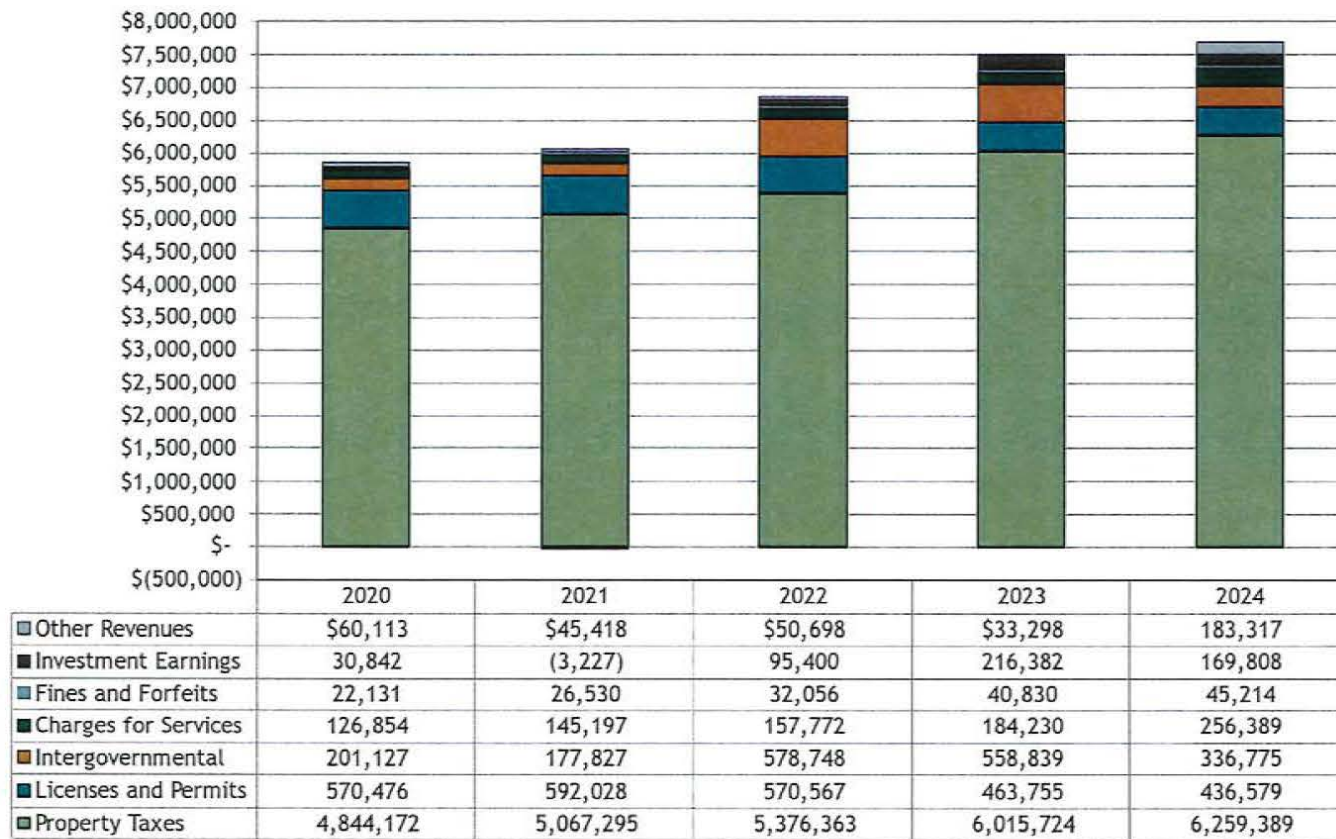


# Financial Communications

# General Fund - Budget and Actual

	Original and Final Budget	Actual Amounts	Variance with Final Budget - Over (Under)
<b>Revenues</b>			
Property taxes	\$ 6,286,468	\$ 6,259,389	\$ (27,079)
Licenses and permits	537,600	436,579	(101,021)
Intergovernmental	176,000	336,775	160,775
Charges for services	154,885	256,389	101,504
Fines and forfeitures	31,500	45,214	13,714
Investment income	30,000	169,808	139,808
Other revenues	10,500	183,317	172,817
Total revenues	7,226,953	7,687,471	460,518
<b>Expenditures</b>			
<b>Current</b>			
General government	1,182,461	1,363,662	181,201
Public safety	2,660,860	2,471,342	(189,518)
Public works	1,251,628	1,093,364	(158,264)
Park and recreation	414,394	280,856	(133,538)
<b>Capital outlay</b>			
General government	18,999	7,514	(11,485)
Public safety	47,000	54,814	7,814
Public works	23,000	2,676	(20,324)
Park and recreation	500	9,373	8,873
Total expenditures	5,598,842	5,283,601	(315,241)
Excess of revenues over expenditures	1,628,111	2,403,870	775,759
<b>Other Financing Sources (Uses)</b>			
Transfers in	2,000	2,000	-
Transfers out	(1,708,500)	(2,548,500)	(840,000)
Total other financing sources (uses)	(1,706,500)	(2,546,500)	(840,000)
<b>Net change in fund balance</b>	\$ (78,389)	\$ (142,630)	\$ (64,241)

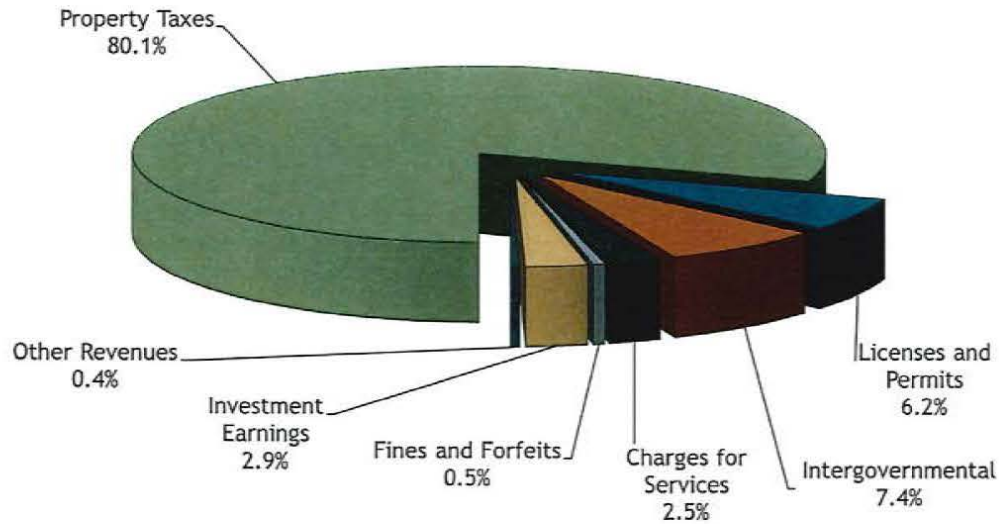
# General Fund Revenues



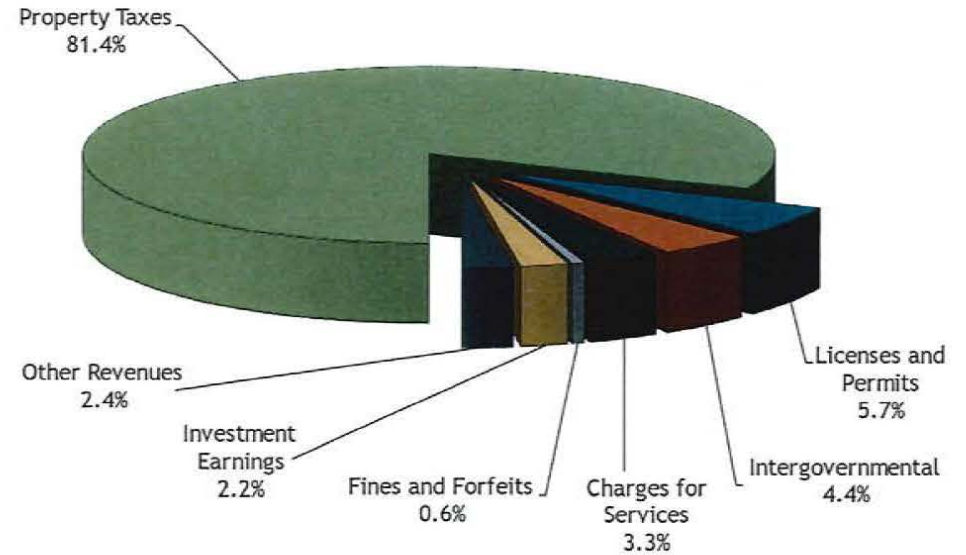


# General Fund – Revenues

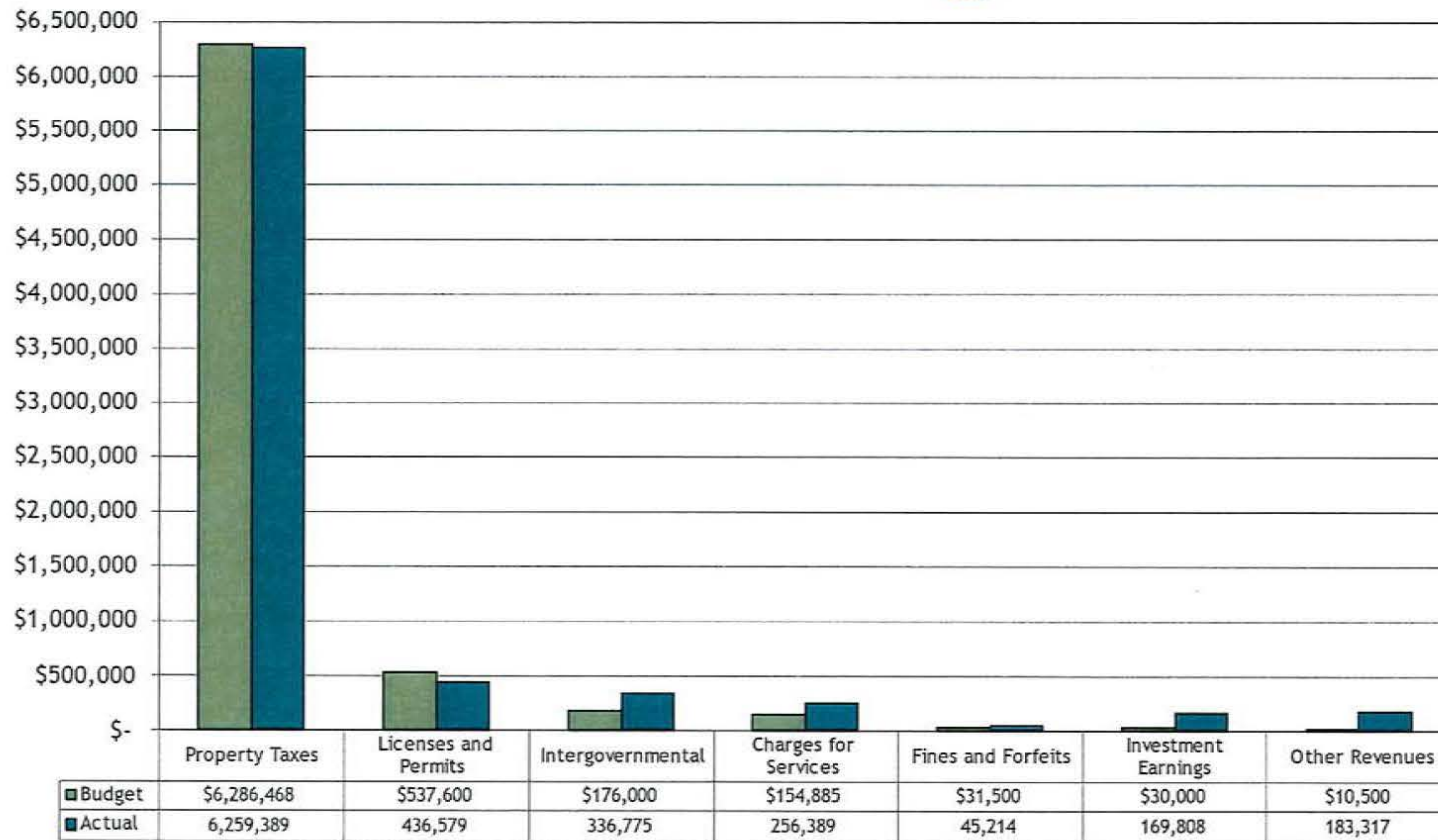
2023 General Fund Revenues



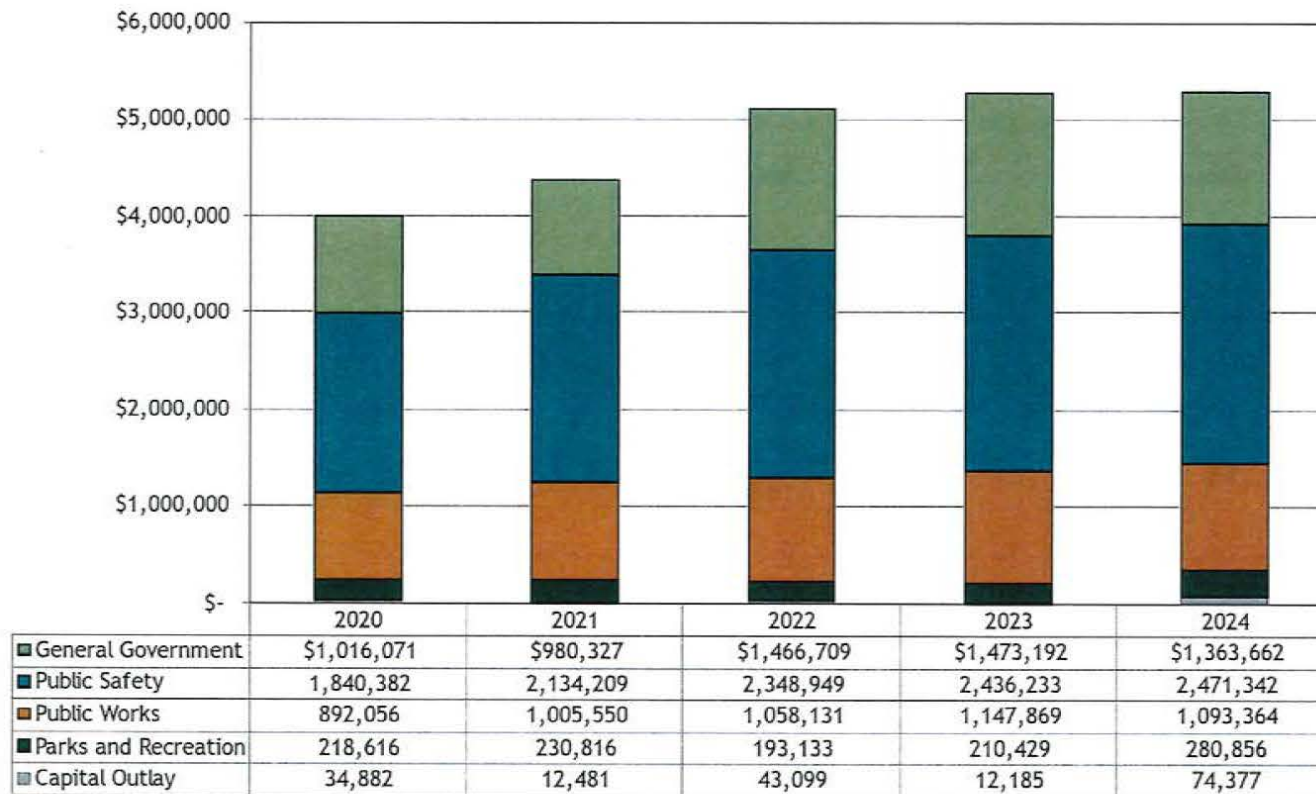
2024 General Fund Revenues



# General Fund Revenues Budget and Actual



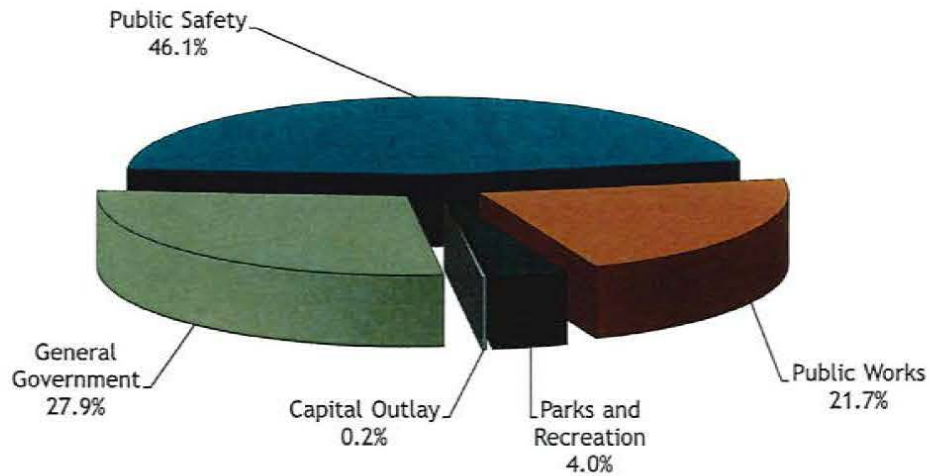
# General Fund Expenditures



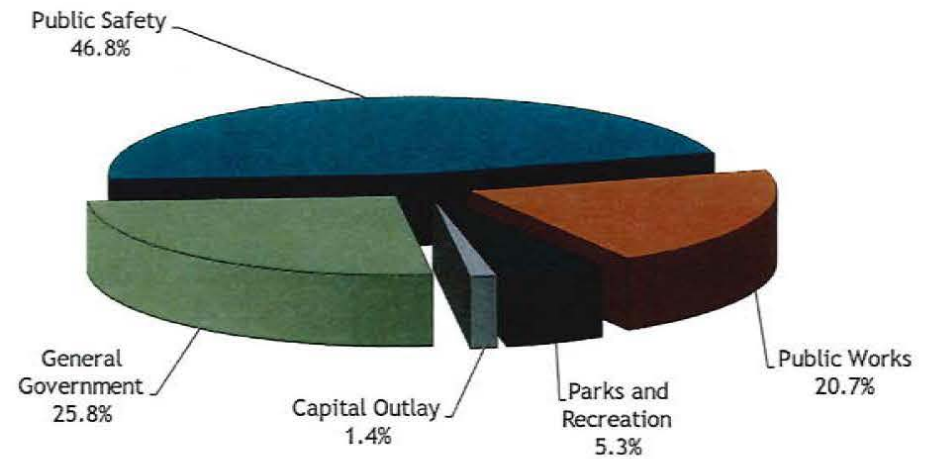


# General Fund - Expenditures

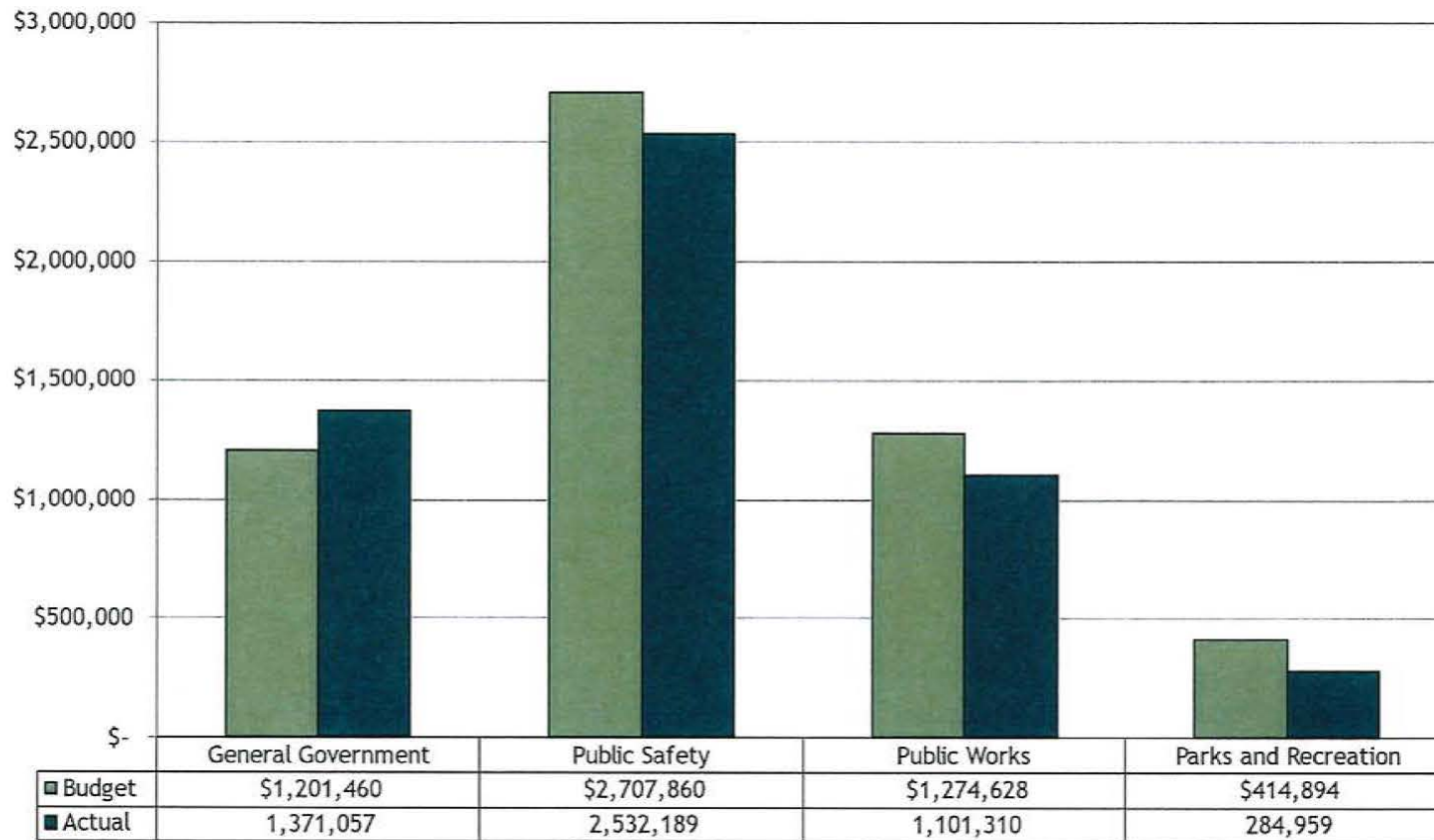
2023 General Fund Expenditures



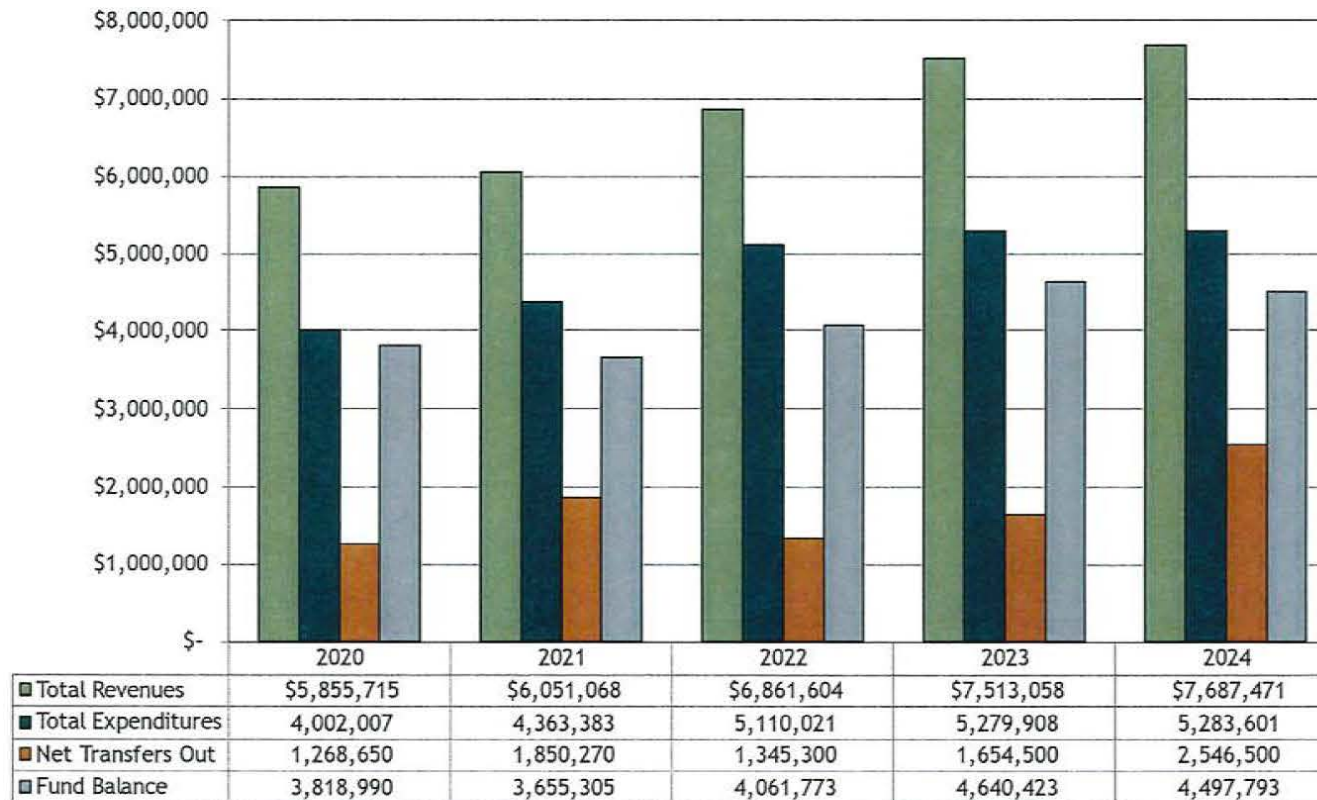
2024 General Fund Expenditures



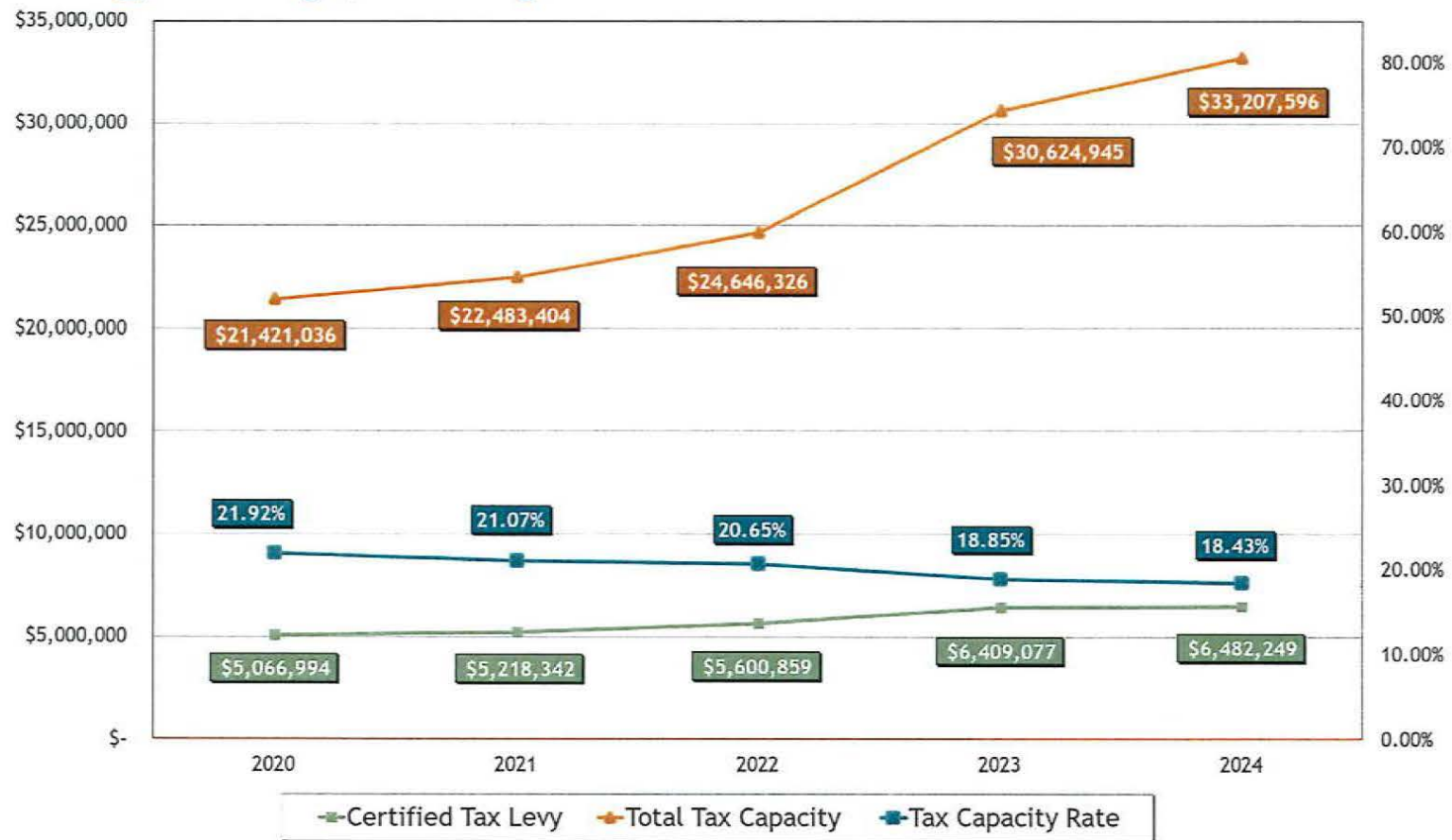
# General Fund Expenditures – Budget and Actual



# General Fund - Fund Balance



# Tax Capacity, Levy and Rates





# Auditor





# Andrew Grice

AUDIT SHAREHOLDER

952-563-6862

ANDY.GRICE@CREATIVEPLANNING.COM

# Thank You

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This commentary is provided for general information purposes only, should not be construed as investment, tax or legal advice, and does not constitute an attorney/client relationship. Past performance of any market results is no assurance of future performance. The information contained herein has been obtained from sources deemed reliable but is not guaranteed.



**City of Ham Lake**  
**Communications Letter**  
**December 31, 2024**



## City of Ham Lake Table of Contents

Report on Matters Identified as a Result of the Audit of the Basic Financial Statements	1
Significant Deficiency	3
Required Communication	4
Financial Analysis	8
Emerging Issues	17



## Report on Matters Identified as a Result of the Audit of the Basic Financial Statements

Honorable Mayor and Members  
of the City Council and Management  
City of Ham Lake  
Ham Lake, Minnesota

In planning and performing our audit of the basic financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Ham Lake, Minnesota, as of and for the year ended December 31, 2024, in accordance with auditing standards generally accepted in the United States of America, issued by the Comptroller General of the United States, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that have not been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error, or fraud may occur and not be detected by such controls.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City's basic financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The significant deficiency identified is stated within this letter.

The accompanying memorandum also includes financial analysis provided as a basis for discussion. The matters discussed herein were considered by us during our audit and they do not modify the opinion expressed in our Independent Auditor's Report dated April 23, 2025, on such statements.

The purpose of this communication, which is an integral part of our audit, is to describe for the Members of the City Council and management and other within the City and state oversight agencies the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

*BerganKDV, Ltd.*

Minneapolis, Minnesota  
April 23, 2025

## City of Ham Lake Significant Deficiency

### **Lack of Segregation of Accounting Duties**

The City has a lack of segregation of accounting duties due to a limited number of office employees. The lack of adequate segregation of accounting duties could adversely affect the City's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statements. Adequate segregation of accounting duties is in place when the following four areas of a transaction have been separated: authorization, custody, recording, and reconciliation. Examples of functions within the City that demonstrate this lack of segregation of accounting duties include, but are not limited to, the following:

*Cash Receipts* - As a result of the limited number of staff in the investments and cash receipts cycle, the Finance Director has the ability to post receipts to the general ledger, reconcile cash, and make journal entries. Also, an administrative assistant receipts payments made in person, reconciles the cash drawer at the end of the work day, and prepares the bank deposit.

*Cash Disbursements* - The Finance Director has duties that would be listed under authorization, custody, record keeping, and reconciliation.

Management and Members of the City Council are aware of this condition and have taken certain steps to compensate for the lack of segregation but due to the number of staff needed to properly segregate all of the accounting duties, the costs of obtaining desirable segregation of accounting duties can often exceed benefits which could be derived. However, management and the Members of the City Council must remain aware of this situation and should continually monitor the accounting system, including changes that occur.

We recommend segregation or independent review be implemented whenever practical and cost effective.



## **City of Ham Lake Required Communication**

We have audited the basic financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2024. Professional standards require that we advise you of the following matters related to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express opinions about whether the basic financial statements prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the basic financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the basic financial statements are free of material misstatement. An audit of the basic financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgement, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Generally accepted accounting principles provide for certain Required Supplementary Information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI was not audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we do not express an opinion or provide any assurance on the RSI.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Our responsibility with respect to the other information in documents containing the audited basic financial statements and auditor's report does not extend beyond the basic financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information was not audited, and we do not express an opinion or provide any assurance on it.

### **Our Responsibility in Relation to *Government Auditing Standards***

As communicated in our engagement letter, part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

## **City of Ham Lake Required Communication**

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

### **Significant Risks Identified**

We have identified the following significant risks of material misstatement:

- Risk of Management Override of Internal Control
  - Management override of internal control is considered a risk in substantially all engagements as management may be incentivized to produce better results.
- Risk of Misappropriation of Assets Related to Segregation of Accounting Duties
  - If duties cannot be appropriately segregated within the accounting and finance department, there is a risk of unauthorized disbursements being made from the entity. In addition, generally this results in less review taking place as transactions are recorded in the financial statements.
- Risk of Improper Revenue Recognition
  - Revenue recognition is considered a fraud risk on substantially all engagements as it is generally the largest line item impacting an entity's operations.
- Pension Valuation
  - Net pension liability, deferred outflows of resources related to pensions, and deferred inflows related to pensions are generally material to the financial statements and involve significant estimates.

### **Qualitative Aspects of the City's Significant Accounting Practices**

#### ***Significant Accounting Policies***

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in the notes to the basic financial statements. There have been no initial selection of accounting policies and no changes to significant accounting policies or their application during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### ***Significant Accounting Estimates and Related Disclosures***

Accounting estimates and related disclosures are an integral part of the basic financial statements prepared by management and are based on management's current judgements. Those judgements are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgements. The most sensitive estimates affecting the basic financial statements relate to:

**City of Ham Lake  
Required Communication**

**Qualitative Aspects of the City's Significant Accounting Practices (Continued)**

*Significant Accounting Estimates and Related Disclosures (Continued)*

Net Pension Liability, Deferred Outflows of Resources Relating to Pensions, and Deferred Inflows of Resources Relating to Pensions - These balances are based on an allocation by the pension plans using estimates based on contributions.

We evaluated the key factors and assumptions used to develop the accounting estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

*Financial Statement Disclosures*

Certain basic financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The basic financial statement disclosures are neutral, consistent, and clear.

**Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

**Uncorrected and Corrected Misstatements**

For the purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effects of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the basic financial statements taken as a whole and each applicable opinion unit.

Management did not identify, and we did not notify them of any uncorrected financial statement misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the basic financial statements taken as a whole.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's basic financial statements or the auditor's report. No such disagreements arose during the course of our audit.

**Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

## **City of Ham Lake Required Communication**

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management has informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditor.

### **Other Information Included in Annual Reports**

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the City's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

We applied certain limited procedures to the RSI that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the basic financial statements.



## City of Ham Lake Financial Analysis

The following pages provide graphic representation of select data pertaining to the financial position and operations of the City for the past five years. Our analysis of each graph is presented to provide a basis for discussion of past performance and how implementing certain changes may enhance future performance. We suggest you view each graph and document if our analysis is consistent with yours. A subsequent discussion of this information should be useful for planning purposes.

### General Fund Budget and Actual

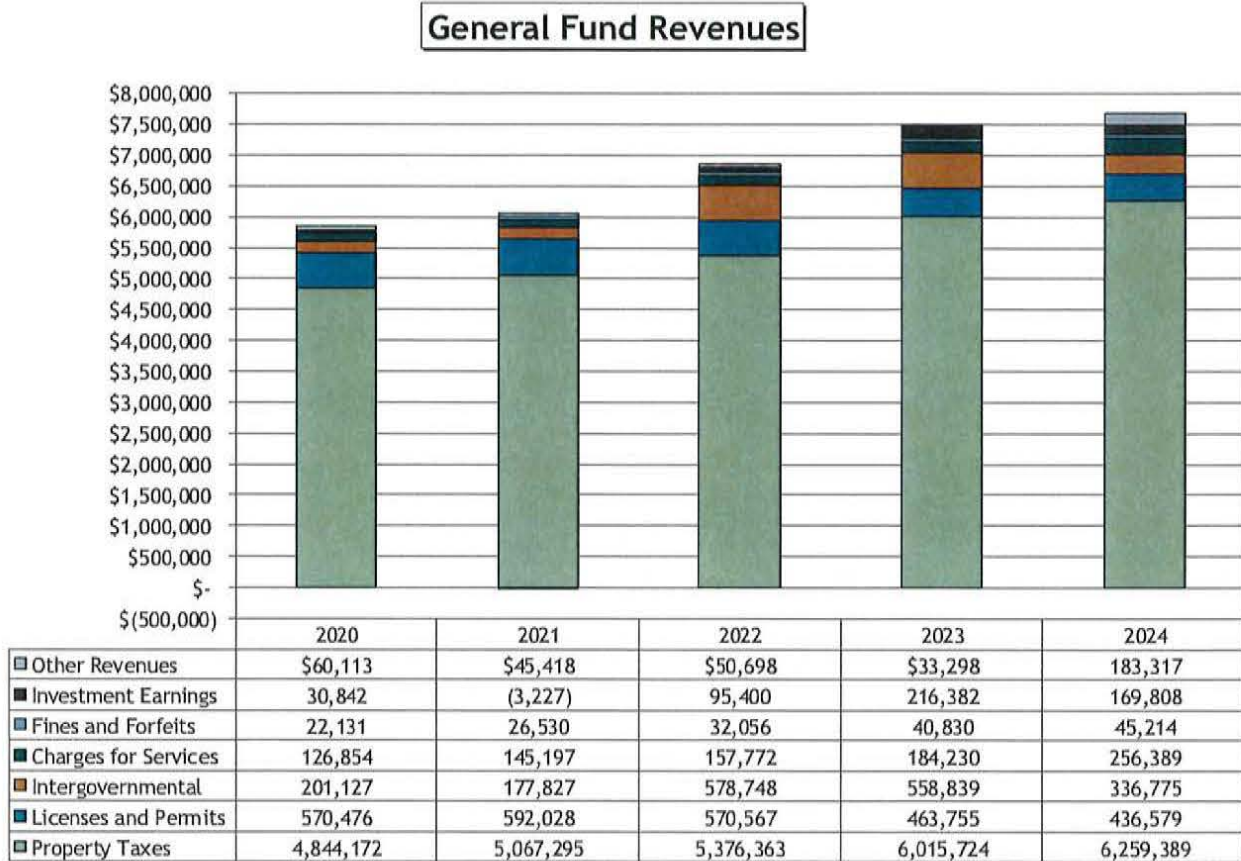
	Original and Final Budget	Actual Amounts	Variance with Final Budget - Over (Under)
<b>Revenues</b>			
Property taxes	\$ 6,286,468	\$ 6,259,389	\$ (27,079)
Licenses and permits	537,600	436,579	(101,021)
Intergovernmental	176,000	336,775	160,775
Charges for services	154,885	256,389	101,504
Fines and forfeitures	31,500	45,214	13,714
Investment income	30,000	169,808	139,808
Other revenues	10,500	183,317	172,817
Total revenues	7,226,953	7,687,471	460,518
<b>Expenditures</b>			
<b>Current</b>			
General government	1,182,461	1,363,662	181,201
Public safety	2,660,860	2,471,342	(189,518)
Public works	1,251,628	1,093,364	(158,264)
Park and recreation	414,394	280,856	(133,538)
<b>Capital outlay</b>			
General government	18,999	7,514	(11,485)
Public safety	47,000	54,814	7,814
Public works	23,000	2,676	(20,324)
Park and recreation	500	9,373	8,873
Total expenditures	5,598,842	5,283,601	(315,241)
Excess of revenues over expenditures	1,628,111	2,403,870	775,759
<b>Other Financing Sources (Uses)</b>			
Transfers in	2,000	2,000	-
Transfers out	(1,708,500)	(2,548,500)	(840,000)
Total other financing sources (uses)	(1,706,500)	(2,546,500)	(840,000)
Net change in fund balance	\$ (78,389)	\$ (142,630)	\$ (64,241)

For the year ended December 31, 2024, City Council adopted a General Fund budget that provided for approximately \$7.2 million in total revenues and \$5.6 million in total expenditures for a surplus of \$1.6 million. After factoring in transfers to and from other funds, the plan for the General Fund was a net decrease in fund balance of \$78,389. Actual amounts resulted in a decrease in fund balance of \$142,630. Budget to actual results are discussed further in the following pages.

## City of Ham Lake Financial Analysis

### General Fund Revenues

The chart below shows the City's revenues by source for the last five years.



In total, revenues increased \$174,413, or 2.3%, from 2023 to 2024.

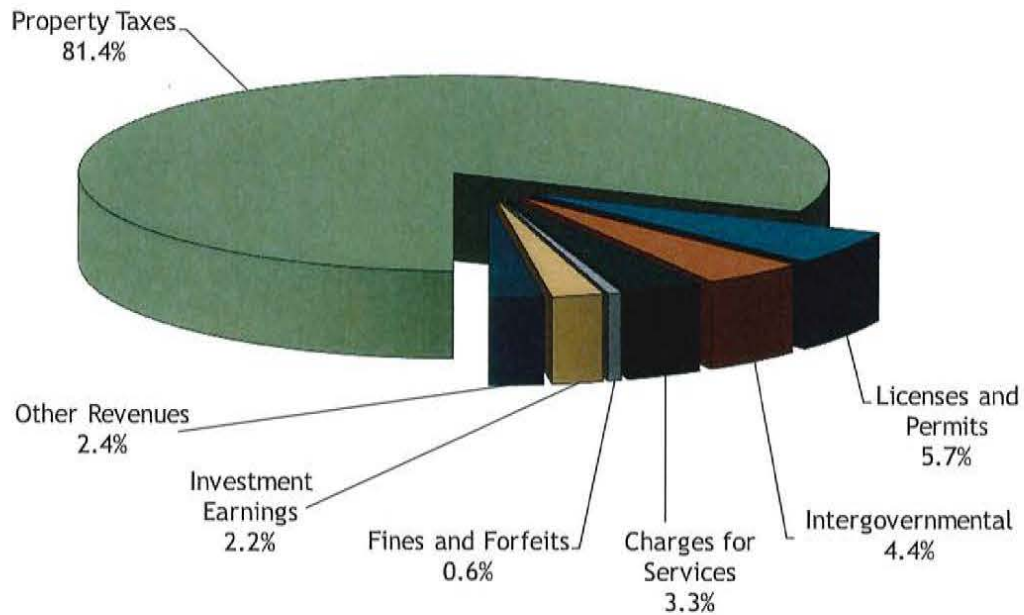
Property taxes reported the largest increase from 2023, increasing \$243,665 as a result of an increase in levy. The other revenues category saw an increase of \$150,019 primarily related to a reimbursement from HRA funds held at the county for 2024 compensation plan expenditures. Charges for services increased \$72,159 due in part to greater revenue related to conduit debt issuances, tower leases, and ball field rentals. These increases were offset by a decrease in intergovernmental revenue of \$222,064 related to less revenue from the American Rescue Plan Act (ARPA) compared to the prior year. Other revenue categories were relatively consistent compared to the prior year.

## City of Ham Lake Financial Analysis

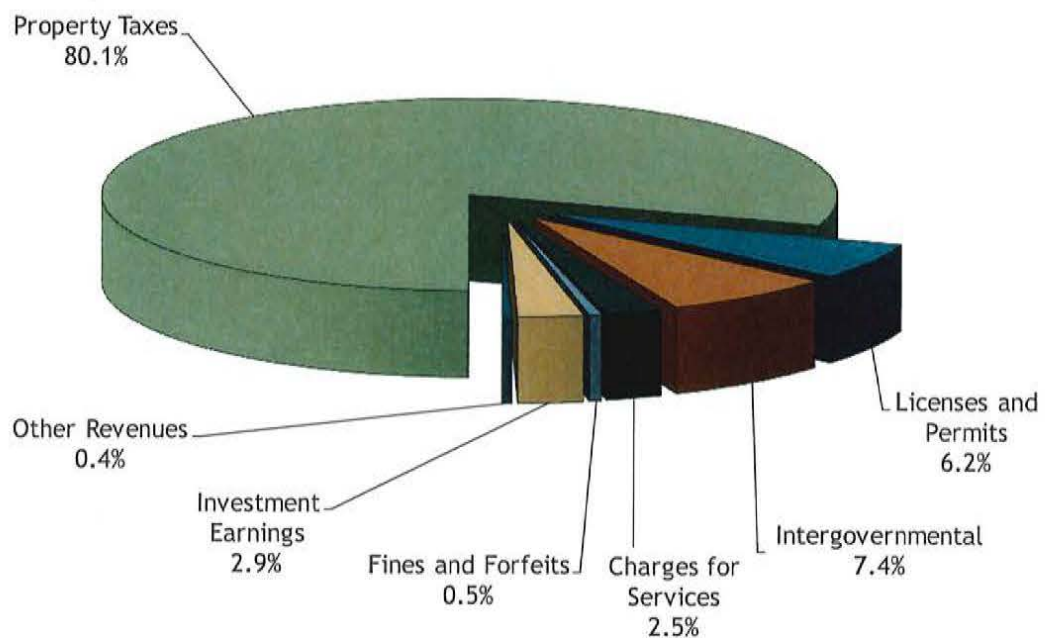
### General Fund Revenues (Continued)

Allocations of the City's revenues by source for the past two years are displayed below.

#### 2024 General Fund Revenues



#### 2023 General Fund Revenues



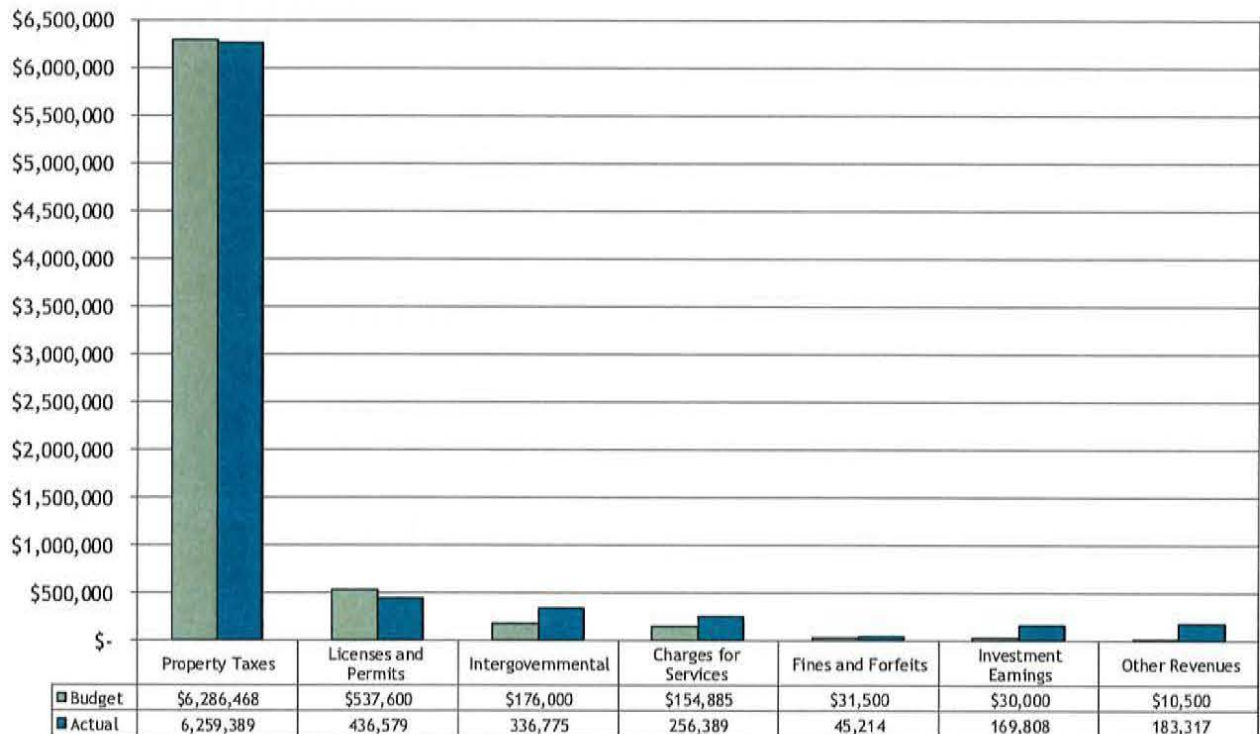


## City of Ham Lake Financial Analysis

### General Fund Revenues (Continued)

The graph below presents a comparison of final budget and actual results for General Fund revenues.

**2024 General Fund Revenues  
Budget and Actual**



Total General Fund revenue exceeded the final revised budget by \$460,518 or 6.4%.

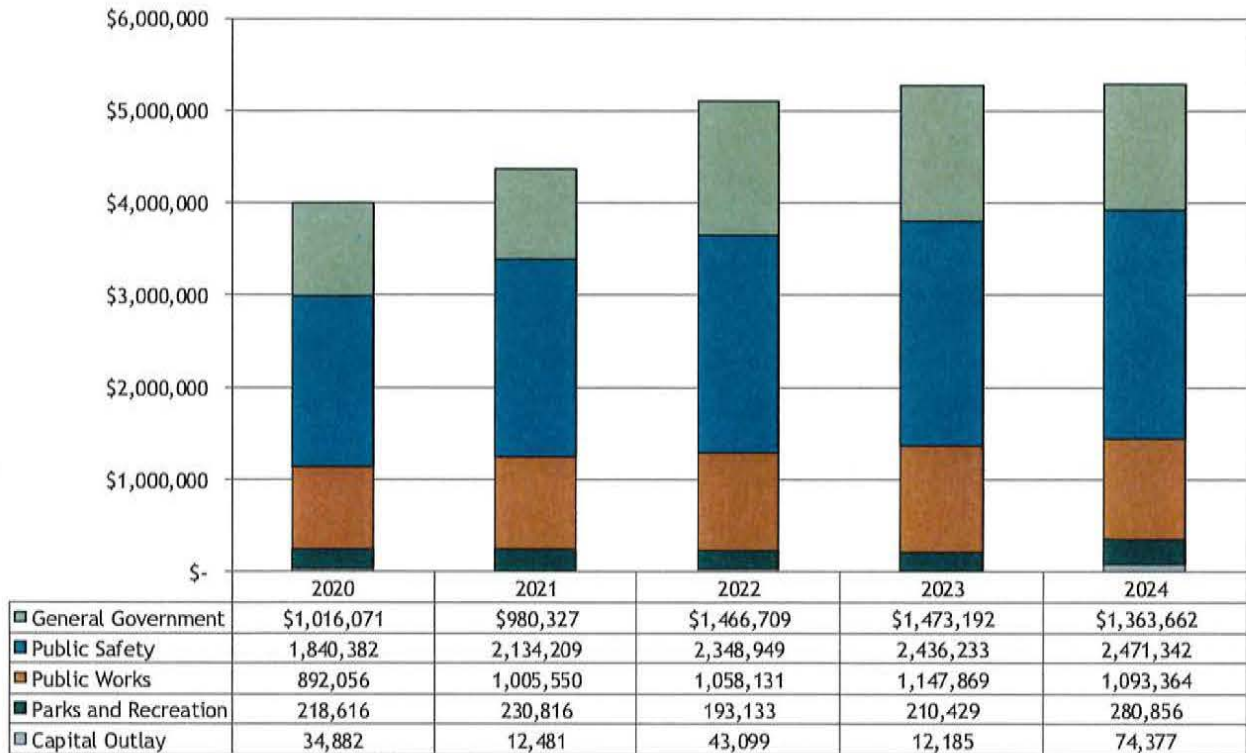
The greatest variance was in the other revenues category, which was \$172,817 over budget based on unbudgeted reimbursement for 2024 compensation plan expenditures. Intergovernmental revenue was \$160,775 over budget due to the recognition of ARPA federal funding in the current year and more state fire aid than anticipated. Investment income was over budget by \$139,808 as a result of conservative budgeting for investment income. Charges for services was \$101,504 over budget primarily related to conduit debt issuances and tower lease revenue coming in higher than anticipated. Licenses and permits were \$101,021 under budget with less building permit activity than anticipated. All other categories were fairly consistent with budgeted amounts.

## City of Ham Lake Financial Analysis

### General Fund Expenditures

The chart below shows the City's expenditures by function for the last five years.

**General Fund Expenditures**



Overall, expenditures increased just \$3,693, or 0.1%, from 2023 amounts.

The most significant increase in expenditures was in the parks and recreation category, which increased by \$70,427 due in part to greater salaries and benefits. Public safety expenditures increased \$35,109 due to an increase in personnel costs along with increased supply and maintenance needs. Capital outlay for the General Fund increased \$62,192 related to additional equipment purchases. General government decreased \$109,530 as a result of less ARPA funds to spend in 2024. The remaining functions were consistent with prior year amounts.

For the past five years, the City has had a consistent approach to allocating spending across City departments and functions. Traditionally, the largest category of the City's expenditures has been public safety for police, fire, and building inspection services.

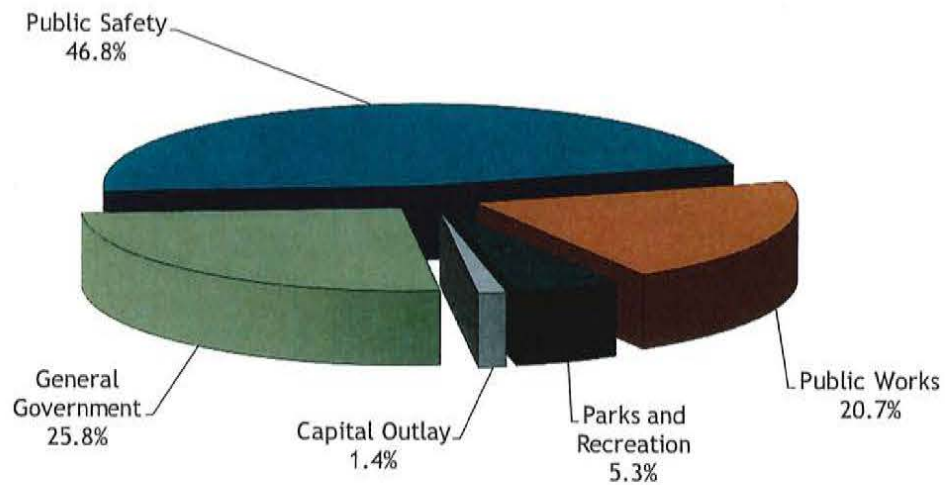


## City of Ham Lake Financial Analysis

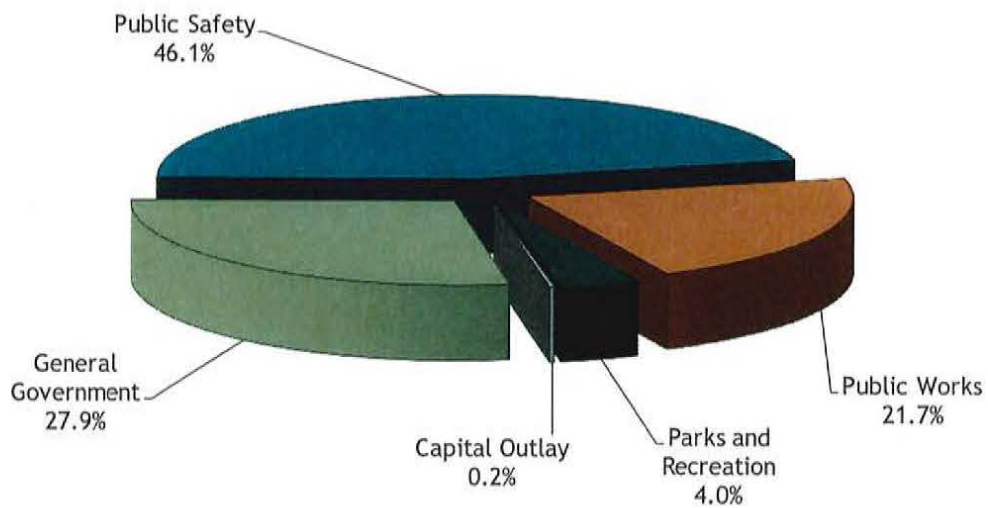
### General Fund Expenditures (Continued)

Allocations of the City's General Fund expenditures by function for the past two years are displayed below.

#### 2024 General Fund Expenditures



#### 2023 General Fund Expenditures

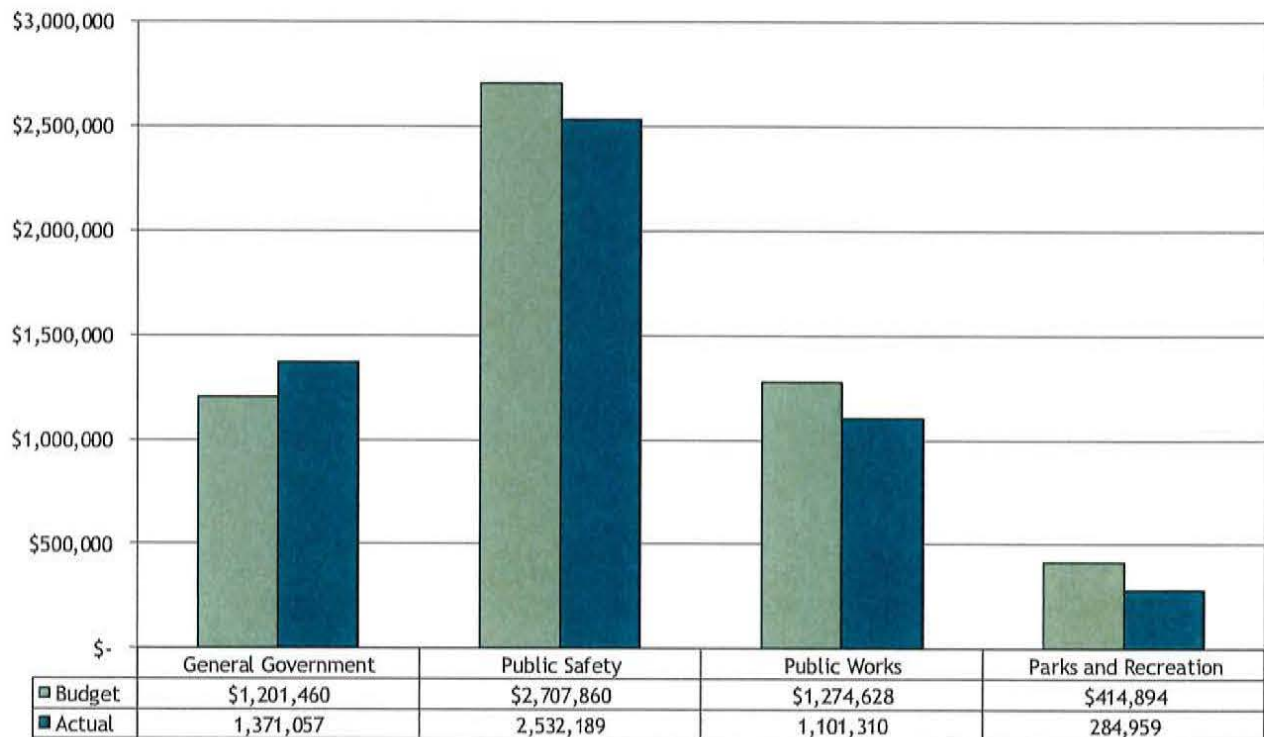


## City of Ham Lake Financial Analysis

### General Fund Expenditures (Continued)

The graph below presents a comparison of final budget and actual results for General Fund expenditures.

**2024 General Fund Expenditures  
Budget and Actual**



Overall, total expenditures were \$315,241, or 5.6%, under the budgeted amounts.

Public safety was \$189,518 under budget with salaries and wages for fire protection and building inspections coming in less than anticipated. Public works was \$158,264 under budget due in part to less blacktop maintenance and engineering costs than anticipated. Parks and recreation expenditures were \$133,538 under budget due to less salary and benefits than budgeted. General government expenditures were \$181,201 over budget due to election costs being higher than anticipated and not budgeting for the remaining use of ARPA funding within the department.

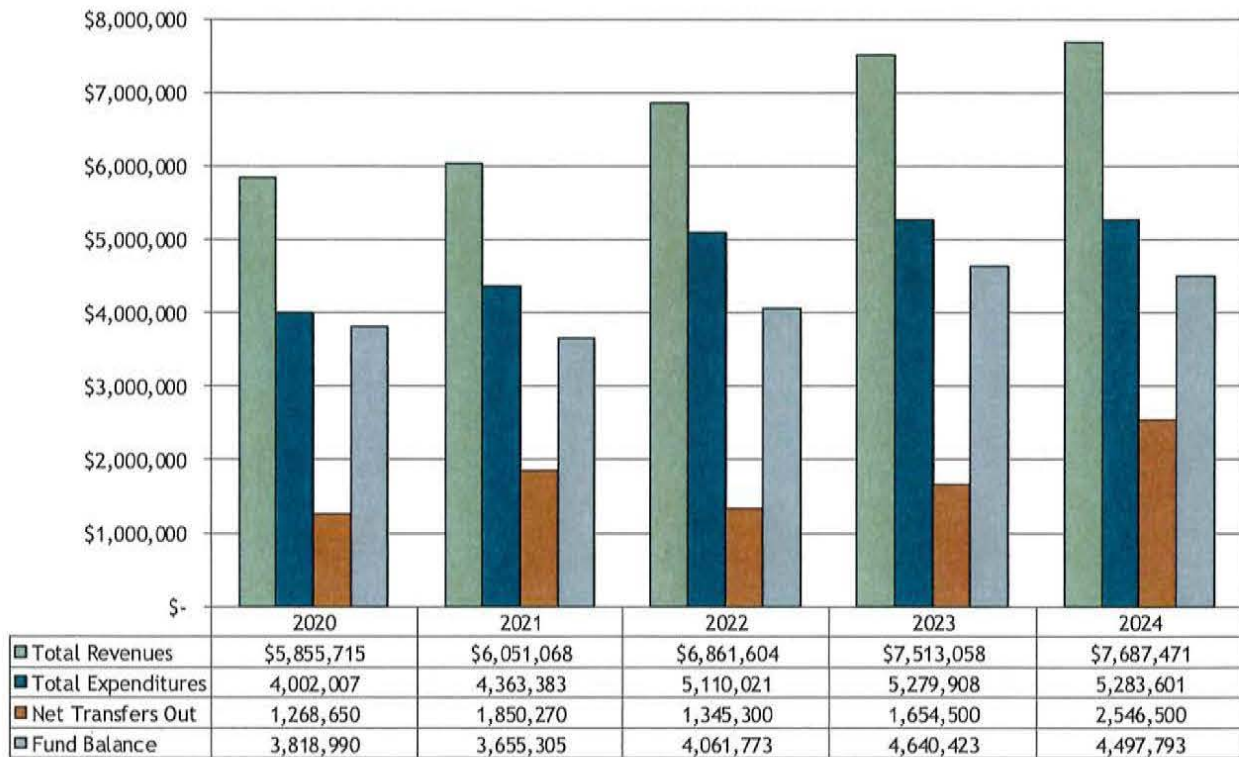
## City of Ham Lake Financial Analysis

### General Fund Balance

The General Fund balance decreased \$142,630 from 2023 to 2024. This is a result of expenditures and transfers out exceeding revenues and transfers in.

Net transfers to other funds increased \$892,000 in 2024 as compared to 2023.

### General Fund

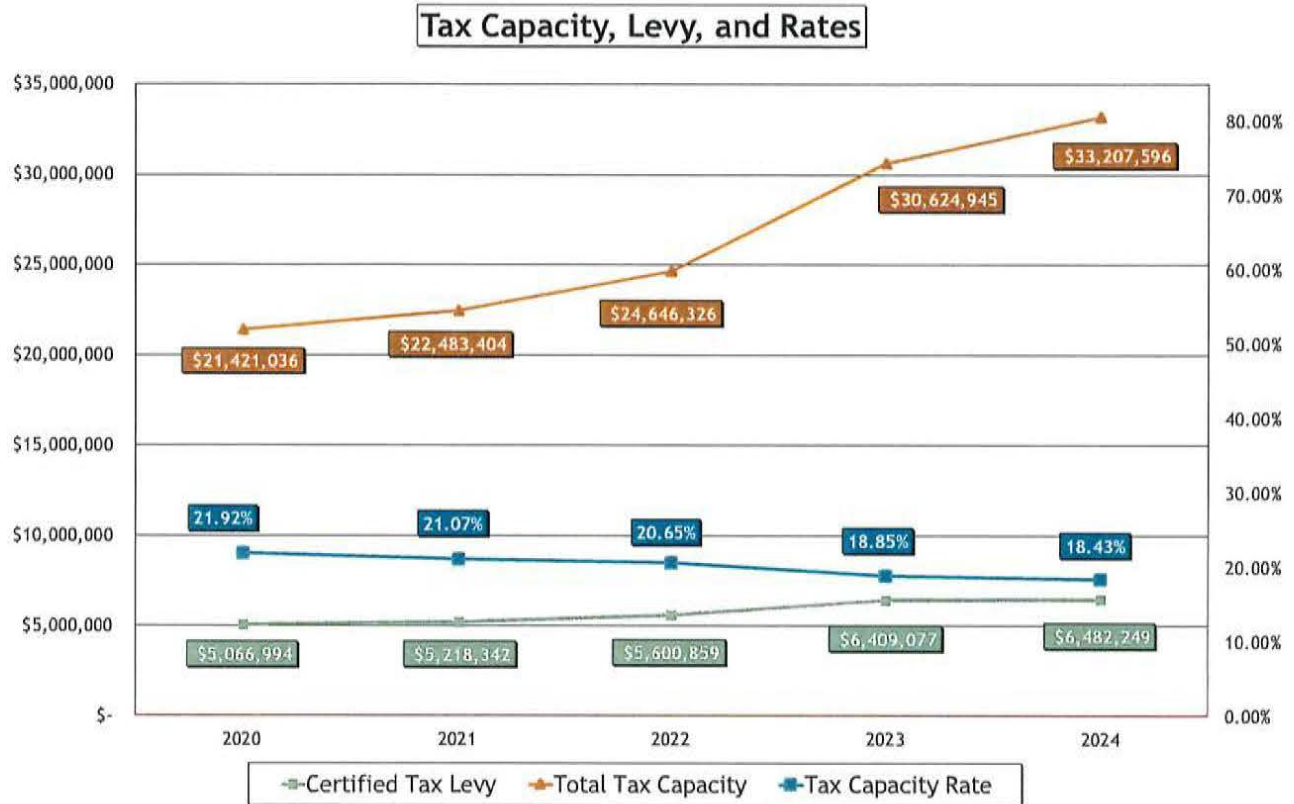


The City has formally adopted a fund balance policy for the General fund which requires the City maintain a minimum unassigned fund balance of 35-50% of the next year's budgeted expenditures, including transfers. The City has consistently complied with this policy, which is the result of effective budgeting and monitoring by management and City Council.

## City of Ham Lake Financial Analysis

### Tax Capacity, Levy, and Rates

The chart below depicts tax capacity, tax levy, and tax rate information for the City. The City's tax capacity has increased each of the past five years, while the tax levy has increased at a slower rate, resulting in an overall decrease in the tax rate over the past five years.



Amounts obtained from Anoka County Property Records and Taxpayer Services.

## City of Ham Lake Emerging Issues

### Executive Summary

The following is an executive summary of financial related updates to assist you in staying current on emerging issues in accounting and finance. This summary will give you a preview of the new standards that have been recently issued and what is on the horizon for the near future. The most recent and significant updates include:

- **Accounting Standard Update - GASB Statement No. 102 - *Certain Risk Disclosures***  
GASB has issued GASB Statement No. 102 relating to risk disclosures. The disclosures will provide users with timely information regarding certain concentrations or constraints and related events that have occurred or have begun to occur that make a government vulnerable to a substantial impact.
- **Accounting Standard Update - GASB Statement No. 103 - *Financial Reporting Model Improvements***  
GASB has issued GASB Statement No. 103 relating to changes in financial reporting requirements. The changes provide clarity, enhance the relevance of information, provide more useful information for decision-making, and provide for greater comparability amongst government entities.
- **Accounting Standard Update - GASB Statement No. 104 - *Disclosure of Certain Capital Assets***  
GASB has issued GASB Statement No. 104 relating to capital asset disclosures. The disclosures required by this Statement provide users of the financial statements with essential information about certain types of capital assets.

The following are extensive summaries of the current updates. As your continued business partner, we are committed to keeping you informed of new and emerging issues. We are happy to discuss these issues with you further and its applicability to your City.



## City of Ham Lake Emerging Issues

### **Accounting Standard Update - GASB Statement No. 102 - *Certain Risk Disclosures***

The objective of this Statement is to provide users of government financial statements with information about risks related to a government's vulnerabilities due to certain concentrations or constraints that is essential to their analyses for making decisions or assessing accountability.

This Statement provides definitions for concentration and constraint. A concentration is a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority.

This Statement requires a government to assess whether a concentration or constraint could present a risk of financial difficulty. The City will need to make a disclosure in the notes to the financial statements if all three of the following criteria are true:

- The City knows about the concentration or constraint prior to financial statement issuance.
- The concentration or constraint makes the City vulnerable to risk of a substantial impact.
- An event or events associated with the concentration or constraint that could cause a substantial impact have either (1) happened; (2) started to happen; or (3) are more likely than not to start happening within 12 months of the financial statements being issued.

If a government determines the above criteria for disclosure have been met, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. Disclosures are required for the government as a whole as well as any opinion unit in the financial statements that includes outstanding revenue debt. Disclosures can be combined to avoid unnecessary duplication (e.g., a subsequent event footnote).

GASB Statement No. 102 is effective for fiscal years beginning after June 15, 2024. Earlier application is encouraged.

Information provided above was obtained from [www.gasb.org](http://www.gasb.org).

## City of Ham Lake Emerging Issues

### **Accounting Standard Update - GASB Statement No. 103 - *Financial Reporting Model Improvements***

The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues.

This Statement addresses 5 areas of the financial statements (1) Management's Discussion and Analysis (MD&A), (2) Unusual or Infrequent Items, (3) Presentation of the Proprietary Fund Statement of Revenues, Expenses, and Changes in Fund Net Position, (4) Major Component Unit Information, and (5) Budgetary Comparison Information.

This Statement continues the requirement that the MD&A precede the basic financial statements as part of the Required Supplementary Information (RSI). This Statement requires that the information presented in MD&A be limited to the related topics discussed in five sections: (1) Overview of the Financial Statements, (2) Financial Summary, (3) Detailed Analyses, (4) Significant Capital Asset and Long-Term Financing Activity, and (5) Currently Known Facts, Decisions, or Conditions. The Statement stresses that detailed analyses should explain why balances and results of operations changed, rather than stating amounts and "boilerplate" discussions.

This Statement describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence. Furthermore, governments are required to display the inflows and outflows related to each unusual or infrequent item separately as the last presented flow(s) of resources prior to the net change in resource flows in the government-wide, governmental fund, and proprietary fund statements of resource flows.

This Statement requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses. The Statement provides clarification regarding operating and nonoperating revenues and expenses. Also, this Statement requires that a subtotal for operating income (loss) and noncapital subsidies be presented before reporting other nonoperating revenues and expenses.

This Statement requires governments to present each major component unit separately in the reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements. If the readability of those statements would be reduced, combining statements of major component units should be presented after the fund financial statements.

This Statement requires governments to present budgetary comparison information using a single method of communication - RSI. Governments also are required to present (1) variances between original and final budget amounts and (2) variances between final budget and actual amounts. An explanation of significant variances is required to be presented in notes to RSI.

GASB Statement No. 103 is effective for fiscal years beginning after June 15, 2025. Earlier application is encouraged.

Information provided above was obtained from [www.gasb.org](http://www.gasb.org).

**City of Ham Lake  
Emerging Issues**

**Accounting Standard Update - GASB Statement No. 104 - *Disclosure of Certain Capital Assets***

The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets.

This Statement requires certain types of capital assets continue to be disclosed separately in the capital assets note disclosures including presentation of capital assets by major class and separate disclosure of lease assets, subscription assets, and intangible right-to-use assets.

This Statement requires additional disclosures for capital assets held for sale. A capital asset is held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date.

Governments should disclose (1) the ending balance of capital assets held for sale, with separate disclosure for historical cost and accumulated depreciation by major class of asset, and (2) the carrying amount of debt for which the capital assets held for sale are pledged as collateral for each major class of asset.

GASB Statement No. 104 is effective for fiscal years beginning after June 15, 2025. Earlier application is encouraged.

Information provided above was obtained from [www.gasb.org](http://www.gasb.org).

**City of Ham Lake  
Anoka County, Minnesota**

**Reports on Compliance with  
*Government Auditing Standards*  
and Legal Compliance**

**December 31, 2024**



**City of Ham Lake  
Table of Contents**

<b>Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i></b>	<b>1</b>
<b>Minnesota Legal Compliance</b>	<b>3</b>
<b>Schedule of Findings and Responses on Internal Control</b>	<b>4</b>





**Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of  
Financial Statements Performed in Accordance with  
*Government Auditing Standards***

**Independent Auditor's Report**

Honorable Mayor and Members  
of the City Council  
City of Ham Lake  
Ham Lake, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Ham Lake, Minnesota as of and for the year ended December 31, 2024, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 23, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses on Internal Control that we consider to be a significant deficiency, Audit Finding 2024-001.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**City's Response to the Finding**

*Government Auditing Standards* requires the auditor to perform limited procedures on the City's response to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses on Internal Control. The City's response was not subject to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BerganKDV, Ltd.

Minneapolis, Minnesota  
April 23, 2025



## Minnesota Legal Compliance

### Independent Auditor's Report

Honorable Mayor and Members  
of the City Council  
City of Ham Lake  
Ham Lake, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Ham Lake, Minnesota as of and for the year ended December 31, 2024, and the related notes to financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 23, 2025.

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the contracting - bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to *Minnesota Statute § 6.65*, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

*BerganKDV, Ltd.*

Minneapolis, Minnesota  
April 23, 2025

**City of Ham Lake  
Schedule of Findings and Responses on  
Internal Control**

**CURRENT AND PRIOR YEAR INTERNAL CONTROL FINDING:**

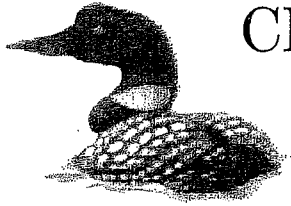
**Significant Deficiency:**

**Audit Finding 2024-001 - Lack of Segregation of Accounting Duties**

Internal control that supports the City's ability to initiate record, process and report financial data consistent with the assertions of management in the financial statements requires adequate segregation of accounting duties. The City has a lack of segregation of accounting duties due to a limited number of office employees. The lack of adequate segregation of accounting duties could adversely affect the City's ability to initiate, record, process, and report financial data consistent with the assertions of management in the financial statements. Adequate segregation of accounting duties is in place when the following four areas of a transaction have been separated: authorization, custody, recording, and reconciliation.

**City's Response:**

The City is aware of the limited segregation of duties as a result of our limited number of staffing. The City is committed to an environment with strong internal controls and is constantly evaluating the system and implementation of compensating controls when available.



# 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 MINUTES MONDAY, MAY 5, 2025

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Attorney, Mark Berglund; 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

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

### 2.0 PUBLIC COMMENT

Joe Richardson, representing ACEIT (Anoka County Election Integrity Team), was present to ask that the City Council cancel the 2018 Poll Pad agreement with Anoka County because it was not properly approved. The City Council directed City Attorney Berglund to review the agreement with Anoka County.

### 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 April 21, 2025 and Special Meeting Minutes of April 21, 2025

4.2 Approval of claims in the amount of \$153,502.77

4.3 Approval of Ordinance No. 25-07 rezoning of Lot 1, Block 1, Hentges Addition

4.4 Approval of hiring summer seasonal employees in Public Works

4.5 Approval to award striping/symbols and crack sealing to the low bidders, Sir-Lines-A-Lot and Allied Blacktop

4.6 Approval of the Building Destruction Agreements for 2045 Constance Boulevard NE and 17535 Chisholm Street NE

4.7 Code Committee Recommendation:

1) Approval of the First Reading of an Ordinance regarding Article 7-614 Issuance of Licenses

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



**5.0 PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Reggie Lubrant of Reggie's Mobile Home Transport, Inc., requesting a Certificate of Occupancy to lease Unit C at 14148 Lincoln Street NE

**Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve the Certificate of Occupancy for Reggie's Mobile Home Transport, Inc., as presented by Reggie Lubrant, to lease office space at 14148 Lincoln Street NE, subject to no storing of mobile construction trailers, or manufactured homes, at the 14148 Lincoln St NE site, no auctions being physically held at the Lincoln Street NE site, any commercial trucks that may park at the Lincoln Street NE site can only operate during daytime hours which are between 7:01 a.m. and 10:00 p.m., property owner restriping the parking lot, no outside storage, no on-street parking and meeting all City, County and State requirements. All in favor, motion carried.**

- 5.2 Richard Lee of JBR Aberdeen, LLC, requesting Commercial Site Plan approval to add pavement and Class 5 at 15035 Aberdeen Street NE

**Motion by Kirkham, seconded by Hallberg, to concur with the Planning Commission and approve the request of Rich Lee of JBR, Aberdeen, LLC, for the Commercial Site Plan to add pavement and Class 5 at 15035 Aberdeen Street NE, subject to the applicant obtaining a permit from the Coon Creek Watershed District, signing an encroachment agreement prepared by the City Attorney with the city and filing it with Anoka County prior to starting any paving on the parcel, all paving and required drainage and stormwater management requirements be completed prior to tenant occupancy, providing adequate screening adjacent to residential property along the northern and eastern property lines prior to tenant occupancy and maintaining the screening if any trees planted for screening die, requiring all future tenants to apply for a Certificate of Occupancy with the City before occupying the premises, and meeting all City, County and State requirements. All in favor, motion carried.**

- 5.3 Jeffrey A Stalberger of MN Developments LLC, requesting Sketch Plan approval for South Shore Estates, a minor plat at 17529 Vickers Street NE and 3740 Interlachen Drive NE (3 Single Family Residential lots) in Section 2

**Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve the Sketch Plan, presented by Jeffrey A Stalberger of MN Developments LLC, for South Shore Estates, a minor plat at 17529 Vickers Street NE and 3740 Interlachen Drive NE (3 Single Family Residential lots) plat in Section 2 subject to paying monies in lieu of parkland, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All in favor, motion carried.**

- 5.4 Jeffrey A Stalberger of MN Developments LLC, requesting Sketch Plan approval for South Shore Estates Second Addition, (41 Single Family Residential lots and 1 outlot) in Section 2

**Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve the Sketch Plan, presented by Jeffrey A Stalberger of MN Developments LLC, for South Shore Estates Second Addition, 41 Single Family Residential lots and one outlot in Section 2 subject to meeting the requirements noted in the City Engineer's memo dated April 24, 2025 and meeting all City, State and County requirements. All in favor, motion carried.**

#### 5.5 Discussion of Article 9-330.7 Seasonal Temporary Conditional Uses

Attorney Berglund stated that about a year ago the City became aware of a property owner operating a business where they hold events, such as wedding events and large gatherings in an agricultural building on their property. Attorney Berglund stated that to properly operate that business they would need a Seasonal Temporary Conditional Use Permit. Attorney Berglund stated that one of the requirements of obtaining a Seasonal Temporary Conditional Use Permit is that the property be at least 20 acres in size. The City has had discussions with the homeowner about other conditions that would also need to be addressed. Attorney Berglund stated that the building they operate out of is an agricultural building that was built without a permit and would need an inspection to certify it as a commercial building. Attorney Berglund stated that the parcel they are operating on is 10 acres in size. Attorney Berglund stated that the Code Committee had a brief meeting after the last City Council meeting to discuss amending the code to allow a Seasonal Conditional Use Permit to be on 10 acres rather than 20 acres. Attorney Berglund stated that staff asked the Planning Commission to make a recommendation to the City Council to amend the City Code regarding Seasonal Temporary Conditional Use Permits to be allowed on lots 10 acres in size. The Planning Commission discussed that conceptually if you have larger gatherings, a larger parcel should be required to allow so many feet from surrounding homes. Attorney Berglund stated that it was the consensus of the Planning Commission to leave the ordinance as is and retain the 20-acre requirement in Article 9-330.7 for Seasonal Temporary Conditional Use Permits. Councilmember Parranto stated he read the minutes and is in total agreement with the Planning Commission and agrees that going to 10 acres would be a problem. Councilmember Parranto stated if the requirement were lowered to 10 acres, the City would have wedding venues popping up all over the City and upsetting the peaceful and quiet community. Mayor Kirkham added that you could have 11 acres of land with mostly wetland and then qualify for a Seasonal Temporary Conditional Use Permit if the ordinance were amended. Councilmember Van Kirk agreed that lowering the code to 10 acres would be a problem. Councilmember Hallberg asked if the code has required the 20-acre minimum for a long time, or if it had been amended since it was adopted. Mayor Kirkham stated that the code has not been changed. **The City Council concurred with the Planning Commission to leave the ordinance as is and retain the 20-acre requirement in Article 9-330.7 for Seasonal Conditional Use Permits.**

#### 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

#### 7.0 APPEARANCES – None

#### 8.0 CITY ATTORNEY

Attorney Berglund stated he is finishing the draft of the cannabis ordinance, and the public hearing can be published for the May 27, 2025 Planning Commission meeting. Mayor Kirkham stated that municipal cannabis dispensary store was mentioned at a previous meeting and wants to make it clear the City of Ham Lake is not going to operate a municipal cannabis dispensary store. Councilmember Van Kirk asked if you could have a private dispensary, Attorney Berglund stated you cannot privately sell cannabis, but you can privately grow and consume cannabis.

#### 9.0 CITY ENGINEER

Engineer Krugler stated that he was recently contacted by MnDOT (Minnesota Department of Transportation) and they are going to review the City's request for funding for the east frontage road South of Crosstown Boulevard NE through Crosstown Business Park within the next one to two weeks. Engineer Krugler stated following review by MnDOT, the project can go out for bids.

Engineer Krugler stated that they are also waiting for MnDOT regarding the upgrade of 143<sup>rd</sup> Avenue NE. Engineer Krugler stated that following review of MnDOT, the project can go out for bids.

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

**11.1 Committee Reports**

Councilmember Parranto stated that he and Mayor Kirkham met with Fire Chief Raczkowski to discuss requiring fire inspections for food trucks to make sure they are operating in a safe manner. Mayor Kirkham stated that other cities in Anoka County are starting to inspect food trucks and once inspected, a sticker is placed on the food truck to show it passed inspection and an additional inspection would not be needed.

**11.2 Announcements and future agenda items – None**

**Motion by Van Kirk, seconded by Hallberg, to adjourn the meeting at 6:28 p.m. All in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk

**CITY OF HAM LAKE**  
**CLAIMS SUBMITTED TO COUNCIL**  
**May 19, 2025**

**CITY OF HAM LAKE**

<b>EFTS, CHECKS, AND BANK DRAFTS</b>	<b>05/06/25 - 5/19/25</b>	
<b>EFT</b>	<b># 2294 - 2305</b>	\$ 45,066.96
<b>REFUND CHECKS</b>	<b>#67115 - 67116</b>	\$ 300.00
<b>CHECKS</b>	<b># 67117 - 67148</b>	\$ 39,508.19
<b>BANK DRAFTS</b>	<b>DFT0002889 - DFT0002895</b>	\$ 30,602.46
<b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b>		<u>\$ 115,477.61</u>
<b>PAYROLL CHECKS</b>		
<b>05/16/25</b>	<b>Direct Deposits</b>	\$ 42,326.98
<b>TOTAL PAYROLL CHECKS</b>		<u>\$ 42,326.98</u>
<b>VOID CHECKS</b>		
<b>CHECKS</b>	<b>#67138</b>	
<b>ZERO CHECKS</b>		\$ -
<b>ZERO EFT</b>	<b>#2302</b>	\$ -
<b>BANK DRAFTS</b>		\$ -
<b>TOTAL VOIDS</b>		<u>\$ -</u>
<b>TOTAL OF ALL PAYMENTS</b>		<u><u>\$ 157,804.59</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 19TH DAY OF MAY 2025

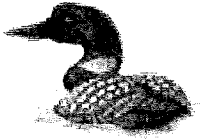
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

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COUNCILMEMBER

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COUNCILMEMBER



Packet: ARPKT01404 - 05/12/25 TRUST REFUNDS

## Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00654	BARBARA SCHWARZ	5/12/2025	67115	150.00
00659	RICHARD KAPPELHOFF III	5/12/2025	67116	150.00
Total Refund Amount:				300.00

## Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	300.00
Revenue Totals:	300.00

## General Ledger Distribution

Posting Date: 05/12/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	890 - TRUST FUND			
	890-10101	Cash-claim on pooled cash	-300.00	Yes
	890-11501	Misc receivables	300.00	
	890 Total:		0.00	
Fund:	999 - POOLED CASH			
	999-10100	Pooled Cash	-300.00	
	999-20702	Due to other funds	300.00	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	





City of Ham Lake, MN

# Council Approval List

By (None)

Payment Dates 5/6/2025 - 5/19/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2294	BERGLUND, BAUMGARTNER,	4/7/25 COUNCIL MEETING	Attorney	100-41101-3110	213.82
2294	BERGLUND, BAUMGARTNER,	GOODFELLAS/SCHOENROCK	Attorney	100-41101-3110	220.67
2294	BERGLUND, BAUMGARTNER,	4/21/25 COUNCIL MEETING	Attorney	100-41101-3110	230.79
2294	BERGLUND, BAUMGARTNER,	B & L FARMS	Attorney	100-41101-3110	797.78
2294	BERGLUND, BAUMGARTNER,	CANNIBIS ORDINANCE	Attorney	100-41102-3110	152.76
2294	BERGLUND, BAUMGARTNER,	SEASONAL TEMPORARY CON	Attorney	100-41102-3110	118.82
2294	BERGLUND, BAUMGARTNER,	COOL AIR - POTENTIAL LOT LI	Attorney	100-41601-3110	101.84
2294	BERGLUND, BAUMGARTNER,	BLDGDESTRUCTION BY FIRE A	Attorney	100-42201-3110	492.25
2294	BERGLUND, BAUMGARTNER,	15035 ABERDEEN (JBR ABERD	Attorney	890-90001-3110	135.79
2294	BERGLUND, BAUMGARTNER,	VICKER'S DEVELOPMENT (SO	Attorney	890-90001-3110	848.70
2294	BERGLUND, BAUMGARTNER,	PROSECUTIONS	Attorney	100-41501-3110	6,895.85
2295	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	138.01
2295	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	57.55
2295	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	138.01
2295	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	57.55
2296	FES, INC	INSULATED BOOTS	Clothing & personal protectiv	100-42201-2210	440.00
2297	GRAINGER	#68 ROLLER CHAIN PINS	Equipment parts & supplies	100-43101-2320	14.72
2298	GREATAMERICA FINANCIAL SE	MAY MAILING MACHINE LEAS	Equipment rentals	100-41701-3320	160.95
2299	JIM KAPPELHOFF	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
2300	NICOLE WHEELER	MMCI CONF MILEAGE	Mileage	100-41301-3960	101.50
2301	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	490.12
2301	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Engineering	262-46101-3135	184.54
2301	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	53.84
2301	RFC ENGINEERING, INC.	2022 CROSSTOWN/7TH ST AC	Engineering	100-41101-3135	363.42
2301	RFC ENGINEERING, INC.	1544 - 134TH AVE/1615 - 133	Engineering	100-41101-3135	619.16
2301	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	70.82
2301	RFC ENGINEERING, INC.	SWEDISH CHAPEL ESTATES	Engineering	100-41101-3135	161.52
2301	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	67.30
2301	RFC ENGINEERING, INC.	HENTGES ADDITION CORRECT	Engineering	100-41101-3135	38.24
2301	RFC ENGINEERING, INC.	CITY CODE UPDATE	Engineering	100-41102-3135	53.84
2301	RFC ENGINEERING, INC.	VOTING MAP	Engineering	100-41302-3135	19.12
2301	RFC ENGINEERING, INC.	2024 ASSETS	Engineering	100-41401-3135	19.12
2301	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	28.68
2301	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	228.82
2301	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	94.22
2301	RFC ENGINEERING, INC.	5-YEAR PLAN	Engineering	100-41601-3135	107.68
2301	RFC ENGINEERING, INC.	FIRE #3	Engineering	100-42201-3135	86.42
2301	RFC ENGINEERING, INC.	L1B2 ENCHANTED ESTATES 3R	Engineering	100-42401-3135	40.38
2301	RFC ENGINEERING, INC.	17042 POLK STREET FEMA LO	Engineering	100-42401-3135	80.76
2301	RFC ENGINEERING, INC.	L4B2 HIDDEN FOREST EAST 4T	Engineering	100-42401-3135	53.84
2301	RFC ENGINEERING, INC.	H&H LANDSCAPE	Engineering	100-42401-3135	40.38
2301	RFC ENGINEERING, INC.	L5B1 PHEASANT RUN 2ND FE	Engineering	100-42401-3135	229.46
2301	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	67.30
2301	RFC ENGINEERING, INC.	1505 - 143RD AVENUE CULVE	Engineering	100-43103-3135	13.46
2301	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Attorney	100-43201-3110	40.38
2301	RFC ENGINEERING, INC.	DITCH 60 SUB-WATERSHED PL	Engineering	100-43201-3135	228.82
2301	RFC ENGINEERING, INC.	HAM LAKE STORM NETWORK	Engineering	100-43201-3135	26.92
2301	RFC ENGINEERING, INC.	PARK & TREE MAP	Engineering	100-44101-3135	19.12
2301	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	40.38
2301	RFC ENGINEERING, INC.	CSAH 17 N OF CSAH 18	Engineering	431-43301-3135	80.76
2301	RFC ENGINEERING, INC.	162ND/BUCHANAN	Engineering	431-43301-3135	40.38
2301	RFC ENGINEERING, INC.	2025 REHAB	Engineering	431-43301-3135	1,293.52
2301	RFC ENGINEERING, INC.	BALTIMORE N OF 153RD	Engineering	431-43301-3135	26.92
2301	RFC ENGINEERING, INC.	COUNTY DITCH #58 CROSS CU	Engineering	431-43301-3135	133.86

## Council Approval List

Payment Dates: 5/6/2025 - 5/19/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2301	RFC ENGINEERING, INC.	CSAH 116/BUNKER LAKE BOU	Engineering	431-43301-3135	174.98
2301	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	431-43301-3135	9.56
2301	RFC ENGINEERING, INC.	CSAH 17/CSAH 60 ROUNDAB	Engineering	431-43301-3135	53.84
2301	RFC ENGINEERING, INC.	HIDDEN FOREST EAST PARK U	Engineering	440-44103-3135	19.83
2301	RFC ENGINEERING, INC.	HIDDEN FOREST EAST PARKIN	Engineering	440-44103-3135	5,041.38
2301	RFC ENGINEERING, INC.	KOHLER SKETCH	Engineering	890-90001-3135	370.10
2301	RFC ENGINEERING, INC.	15155 UNIVERSITY AVE LOT LI	Engineering	890-90001-3135	9.56
2301	RFC ENGINEERING, INC.	ENCHANTED ESTATES 4TH	Engineering	890-90001-3135	134.60
2301	RFC ENGINEERING, INC.	L3B1 CITROWSKE LOT SPLIT	Engineering	890-90001-3135	170.90
2301	RFC ENGINEERING, INC.	3225 - 155TH AVENUE LOT LI	Engineering	890-90001-3135	228.82
2301	RFC ENGINEERING, INC.	SOUTH SHORES ESTATES 2ND	Engineering	890-90001-3135	588.27
2301	RFC ENGINEERING, INC.	SOUTH SHORES ESTATES	Engineering	890-90001-3135	2,418.55
2301	RFC ENGINEERING, INC.	ENTMINGER ESTATES	Engineering	890-90001-3135	750.13
2301	RFC ENGINEERING, INC.	15035 ABERDEEN ST DRAINA	Engineering	890-90001-3135	807.60
2301	RFC ENGINEERING, INC.	L8B8 BIRCH VIEW ACRES FEM	Engineering	890-90001-3135	1,130.64
2301	RFC ENGINEERING, INC.	ALLSTATE DISTRIBUTIONS CO	Engineering	890-90001-3135	79.34
2301	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK	Engineering	890-90001-3135	61.27
2301	RFC ENGINEERING, INC.	ELWELL FARMS	Engineering	890-90001-3135	1,729.09
2301	RFC ENGINEERING, INC.	ENTSMINGER ESTATES ZONIN	Engineering	890-90001-3135	40.38
2301	RFC ENGINEERING, INC.	MARKQUART RV	Engineering	890-90001-3135	619.16
2301	RFC ENGINEERING, INC.	RUDS SKOGSTED	Engineering	890-90001-3135	40.38
2301	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	702.04
2301	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	1,445.88
2301	RFC ENGINEERING, INC.	143RD AVENUE	Engineering	431-43301-3135	10,713.56
2303	STAR TRIBUNE MEDIA COMPA	L1B1 HENTGES REZONE - 202	Legal notices/publications/bid	100-41101-3950	50.56
2304	UNLIMITED SUPPLIES INC	MISC SUPPLIES	Operating supplies	100-43101-2290	102.68
2305	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	18.75
2305	WRUCK SEWER & PORTABLE	SBAA LION'S PARK TOILET REN	Rentals-other	100-44101-3390	118.50
2305	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	118.50
2305	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	108.00
2305	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
2305	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
2305	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	40.50
2305	WRUCK SEWER & PORTABLE	SBAA HAM LAKE BALL FIELD T	Rentals-other	100-44101-3390	39.50
2305	WRUCK SEWER & PORTABLE	SBAA SODERVILLE PARK TOILE	Rentals-other	100-44101-3390	40.50
2305	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	37.50
2305	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	37.50
2305	WRUCK SEWER & PORTABLE	GRANT PARK	Rentals-other	100-44101-3390	37.50
2305	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	37.50
2305	WRUCK SEWER & PORTABLE	SBAA PINGER'S PARK TOILET R	Rentals-other	100-44101-3390	18.75
2305	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	18.75
2305	WRUCK SEWER & PORTABLE	SBAA PATRICIA'S WILDERNESS	Rentals-other	100-44101-3390	18.75
2305	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	39.50
2305	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	18.75
2305	WRUCK SEWER & PORTABLE	SBAA TWIN BIRCH PARK TOILE	Rentals-other	100-44101-3390	18.75
2305	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	18.75
2305	WRUCK SEWER & PORTABLE	SBAA WISEN'S PARK TOILET R	Rentals-other	100-44101-3390	18.75
67117	ACCESS	APRIL SHREDDING	Waste management & recycli	231-43601-3630	156.34
67118	ACE SOLID WASTE INC	MAY ORGANICS	Waste management & recycli	231-43601-3630	385.84
67119	ALLINA HEALTH SYSTEMS	INITIAL CERTIFICATION (FMT,	Training/conferences/schools	100-42201-3510	750.00
67120	ANOKA COUNTY PROPERTY	FRITH DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
67120	ANOKA COUNTY PROPERTY	POUND DRIVEWAY LICENSE	Refunds & reimbursements	100-37601	46.00
67121	ARCHITECT MECHANICAL INC	MAINT - CITY HALL	Building repair & maintenanc	100-41702-3420	1,047.00
67121	ARCHITECT MECHANICAL INC	MAINT - FIRE #3	Building repair & maintenanc	100-42202-3420	349.00
67121	ARCHITECT MECHANICAL INC	MAINT - FIRE #1	Building repair & maintenanc	100-42202-3420	349.00
67121	ARCHITECT MECHANICAL INC	MAINT - FIRE #2	Building repair & maintenanc	100-42202-3420	349.00
67121	ARCHITECT MECHANICAL INC	MAINT - PUBLIC WORKS	Building repair & maintenanc	100-43104-3420	1,047.00
67121	ARCHITECT MECHANICAL INC	MAINT - PARK BUILD	Building repair & maintenanc	100-44102-3420	349.00
67122	BLUE CROSS BLUE SHIELD OF	JUNE VISION	Vision Insurance	100-21715	37.00
67123	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	422.08

## Council Approval List

Payment Dates: 5/6/2025 - 5/19/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67123	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	431.14
67123	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	236.66
67123	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	1,064.41
67123	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	117.57
67123	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	607.73
67123	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	227.27
67124	CITY OF COLUMBUS	APRIL SIGNAL LEXINGTON & B	Electricity	100-43401-3610	23.44
67125	COMCAST BUSINESS-INTERNE	MAY FIRE #3 INTERNET	Internet	100-42201-3220	367.04
67126	DEHN OIL CO	200 GAL DIESEL	Fuel	100-43101-2230	465.88
67126	DEHN OIL CO	120 GAL GASOLINE	Fuel	100-43101-2230	286.79
67127	EMERGENCY APPARATUS MTC	A1 PUMP TEST	Fire apparatus repair & maint	100-42201-3450	2,233.76
67127	EMERGENCY APPARATUS MTC	E1 PUMP TEST	Fire apparatus repair & maint	100-42201-3450	265.00
67127	EMERGENCY APPARATUS MTC	T1 PUMP TEST	Fire apparatus repair & maint	100-42201-3450	265.00
67127	EMERGENCY APPARATUS MTC	E2 PUMP TEST	Fire apparatus repair & maint	100-42201-3450	265.00
67127	EMERGENCY APPARATUS MTC	T2 PUMP TEST	Fire apparatus repair & maint	100-42201-3450	265.00
67127	EMERGENCY APPARATUS MTC	E3 PUMP TEST	Fire apparatus repair & maint	100-42201-3450	265.00
67127	EMERGENCY APPARATUS MTC	E3 DOOR SWITCH	Fire apparatus repair & maint	100-42201-3450	773.75
67128	ERIK HLIVKA	SAFETY BOOTS	Clothing & personal protectiv	100-43101-2210	150.00
67129	EVERGREEN RECYCLING LLC	SPRING MATTRESS RECYCLIN	Waste management & recycli	231-43601-3630	530.00
67130	FLEETPRIDE	#94 PRE-CLEANERS	Vehicle parts & supplies	100-43101-2340	315.98
67130	FLEETPRIDE	#71 FILTERS	Equipment parts & supplies	100-43101-2320	196.65
67130	FLEETPRIDE	#93 FILTER	Equipment parts & supplies	100-43101-2320	49.99
67130	FLEETPRIDE	#93 TURBOCHARGER CORE	Equipment parts & supplies	100-43101-2320	-400.00
67131	GWORKS	ROWEMAP SUPPORT 01/26 -	Prepaid expense	100-15501	72.50
67131	GWORKS	SIMPLESIGNS SUPPORT 01/26	Prepaid expense	100-15501	216.50
67131	GWORKS	ROWEMAP SUPPORT 07/25 -	Dues & subscriptions	100-43101-3920	72.50
67131	GWORKS	SIMPLESIGNS SUPPORT 07/25	Dues & subscriptions	100-43101-3920	216.50
67132	HAM LAKE HARDWARE INC	BLADE SHARPENING	Equipment repair & maintena	100-44101-3440	99.00
67133	HIGH QUALITY CLEANING	SR CTR FLOOR STRIP & WAX A	Building repair & maintenanc	100-44202-3420	1,700.00
67134	J.R.'S ADVANCED RECYCLERS	SPRING RECYCLING DAY	Waste management & recycli	231-43601-3630	400.00
67134	J.R.'S ADVANCED RECYCLERS	RECYCLING DAY - DITCHED TIR	Waste management & recycli	231-43601-3630	210.00
67134	J.R.'S ADVANCED RECYCLERS	RECYCLING DAY - DITCHED WA	Waste management & recycli	231-43601-3630	40.00
67135	LINCOLN NATIONAL LIFE INSU	JUNE LT DISABILITY	STD/LTD	100-21713	831.33
67135	LINCOLN NATIONAL LIFE INSU	JUNE ST DISABILITY	STD/LTD	100-21713	889.82
67136	MENARDS-BLAINE	SHOP PLUMBING SUPPLIES	Operating supplies	100-43101-2290	68.23
67136	MENARDS-BLAINE	THREAD SEALANT	Operating supplies	100-43101-2290	4.76
67136	MENARDS-BLAINE	BLEACH, PAIL	Operating supplies	100-44101-2290	16.15
67137	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41201-2510	36.90
67137	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41301-2510	63.63
67137	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41401-2510	63.63
67137	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-41601-2510	26.73
67137	METRO - INET	PHONES	Phones/radios/pagers	100-41701-3210	122.82
67137	METRO - INET	IT SUPPORT	Computer & software support	100-41707-3120	3,404.37
67137	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42201-2510	47.07
67137	METRO - INET	IT SUPPORT	Computer & software support	100-42201-3120	1,037.35
67137	METRO - INET	PHONES	Phones/radios/pagers	100-42201-3210	37.79
67137	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-42401-2510	100.53
67137	METRO - INET	IT SUPPORT	Computer & software support	100-42401-3120	772.79
67137	METRO - INET	PHONES	Phones/radios/pagers	100-42401-3210	28.34
67137	METRO - INET	LASERFICHE & ADOBE LICENS	Software licenses & upgrades	100-43101-2510	26.42
67137	METRO - INET	IT SUPPORT	Computer & software support	100-43101-3120	993.91
67137	METRO - INET	PHONES	Phones/radios/pagers	100-43101-3210	18.90
67137	METRO - INET	IT SUPPORT	Computer & software support	100-44101-3120	257.58
67137	METRO - INET	PHONES	Phones/radios/pagers	100-44101-3210	9.45
67137	METRO - INET	PHONES	Phones/radios/pagers	100-44201-3210	37.79
67139	MINNESOTA EQUIPMENT	#53 PULLEY & IDLER	Equipment parts & supplies	100-44101-2320	100.00
67140	MN PEIP	JUNE HEALTH INSURANCE	Health Insurance	100-21710	10,728.82
67141	NCPERS GROUP LIFE INSURAN	MAY LIFE	Life Insurance	100-21714	96.00
67141	NCPERS GROUP LIFE INSURAN	JUNE LIFE	Life Insurance	100-21714	96.00
67142	NEWMAN TRAFFIC SIGNS INC	SIGN BRACKETS	Street signs	100-43401-2250	217.21

## Council Approval List

Payment Dates: 5/6/2025 - 5/19/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67143	PREMIUM WATERS INC	APRIL WATER	Equipment rentals	100-41701-3320	23.85
67143	PREMIUM WATERS INC	MAY WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
67144	RECYCLE TECHNOLOGIES INC	SPRING RECYCLING DAY	Waste management & recycli	231-43601-3630	450.00
67144	RECYCLE TECHNOLOGIES INC	DITCHED TVs RECYCLING	Waste management & recycli	231-43601-3630	300.00
67144	RECYCLE TECHNOLOGIES INC	CITY BULBS RECYCLING	Waste management & recycli	231-43601-3630	25.00
67145	TENNANT SALES & SERVICE C	FLOOR SCRUBBER PARTS	Equipment parts & supplies	100-43101-2320	102.20
67145	TENNANT SALES & SERVICE C	FLOOR SCRUBBER BRUSH DO	Equipment parts & supplies	100-43101-2320	43.30
67146	THE MPX GROUP	2ND MAY HAM LAKER DELIVE	Other services and charges	211-41704-3990	400.00
67147	XCEL ENERGY	APR/MAY FIRE #3 NATURAL G	Natural gas	100-42202-3620	64.07
67148	ZARNOTH BRUSH WORKS, INC	#68 & #94 BROOMS	Equipment parts & supplies	100-43101-2320	588.13
DFT0002889	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002890	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,410.00
DFT0002890	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002891	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,418.55
DFT0002891	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,740.48
DFT0002891	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,887.78
DFT0002892	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,769.13
DFT0002893	PERA	Retirement-Coordinated	PERA	100-21703	7,370.80
DFT0002893	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
DFT0002894	MN STATE DEPT OF REVENUE-	APRIL '25 FUEL TAX	Fuel	100-43101-2230	72.50
DFT0002895	US POSTMASTER	2ND MAY HAM LAKER POSTA	Postage	211-41704-2120	1,414.30
Grand Total:					<b>115,177.61</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - GENERAL	80,899.50
211 - HAM LAKER	1,814.30
230 - FUTURE DRAINAGE	40.38
231 - RECYCLING	2,497.18
262 - HAM LAKE EDA	184.54
431 - REVOLVING STREET	14,517.22
440 - PARK & BEACH LAND	5,061.21
890 - TRUST FUND	10,163.28
<b>Grand Total:</b>	<b>115,177.61</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-15501	Prepaid expense	289.00
100-21701	Federal WH/FICA/MC	15,046.81
100-21702	State W/H	2,769.13
100-21703	PERA	8,689.72
100-21704	Deferred compensation	2,460.00
100-21710	Health Insurance	10,728.82
100-21712	HSA Account	150.00
100-21713	STD/LTD	1,721.15
100-21714	Life Insurance	192.00
100-21715	Vision Insurance	37.00
100-37601	Refunds & reimburseme	92.00
100-41101-3110	Attorney	1,463.06
100-41101-3135	Engineering	1,320.46
100-41101-3950	Legal notices/publicatio	50.56
100-41102-3110	Attorney	271.58
100-41102-3135	Engineering	53.84
100-41201-2510	Software licenses & upgr	36.90
100-41301-2510	Software licenses & upgr	63.63
100-41301-3960	Mileage	101.50
100-41302-3135	Engineering	19.12
100-41401-2510	Software licenses & upgr	63.63
100-41401-3135	Engineering	19.12
100-41501-3110	Attorney	6,895.85
100-41601-2510	Software licenses & upgr	26.73
100-41601-3110	Attorney	101.84
100-41601-3135	Engineering	459.40
100-41701-3210	Phones/radios/pagers	122.82
100-41701-3320	Equipment rentals	198.80
100-41702-3420	Building repair & mainte	1,047.00
100-41702-3620	Natural gas	422.08
100-41707-3120	Computer & software su	3,404.37
100-42201-2210	Clothing & personal prot	440.00
100-42201-2510	Software licenses & upgr	47.07
100-42201-3110	Attorney	492.25
100-42201-3120	Computer & software su	1,037.35
100-42201-3135	Engineering	86.42
100-42201-3210	Phones/radios/pagers	37.79
100-42201-3220	Internet	367.04
100-42201-3450	Fire apparatus repair &	4,332.51
100-42201-3510	Training/conferences/sc	750.00
100-42202-3420	Building repair & mainte	1,047.00
100-42202-3620	Natural gas	731.87
100-42401-2510	Software licenses & upgr	100.53
100-42401-3120	Computer & software su	772.79
100-42401-3135	Engineering	512.12



**Account Summary**

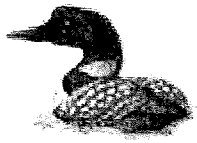
Account Number	Account Name	Payment Amount
100-42401-3210	Phones/radios/pagers	28.34
100-43101-2210	Clothing & personal prot	576.02
100-43101-2230	Fuel	825.17
100-43101-2290	Operating supplies	175.67
100-43101-2320	Equipment parts & suppl	594.99
100-43101-2340	Vehicle parts & supplies	315.98
100-43101-2510	Software licenses & upgr	26.42
100-43101-3120	Computer & software su	993.91
100-43101-3210	Phones/radios/pagers	18.90
100-43101-3920	Dues & subscriptions	289.00
100-43103-3135	Engineering	13.46
100-43104-3420	Building repair & mainte	1,047.00
100-43104-3620	Natural gas	1,064.41
100-43201-3110	Attorney	40.38
100-43201-3135	Engineering	255.74
100-43401-2250	Street signs	217.21
100-43401-3610	Electricity	23.44
100-43501-3135	Engineering	702.04
100-44101-2210	Clothing & personal prot	115.10
100-44101-2290	Operating supplies	16.15
100-44101-2320	Equipment parts & suppl	100.00
100-44101-3120	Computer & software su	257.58
100-44101-3135	Engineering	19.12
100-44101-3210	Phones/radios/pagers	9.45
100-44101-3390	Rentals-other	963.00
100-44101-3440	Equipment repair & mai	99.00
100-44102-3420	Building repair & mainte	349.00
100-44102-3620	Natural gas	725.30
100-44201-3210	Phones/radios/pagers	37.79
100-44202-3420	Building repair & mainte	1,700.00
100-44202-3620	Natural gas	227.27
211-41704-2120	Postage	1,414.30
211-41704-3990	Other services and charg	400.00
230-43201-3135	Engineering	40.38
231-43601-3630	Waste management & r	2,497.18
262-46101-3135	Engineering	184.54
431-43301-3135	Engineering	14,517.22
440-44103-3135	Engineering	5,061.21
890-90001-3110	Attorney	984.49
890-90001-3135	Engineering	9,178.79
<b>Grand Total:</b>		<b>115,177.61</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	92,917.46
202103-100	490.12
202111-100	184.54
202205-100	53.84
202302.032-100	40.38
202302.038-101	133.86
202402.064-100	26.92
20250502.036-100	5,061.21
202505-100	10,713.56
231002001	1,720.00
231005003	210.00
231009001	385.84
231010001	156.34
231999999	25.00

Project Account Summary

Project Account Key	Payment Amount
MISC-100	3,058.54
Grand Total:	<u>115,177.61</u>



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary

Pay Period: 4/27/2025-5/10/2025

Packet: PYPKT01765 - PPE 05/10/25 PAID 05/16/25

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	33	42,326.98
<b>Total</b>	<b>33</b>	<b>42,326.98</b>

**Meeting Date: May 19, 2025**



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

**To: Mayor and Councilmembers**

**From: Dawnette Shimek, Deputy City Clerk**

**Item/Title/Subject: Temporary One-Day Liquor License for Freedom Fest**

**Introduction/Discussion:** Attached is an application from the Ham Lake Lion's requesting a Temporary One-Day Liquor License at Lions Park, 1220 157<sup>th</sup> Avenue NE, Ham Lake, Minnesota, for Saturday, June 28, 2025.

**Recommendation:** I recommend approval of the Temporary One-Day Liquor License for the Ham Lake Lion's for June 28, 2025.

#0102378  
\$25.00

APPLICATION FOR ON-SALE/OFF-SALE  
3.2 PERCENT MALT LIQUOR

TO: Ham Lake City Council  
Of the City of Ham Lake  
County of Anoka, State of Minnesota

William Vokovan, whose name and address is subscribed hereto, hereby make application for an On sale/Off sale license to sell 3.2 percent malt liquor on those certain premises in the City of Ham Lake, County of Anoka, State of Minnesota known and described as follows:

Lion's Park, 1220 157<sup>th</sup> Avenue NE, Ham Lake, MN, in connection with the Ham Lake Lions business there now and therefore conducted by said applicant since 1985.

Applicant states and represents:

(a – if an individual or partnership) That they are a citizen of the United States of America, who is of good moral character and repute and has attained the age of twenty one years and who is proprietor of the establishment for which this license is applied.

(b – if a corporation) That it is a corporation organized under the laws of Minnesota. That said corporation is an affiliate or subsidiary of the \_\_\_\_\_ . That the application is made on behalf of said corporation by the undersigned (officer or manager)

(c – if a club) That it is a bona fide club and is an organization for social or business purposes – or for intellectual improvement – or for the promotion of sports – where the serving of such 3.2 percent malt liquor is incidental and not the major purpose of the club.

Date of Event: Saturday, JUNE 28, 2025

The applicant represents that no manufacturer or wholesaler of 3.2 percent malt liquor has any ownership, in whole or in part, in the business of applicant.

Applicant herein agrees to abide by and be governed by all rules and regulations of the municipality and all laws of the state pertaining to the sale of 3.2 percent malt liquor.

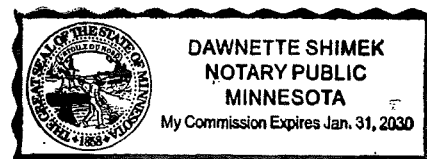
William Vokovan \_\_\_\_\_ (Name)  
14951 Leyte Street NE \_\_\_\_\_ (Address)  
Ham Lake, MN 55304 \_\_\_\_\_

STATE OF MINNESOTA  
COUNTY OF ANOKA

William Vokovan being duly sworn on oath says that he/she is the person who made and signed the foregoing application, that he/she has read said application and knows the contents thereof, and that the same is true of his/her own knowledge.

William Vokovan  
William Vokovan

Subscribed and sworn to before me this  
15<sup>th</sup> day of May, 2025  
Dawnette Shimek  
(Notary Public)






**CITY OF HAM LAKE**  
**TENNESSEN WARNING**

In connection with your request for a license the City of Ham Lake has asked that you provide information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota - Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

5/15/2025  
Date

  
Signature of Applicant

\_\_\_\_\_  
Print Name

Meeting Date: May 19, 2025

**CITY OF HAM LAKE**

**STAFF REPORT**

**To:** City Council

**From:** Mark Jones, Building Official

**Subject:** Variance from City Code Article 11-200 to allow an 8-foot fence to be constructed in the backyard at 17374 Terrace Road NE

**Introduction:**

The property owner at 17374 Terrace Road NE is requesting a 2-foot variance to the 6-foot fence height allowed by City Code Article 11-200. The 8-foot fence would be constructed in the backyard that abuts Crosstown Boulevard NE to block traffic noise. Per City Code, no fence permit is required, but all City Codes apply.

**Recommendation:**

I recommend approval of a variance from City Code Article 11-200 which allows a maximum 6-foot height of a fence in the backyard of R-1 (single family residential) property and allow the construction of an 8-foot fence in the backyard at 17374 Terrace Road NE; subject to a site inspection being completed at the location to verify that the fence is not being constructed in the septic drain field area.

Dear Mark,

My wife and I purchased our new home here at 17374 Terrace Rd in Ham Lake in September 2023 as a new construction. Since moving in, we have made improvements both inside and out to help make this our forever home where we can raise our two growing boys.

In our first summer here, it became evident that the noise coming from Crosstown Blvd NE, which our house backs up to, would present more of a hardship than we originally anticipated when purchasing the home. Whether it's the semitrucks, motorcycles or just an older car with a worn-out exhaust, the noise coming from Crosstown can be oppressive. From waking us up in the middle of the night to having to raise my voice to a near-yell to simply have a conversation with someone I am standing 5 feet away from, the noise coming from the road presents a significant challenge when trying to utilize our otherwise wonderful deck and backyard where we spend much of our time in the summer months. In addition, the position of our house and deck sit above the height of the road which is ultimately the reason we are requesting a variance from the city, as a 6'-0" fence would be insufficient in blocking the line of sight (and therefore the noise) coming from the road.

An important detail to note is that we only intend to install a fence along the back of the property, paralleling Crosstown Blvd. Due to the tree lines on either side of our property, the proposed fence would be visible only minimally to either of our next door neighbors, with whom we would be willing to discuss our proposed variance to ensure it would not detract from their ability to enjoy their own properties.

Thank you for your consideration.

Best Regards,

Luke Piche

New

# Surveyors Certificate

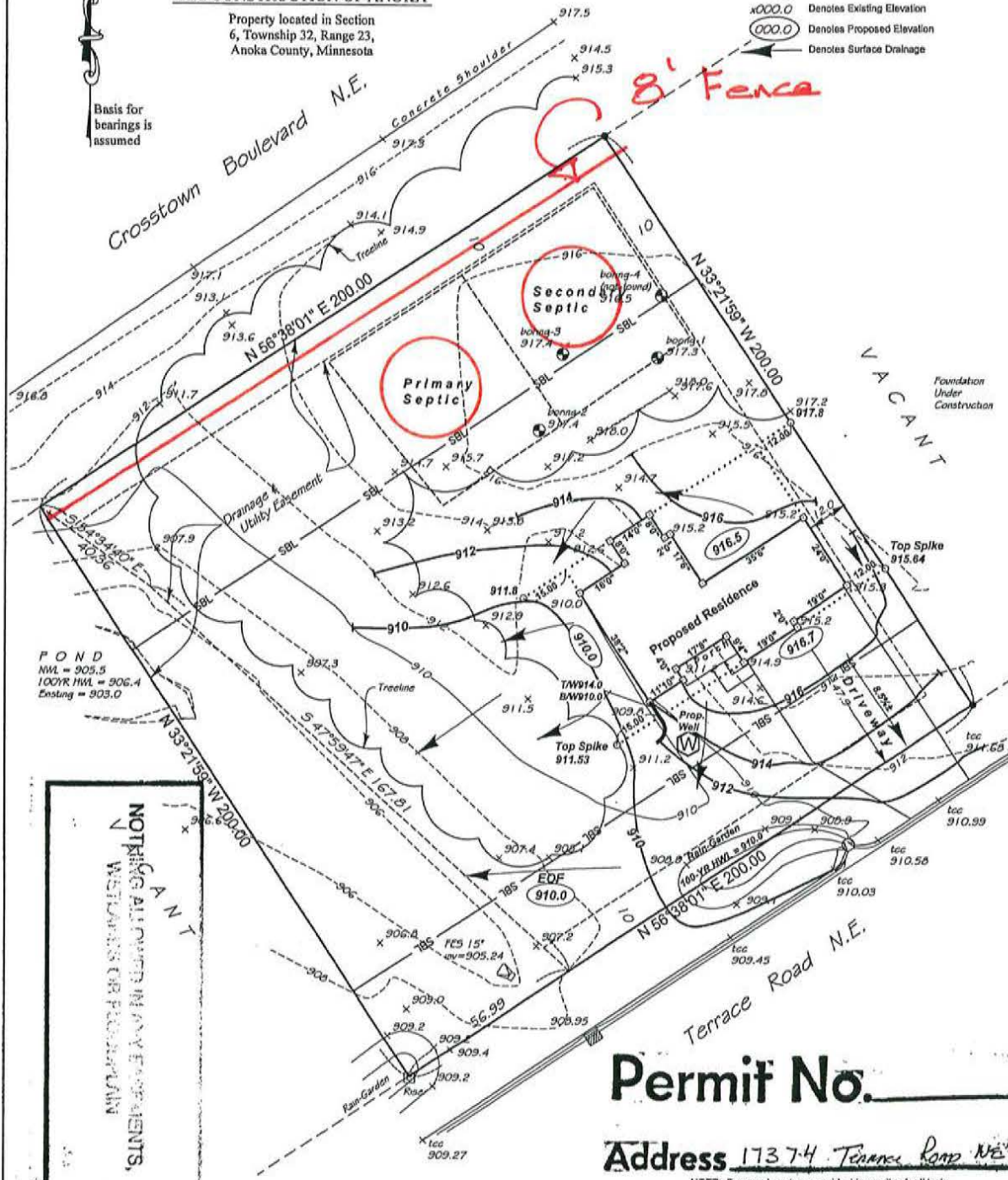
## Site Plan Survey For:

T.H. CONSTRUCTION OF ANOKA

Property located in Section  
6, Township 32, Range 23,  
Anoka County, Minnesota

Basis for  
bearings is  
assumed

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Wood Hub Set for excavation only
- Denotes Existing Contours
- - - Denotes Proposed Contours
- x000.0 Denotes Existing Elevation
- 000.0 Denotes Proposed Elevation
- Denotes Surface Drainage



NOTHING ALLOWED IN ANY EASEMENTS,  
NOR WITHIN OR FROM ANY

NOTE: Garage dropped 18"

918.5	Proposed Top of Foundation
916.7	Proposed Garage Floor
910.5	Proposed Basement Floor (MINIMUM)
910.5	Proposed Lowest Opening
Type of Building	
Full Basement Side Walkout	

Hardcover	
Lot Area	40,000 sq ft
Building	2,161 sq ft
Porch	106 sq ft
Driveway	52 sq ft
Driveway	1,722 sq ft
Total	4,041 sq ft
Percentage	10.10%

## Permit No.

Address 17374 Terrace Road N.E.

NOTE: Proposed grades are subject to results of soil tests.  
Proposed building information must be checked with  
approved building plan and development or grading  
plan before excavation and construction.  
Proposed grades shown on this survey are  
interpolations of proposed contours from the  
drainage, grading and/or development plans.

NOTE: The relationship between proposed floor  
elevations to be verified by builder.

NOTE: The only easements shown are from plats of  
record or information provided by client.

P.I.D. No. 06-32-23-34-0023

Legal Description  
Lot 13, Block 2, CROSSTOWN ROLLING  
ACRES THIRD ADDITION  
Anoka County, Minnesota

**DEMARC**  
LAND SURVEYING & ENGINEERING  
7601 73rd Avenue North (763) 560-3063  
Minneapolis, Minnesota 55428 Demarcinc.com

Project No. 90349	Scale: 1" = 30'
F.B.No. 1131-41	Drawn By <u>G. Munson</u>
Address: 17374 Terrace Road N.E. Ham Lake, MN	
rev 4-24-23 prop grades	
5-10-23 prop lowest opening & well	
5-17-23 house type/prop. elevation	

I certify that this survey, plan, or report was prepared by me or under my  
direct supervision and that I am a duly Licensed Land Surveyor under  
the laws of the State of Minnesota  
Surveyed this 20th day of April 2023.

Signed Gregory R. Pasch  
Gregory R. Pasch, Minn. Reg. No. 24992

## ORDINANCE NO. 25-XX

An Ordinance Amending ARTICLE 7, FIELD PARTIES AND LARGE ASSEMBLIES, to amend the Issuance of Licenses ordinance.

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

ARTICLE 7, FIELD PARTIES AND LARGE ASSEMBLIES of the Ham Lake City Code is hereby amended as indicated in the following sections:

### 7-614 Issuance of Licenses

- A. Issuance Criteria. Licenses shall be issued by the City Clerk. The City Clerk shall issue the license if all of the provisions of this Code have been satisfied, PROVIDED, that with regard to Article 7- 613 (A) (6) hereof, the following shall be prohibited to protect the safety of participants:
1. Illumination primarily from motor vehicle headlights, ground fires, or other light sources located less than 10 feet above ground.
  2. The lack of a reliable communication device located within 1,000 feet of the proposed site. ~~A common citizens band radio shall not be deemed a reliable communication device.~~
  3. The existence of the site at a location greater than 1,000 feet from any traveled public road, or the existence of access to a traveled public road which access is not marked by reflectorized markings, or not passable by a four wheeled motor vehicle, or not of sufficient width to accommodate the passage of emergency vehicles.
  4. Issuance of no more than four (4) field party licenses within a 12-month period.

Presented to the Ham Lake City Council on May 5, 2025 and adopted by a unanimous vote this 19th day of May, 2025.

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Brian Kirkham, Mayor

---

Denise Webster, City Clerk



**Meeting Date: May 19, 2025**

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

**To:** Mayor and Councilmembers

**From:** Mike Raczkowski, Fire Chief

**Item/Title/Subject:** Additional Captain at Fire Station #2

**Introduction/Discussion:**

With the pending retirement of District Chief 4 Steve Remarke on June 30th, 2025, there is no qualified replacement currently for District Chief at Fire Station #2. Recently, there has been approval for three captains at Fire Station #2, but I would like to take this to four captains and work with those candidates over the next year or so to see who develops into a potential District Chief. I will personally oversee this station during my non work hours until I am able to promote someone into the District Chief position.

**Recommendation:**

I recommend approving an additional Captain position for Fire Station #2 until a District Chief can be appointed.

**Meeting Date: May 19, 2025**



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

**To: Mayor and Councilmembers**

**From: Dawnette Shimek, Deputy City Clerk**

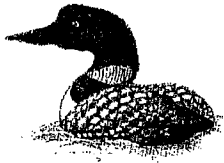
**Item/Title/Subject: Vacation of a portion of Drainage and Utility Easements on Lot 4, Block 2, Majestic Oaks Commercial Center**

**Introduction/Discussion:**

Glen Harstad is requesting to vacate a portion of Drainage and Utility Easements on Lot 4, Block 2, Majestic Oaks Commercial Center. Engineer Krugler has reviewed the legal descriptions and has no issue with this vacation being there is no public need for the easements.

**Recommendation:**

I recommend approval of the Resolution scheduling a Public Hearing for June 16, 2025 to vacate a portion of Drainage and Utility Easements on Lot 4, Block 2, Majestic Oaks Commercial Center.



## CITY OF HAM LAKE

**REQUEST FOR  
AN APPEARANCE  
BEFORE THE  
CITY COUNCIL**

**15544 Central Avenue NE**

**Ham Lake, MN 55304**

**Phone (763) 434-9555**

**Fax (763) 434-9599** <sup>CHK#</sup>  
3687

**Date of Application** 5/15/25 **Deposit \$** 200.00

**Date of City Council appearance** 5/19/2025 **Receipt #** 102377

**60-day review deadline** \_\_\_\_\_

**APPLICANT'S  
NAME**

Glen Harstad

**STREET  
ADDRESS**

14152 Terrace Rd

**CITY, STATE  
ZIP**

Ham Lake MN 55304

**PHONE (daytime)**

763-234-0919

**NATURE OF REQUEST**

Vacate Easement L4, B2, Majestic  
Dedication Easement Oaks Commercial  
Center

**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 of Applicant**

5/15/25  
**Date**

**Please attach any relevant information including maps, diagrams, and/or a descriptive narrative. Failure to include relevant information may delay the review by staff and City Council.**



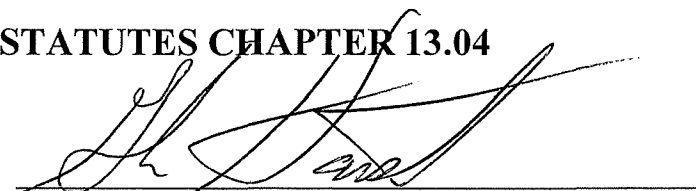
**NOTICE TO ALL APPLICANTS FOR MUNICIPAL  
PERMITS, LICENSES,  
OR OTHER MUNICIPAL ACTION**

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

**DATA PRACTICES ADVISORY  
TENNESSEN WARNING**

REQUIRED BY MINNESOTA STATUTES CHAPTER 13.04

SIGNED BY



COMPANY/TITLE:

owner

DATE:

5/15/05

RESOLUTION NO. 25-XX

WHEREAS, the Ham Lake City Council, on its own motion, wishes to consider the vacation of the following described land in the City of Ham Lake, pursuant to Minnesota Statutes Chapter 412.851:

**DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED**

That part of the drainage and utility easement dedicated over, under and across Lot 4, Block 2, MAJESTIC OAKS COMMERCIAL CENTER, Anoka County, Minnesota described as follows:

Commencing at the southwest corner of said Lot 4; thence on an assumed bearing of South 89 degrees 43 minutes 22 seconds East, along the south line of said Lot 4, a distance of 61.61 feet to the point of beginning of the area to be described; thence North 00 degrees 16 minutes 38 seconds East a distance of 142.33 feet; thence North 43 degrees 59 minutes 57 seconds West a distance of 60.00 feet; thence South 77 degrees 55 minutes 42 seconds West a distance of 25.00 feet to the west line of said Lot 4; thence North 01 degrees 13 minutes 02 seconds West, along said west line, a distance of 120.00 feet; thence South 34 degrees 58 minutes 58 seconds East a distance of 155.00 feet; thence South 25 degrees 21 minutes 46 seconds East a distance of 55.00 feet; thence South 14 degrees 32 minutes 56 seconds East a distance of 40.00 feet; thence South 49 degrees 04 minutes 13 seconds East a distance of 60.00 feet; thence South 84 degrees 32 minutes 14 seconds East a distance of 66.44 feet to the east line of said Lot 4; thence South 01 degree 07 minutes 44 seconds East, along said east line, a distance of 40.00 feet; to the southeast corner of said Lot 4; thence North 89 degrees 43 minutes 22 seconds West, along said south line of Lot 4, a distance of 166.75 feet to the point of beginning.

Excepting those parts of the above described area that lie within the west 10 feet, the south 10 feet and the east 10 feet of said Lot 4.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the City Clerk is directed to post in a conspicuous place in the City Hall between the dates of May 23, 2025 and June 16, 2025 and to cause publication of a NOTICE OF PUBLIC HEARING, a copy of which is attached to this Resolution, for a public hearing to be held on June 16, 2025, with publication to occur in the Star Tribune on May 23, 2025 and May 30, 2025.

Adopted by the City Council of the City of Ham Lake on this 19<sup>th</sup> day of May 2025.

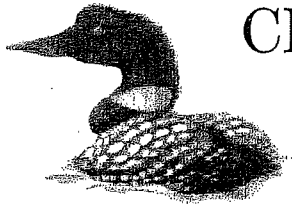
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Brian Kirkham, Mayor

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Denise Webster, City Clerk





# CITY OF HAM LAKE

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

## NOTICE OF PUBLIC HEARING VACATION OF PUBLIC LAND

NOTICE IS HEREBY GIVEN, that a Public Hearing will be held before the Ham Lake City Council on June 16, 2025 at 6:01 p.m. in the City Council Chambers, City Hall, 15544 Central Avenue NE, Ham Lake, Minnesota 55304, to hear comments and questions concerning the proposed vacation of the following described land within the City of Ham Lake, Minnesota:

### **DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED**

That part of the drainage and utility easement dedicated over, under and across Lot 4, Block 2, MAJESTIC OAKS COMMERCIAL CENTER, Anoka County, Minnesota described as follows:

Commencing at the southwest corner of said Lot 4; thence on an assumed bearing of South 89 degrees 43 minutes 22 seconds East, along the south line of said Lot 4, a distance of 61.61 feet to the point of beginning of the area to be described; thence North 00 degrees 16 minutes 38 seconds East a distance of 142.33 feet; thence North 43 degrees 59 minutes 57 seconds West a distance of 60.00 feet; thence South 77 degrees 55 minutes 42 seconds West a distance of 25.00 feet to the west line of said Lot 4; thence North 01 degrees 13 minutes 02 seconds West, along said west line, a distance of 120.00 feet; thence South 34 degrees 58 minutes 58 seconds East a distance of 155.00 feet; thence South 25 degrees 21 minutes 46 seconds East a distance of 55.00 feet; thence South 14 degrees 32 minutes 56 seconds East a distance of 40.00 feet; thence South 49 degrees 04 minutes 13 seconds East a distance of 60.00 feet; thence South 84 degrees 32 minutes 14 seconds East a distance of 66.44 feet to the east line of said Lot 4; thence South 01 degree 07 minutes 44 seconds East, along said east line, a distance of 40.00 feet; to the southeast corner of said Lot 4; thence North 89 degrees 43 minutes 22 seconds West, along said south line of Lot 4, a distance of 166.75 feet to the point of beginning.

Excepting those parts of the above described area that lie within the west 10 feet, the south 10 feet and the east 10 feet of said Lot 4.

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: May 23, 2025

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Dawnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of May 23, 2025 and June 16, 2025.

Published in the Star Tribune on May 23, 2025 and May 30, 2025.

# EASEMENT VACATION SKETCH AND DESCRIPTION

~for~ GLEN HARSTAD  
 ~of~ HAM LAKE COMMERCIAL  
 13928 LINCOLN STREET NE  
 HAM LAKE, MN 55304

## NOTES

- Bearings shown are on Anoka County Datum.
- Parcel ID Number: 32-32-23-21-0009.

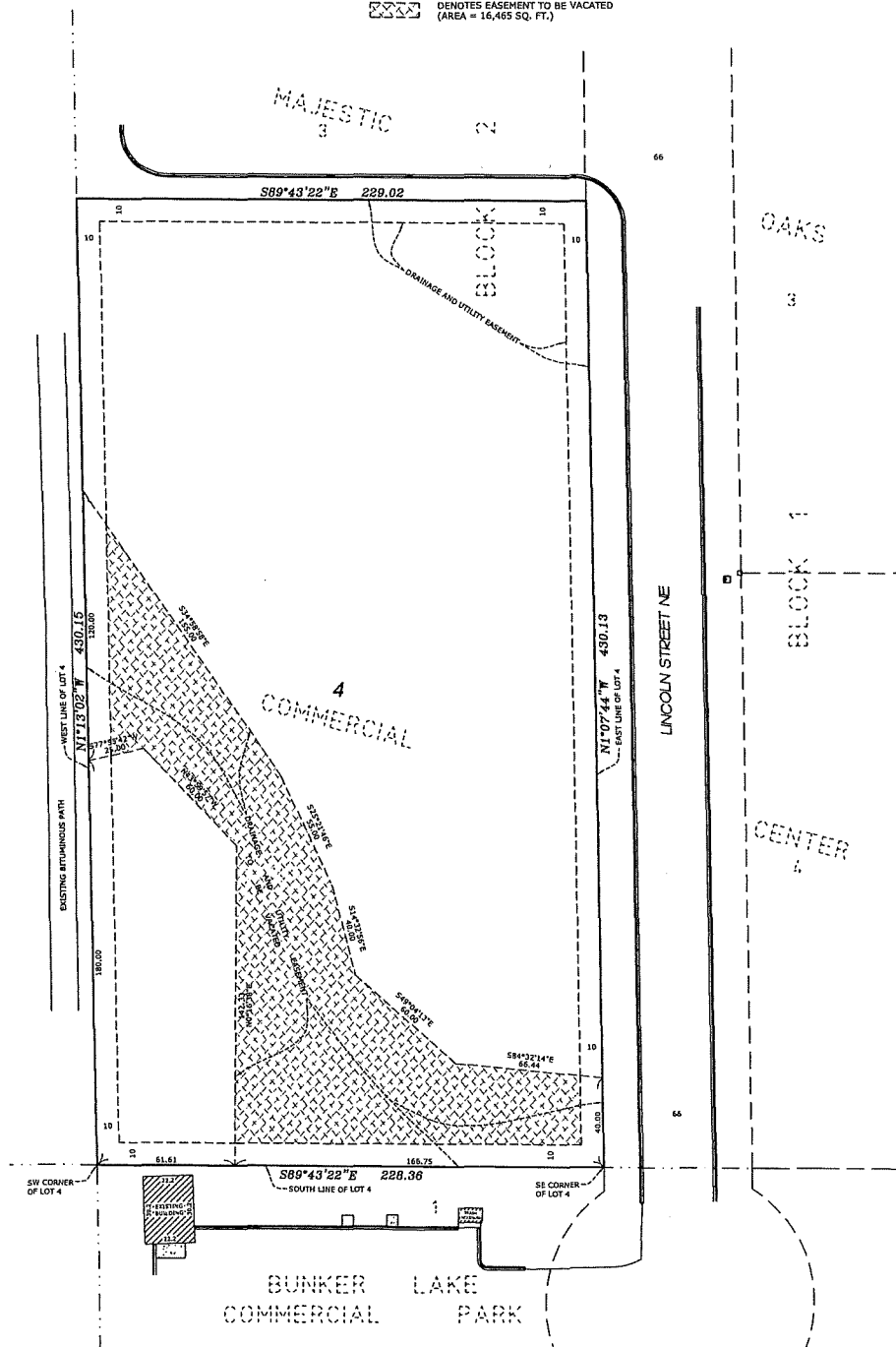
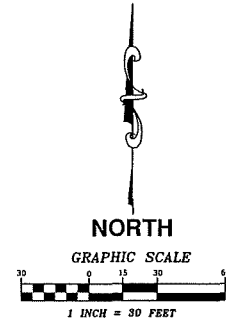
## DESCRIPTION OF EASEMENT TO BE VACATED:

That part of the drainage and utility easement dedicated over, under and across Lot 4, Block 2, MAJESTIC OAKS COMMERCIAL CENTER, Anoka County, Minnesota described as follows:

Commencing at the southwest corner of said Lot 4; thence on an assumed bearing of South 89 degrees 43 minutes 22 seconds East, along the south line of said Lot 4, a distance of 61.61 feet to the point of beginning of the area to be described; thence North 00 degrees 16 minutes 38 seconds East a distance of 142.33 feet; thence North 43 degrees 59 minutes 57 seconds West a distance of 60.00 feet; thence South 77 degrees 55 minutes 42 seconds West a distance of 25.00 feet to the west line of said Lot 4; thence North 01 degrees 13 minutes 02 seconds West, along said west line, a distance of 120.00 feet; thence South 34 degrees 58 minutes 58 seconds East a distance of 155.00 feet; thence South 25 degrees 21 minutes 46 seconds East a distance of 55.00 feet; thence South 14 degrees 32 minutes 56 seconds East a distance of 40.00 feet; thence South 49 degrees 04 minutes 13 seconds East a distance of 60.00 feet; thence South 84 degrees 32 minutes 14 seconds East a distance of 66.44 feet to the east line of said Lot 4; thence South 01 degree 07 minutes 44 seconds East, along said east line, a distance of 40.00 feet; to the southeast corner of said Lot 4; thence North 89 degrees 43 minutes 22 seconds West, along said south line of Lot 4, a distance of 166.75 feet to the point of beginning.

Excepting those parts of the above described area that lie within the west 10 feet, the south 10 feet and the east 10 feet of said Lot 4.

XXXXX DENOTES EASEMENT TO BE VACATED  
 (AREA = 16,465 SQ. FT.)



**E. G. RUD & SONS, INC.**  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701

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

DATE: 5/13/2025 License No. 41578

DRAWN BY: S&B	JOB NO: 24.0446BT	DATE: 5/9/2025
CHECK BY: JER	FIELD CREW: D/CT & RW/PR	
1		
2		
3		
NO.	DATE	DESCRIPTION
		BY

# EASEMENT SKETCH AND DESCRIPTION

~for~ GLEN HARSTAD  
~of~ HAM LAKE COMMERCIAL  
13928 LINCOLN STREET NE  
HAM LAKE, MN 55304

## NOTES

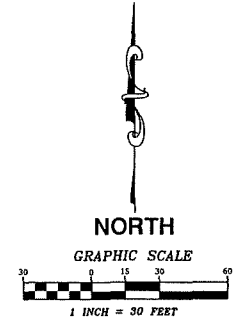
- Bearings shown are on Anoka County Datum.
- Parcel ID Number: 32-32-23-21-0009.
- Wetland delineation completed by Jacobson Environmental in 2019. Wetland flags located by Jacobson Environmental.

## EASEMENT DESCRIPTION:

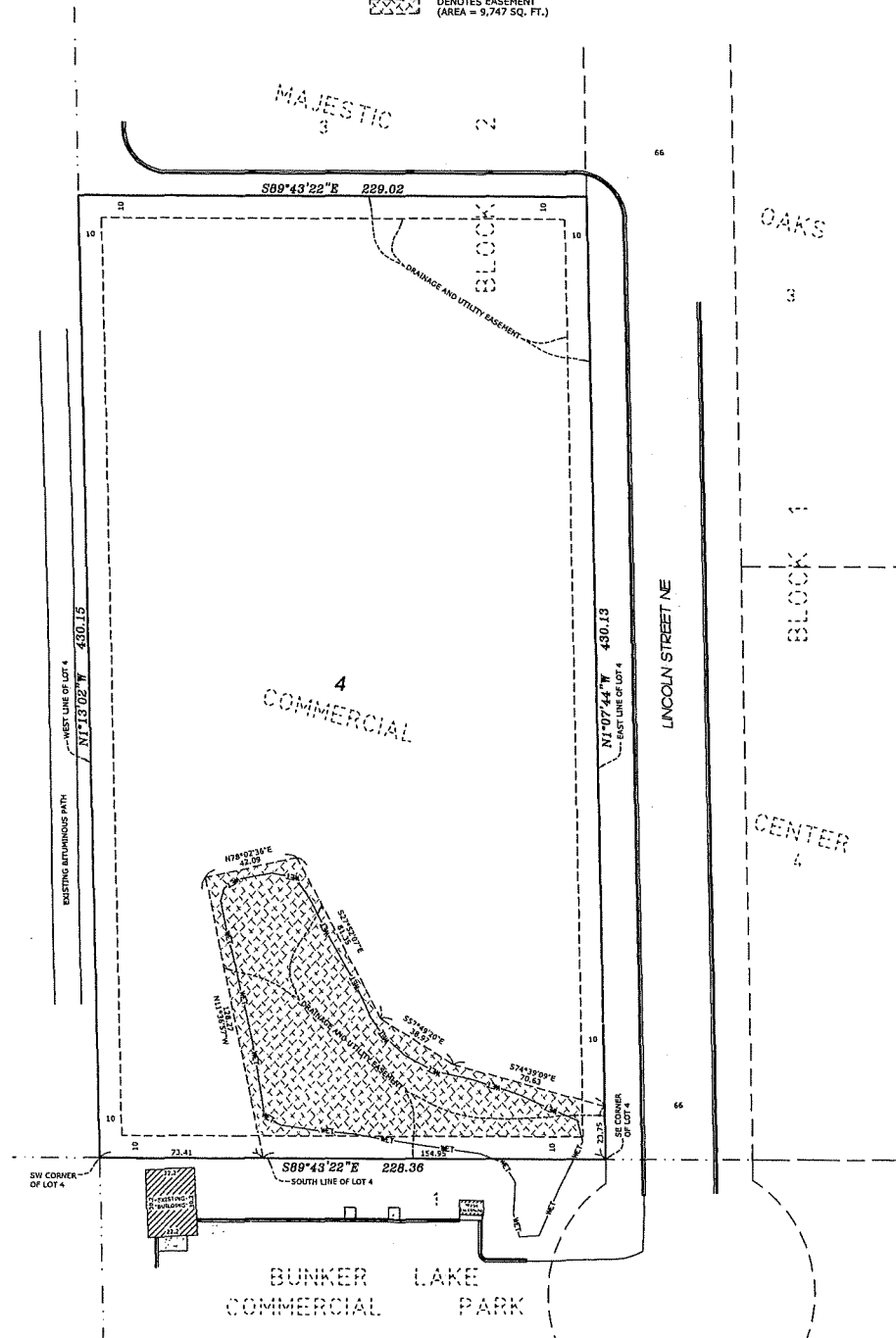
A perpetual easement for drainage and utility purposes over, under and across that part of Lot 4, Block 2, MAJESTIC OAKS COMMERCIAL CENTER, Anoka County, Minnesota described as follows:

Commencing at the southwest corner of said Lot 4; thence on an assumed bearing of South 89 degrees 43 minutes 22 seconds East, along the south line of said Lot 4, a distance of 73.41 feet to the point of beginning of the easement to be described; thence North 11 degrees 36 minutes 57 seconds West a distance of 126.27 feet; thence North 78 degrees 02 minutes 36 seconds East a distance of 42.09 feet; thence South 27 degrees 52 minutes 07 seconds East a distance of 81.35 feet; thence South 57 degrees 49 minutes 20 seconds East a distance of 38.97 feet; thence south 74 degrees 39 minutes 09 seconds East a distance of 70.63 feet to the east line of said Lot 4; thence South 01 degree 07 minutes 44 seconds East, along said east line, a distance of 23.75 feet to the southeast corner of said Lot 4; thence North 89 degrees 43 minutes 22 seconds West, along said south line of Lot 4, a distance of 154.95 feet to the point of beginning.

Excepting those parts of the above described area that lie within the south 10 feet and the east 10 feet of said Lot 4.



XXXXX DENOTES EASEMENT  
(AREA = 9,747 SQ. FT.)

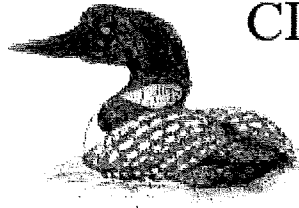


**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

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

Jason E. Rud  
Date: 5/13/2025 License No. 41578

DRAWN BY: BAS	JOB NO: 24.0446BT	DATE: 5/9/2025
CHECK BY: JER	FIELD CREW: DT/CT & RW/RH	
1		
2		
3		
NO.	DATE	DESCRIPTION
		BY



# 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, MAY 12, 2025

**CALL TO ORDER:** 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES:** April 28, 2025

**PUBLIC HEARING:**

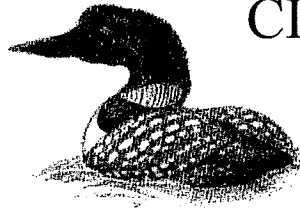
**6:01 p.m.** Chris Frovik, Frovik's Towing and Recovery Twin City, Inc., requesting an amendment to the Conditional Use Permit to allow additional storage of motor vehicles at 14835 Aberdeen Street NE.

**NEW BUSINESS:**

1. None

**COMMISSION BUSINESS:**

1. City Council Update



# CITY OF HAM LAKE

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

## CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, MAY 12, 2025

The Ham Lake Planning Commission met for its regular meeting on Monday, May 12, 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, Jonathan Fisher and Erin Dixon

**MEMBERS ABSENT:** Commissioner Kyle Lejonvarn

**OTHERS PRESENT:** Building and Zoning Clerk Jennifer Bohr

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

### **PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was recited by all in attendance.

### **APPROVAL OF MINUTES:**

**Motion by Ross, seconded by Fisher, to approve the minutes of the April 28, 2025, Planning Commission meeting as written. All present in favor, motion carried.**

### **PUBLIC HEARING:**

Chris Frovik, Frovik's Towing and Recovery Twin City, Inc., requesting an amendment to the Conditional Use Permit to allow additional storage of motor vehicles at 14835 Aberdeen Street NE

Mr. Chris Frovik was present. Mr. Frovik stated his business has grown and he is requesting an amendment to the Conditional Use Permit to be able to store additional vehicles on the property. Commissioner Ringler completed the inspection, a copy which is on file. Commissioner Ringler stated he met Mr. Frovik onsite. Commissioner Ringler stated all items listed in Building Official Jones' memo were applicable to the site. Commissioner Ringler stated part of the existing fence needs repair. Commissioner Ringler stated security cameras are in place and are operational. Commissioner Ringler stated the parking diagram shows parking in front of overhead doors. Commissioner Ringler stated he did not discuss this with Mr. Frovik but vehicles cannot be parked in front of overhead doors and stated those areas will need to remain open. Commissioner Ringler suggested modifying the parking diagram so that two rows of seven cars could be parked in the middle of the eastern portion of the lot. Chair Pogalz stated Mr. Frovik could also consider requesting a total of 62 parking spaces rather than 70. Mr. Frovik stated a total of 60 parking spaces would be adequate. Chair Pogalz asked if there was



discussion about contacting the Coon Creek Watershed District (CCWD) before any paving was done on the property. Mr. Frovik stated he has submitted a CCWD Technical Assistance Application form and is waiting for the CCWD to contact him.

**Chair Pogalz opened the public hearing at 6:05 p.m. and asked for public comment; with there being none, Chair Pogalz closed the public hearing at 6:06 p.m.**

**Motion by Ringler, seconded by Fisher, to recommend approval of an amendment to the Conditional Use Permit as requested by Chris Frovik, Frovik's Towing and Recovery Twin City, Inc., to allow additional storage of up to 60 motor vehicles at 14835 Aberdeen Street NE subject to:**

- 1) Striping parking spaces for customers (3), handicap (1) and employee parking (5) per site plan.**
- 2) All parking lots, drives and surfaces upon which the general public and employees shall have access shall be hard surfaced per Article 9-220.1(a).**
- 3) No paving added to site without approval from the City of Ham Lake and the Coon Creek Watershed District.**
- 4) Maintaining the chain-link fence with privacy slats for security and repairing the existing fence.**
- 5) Security cameras and security lighting must be in place and must be operational at all times.**
- 6) Securing any loose parts on vehicles before towing to prevent loose parts from falling onto any city street.**
- 7) No more than 60 cars to be stored within the fenced area.**
- 8) No cars are to be parked in front of overhead doors; the approach to overhead doors must always be unobstructed.**
- 9) Drive aisles between stored vehicles must be a minimum of 20 feet.**
- 10) Outside storage to consist of towed vehicles only.**
- 11) No subleasing the property to additional tenants.**
- 12) Any vehicle leaking fluids, such as oil or anti-freeze, are not to be stored at this location.**
- 13) Towed vehicles allowed onsite for a maximum of 46 days.**
- 14) Meeting all City, State and County requirements.**

**All present in favor, motion carried. *This application will be placed on the City Council's Monday, May 19, 2025, agenda.***

Mr. Frovik asked why no subleasing of the property, to additional tenants, continued to be a condition of the Conditional Use Permit. Mr. Frovik stated he thought that condition should have been removed some time ago. Chair Pogalz stated the Conditional Use Permit has been issued for Mr. Frovik's business; other tenants on the property could require other regulations. Mr. Frovik stated the conditions could remain as proposed.

**NEW BUSINESS:** None

**COMMISSION BUSINESS:**  
City Council Update

Planning Commission Minutes  
May 12, 2025

Chair Pogalz informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the Certificate of Occupancy for Reggie's Mobile Home Transport, Inc., the Commercial Site Plan for JBR Aberdeen, LLC and the two South Shore Estates sketch plans. There will not be a Planning Commissioner present at the May 19, 2025, City Council meeting.

**ADJOURNMENT:**

**Motion by Dixon, seconded by Fisher, to adjourn the Planning Commission meeting at 6:09 p.m. All present in favor, motion carried.**

---

Jennifer Bohr  
Building and Zoning Clerk

**CITY OF HAM LAKE, MINNESOTA  
RESOLUTION NO. 25-XX**

**APPROVAL OF AMENDMENT TO CONDITIONAL USE PERMIT  
14835 ABERDEEN STREET NE**

**WHEREAS**, Chris Frovik, filed an application dated April 30, 2025, Receipt #10221, requesting an amendment to the Conditional Use Permit to operate Frovik's Towing & Recovery Twin City, Inc, a towing and recovery company located at 14835 Aberdeen Street NE. The subject property is legally described as follows:

PID#29-32-23-12-0018 (the "Property")

LOT 2, BLOCK 2, NORTH PINES THIRD ADDITION

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

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

**WHEREAS**, the intended use of the Property is for a towing and recovery company; and

**WHEREAS**, under Section 9-220.2 (c) of the Ham Lake City Code, a towing and recovery company is a conditional use in CD-2 Zoning Districts; and

**WHEREAS**, pursuant to Section 9-310.2 of the Ham Lake City Code, the Ham Lake Planning Commission reviewed the conditional use application and held a public hearing at their regular meeting on May 12, 2025, and recommended approval of amendment of the Conditional Use Permit with conditions;

**WHEREAS**, the Ham Lake Planning Commissions meeting minutes and materials from its May 12, 2025 meeting shall be used to support the Ham Lake City Council's findings of fact.

**NOW, THEREFORE, BE IT RESOLVED** that the Ham Lake City Council hereby approves the amendment to the Conditional Use Permit for the property located at 14835 Aberdeen Street NE subject to the conditions and approval as recommended by the Planning Commission to wit:

**PREVIOUS CONDITIONS APPROVED BY THE HAM LAKE CITY COUNCIL ON OCTOBER 16, 2017:**

- 1) Striping parking spaces for customers (3), handicap (1) and employee parking per site plan (minimum 12), all on hard surface
- 2) Installing chain-link fence with privacy slats for security, along with repairing existing fence
- 3) Installing cameras and security lighting
- 4) No more than 15 cars stored within fenced area
- 5) No outside storage other than towed vehicles and removal of all existing outside storage (tires, paint booth, etc.)

- 6) No subleasing the property to additional tenants
- 7) No paving added without approval from the City of Ham Lake and the Coon Creek Watershed District
- 8) Meeting all City, State and County requirements
- 9) Requiring proper spill containment when necessary
- 10) Vehicles kept for a maximum of 7 days at this location and be moved to the storage lot located in Blaine, Minnesota if kept longer than 7 days.

**AMENDED CONDITIONS APPROVED ON MAY 19, 2025 BY THE HAM LAKE CITY COUNCIL:**

- 1) Striping parking spaces for customers (3), handicap (1) and employee parking (5) per site plan.
- 2) All parking lots, drives and surfaces upon which the general public and employees shall have access shall be hard surfaced per Article 9-220.1(a).
- 3) No paving added to site without approval from the City of Ham Lake and the Coon Creek Watershed District.
- 4) Maintaining the chain-link fence with privacy slats for security and repairing the existing fence.
- 5) Security cameras and security lighting must be in place and must be operational at all times.
- 6) Securing any loose parts on vehicles before towing to prevent loose parts from falling onto any city street.
- 7) No more than 60 cars to be stored within the fenced area.
- 8) No cars are to be parked in front of overhead doors; the approach to overhead doors must always be unobstructed.
- 9) Drive aisles between stored vehicles must be a minimum of 20 feet.
- 10) Outside storage to consist of towed vehicles only.
- 11) No subleasing the property to additional tenants.
- 12) Any vehicle leaking fluids, such as oil or anti-freeze, are not to be stored at this location.
- 13) Towed vehicles allowed onsite for a maximum of 46 days.
- 14) Meeting all City, State and County requirements.

**FURTHERMORE**, the Ham Lake City Council hereby approves the amendment to the Conditional Use Permit for 14835 Aberdeen Street NE subject to the following additional conditions:

1. Written receipt by the City, and approval by the City Attorney, of acknowledgement and approval of the amendment of the Conditional Use Permit by the owner of the Property located at 14835 Aberdeen Street NE.
2. Ongoing and complete compliance with all applicable Ham Lake City Code requirements.

Adopted by the Ham Lake City Council this the 19<sup>th</sup> day of May, 2025.

ATTEST:

---

Denise Webster, City Clerk

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Brian Kirkham, Mayor



## 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 4/8/25 4/30/25 Date of Receipt 4-30-25  
Receipt # 102221 Amount \$ 400.00

Meeting Appearance Dates:  
Planning Commission 5-12-2025 City Council \_\_\_\_\_

#### Please check request(s):

<input type="checkbox"/> Metes & Bounds Conveyance	<input type="checkbox"/> Commercial Building Permit
<input type="checkbox"/> Sketch Plan	<input 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 checked="" type="checkbox"/> Conditional Use Permit (Renewal)
<input type="checkbox"/> Multiple Dog License*	<input checked="" type="checkbox"/> Other <u>Amendment</u>

*\*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: FroviKS Towing & Recovery  
Address/Location of property: 14835 Aberdeen St Ne, Ham Lake MN 55304  
Legal Description of property: \_\_\_\_\_

PIN # \_\_\_\_\_ Current Zoning CD2 Proposed Zoning \_\_\_\_\_

Notes: We are just amending the number of vehicles

Applicant's Name: Chris Frovik

Business Name: FroviKS Towing & Recovery

Address 14835 Aberdeen St Ne

City Ham Lake State MN Zip Code 55304

Phone 763-786-9220 Cell Phone 612-282-0288 Fax 763-786-1131

Email address ftrtc@comcast.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.*

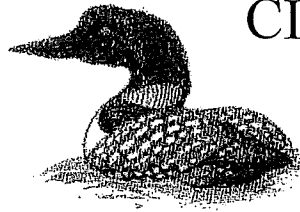
SIGNATURE [Signature] DATE 4/8/25

\*\*\*\*\*

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission \_\_\_\_\_  
City Council \_\_\_\_\_

PROPERTY TAXES CURRENT YES NO



# CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a Public Hearing shall be held before the Ham Lake Planning Commission on Monday, May 12, 2025 at 6:01 p.m. at the Ham Lake City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Chris Frovik, Frovik's Towing and Recovery, requesting an amendment to the Conditional Use Permit to allow storage of additional motor vehicles at 14835 Aberdeen Street NE, a parcel of certain land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

LOT 2 BLK 2 NORTH PINES 3RD ADD

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

DATED: May 2, 2025

Jennifer Bohr  
Building and Zoning Clerk  
City of Ham Lake



**Meeting Date: May 12, 2025**

## **CITY OF HAM LAKE**

### **STAFF REPORT**

**To: Members of the Planning Commission**

**From: Mark Jones, Building and Zoning Official**

**Subject: Frovik's Towing and Recovery, 14835 Aberdeen Street NE**

#### **Introduction/Discussion:**

Frovik's Towing and Recovery is a towing and recovery company that tows disabled vehicles for insurance roadside assistance programs and for private apartments, townhomes and businesses. Vehicles are towed to repair shops, car dealerships or Frovik's storage yard. The vehicles that are towed to the storage yard are picked up by the vehicles' owners. Frovik's Towing and Recovery is asking for an amendment to the existing Conditional Use Permit. Per the existing Conditional Use Permit, Frovik's Towing and Recovery is only allowed to store 15 towed vehicles at this location. The amendment would allow an additional 55 vehicles, for a total of 70 towed vehicles, to be stored at this location. In addition to the parking area for towed vehicles, Frovik's Towing and Recovery has 9 parking spaces for customers and employees. One of them meets the Accessibility Code. All towed vehicles will be stored within a screened area. A resident has contacted the city to express concern related fluids from vehicles draining onto the ground and loose parts from towed cars being in the street. These concerns will need to be discussed with the applicant.

#### **Recommendation:**

I recommend approval of the amendment to the Conditional Use Permit at 14835 Aberdeen Street NE for Frovik's Towing and Recovery with the following conditions:

- 1) Striping parking spaces for customers (3), handicap (1) and employee parking (5) per site plan.
- 2) All parking lots, drives and surfaces upon which the general public and employees shall have access shall be hard surfaced per Article 9-220.1(a).
- 3) No paving added to site without approval from the City of Ham Lake and the Coon Creek Watershed District.
- 4) Maintaining the chain-link fence with privacy slats for security and repairing the existing fence.
- 5) Security cameras and security lighting must be in place and must be operational at all times.
- 6) Securing any loose parts on vehicles before towing to prevent loose parts from falling onto any city street.

- 7) No more than 70 cars to be stored within the fenced area.
- 8) Outside storage to consist of towed vehicles only.
- 9) No subleasing the property to additional tenants.
- 10) Any vehicle leaking fluids, such as oil or anti-freeze, are not to be stored at this location.
- 11) Towed vehicles allowed onsite for a maximum of 46 days.
- 12) Meeting all City, State and County requirements.

## ***Original Conditional Use Permit***

**VIOLATION OF THE TERMS OR CONDITIONS OF THIS PERMIT MAY BE GROUNDS FOR REVOCATION OF THE PERMIT PURSUANT TO SECTION 9-310.34 OF THE ZONING CODE, A COPY OF WHICH IS HERETO ATTACHED.**

Motion by Van Kirk, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve the Conditional Use Permit for Christopher Frovik to operate Frovik Towing & Recovery Twin City, Inc. at 14835 Aberdeen Street NE subject to the following:

- 1) Striping parking spaces for customers (3), handicap (1) and employee parking per site plan (minimum 12), all on hard surface
- 2) Installing chain-link fence with privacy slats for security, along with repairing existing fence
- 3) Installing cameras and security lighting
- 4) No more than 15 cars stored within fenced area
- 5) No outside storage other than towed vehicles and removal of all existing outside storage (tires, paint booth, etc.
- 6) No subleasing the property to additional tenants
- 7) No paving added without approval from the City of Ham Lake and the Coon Creek Watershed District
- 8) Meeting all City, State and County requirements
- 9) Requiring proper spill containment when necessary
- 10) Vehicles kept for a maximum of 7 days at this location and be moved to the storage lot located in Blaine, Minnesota if kept longer than 7 days.

All in favor, motion carried.

Frovik Towing & Recovery Twin City, Inc.  
14835 Aberdeen Street NE  
Ham Lake, MN 55304

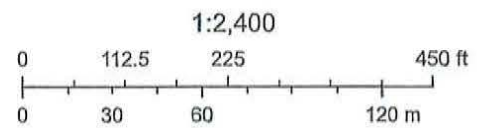
ISSUED: October 16, 2017  
RENEWAL DATE: 02/28/2024



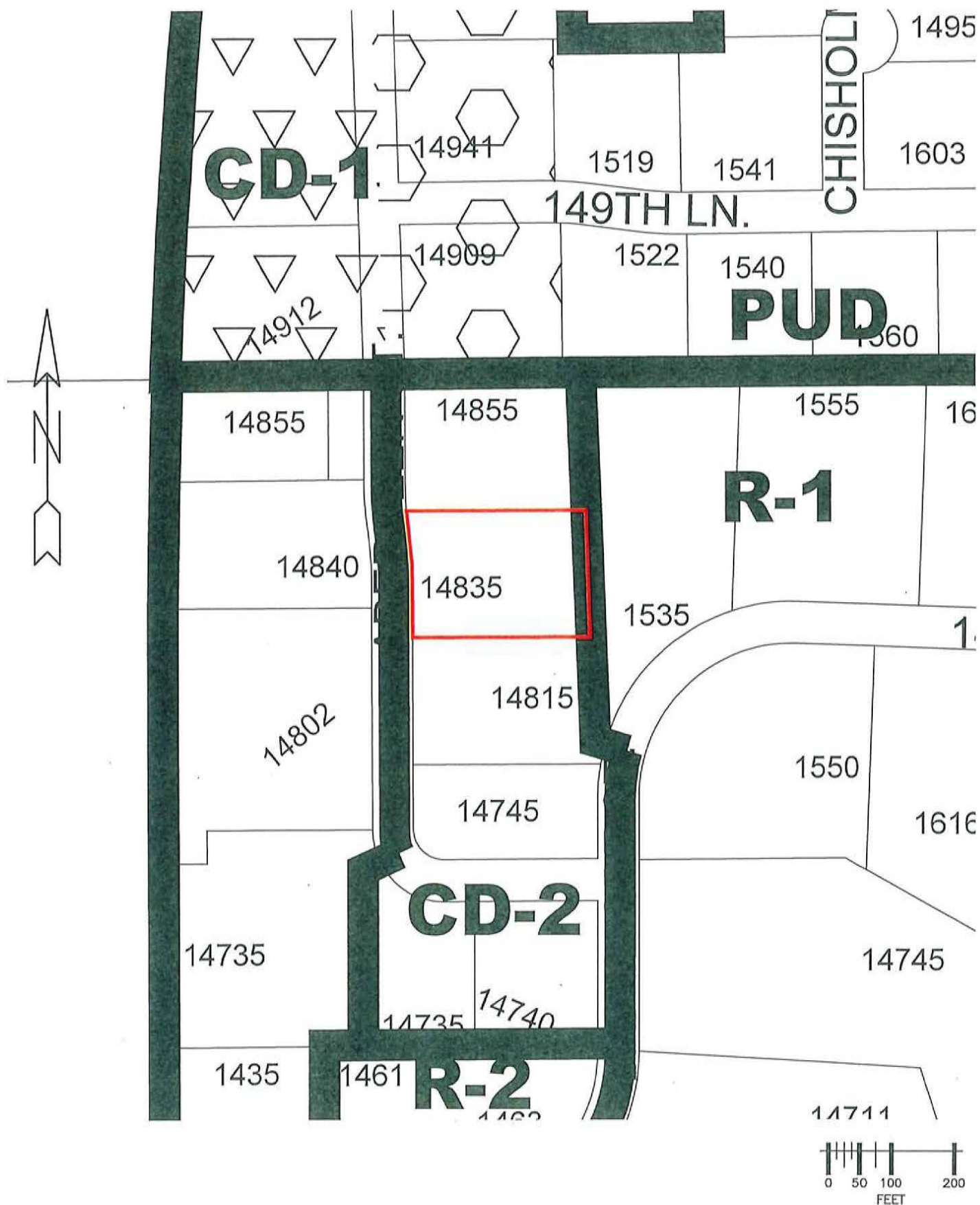
# ArcGIS Web Map



5/7/2025, 10:54:59 AM







Frovik's Towing & Recovery  
Po Box 490787  
Blaine, MN 55449  
763-786-9220

4/30/25

Frovik's Towing and Recovery is a towing and recovery company. We tow disabled vehicles through their insurance roadside to repair shops, dealerships, and to our storage lot in Ham Lake. We store vehicles for insurance companies for 7-15 days, and then we tow them to the specified shop per the insurance company. We also tow for private properties including apartments, townhomes, and private businesses. We tow those vehicles to our storage lot in Ham Lake and the owner picks it up there. The owner can pick up during our release times of: Monday-Friday 8am to 4pm, and Saturday and Sunday 11am to 1pm. If the owner doesn't come and pick it up we by the state statutes have to hold an impounded vehicle for 45 days before we can remove it from our lot. We will have an employee on site from 7am to 11pm to answer phones, but will not have customers past 4pm at the property. According to lot measurements and Ham Lake code, we have the availability to have 70 parking spots behind our gated fence; we rarely have the lot full.

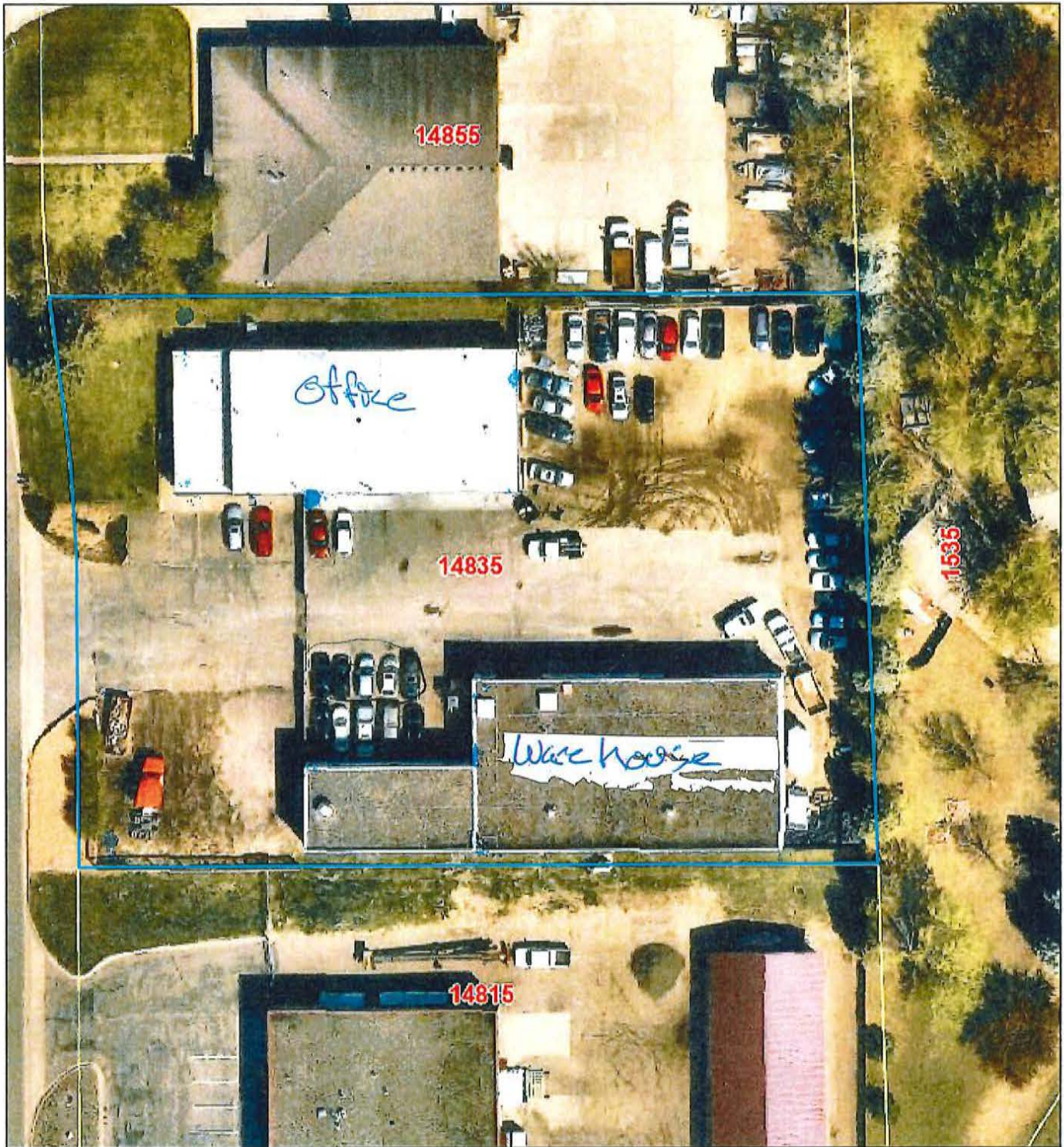
We do repair our own trucks but we do not repair customer's vehicles. We have approximately 12 employees including our mechanic (1), office staff (5), and drivers (6).

Since we have had our business in Ham Lake we have grown substantially and we are requesting an amendment to our CUP for additional parking of vehicles in our storage lot.

Thank you, Frovik's Towing

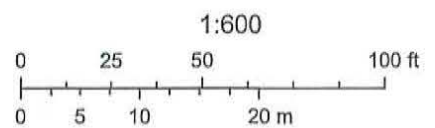


# ArcGIS Web Map



4/1/2025, 1:54:49 PM

• Multi-units

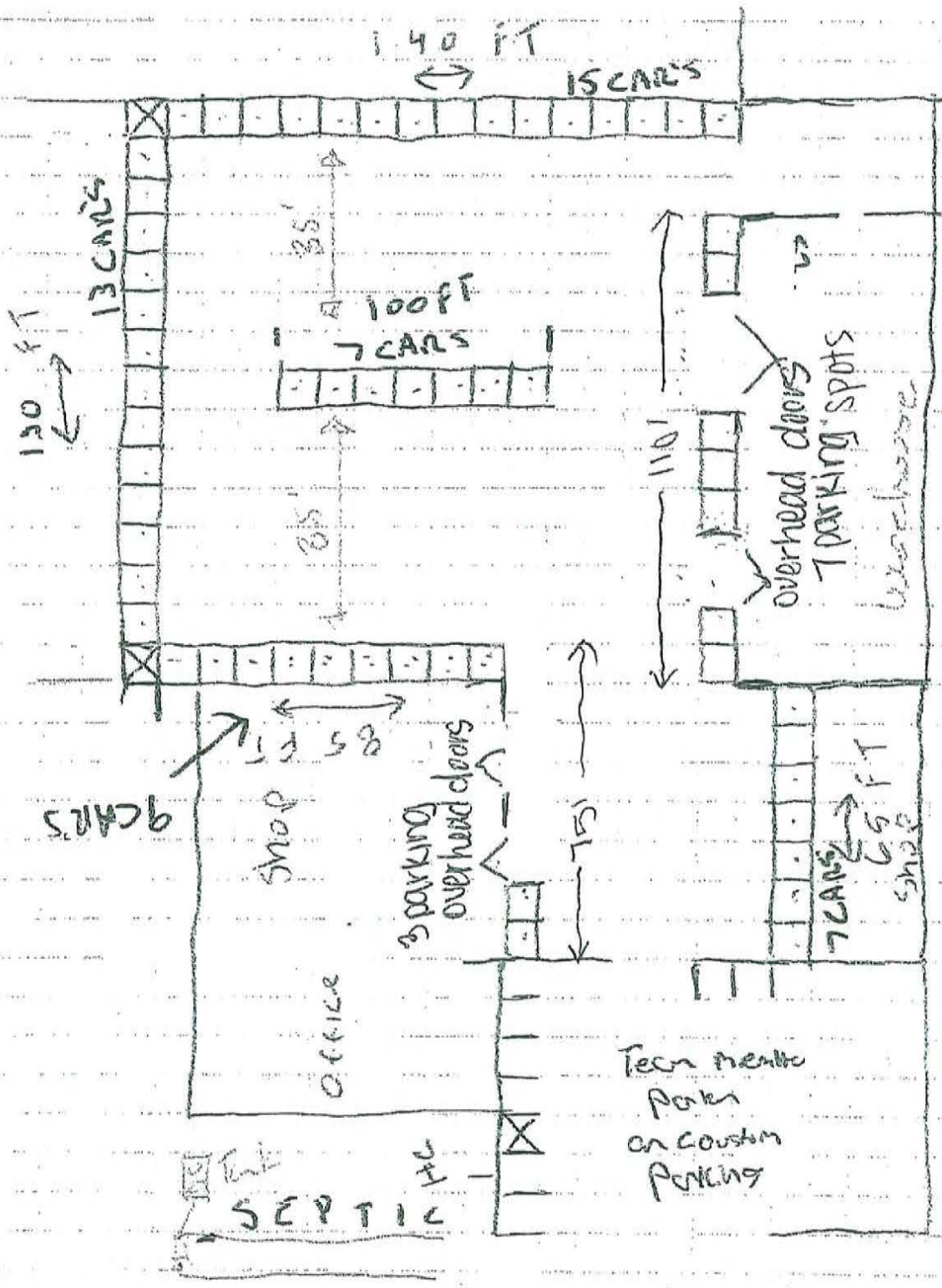




RECEIVED

MAY 13 2025

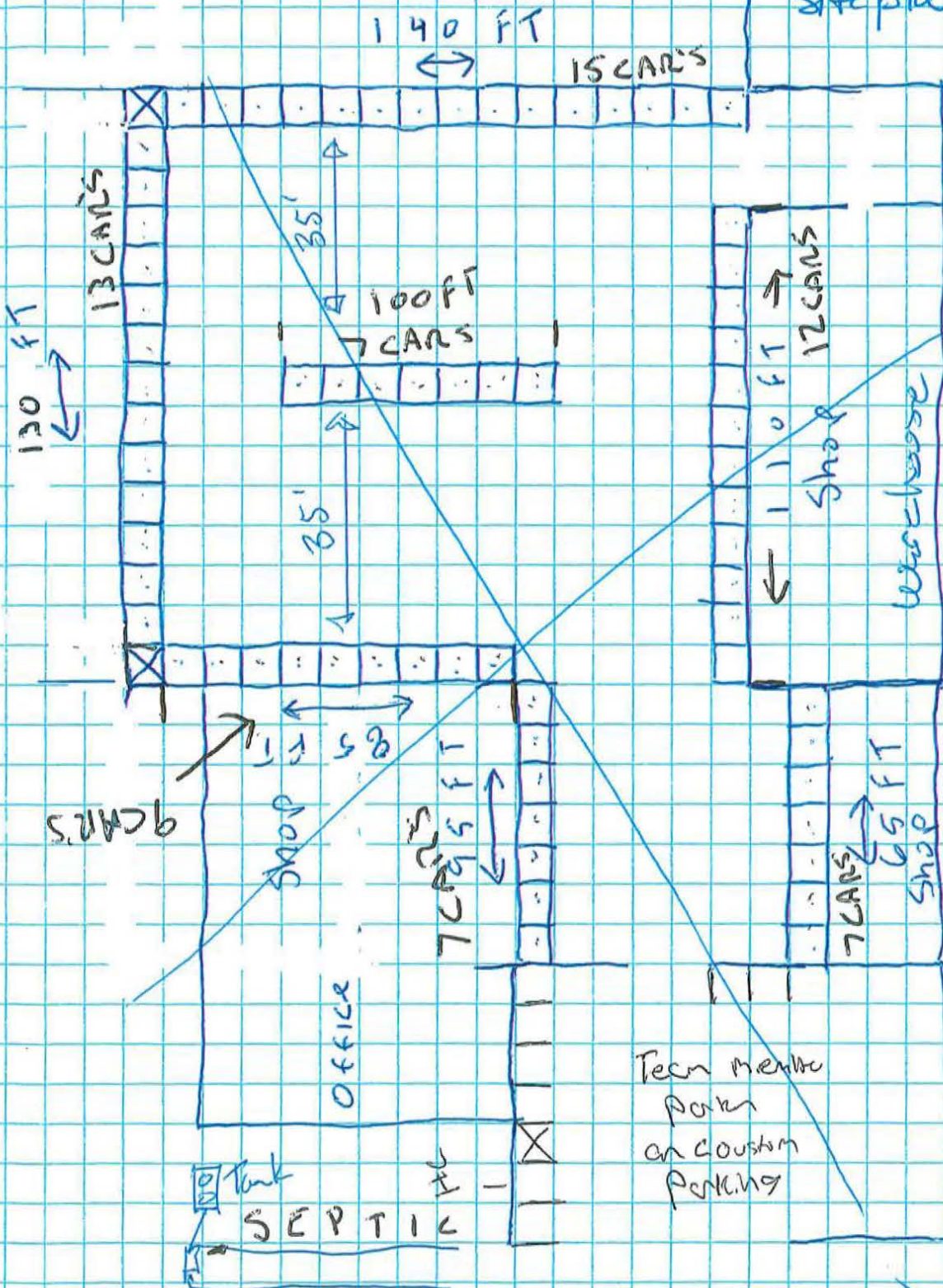
By: \_\_\_\_\_



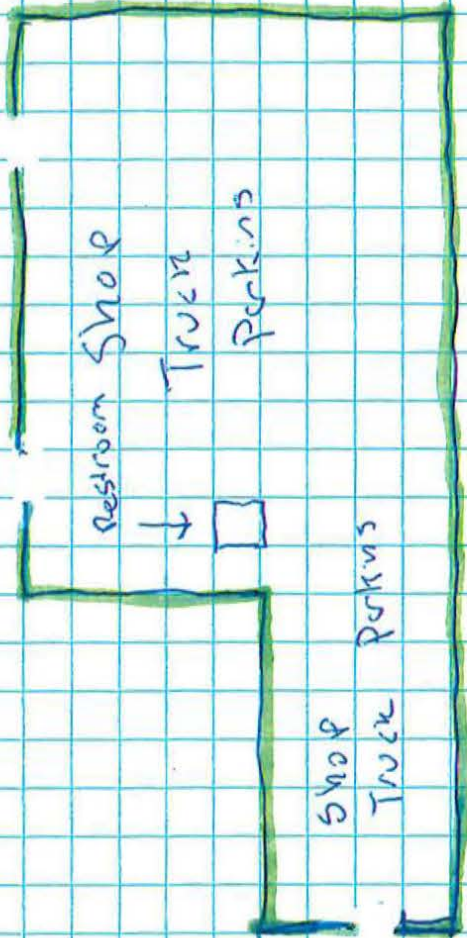
Updated Site Plan - 60 spaces



See updated  
Site plan





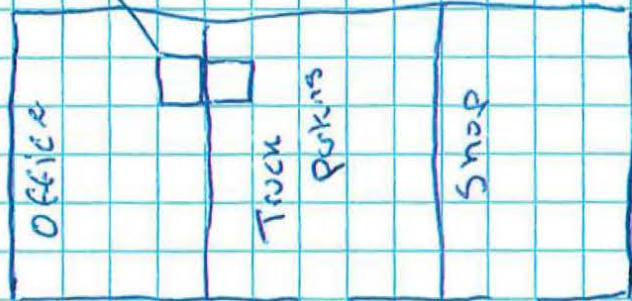


Warehouse Building (Shop)



W

Septic  
Tank



Restrooms

Office

Truck

Perkins

Shop

S

N

E

Meeting Date: May 19, 2025



**CITY OF HAM LAKE  
STAFF REPORT**

**To:** Mayor and Councilmembers  
**From:** Andrea Murff, Finance/Human Resource Director  
**Item/Title/Subject:** 2025 1<sup>st</sup> Quarter Financials

**INTRODUCTION/DISCUSSION:**

Bank accounts have been reconciled through March 31, 2025 as well as a review of all activity in all funds has been performed. The following is a summary of my observations on the City's financial position at the end of the 1st Quarter of 2025. All information presented is unaudited and is subject to end-of-year adjustments.

**Cash and Investments**

The City's cash and investment balances are as follows:

	03/31/2025	12/31/2024	Increase/ (Decrease)
Checking	\$ 97,201	\$ 96,192	\$ 947
Investments (at Market Value)	9,058,406	10,051,834	(993,428)
Total Cash and Investments	<u>\$ 9,155,607</u>	<u>\$ 10,148,026</u>	<u>\$ (992,481)</u>

Investment Type	03/31/2025	12/31/2024	Increase/ (Decrease)
Checking	\$ 97,201	\$ 96,192	\$ 947
Money Market	5,296,423	5,234,649	61,774
Negotiable CDs	2,295,008	3,368,473	(1,073,465)
Municipal Bond	-	-	-
Government Agency Securities	1,466,975	1,448,712	18,263
Total Cash and Investments	<u>\$ 9,155,607</u>	<u>\$ 10,148,026</u>	<u>\$ (992,481)</u>



# Investment Summary

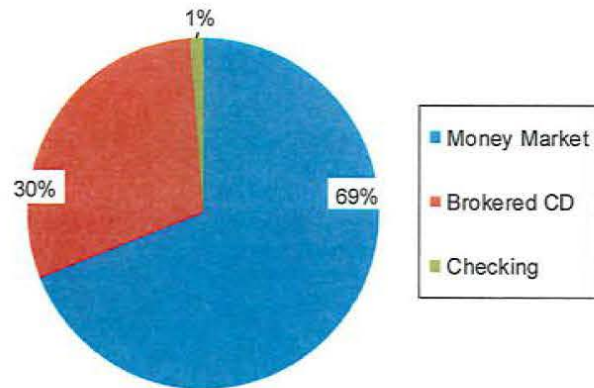
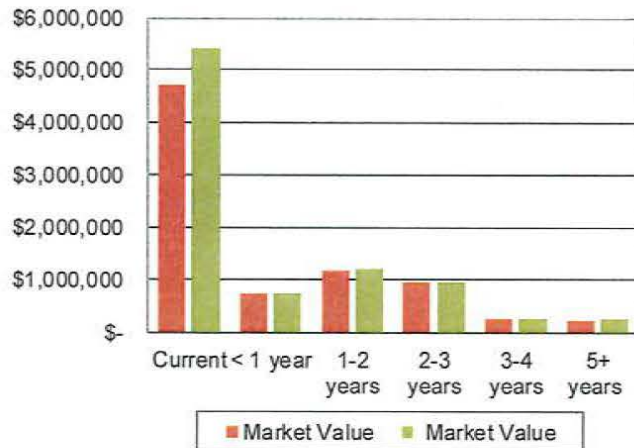
## As of 03/31/2025 (unaudited)

Institution	Description	Type	Rate	Market Value 1/1/2025	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 3/31/2025	Market Value 3/31/2025	Unrealized gain / loss
RBC	RBC	Money Market	0.00%	105.74	-	-	(105.74)	-	-	-	-
RBC	BMO Harris BK NATL ASSN	Brokered CD	0.50%	246,736.59	-	(249,000.00)	(306.99)	306.99	(2,263.41)	-	2,263.41
RBC	Merrick BK South Jordan Utah	Brokered CD	0.40%	242,516.04	-	-	(330.18)	330.18	242,516.04	244,692.30	2,176.26
RBC	Texas Exchange BK Crowley	Brokered CD	0.70%	235,907.58	-	-	(577.83)	577.83	235,907.58	237,782.55	1,874.97
RBC	Malaga BK Palos Verdes Calf	Brokered CD	0.50%	226,965.99	-	-	(409.32)	409.32	226,965.99	228,427.62	1,461.63
				952,231.94	-	(249,000.00)	(1,730.06)	1,624.32	703,126.20	710,902.47	7,776.27
US Bank	US Bank	Money Market		312,169.21	-	-	40,218.29	4,802.23	357,189.73	355,006.78	(2,182.95)
US Bank	US Treasury Bill	Government Securities		715,902.47	-	-	(5,677.50)	5,677.50	715,902.47	724,827.50	8,925.03
US Bank	US Treasury Bill	Government Securities	3.50%	732,810.00	-	-	(13,125.00)	13,125.00	732,810.00	742,147.50	9,337.50
US Bank	Bank of America - cd	Brokered CD	4.65%	245,354.20	-	-	(5,719.63)	5,719.63	245,354.20	245,061.40	(292.80)
US Bank	Discover Bank	Brokered CD	3.25%	243,750.50	-	-	(4,013.97)	4,013.97	243,750.50	244,250.30	499.80
US Bank	Flagstar Bank Natl Assn - CD	Brokered CD	4.65%	246,064.24	-	-	(5,719.63)	5,719.63	246,064.24	245,754.36	(309.88)
US Bank	Nicolet Natl Bk - Greenbay WI	Brokered CD	4.25%	251,367.99	-	-	(3,508.18)	3,508.18	251,367.99	250,145.40	(1,222.59)
US Bank	Riverside CA Cmnty College Dist	Brokered CD	1.79%	243,933.25	-	-	(2,454.38)	2,454.38	243,933.25	248,894.25	4,961.00
				2,991,351.86	-	-	-	45,020.52	3,036,372.38	3,056,087.49	19,715.11
Falcon National Bank	Falcon National Bank	Money Market	0.45%	54,780.46	835,876.55	-	12,168.30	2,198.31	905,023.62	903,462.04	(1,561.58)
Falcon National Bank	CD 88834 (renewed)	Brokered CD	0.40%	200,000.00	-	-	(265.18)	265.18	200,000.00	200,000.00	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	4.45%	150,000.00	-	-	(4,344.87)	4,344.87	150,000.00	150,000.00	-
Falcon National Bank	Amarillo National Bank	Brokered CD	4.75%	242,500.00	-	(242,500.00)	(2,192.76)	2,192.76	-	-	-
Falcon National Bank	CIBC Bank USA	Brokered CD	4.75%	108,376.55	-	(108,376.55)	(979.97)	979.97	-	-	-
Falcon National Bank	Pacific Premier Bank	Brokered CD	4.75%	242,500.00	-	(242,500.00)	(2,192.76)	2,192.76	-	-	-
Falcon National Bank	Western Alliance Bank	Brokered CD	4.75%	242,500.00	-	(242,500.00)	(2,192.76)	2,192.76	-	-	-
				1,240,657.01	835,876.55	(835,876.55)	-	14,366.61	1,255,023.62	1,253,462.04	(1,561.58)
21st CENTURY BANK	ICS	Money Market	4.98%	299,431.55	2,394,565.41	(2,271,826.56)	-	7,439.78	429,610.18	383,534.66	(46,075.52)
21st CENTURY BANK	CD			-	-	-	-	-	-	-	-
				299,431.55	2,394,565.41	(2,271,826.56)	-	7,439.78	429,610.18	383,534.66	(46,075.52)
4 M	4M Liquid Assets-101	Money Market	5.20%	93,442.60	-	-	-	1,332.23	94,774.83	94,441.98	(332.85)
4 M	4M Plus Fund-101	Money Market	5.23%	4,474,718.99	304,278.26	-	(1,999,269.94)	49,613.31	2,829,340.62	3,559,977.51	730,636.89
				4,568,161.59	304,278.26	-	(1,999,269.94)	50,945.54	2,924,115.45	3,654,419.49	730,304.04
21st CENTURY BANK	General/Checking	Checking	0.25%	100,020.55	2,683,473.08	(4,933,555.28)	2,250,000.00	82.20	100,020.55	100,019.86	(0.69)
				100,020.55	2,683,473.08	(4,933,555.28)	2,250,000.00	82.20	100,020.55	100,019.86	(0.69)
				\$ 10,151,854.50	\$ 6,218,193.30	\$ (8,290,258.39)	\$ 249,000.00	\$ 119,478.97	\$ 8,448,268.38	\$ 9,158,426.01	\$ 710,157.63

Deposits in Transi	1,360.64
O/S Checks	(4,589.31)
Total	\$ 9,155,197.34

**Investment Summary (continued)**  
**As of 03/31/2025 (unaudited)**

**Maturities**



Maturity	Unadjusted Market Value 3/31/2025	Market Value 3/31/2025	Variance 3/31/2025
Current	\$ 4,713,696.12	\$ 5,396,442.83	\$ 682,746.71
< 1 year	731,620.74	734,004.00	2,383.26
1-2 years	1,197,874.29	1,208,364.41	10,490.12
2-3 years	959,775.99	970,575.12	10,799.13
3-4 years	251,367.99	250,145.40	(1,222.59)
5+ years	243,933.25	248,894.25	4,961.00
	<u>\$ 8,098,268.38</u>	<u>\$ 8,808,426.01</u>	<u>\$ 710,157.63</u>

Weighted average Rate of return	0.12%	3/31/2025
Average Maturity (years)	0.19	3/31/2025

Investment Type	Market Value 3/31/2025
Money Market	\$ 5,296,422.97
Brokered CD	\$ 2,295,008.18
Savings	\$ -
Government Securities	\$ 1,466,975.00
Municipal Securities	\$ -
Checking	\$ 100,019.86
	<u>\$ 9,158,426.01</u>

<b>Operating Account</b>	
O/S Deposits	\$ 1,360.64
O/S Checks	\$ (4,589.31)
Reconciled Balance	<u>\$ 9,155,197.34</u>



## Investment Summary (continued)

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return for Certified Deposits, Money Market accounts, and Securities.

Treasury Yields									
Date	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
03/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
06/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
09/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65	0.93
03/31/2021	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40	1.74
06/30/2021	0.05	0.05	0.06	0.07	0.25	0.74	0.87	1.21	1.45
09/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
03/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
06/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
09/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/31/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
03/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
06/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
09/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59
12/31/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88	3.88
03/31/2024	5.49	5.46	5.38	5.03	4.59	4.40	4.21	4.20	4.20
06/30/2024	5.47	5.48	5.33	5.09	4.71	4.52	4.33	4.33	4.36
09/30/2024	4.93	4.73	4.38	3.98	3.66	3.58	3.58	3.67	3.81
12/31/2024	4.40	4.37	4.24	4.16	4.25	4.27	4.38	4.48	4.58
03/31/2025	4.38	4.32	4.23	4.03	3.89	3.89	3.96	4.09	4.23

[https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type=daily\\_treasury\\_yield\\_curve&field](https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type=daily_treasury_yield_curve&field)

**Cash Balance Summary by Fund**  
**As of 03/31/23, 12/31/2024, and 03/31/2025 (unaudited)**

		Balance 03/31/2024	Balance 12/31/2024	Balance 03/31/2025	YTD Change From 12/31/2024
100	General Fund	\$ 3,294,250	\$ 4,456,125	\$ 3,100,203	\$ (1,355,922) <sup>(1)</sup>
210	Cable TV Fund	117,483	85,686	101,333	15,647
211	Ham Laker Fund	(7,307)	636	(10,285)	(10,921)
212	Lawful Gambling Contributions Fund	164,239	183,402	186,124	2,723
217	CARES Act Grant	-	-	4	4
230	Future Drainage Fund	128,378	140,179	131,751	(8,428)
231	Recycling Fund	67,705	40,319	70,733	30,414
232	Street Light Fund	213,670	256,261	244,049	(12,211)
233	Sunrise Watershed	-	-	(5,799)	(5,799)
234	Upper Rum River Watershed	-	-	(2,697)	(2,697)
250	Oakwilt Fund	11,598	11,979	12,153	174
261	Economic Development Fund	1,743	1,801	1,828	26
262	Ham Lake EDA Fund	(265,926)	162,675	140,223	(22,453)
263	Lodging Tax Fund	5,688	2,837	2,865	28
370	2010 Cip Bond Debt Service Fund	116,694	322,628	132,973	(189,655) <sup>(2)</sup>
371	2016 Go Capital Note Debt Service Fund-Nmtc	26	26	26	-
410	General Gov't Equipment Fund	77,786	84,436	86,917	2,481
411	Election Equipment Fund	4,492	5,988	7,079	1,091
412	Building Fund	271,373	287,598	294,284	6,687
420	Fire Department Equipment Fund	(121,667)	684,128	765,645	81,517 <sup>(3)</sup>
421	Emergency Operations Center Fund	39,498	44,186	44,828	642
422	Siren Replacement Fund	39,123	40,385	41,474	1,088
428	Building Inspection Equipment Fund	13,404	19,520	22,313	2,793
430	Public Works Equipment Fund	686,695	897,161	922,115	24,954
431	Revolving Street Fund	2,802,661	1,148,716	1,520,394	371,678 <sup>(3)</sup>
440	Park And Beach Land Fund	826,952	608,105	628,815	20,710
441	Parks Equipment Fund	179,761	217,452	231,149	13,696
890	Trust	669,243	445,796	485,110.48	39,315
	Total	\$ 9,337,561	\$ 10,148,026	\$ 9,155,607	\$ (992,419)

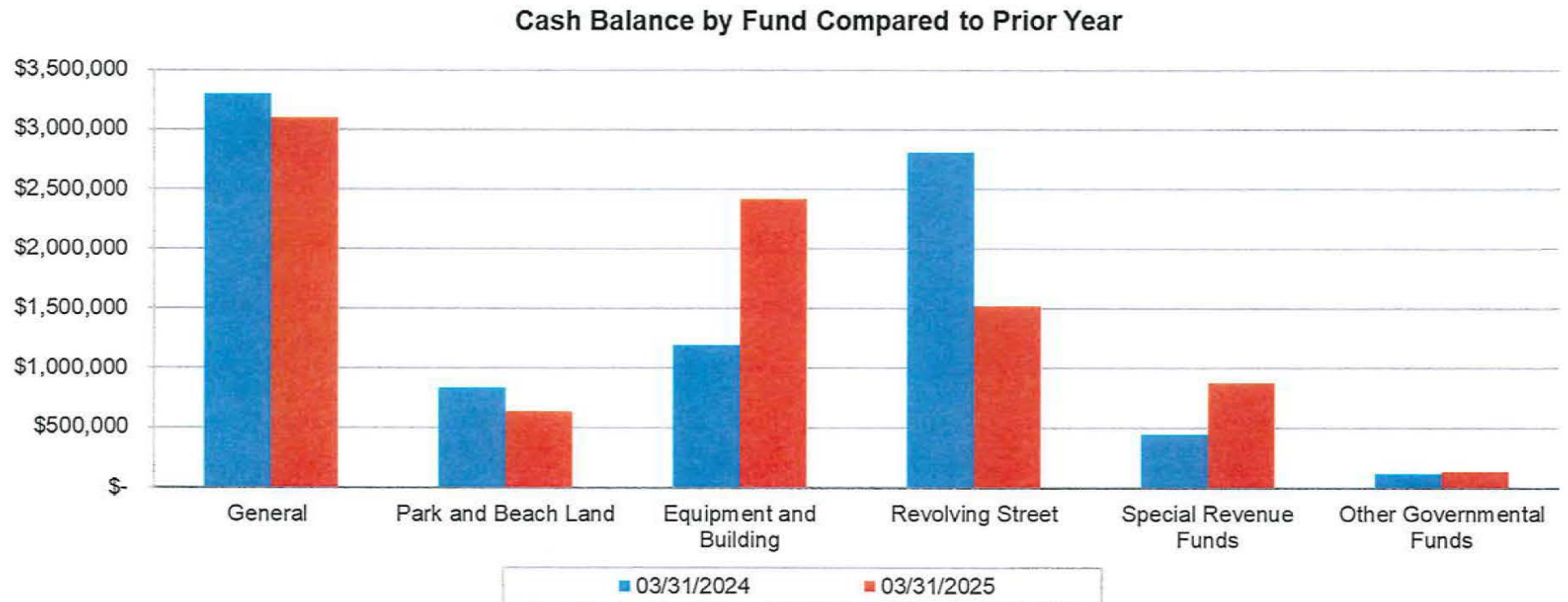
Item Explanation of changes greater than \$50,000.

<sup>(1)</sup> See rev/exp for the General Fund for further explanation.

<sup>(2)</sup> Annual bond payment and first half of interest payments.

<sup>(3)</sup> Cash increased due to budgeted transfers from General Fund.

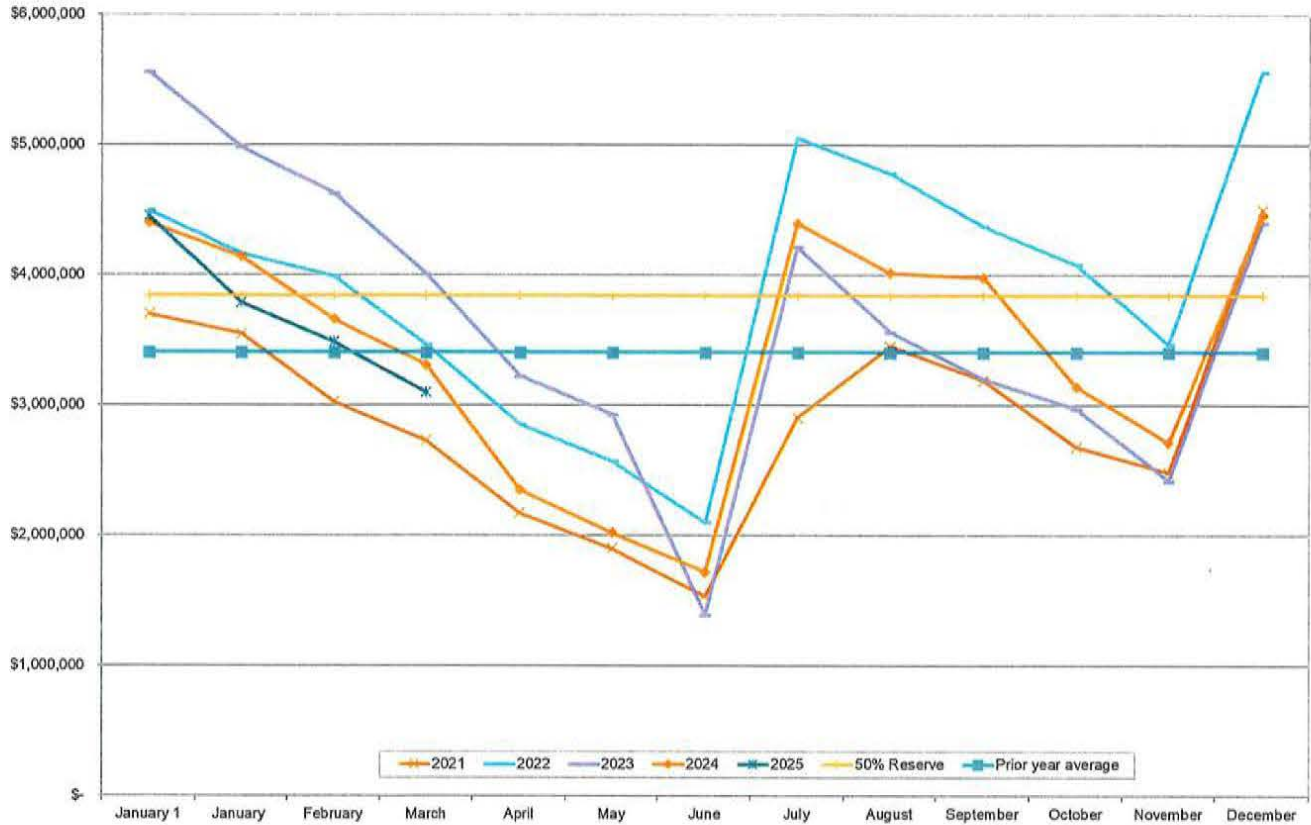
**Cash Balance by Fund Compared to Prior Year (unaudited)**





# General Fund Budget Cash Summary (unaudited)

General Fund Cash Balances 2021-2025



## General Fund

Receipts	YTD Budget	YTD Actual	Percent of YTD Budget	Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget
Taxes	\$ 1,618,674	\$ -	- %	Council	\$ 26,924	\$ 32,662	121.3 %
Special Assessments	-	-	100.0 %	Ordinances	\$ 5,775	\$ 2,502	43.3 %
Licenses and permits	120,000	78,524	65.4 %	Administration	\$ 46,850	\$ 50,219	107.2 %
Intergovernmental	54,125	49,608	91.7 %	City Clerk	\$ 43,214	\$ 26,253	60.8 %
Charges for services	54,525	67,820	124.4 %	Elections	\$ 201	\$ 212	105.4 %
Fines and forfeitures	7,875	8,646	109.8 %	Finance	\$ 69,393	\$ 71,388	102.9 %
Interest on investments	12,500	34,588	276.7 %	Auditing	\$ 8,194	\$ 20,000	244.1 %
Misc Rev	5,500	431	7.8 %	Assessing	\$ 21,500	\$ 20,805	96.8 %
Transfers in	500	-	- %	Prosecutions	\$ 21,290	\$ 20,764	97.5 %
	\$ 1,873,696	\$ 239,618	12.8 %	Planning & Zoning	\$ 31,194	\$ 24,645	79.0 %
				General Government	\$ 23,775	\$ 38,975	163.9 %
				General Government Building	\$ 12,550	\$ 9,626	76.7 %
				City Sign	\$ 993	\$ 1,168	117.6 %
				Information Technology	\$ 11,915	\$ 12,024	100.9 %
				Police Protection	\$ 385,818	\$ 381,326	98.8 %
				Fire Department	\$ 184,170	\$ 177,768	96.5 %
				Fire Stations	\$ 12,725	\$ 11,442	89.9 %
				EOC	\$ -	\$ -	- %
				Sirens	\$ 2,311	\$ 4,274	185.0 %
				Building Department	\$ 97,375	\$ 85,740	88.1 %
				Animal Control	\$ 750	\$ 708	94.4 %
				Public Works	\$ 268,118	\$ 191,584	71.5 %
				Snow & Ice Removal	\$ 16,718	\$ 55,085	329.5 %
				Public Works Stormwater	\$ 3,300	\$ 4,072	123.4 %
				Public Works Building	\$ 11,558	\$ 11,452	99.1 %
				Signs & Signals	\$ 5,775	\$ 3,943	68.3 %
				Utility/ROW	\$ 15,050	\$ 4,078	27.1 %
				Parks Department	\$ 96,002	\$ 42,387	44.2 %
				Parks Buildings	\$ 4,613	\$ 5,724	124.1 %
				Senior Center	\$ 1,108	\$ 929	83.8 %
				Senior Center Building	\$ 3,923	\$ 3,765	96.0 %
				Misc Exp	\$ 35,300	\$ 650	1.8 %
				Transfers Out	452,000	452,000	100.0 %
					\$ 1,920,381	\$ 1,768,172	92.1 %

### Key

- Varies more than 10% than budget positively
- Varies more than 10% than budget negatively
- Within 10% of budget

# General Fund Budget Summary

## As of 03/31/2025 (unaudited)

	Annual Budget	Budget Thru 3/31/2025 25%	Actual Thru 3/31/2025	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 3/31/2025
<b>Revenues</b>					
Taxes	\$ 6,474,695	\$ 1,618,674	\$ -	\$ (1,618,674) *	- %
Special Assessments	-	-	-	-	N/A
Licenses and permits	480,000	120,000	78,524	(41,476) <sup>¶(1)</sup>	65.44
Intergovernmental	216,500	54,125	49,608	(4,517)	91.65
Charges for services	218,099	54,525	67,820	13,296	124.38
Fines and forfeitures	31,500	7,875	8,646	771	109.79
Interest on investments	50,000	12,500	34,588	22,088 <sup>¶(2)</sup>	276.70
Misc Rev	22,000	5,500	431	(5,069)	7.84
<b>Total Revenues</b>	<b>7,492,794</b>	<b>1,873,198</b>	<b>239,618</b>	<b>(1,633,581)</b>	
<b>Expenditures</b>					
Council	\$ 107,694	\$ 26,924	\$ 32,662	\$ (5,739)	121.31 %
Ordinances	23,100	5,775	2,502	3,273	43.32
Administration	187,402	46,850	50,219	(3,369)	107.19
City Clerk	172,857	43,214	26,253	16,961	60.75
Elections	805	201	212	(11)	105.41
Finance	277,574	69,393	71,388	(1,995)	102.87
Auditing	32,775	8,194	20,000	(11,806)	244.09
Assessing	86,000	21,500	20,805	695	96.77
Prosecutions	85,160	21,290	20,764	527	97.53
Planning & Zoning	124,777	31,194	24,645	6,549	79.01
General Government	95,099	23,775	38,975	(15,201)	163.94
General Government Building	50,200	12,550	9,626	2,924	76.70
City Sign	3,974	993	1,168	(175)	117.60
Information Technology	47,660	11,915	12,024	(109)	100.91
Police Protection	1,543,272	385,818	381,326	4,492	98.84
Fire Department	736,679	184,170	177,768	6,402	96.52
Fire Stations	50,900	12,725	11,442	1,283	89.91
EOC	-	-	-	-	-
Sirens	9,244	2,311	4,274	(1,963)	184.95
Building Department	389,501	97,375	85,740	11,635	88.05
Animal Control	3,000	750	708	42	94.40
Public Works	1,072,470	268,118	191,584	76,534 <sup>¶(3)</sup>	71.46
Snow & Ice Removal	66,870	16,718	55,085	(38,367) <sup>¶(4)</sup>	329.50
Public Works Stormwater	13,200	3,300	4,072	(772)	123.40
Public Works Building	46,230	11,558	11,452	105	99.09
Signs & Signals	23,100	5,775	3,943	1,832	68.27
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Parks Department	384,008	96,002	42,387	53,615 <sup>¶(3)</sup>	44.15
Parks Buildings	18,450	4,613	5,724	(1,111)	124.09
Senior Center	4,434	1,108	929	180	83.80
Senior Center Building	15,690	3,923	3,765	158	95.98
Misc Exp	141,200	35,300	650	34,650 <sup>¶(5)</sup>	1.84
<b>Total Expenditures</b>	<b>5,873,525</b>	<b>1,468,381</b>	<b>1,316,172</b>	<b>152,209</b>	<b>89.63</b>
<b>Excess Revenues (Expenditures)</b>	<b>1,619,269</b>	<b>404,817</b>	<b>(1,076,554)</b>	<b>(1,481,372)</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	2,000	500	-	-	-
Transfers out	(1,808,000)	(452,000)	(452,000)	0.00	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,806,000)</b>	<b>(451,500)</b>	<b>(452,000)</b>	<b>0</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (186,731)</b>	<b>\$ (46,683)</b>	<b>\$ (1,528,554)</b>	<b>\$ (1,481,372)</b>	

\* Property taxes are 0% of budget due to collection of property taxes in July and December.

Item Explanation of items percentage received/expended less than 90% or greater than 110% and \$ variance greater than \$20,000.

- <sup>¶(1)</sup> Licenses and permits is lower than anticipated due to not receiving in Liquor Licenses yet for the year and more building permits being issued in the spring through fall seasons.
- <sup>¶(2)</sup> Money market rates have been higher than last several years resulting in higher monthly interest revenue.
- <sup>¶(3)</sup> Public Works and Parks is currently under budget for period due to seasonal activities not being completed yet for the year.
- <sup>¶(4)</sup> Snow and Ice removal is for the period due to Full-Time employees not being budgeted from this department and plowing at the beginning of the year as well as having to pay rental fees for excess salt that was required for the City to order.
- <sup>¶(5)</sup> Miscellaneous Expenditures are underbudget due to the Fire Relief Pension State Aid being in this department. This does not get paid until October.

**\*\*A detailed report of revenues and expenditures can be provided upon request.**

# CITY OF HAM LAKE 1ST QUARTER REPORT

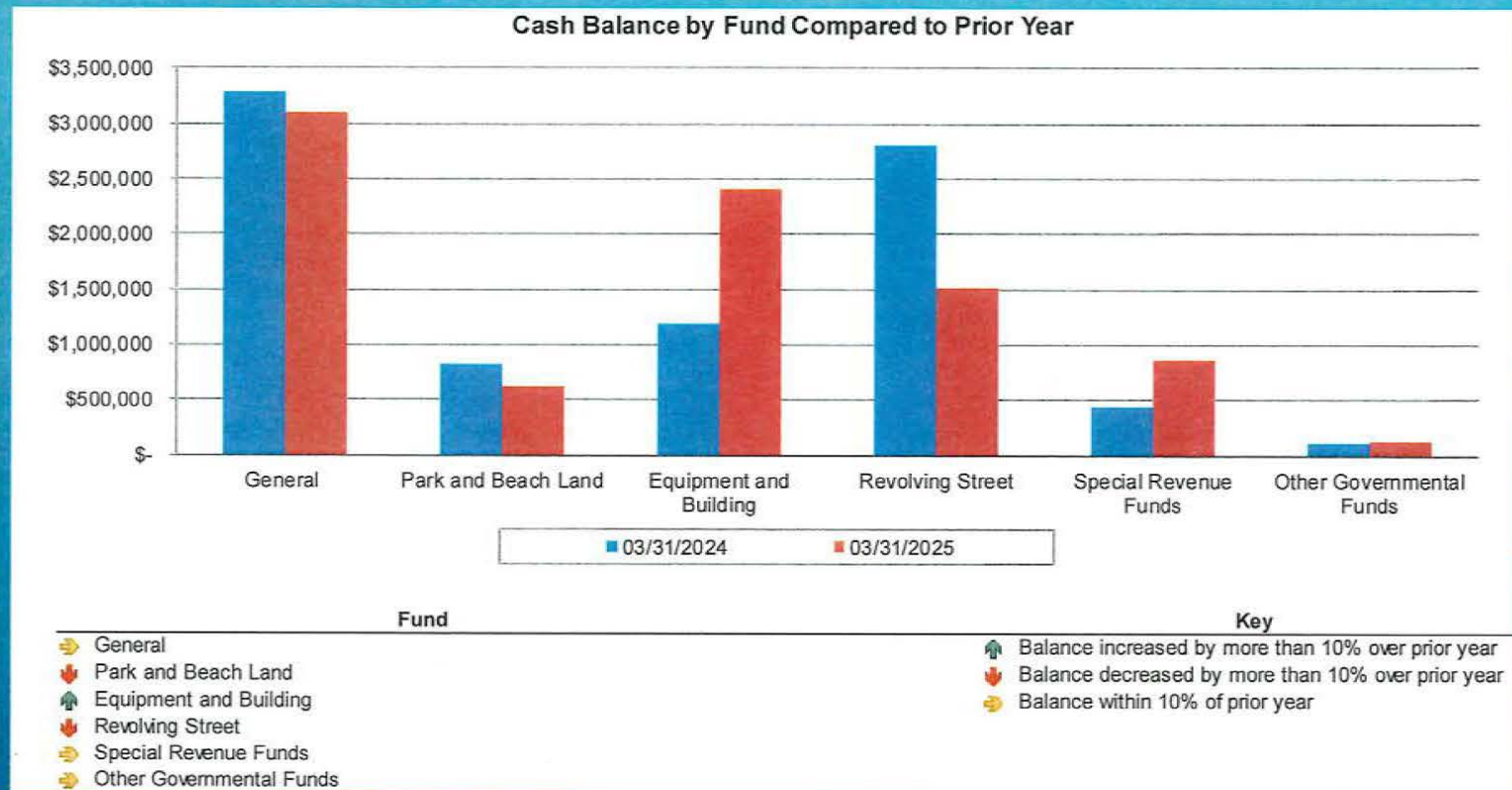
Presented by Finance/Human Resource Director, Andrea Murff



# OVERALL CASH POSITION

		Balance 03/31/2024	Balance 12/31/2024	Balance 03/31/2025	YTD Change From 12/31/2024
100	General Fund	\$ 3,294,250	\$ 4,456,125	\$ 3,100,203	\$ (1,355,922)
210	Cable TV Fund	117,483	85,686	101,333	15,647
211	Ham Laker Fund	(7,307)	636	(10,285)	(10,921)
212	Lawful Gambling Contributions Fund	164,239	183,402	186,124	2,723
217	CARES Act Grant	-	-	4	4
230	Future Drainage Fund	128,378	140,179	131,751	(8,428)
231	Recycling Fund	67,705	40,319	70,733	30,414
232	Street Light Fund	213,670	256,261	244,049	(12,211)
233	Sunrise Watershed	-	-	(5,799)	(5,799)
234	Upper Rum River Watershed	-	-	(2,697)	(2,697)
250	Oakwilt Fund	11,598	11,979	12,153	174
261	Economic Development Fund	1,743	1,801	1,828	26
262	Ham Lake EDA Fund	(265,926)	162,675	140,223	(22,453)
263	Lodging Tax Fund	5,688	2,837	2,865	28
370	2010 Cip Bond Debt Service Fund	116,694	322,628	132,973	(189,655)
371	2016 Go Capital Note Debt Service Fund-Nmtc	26	26	26	-
410	General Gov't Equipment Fund	77,786	84,436	86,917	2,481
411	Election Equipment Fund	4,492	5,988	7,079	1,091
412	Building Fund	271,373	287,598	294,284	6,687
420	Fire Department Equipment Fund	(121,667)	684,128	765,645	81,517
421	Emergency Operations Center Fund	39,498	44,186	44,828	642
422	Siren Replacement Fund	39,123	40,385	41,474	1,088
428	Building Inspection Equipment Fund	13,404	19,520	22,313	2,793
430	Public Works Equipment Fund	686,695	897,161	922,115	24,954
431	Revolving Street Fund	2,802,661	1,148,716	1,520,394	371,678
440	Park And Beach Land Fund	826,952	608,105	628,815	20,710
441	Parks Equipment Fund	179,761	217,452	231,149	13,696
690	Trust	669,243	445,796	485,110.48	39,315
	Total	\$ 9,337,561	\$ 10,148,026	\$ 9,155,607	\$ (992,419)

# GRAPH OF OVERALL CASH POSITION BY FUND TYPE





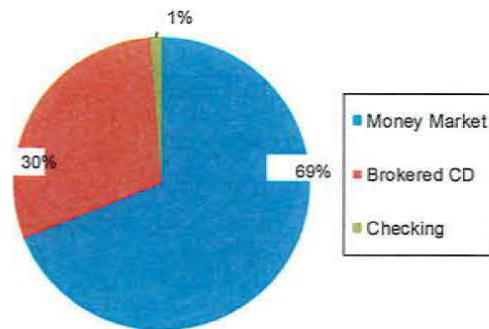
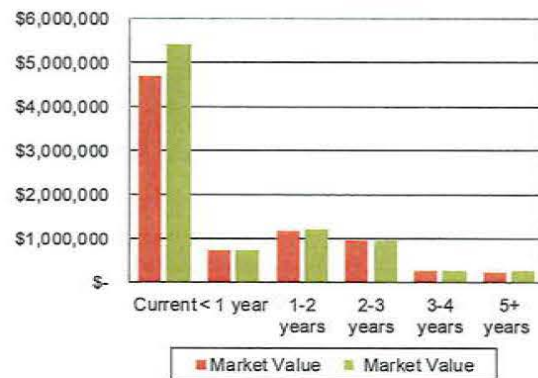
# INVESTMENT SUMMARY

Institution	Description	Type	Rate	Market Value 1/1/2025	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 3/31/2025	Market Value 3/31/2025	Unrealized gain / loss
RBC	RBC	Money Market	0.00%	105.74	-	-	(105.74)	-	-	-	-
RBC	BMO Harris BK NATL ASSN	Brokered CD	0.50%	246,736.59	-	(249,000.00)	(306.99)	306.99	(2,263.41)	-	2,263.41
RBC	Merrick BK South Jordan Utah	Brokered CD	0.40%	242,616.04	-	-	(330.18)	330.18	242,616.04	244,692.30	2,176.26
RBC	Texas Exchange Bk Crowley	Brokered CD	0.70%	235,907.58	-	-	(577.83)	577.83	235,907.58	237,782.55	1,874.97
RBC	Malaga BK Palos Verdes Calif	Brokered CD	0.50%	226,965.99	-	-	(409.32)	409.32	226,965.99	228,427.62	1,461.63
				962,231.94	-	(249,000.00)	(1,730.06)	1,624.32	703,126.20	710,902.47	7,776.27
US Bank	US Bank	Money Market		312,169.21	-	-	40,218.29	4,802.23	357,189.73	355,006.78	(2,182.95)
US Bank	US Treasury Bill	Government Securities		715,902.47	-	-	(5,677.50)	5,677.50	715,902.47	724,827.50	8,925.03
US Bank	US Treasury Bill	Government Securities	3.50%	732,810.00	-	-	(13,125.00)	13,125.00	732,810.00	742,147.50	9,337.50
US Bank	Bank of America - cd	Brokered CD	4.65%	245,354.20	-	-	(5,719.63)	5,719.63	245,354.20	245,061.40	(292.80)
US Bank	Discover Bank	Brokered CD	3.25%	243,750.50	-	-	(4,013.97)	4,013.97	243,750.50	244,250.30	499.80
US Bank	Flagstar Bank Natl Assn - CD	Brokered CD	4.65%	246,064.24	-	-	(5,719.63)	5,719.63	246,064.24	245,754.36	(309.88)
US Bank	Nicolet Nat'l Bk - Greenbay WI	Brokered CD	4.25%	251,367.99	-	-	(3,608.18)	3,608.18	251,367.99	250,145.40	(1,222.59)
US Bank	Riverside CA Cmnty College Dist	Brokered CD	1.79%	243,933.25	-	-	(2,454.38)	2,454.38	243,933.25	248,894.25	4,961.00
				2,991,351.66	-	-	-	45,020.52	3,036,372.38	3,056,087.49	19,716.11
Falcon National Bank	Falcon National Bank	Money Market	0.45%	54,780.46	835,876.55	-	12,168.30	2,198.31	905,023.62	903,462.04	(1,561.58)
Falcon National Bank	CD 88834 (renewed)	Brokered CD	0.40%	200,000.00	-	-	(265.18)	265.18	200,000.00	200,000.00	-
Falcon National Bank	CD 90484 (renewed)	Brokered CD	4.45%	150,000.00	-	-	(4,344.87)	4,344.87	150,000.00	150,000.00	-
Falcon National Bank	Amarillo National Bank	Brokered CD	4.75%	242,500.00	-	(242,500.00)	(2,192.76)	2,192.76	-	-	-
Falcon National Bank	CIBC Bank USA	Brokered CD	4.75%	108,376.55	-	(108,376.55)	(979.97)	979.97	-	-	-
Falcon National Bank	Pacific Premier Bank	Brokered CD	4.75%	242,500.00	-	(242,500.00)	(2,192.76)	2,192.76	-	-	-
Falcon National Bank	Western Alliance Bank	Brokered CD	4.75%	242,500.00	-	(242,500.00)	(2,192.76)	2,192.76	-	-	-
				1,240,657.01	835,876.55	(835,876.55)	-	14,366.61	1,255,023.62	1,253,462.04	(1,561.58)
21st CENTURY BANK	ICS	Money Market	4.98%	299,431.55	2,394,565.41	(2,271,826.56)	-	7,439.78	429,610.18	383,534.66	(46,075.52)
21st CENTURY BANK	CD			-	-	-	-	-	-	-	-
				299,431.55	2,394,565.41	(2,271,826.56)	-	7,439.78	429,610.18	383,534.66	(46,075.52)
4 M	4M Liquid Assets-101	Money Market	5.20%	93,442.60	-	-	-	1,332.23	94,774.83	94,441.98	(332.85)
4 M	4M Plus Fund-101	Money Market	5.23%	4,474,718.99	304,278.25	-	(1,999,269.94)	49,613.31	2,829,340.62	3,559,977.51	730,636.89
				4,568,161.59	304,278.25	-	(1,999,269.94)	50,945.54	2,924,115.45	3,654,419.49	730,304.04
21st CENTURY BANK	General/Checking	Checking	0.25%	100,020.55	2,683,473.08	(4,933,555.28)	2,250,000.00	82.20	100,020.55	100,019.86	(0.69)
				100,020.55	2,683,473.08	(4,933,555.28)	2,250,000.00	82.20	100,020.55	100,019.86	(0.69)
				\$ 10,151,854.50	\$ 6,218,193.30	\$ (8,290,258.39)	\$ 249,000.00	\$ 119,478.97	\$ 8,448,268.38	\$ 9,158,426.01	\$ 710,157.63



# INVESTMENT SUMMARY

**Maturities**



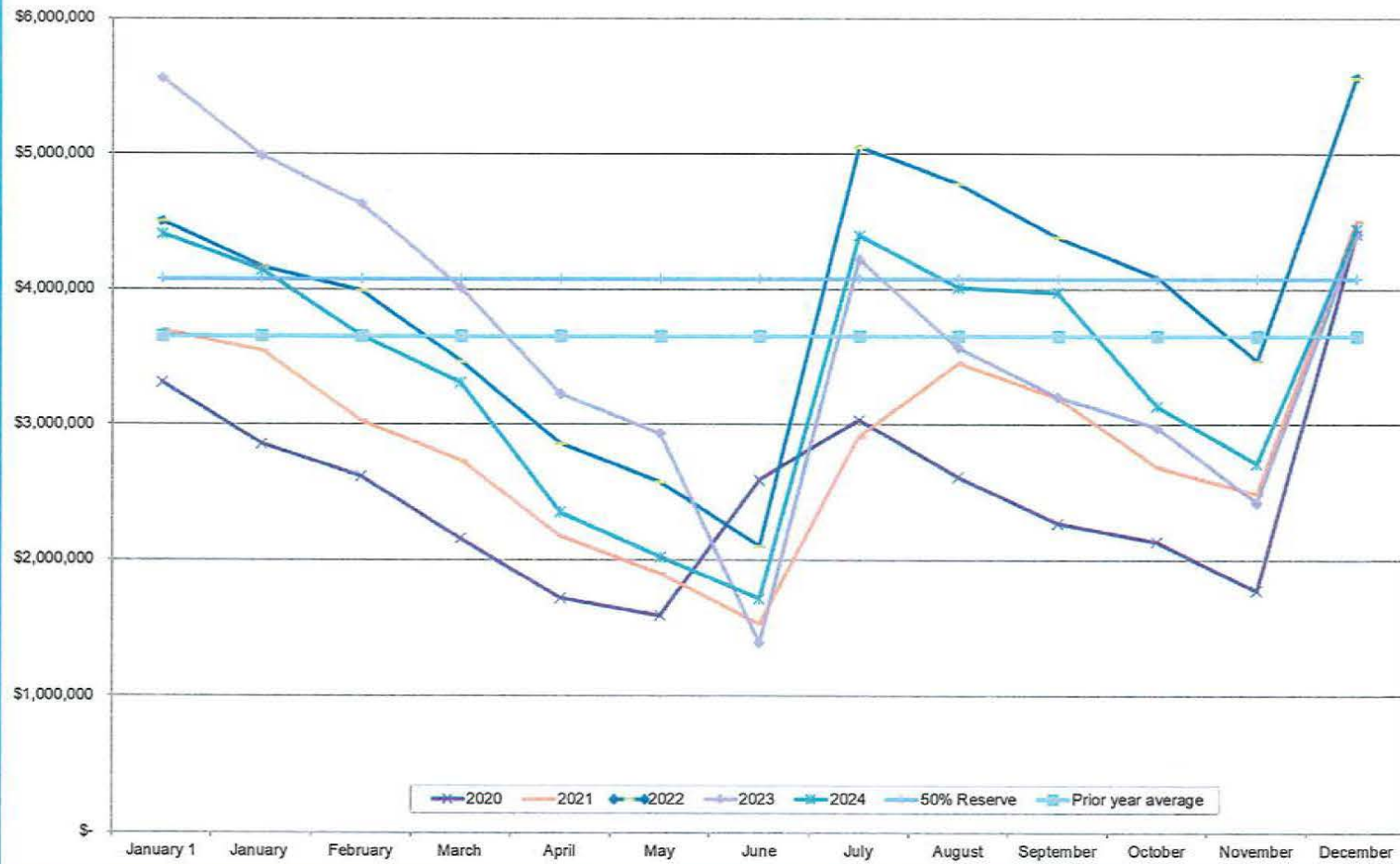
Maturity	Unadjusted Market Value 3/31/2025	Market Value 3/31/2025	Variance 3/31/2025
Current	\$ 4,713,696.12	\$ 5,396,442.83	\$ 682,746.71
< 1 year	731,620.74	734,004.00	2,383.26
1-2 years	1,197,874.29	1,208,364.41	10,490.12
2-3 years	959,775.99	970,575.12	10,799.13
3-4 years	251,367.99	250,145.40	(1,222.59)
5+ years	243,933.25	248,894.25	4,961.00
	<u>\$ 8,098,268.38</u>	<u>\$ 8,808,426.01</u>	<u>\$ 710,157.63</u>

Weighted average Rate of return	0.12%	3/31/2025
Average Maturity (years)	0.19	3/31/2025

Investment Type	Market Value 3/31/2025
Money Market	\$ 5,296,422.97
Brokered CD	\$ 2,295,008.18
Savings	\$ -
Government Securities	\$ 1,466,975.00
Municipal Securities	\$ -
Checking	\$ 100,019.86
	<u>\$ 9,158,426.01</u>

Operating Account	
O/S Deposits	\$ 1,360.64
O/S Checks	<u>\$ (4,589.31)</u>
Reconciled Balance	<u>\$ 9,155,197.34</u>

General Fund Cash Balances 2020-2024





## GENERAL FUND BUDGET TO ACTUAL (REVENUES)

	Annual Budget	Budget Thru 3/31/2025 25%	Actual Thru 3/31/2025	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 3/31/2025
<b>Revenues</b>					
Taxes	\$ 6,474,695	\$ 1,618,674	\$ -	\$ (1,618,674) *	- %
Special Assessments	-	-	-	-	N/A
Licenses and permits	480,000	120,000	78,524	(41,476) <sup>(1)</sup>	65.44
Intergovernmental	216,500	54,125	49,608	(4,517)	91.65
Charges for services	218,099	54,525	67,820	13,296	124.38
Fines and forfeitures	31,500	7,875	8,646	771	109.79
Interest on investments	50,000	12,500	34,588	22,088 <sup>(2)</sup>	276.70
Misc Rev	22,000	5,500	431	(5,069)	7.84
<b>Total Revenues</b>	<b>7,492,794</b>	<b>1,873,198</b>	<b>239,618</b>	<b>(1,633,581)</b>	

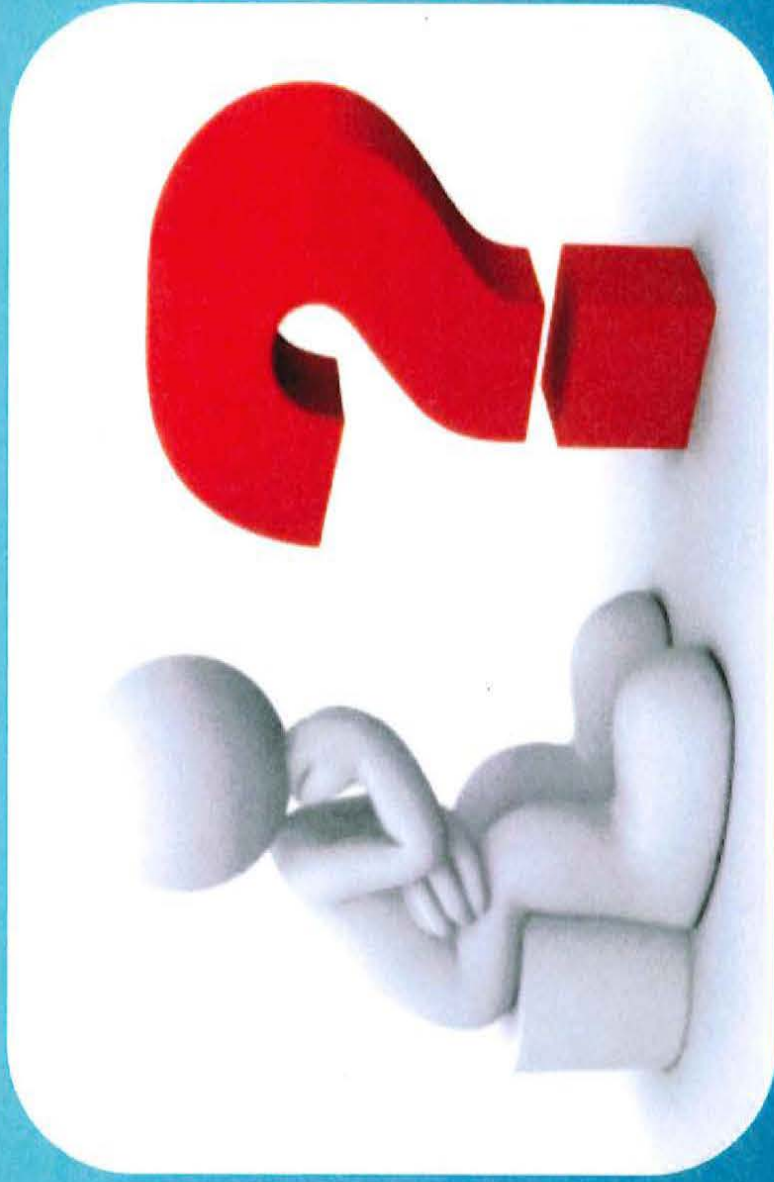
# GENERAL FUND BUDGET TO ACTUAL

## (EXPENDITURES)

	Annual Budget	Budget Thru 3/31/2025 25%	Actual Thru 3/31/2025	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 3/31/2025
<b>Expenditures</b>					
Council	\$ 107,694	\$ 26,924	\$ 32,662	\$ (5,739)	121.31 %
Ordinances	23,100	5,775	2,502	3,273	43.32
Administration	187,402	46,850	50,219	(3,369)	107.19
City Clerk	172,857	43,214	26,253	16,961	60.75
Elections	805	201	212	(11)	105.41
Finance	277,574	69,393	71,388	(1,995)	102.87
Auditing	32,775	8,194	20,000	(11,806)	244.09
Assessing	86,000	21,500	20,805	695	96.77
Prosecutions	85,160	21,290	20,764	527	97.53
Planning & Zoning	124,777	31,194	24,645	6,549	79.01
General Government	95,099	23,775	38,975	(15,201)	163.94
General Government Building	50,200	12,550	9,628	2,924	76.70
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<b>Excess Revenues (Expenditures)</b>	<b>1,619,269</b>	<b>404,817</b>	<b>(1,076,554)</b>	<b>(1,481,372)</b>	
<b>Other Financing Sources (Uses)</b>					
Transfers in	2,000	500	-	-	-
Transfers out	(1,808,000)	(452,000)	(452,000)	0.00	100.00
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,806,000)</b>	<b>(451,500)</b>	<b>(452,000)</b>	<b>0</b>	
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>\$ (186,731)</b>	<b>\$ (46,683)</b>	<b>\$ (1,528,554)</b>	<b>\$ (1,481,372)</b>	



QUESTIONS?



## ORDINANCE NO. 25-XX

**An Ordinance Amending ARTICLE 7, LICENSES, to allow licensing for Adult-Use Cannabis Business Operations.**

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

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

### ARTICLE 7-1400

#### REGULATION OF ADULT-USE CANNABIS BUSINESS OPERATIONS

##### SECTION:

- 7-1400.10: Purpose
- 7-1400.20: Findings of City Council
- 7-1400.30: Definitions
- 7-1400.40: Personal Adult-Use of Cannabis
- 7-1400.50: Limit of Privately Held Cannabis Retail Businesses Licensed in the City of Ham Lake
- 7-1400.60: City of Ham Lake Operated Cannabis Retail Businesses
- 7-1400.70: State of Minnesota Issued Cannabis License Required
- 7-1400.80: City Cannabis Retail Business Registration Required
- 7-1400.90: City Registration and Renewal Fees
- 7-1400.100: City Registration Application Submittal
- 7-1400.110: Issuance of City Registration
- 7-1400.120: Location Change Within City Limits
- 7-1400.130: Renewal of Registration
- 7-1400.140: Certain Locations or Areas Ineligible for City Cannabis Registration
- 7-1400.150: Cannabis Retail Business Hours of Operation
- 7-1400.160: Cannabis Retail Business Building Conditions
- 7-1400.170: Compliance Checks and Inspections
- 7-1400.180: Registration Suspension and Cancellation; Notice to Office; Penalties
- 7-1400.190: Civil Penalties

7-1400.10: **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 Ham Lake.

7-1400.20: **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 Ham Lake 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 Ham Lake.

7-1400.30: **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 Ham Lake 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.

7-1400.40: **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.

7-1400.50: **Limit of Privately Held Cannabis Retail Businesses Licensed in the City of Ham Lake:**

- (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.

7-1400.60: **City of Ham Lake Operated Cannabis Retail Businesses:** The City of Ham Lake may operate Cannabis Retail Businesses at the discretion of the Ham Lake City Council. A City operated Cannabis Retail Business shall not be counted against the license limits under Section 11-5.



7-1400.70: **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.

7-1400.80: **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.

7-1400.90: **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.

7-1400.100: **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 Ham Lake. 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.
- (b) Once an application is considered complete, the City of Ham Lake 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.

**7-1400.110: 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.

**7-1400.120: 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 Ham Lake.

**7-1400.130: 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.

**7-1400-140: 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.

**7-1400.150: 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.

**7-1400.160: 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.

**7-1400.170: 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.

7-1400.180: **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. Cannabis Retail Businesses are prohibited from allowing onsite consumption or onsite use of Adult-Use Cannabis Products by customers.
- (f) 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.

7-1400.190: **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.

Presented to the Ham Lake City Council on May 19, 2025 and adopted by a unanimous vote this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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Brian Kirkham, Mayor

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Denise Webster, City Clerk



## **ORDINANCE NO. 25-XX**

AN ORDINANCE AMENDING CITY CODE 2-500 ESTABLISHING PERMIT FEES, SERVICE CHARGES, AND VARIOUS OTHER FEES TO BE COLLECTED BY THE CITY OF HAM LAKE.

THE CITY COUNCIL OF THE CITY OF HAM LAKE 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

Presented to the Ham Lake City Council on May 19, 2025 and adopted by a unanimous vote this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Brian Kirkham, Mayor

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Denise Webster, City Clerk