

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, JUNE 2, 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 Update from the City Assessor's – Mary Wells and Erik Skogquist

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 19, 2025
- 4.2 Approval of claims
- 4.3 Approval of rescheduling the Budget Workshop meeting from Monday, June 2, 2025 to Monday, June 16, 2025 at 5:00 p.m.
- 4.4 Approval of scheduling a Workshop Meeting with Tonja West-Hafner, Executive Director of Anoka County HRA and Schane Rudlang, Ehlers, Inc. for Monday, July 7, 2025, at 5:00 p.m.
- 4.5 Approval of a Resolution accepting a \$1,000 donation from the Ham Lake Chamber of Commerce
- 4.6 Approval of an Ordinance establishing Cannabis Retail Business Fee Schedule
- 4.7 Approval of the Cannabis Retail Business Registration Multiple Application Selection Process
- 4.8 Approval of Connectivity Services Agreement with Anoka County
- 4.9 Approval of the fiscal year 2027 Local Partnership Program grant application for the construction of 162nd Lane NE and Buchanan Street NE backage road and adoption of a Resolution
- 4.10 Approval of Liquor Licenses - July 1, 2025 to June 30, 2026:

On-Sale and Sunday On-Sale

- Acapulco of Ham Lake Inc. dba Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite 1000, Ham Lake, MN
- Dan Dahlin Inc. dba Ham Lake Lanes, 16465 Highway 65 NE, Ham Lake, MN
- EAGL Beverages Holdings, LLC dba Majestic Oaks Golf Club, 701 Bunker Lake Boulevard NE, Ham Lake, MN
- Elevage Management Group LLC dba T-Box Bar & Grill, 1431 147th Avenue NE, Ham Lake, MN
- Maxx Bar & Grill Inc. dba Maxx Bar & Grill, 17646 Highway 65 NE, Ham Lake, MN

Off-Sale

- Bidhipur Beverage, Inc. dba Ham Lake Liquors, 17720 Central Avenue NE, Ham Lake, MN
- Broadview Operations LLC, dba 1 Stop Liquor, 16205 Lexington Avenue NE, Ham Lake, MN
- Grape Expectations Inc. dba Tournament Liquor, 1434 147th Avenue NE, Ham Lake, MN
- Rama Corporation dba Network Liquors, 13548 Highway 65 NE, Ham Lake, MN

Wine and 3.2% Malt Liquor

- Mansettis-Ham Lake Inc. dba Mansetti's Pizza & Pasta, 16220 Aberdeen Street NE, Suite C, Ham Lake, MN

3.2% Off-Sale

- Northern Tier Retail LLC dba SuperAmerica #4537, 1442 Constance Boulevard NE, Ham Lake, MN

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Elizabeth Crawford requesting a Special Home Occupation Permit to operate Therapy Roots, LLC, a biodynamic, craniosacral and myofunctional therapy business at 1222 Constance Boulevard NE (17-32-23-24-0014) and adoption of a Resolution
- 5.2 Consideration of amendments to Article 9 of the Ham Lake City Code related to adding Brewer Taproom and Cannabis Retail Business as a Permitted Use in CD-1 (Commercial Development 1) zoning, adding Therapeutic Massage Facilities as a Conditional Use in R-1 (Single Family Residential) zoning, removing Temporary Conditional Uses in its entirety in (R-1) Single Family Residential, Residential-Manufacturing (R-M) and Rural Single Family Residential (R-A) and remove the requirement of a maintenance fee for wetland banking under Article 9-330.8 and general edits related to the required trail easement (this is considered the First Reading of an Ordinance amending Article 9)

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

- 8.1 Discussion of approving an Ordinance amending Article 7, Licenses, Cannabis Business Retail and approval of a Resolution authorizing the publication of a Summary Ordinance

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

11.0 COUNCIL BUSINESS

- 11.1 Committee Reports
- 11.2 Announcements and future agenda items



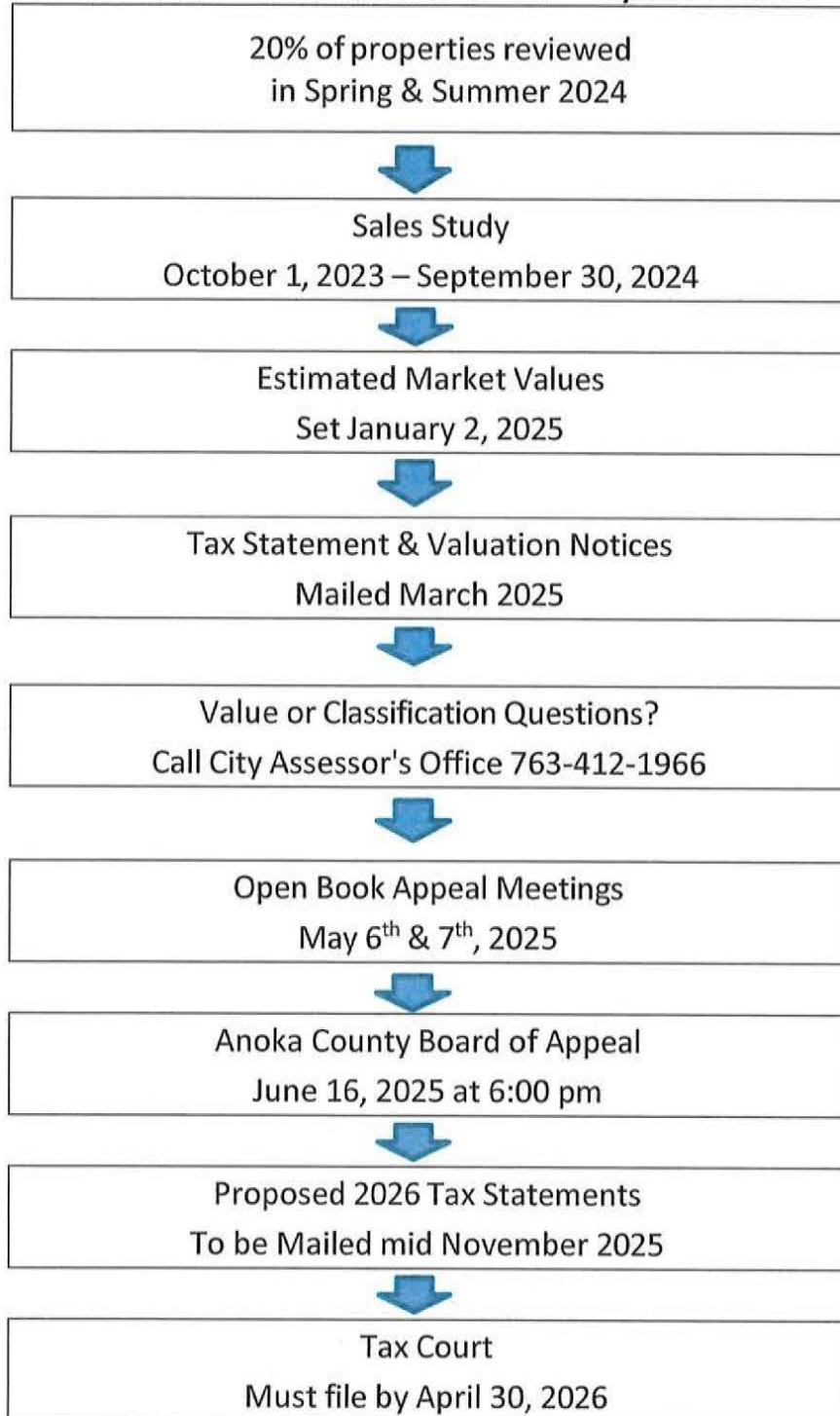
City of Ham Lake

2025 Property Assessment Report

June 2, 2025

Ham Lake City Assessors
Mary Wells, SAMA License #3561
Erik Skogquist, SAMA License #3121
Chris Larson, AMA License #4040

ASSESSMENT AND VALUATION TIMELINE 2025 Market Value for Taxes Payable 2026



2025 Assessment Summary

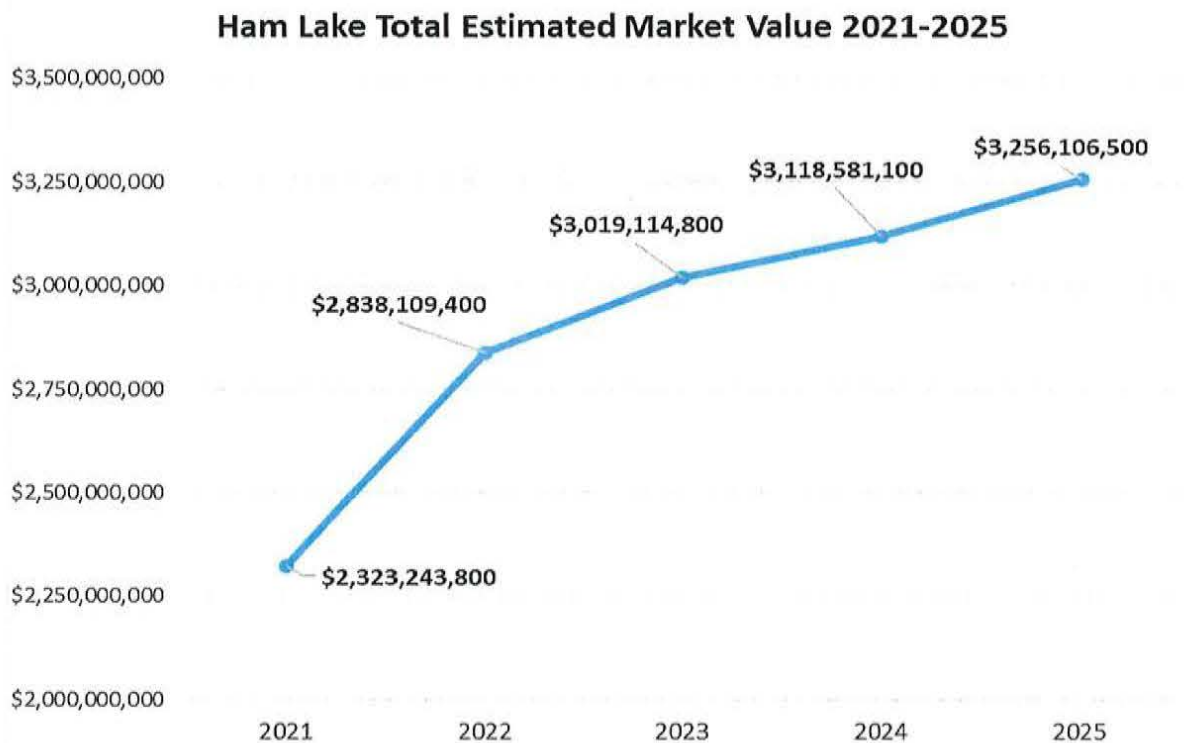
The 2025 preliminary assessment for the City of Ham Lake has been completed in accordance with state statutes, Department of Revenue and Anoka County policies. This assessment is for the 6,973 parcels in the city.

Assessing staff physically inspected 1,404 properties during the quintile review process for the 2025 assessment. There is a quintile map for the next 5 years at the end of this report. The appraisal staff also inspected properties where building permits were issued for new construction work, remodeling, additions, or demolition projects during 2024.

There were 238 total sales recorded in the 2025 assessment study period, which is October 1st, 2023, through September 30, 2024. The number of sales was similar to last year's assessment sales study (233 sales). Of the 238 sales, 221 were residential classification and 15 were commercial or industrial classification. There were 129 residential sales that met the criteria as "qualified sales", according to the MN Department of Revenue. Those sales were the basis for value adjustments made to the residential properties throughout the city. There were only a few commercial, industrial, apartment sales that were "qualified". Given the low numbers of sales, the valuations of those classifications were guided by overall county trends, with local adjustments made as appropriate.

The preliminary total estimated market value is \$3,291,639,900, an increase of 5.6% from 2024. The new construction valuation for the year was \$35,533,400. After subtracting out the new construction amount, the overall city value is \$3,256,106,500, an increase of 4.4%, due to market forces only (sales prices year over year).

The chart below illustrates changes in the total estimated market value of the City of Ham Lake for 2021 through 2025.



****Note:** state assessed and personal property values are excluded

2025 Value Changes by Property Type

The table below depicts the change in total estimated market value from for each major classification or property type from assessment year 2024 to assessment year 2025. Specific properties may have an increase or decrease in estimated market value that are not necessarily representative of the aggregate value change for that property type. Each property within the city is valued based on its specific features and location.

	2024	2025	% change
Agricultural	\$ 63,692,100	\$ 72,285,600	13.49%
Residential	\$ 2,734,641,600	\$ 2,854,574,800	4.39%
Apartments	\$ 28,396,200	\$ 29,544,400	4.04%
Commercial	\$ 129,585,100	\$ 138,799,200	7.11%
Industrial	\$ 162,266,100	\$ 160,902,500	-0.84%
Total	\$ 3,118,581,100	\$ 3,256,106,500	4.41%

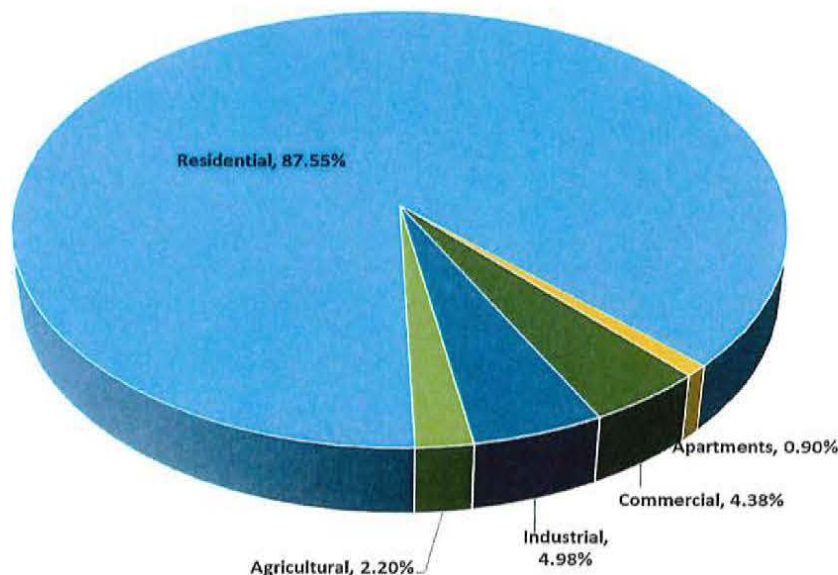
**Note: state assessed and personal property values are excluded

The agricultural classification property type increased considerably at 13.49% as high demand for large acreage parcels continues to push sales prices higher – especially the farmland being converted to residential developments. Residential and apartment properties increased similarly overall with increases of 4.39% and 4.04% respectively. Commercial properties increased 7.11%, which was largely influenced by automotive related properties selling much higher than the previous year. Industrial properties overall remain fairly stable (-.84%).

2025 Percent of Total Value by Property Type

The table below depicts the percentage of total value associated with each property type within the City of Ham Lake. Residential properties make up the largest market share of value at 87.55%. Industrial (4.98%) and Commercial (4.38%) properties are the next largest share followed by Agricultural (2.20%) and Apartments (.90%).

Percent of Total Market Share of Each Major Classification



Understanding the Minnesota Assessment Process

Mass Appraisal Defined

Property values for Minnesota real estate tax purposes are determined by mass appraisal. Mass appraisal is the practice of determining individual values based on statistical analysis of a group of sales for a large area. The values are determined as of a specific date and are based on arms-length transactions that occurred during a specified sales period.

Market Value Defined

As in private appraisal, Market Value is defined as:

The most probable price that a property should bring in a competitive and open market under all condition's requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by any undue stimulus. Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- buyer and seller are typically motivated
- both parties are well informed or well advised, and acting in what they consider their own best interests
- a reasonable time is allowed for exposure in the open market
- payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable
- the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale (a foreclosure sale or a short sale [a sale to avoid foreclosure] is not considered an arms-length transaction).

Assessment Process Timeline

In Minnesota it is the duty of the Assessor to value and classify property. This is done annually as of the assessment date of **January 2nd**. Each year's assessment is based on arms-length transactions (sales that meet the criteria of an open market transaction) that occurred from October, 1st to September 30th (see below). When the assessment is completed the local taxing jurisdictions begin their budgeting process for the following year. They use the total assessment to determine their tax base and develop their tax rates. All aspects of the assessment, including but not limited to the assessment date, sales period and property tax classification, are dictated by state statute and under the oversight of the Minnesota Department of Revenue.

The following chart is the timeline of the sales study dates for each assessment and tax year:

SALES PERIOD	ASSESSMENT DATE	TAX YEAR
October 1, 2021 to September 30, 2022	January 2, 2023	2024
October 1, 2022 to September 30, 2023	January 2, 2024	2025
October 1, 2023 to September 30, 2024	January 2, 2025	2026

Sales Statistics Defined

Statistical analysis is used to test the accuracy of the assessment and help assessors to ensure equity between properties at the neighborhood, municipal and county levels. The Minnesota Department of Revenue also uses these same techniques to test for equity between counties. The primary statistics used are:

Median Ratio: This is a measure of central tendency that is the midpoint of a group of sales ratios when arrayed from low to high. The median is a useful statistic as it is not affected by extreme ratios.

Aggregate Ratio: This is the total market value of all sale properties divided by the total sale prices. It, along with the mean ratio, gives an idea of our assessment level. Within the city, we constantly try to achieve an aggregate and mean ratio of 94% to 95% to give us a margin to account for a fluctuating market and still maintain ratios within state mandated guidelines. Also referred to as the **Weighted Mean**.

Mean Ratio: The mean is the average ratio. We use this ratio not only to watch our assessment level, but also to analyze property values by development, type of dwelling and value range. These studies enable us to track market trends in neighborhoods, popular housing types and classes of property.

Coefficient of Dispersion (COD): The COD measures the accuracy of the assessment. It is possible to have a median ratio of 93% with 300 sales, two ratios at 93%, 149 at 80% and 149 at 103%. Although this is an excellent median ratio, there is obviously a great inequality in the assessment. COD indicates the spread of the ratios from the mean or median ratio. The goal of a good assessment is a COD of 10 to 20. A COD under 10 is considered excellent and anything over 20 will mean an assessment review by the Department of Revenue.

Price Related Differential (PRD): This statistic measures the equality between the assessments of high and low valued property. A PRD over 100 indicates a regressive assessment, or the lower valued properties are assessed at a greater degree than the higher. A PRD of less than 100 indicates a progressive assessment or the opposite. A perfect PRD of 100 means that both higher and lower valued properties are assessed exactly equal.

2025 Residential Statistics

The following statistics are related to the Ham Lake 2025 assessment. To set final valuations, the sale prices are compared to the previous year's assessed values and then adjusted to meet the Department of Revenue (DOR) requirement of median ratio between 90%-105%.

# of Qualified Sales:	129
Median Ratio:	94.38%
COD:	7.42
PRD	101.9

	Median EMV	Median Sale Price*
2024 \$	439,500	\$ 489,950
2025 \$	461,700	\$ 555,000

*Median Sale Prices from NorthStar MLS

The median ratio (94.38%) and measures of uniformity: COD (7.42) and PRD (101.9), are well within DOR guidelines for a fair and equitable assessment.

Appeals Procedures

Each spring Anoka County sends out a property tax bill (based on the prior year assessment) along with the Notice of Valuation and Classification. Three factors that affect the tax bill are:

1. The amount your local governments (town, city, county, etc.) spend to provide services to your community.
2. The **estimated market value** of your property.
3. The **classification** of your property (how it is used).

The assessor determines the final two factors. You may appeal the value or classification of your property as described below:

Informal Appeal

- Property owners are encouraged to call the appraiser or assessor whenever they have questions or concerns about their market value, classification of the property, or the assessment process.
- Almost all questions can be answered during this informal appeal process.
- When taxpayers call questioning their market value, every effort is made to make an appointment to inspect properties that were not previously inspected.
- If the data on the property is correct, the appraiser can show the property owner other sales in the market that support the estimated market value.
- If errors are found during the inspection, or other factors indicate a value reduction is warranted, the appraiser can easily make the changes at this time.
- If property owners are not satisfied with the outcome of an informal appeal, they may proceed to the County Board of Appeal and Equalization.

Local Board of Appeal and Equalization

- The Local Board of Appeal and Equalization is typically made up of city council members or township board members. In some jurisdictions, a special board is appointed and typically consists of real estate professionals.
- The Local Board meets in mid-April to early May.
- Taxpayers can make their appeal in person or by letter.
- If an interior inspection is denied, no adjustment can be made to value per MN Statute.
- The assessor is present to answer any questions and present evidence supporting their value.
- If property owners are not satisfied with the outcome of their appeal at this meeting, they may proceed to the County Board of Appeal and Equalization.

Open Book Meeting as Alternative to the Local Board of Appeal and Equalization

- Many cities in Anoka County, including Ham Lake, have chosen the Open Book Meeting appeal option rather than the formal Local Board of Appeal and Equalization.
- This year's Open Book meetings were held Tuesday, May 6th, 2025 from 1:00 – 7:00 PM and Wednesday, May 7th from 8:00 AM – 4:30 PM at the Assessor's office in the Anoka County office building.
- Property owners were notified of these meetings on the Valuation Notices and via a City newsletter article published in April. One Ham Lake property owner attended the meetings this year.
- If property owners are not satisfied with the outcome of their appeal at the Open Book Meeting, they may proceed to the County Board of Appeal and Equalization.

County Board of Appeal and Equalization

- The Anoka County Board of Appeal and Equalization meeting is on June 16, 2025.
- To appeal to the County Board of Appeal and Equalization, a property owner must first appeal to the Local Board of Appeal and Equalization if that meeting is held in the City. If the City has the Open Book Meetings, a property owner may go directly to the County Board meeting.
- The County Board of Appeal and Equalization follows the Local Board of Appeal and Equalization in the assessment appeals process.
- Again, if an interior inspection is denied no adjustment can be made to value per MN Statute.
- Their role is to ensure equalization among individual assessment districts and classes of property.
- If a property owner is not satisfied with the outcome of the County Board of Appeal and Equalization they can appeal to the Minnesota Tax Court.

Minnesota Tax Court

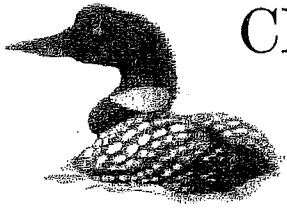
Depending on the type of appeal, property owners may take their case to either the Small Claims Division or the Regular Division of Tax Court until April 30th of the year in which taxes are payable.

For information on the Minnesota Tax Court process:

Phone: 651-539-3260 or for MN Relay call 1-800-627-3529. Or visit their online website at: www.mn.gov/tax-court

The map displays the 36 numbered districts of St. Louis, Missouri. The districts are arranged in a grid-like pattern, with numbers 1 through 36. Major roads and highways are shown as black lines. Water bodies, including Coon Lake, Ham Lake, and the Mississippi River, are shown in blue. Parks and green spaces are shown in green. The map is color-coded by district: 1-12 are blue, 13-24 are green, and 25-36 are yellow. The map is titled "City of St. Louis, Missouri" at the top.





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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MAY 19, 2025

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 19, 2025 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Brian Kirkham and Councilmembers Jim Doyle, Andrew Hallberg, and Al Parranto. Councilmember Mike Van Kirk arrived at 6:10 p.m. as noted in the minutes.

In accordance with the requirements of Minn. Stat. Section 13D.02, Councilmember Mike Van Kirk appeared remotely via interactive technology from the following public location: Element Dallas Love Field, 2333 West Mockingbird Lane, Dallas, Texas 75235

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; Finance Director, Andrea Murff 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

Troy Wolens, 17817 Oakland Drive NE, was present before the City Council. Mr. Wolens stated that the Sunrise Watershed budget cost to the City went up 4%, rather than 24% that was proposed by the Watershed.

Mr. Wolens stated that there is a house in his neighborhood that is being used as a medical center that is a boarding house for 5 to 8 people. Mr. Wolens stated that this type of use is permitted in commercial zoning and does not understand how they can operate in residential zoning. Mr. Wolens stated that the property operates a business there but does not live there. Mr. Wolens asked who makes sure residents are safe, because he does not feel safe in his own home. Mr. Wolens stated that a bedroom was added to the home and he does not know if the septic system is adequate for 5 bedrooms. Mr. Wolens stated he does not want a treatment center or half-way house in his neighborhood. Mr. Wolens stated that an ordinance should be drafted so this type of activity wouldn't be allowed in residential zoning so others don't have crazy people move in next to them. Attorney Berglund stated he would look into this situation.

Denise Wolens, 17817 Oakland Drive NE, stated that the property information shows the home is taxed as having three bedrooms and she doesn't think the property is being taxed correctly. Ms. Wolens also stated concern regarding the septic system being adequate for this type of use. Ms. Wolens stated that

once a property is used as commercial use it does not go back to its residential use. Ms. Wolens stated that there are vans and red lights from emergency vehicles frequently at the property.

Councilmember Van Kirk arrived at 6:10 p.m.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

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

3.2 Andy Grice, BerganKDV – Presentation of the 2024 Audit

Andy Grice was before the City Council to present the 2024 Annual Financial Audit and Single Audit Findings. Mr. Grice stated the Independent Auditor's Report gave the City a clean unmodified opinion for the audit. Mr. Grice noted there is a deficiency in internal control with lack of segregation of the accounting duties, which is common with a small staff. Mr. Grice summarized the financial analysis for the General Fund Performance. Mr. Grice stated that revenues came in \$460,518 overbudget due to the receiving more interest earnings from investment income than anticipated, receiving a reimbursement for 2024 Comprehensive Plan expenses, receiving payment for issuing Conduit Debt, and recognizing the final portion of American Rescue Plan Act funding. Expenditures came in \$315,241 under budget for 2024 due to less salary and benefits being utilized for the Fire Department, Building Department, and Parks Department as well as less blacktop maintenance expenses being used by Public Works. There was also an additional \$840,000 transferred from the General Fund to the Fire Department Equipment Fund that was not a budgeted item. Overall, 2024 total expenditures exceeded total revenues for the City causing a decrease of \$142,630 to the General Fund - Fund Balance. Mr. Grice stated the budget is still in compliance with its Fund Balance Policy of 35-50%. Mr. Grice also presented an analysis of the City's historical total tax capacity amounts, tax levy amounts and tax rate for the years 2020 – 2024. Mr. Grice explained that the tax capacity for the City continues to increase faster than the relative flat tax levy amount, which helps explain why the tax rate for the City has decreased year over year. The tax rate for 2024 was 18.43%. The Council thanked Mr. Grice for his presentation. The Council also thanked Finance Director Murff and staff.

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 in the amount of \$157,804.59
- 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 157th 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 Ordinance No. 25-08 regarding Article 7-614 Issuance of Licenses
- 4.7 Approval of Officer appointment of additional Captain at Fire Station #2
- 4.8 Approval of Resolution No. 25-10 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)

Motion by Parranto, seconded by Doyle, to approve the Consent Agenda as written. Mayor Kirkham, and Councilmembers Doyle, Hallberg, Parranto and Van Kirk voted yes. Motion carried.

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 Resolution No. 25-11

Motion by Kirkham, seconded by Doyle, to concur with the Planning Commission and approve the 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.
- 15) Adoption of Resolution No. 25-11

Mayor Kirkham, and Councilmembers Doyle, Hallberg, Parranto and Van Kirk voted yes. Motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

7.1 Finance Director Andrea Murff, 1st Quarter Financial Report

Finance Director Murff gave the financial report for the 1st Quarter of 2025. Finance Director Murff reported on the Overall Cash Position by Fund Type being down approximately \$0.992 million from December 31st, 2024. This is due to General Fund operation expenditures and the annual bond payment. The Cash Balances by Fund Compared to Prior Year have also decreased due to City Projects such as Park upgrades, Fire Station #3 completion as well as new Fire Apparatuses for Fire Station #3. The Revolving Street Fund decreased due to completed projects. The overall General Fund had expenditures

in excess of revenues due to not yet receiving the tax settlement from Anoka County. Overall, expenditures were favorable by coming in slightly under budget for the quarter. Finance Director Murff spoke about the city investments continuing to rebound from previous years and coming in higher than budgeted. The City Council thanked Finance Director Murff.

8.0 CITY ATTORNEY

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

Attorney Berglund stated that the ordinance created for Ham Lake mirrors the ordinances of the City of Andover and the City of Anoka and the ordinance is compliant with the requirements of State Statute. Attorney Berglund stated the State Statute shall allow one license per population of 12,500. Attorney Berglund stated that the Ordinance will allow the City to decide the number of licenses to issue. Discussion followed regarding if multiple applications came in at once, Attorney Berglund stated that the issuance of retail registrations shall be in accordance with a criteria selection policy established by the City. There was discussion regarding the number of licenses the City could issue and if the number should be the same as the number of off-sale liquor licenses, which allows one license per population of 5,000. Councilmember Van Kirk stated that the City could start with issuing one license per population of 12,500 as is allowed by State Statute and review the ordinance again in a year or so. Attorney Berglund stated he would include allowing one license per population of 5,000 with allowing this number to be amended prior to adoption of the ordinance. Attorney Berglund stated he would also make some corrections with the numbering references in the Ordinance before it's adoption.

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR

Administrator Webster stated that she and Finance Director Murff would be meeting with representatives of the Anoka County Housing and Redevelopment Authority (HRA) on Tuesday, May 20, 2025 and will schedule a future workshop meeting with the HRA and the City Council.

11.0 COUNCIL BUSINESS

11.1 Committee Reports – None

11.2 Announcements and future agenda items

Councilmember Hallberg stated that the Council received an email from a resident with concerns about a business that is possibly operating without City approval.

Motion by Parranto, seconded by Hallberg, to adjourn the meeting at 6:43 p.m. Mayor Kirkham, and Councilmembers Doyle, Hallberg, Parranto and Van Kirk voted yes. Motion carried.

Dawnette Shimek, Deputy City Clerk

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
June 2, 2025

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS	05/20/25 - 06/02/25	
EFT	# 2306 - 2312	\$ 7,321.80
REFUND CHECKS	#67149 - 67153	\$ 10,825.00
CHECKS	# 671154 - 67186	\$ 62,293.85
BANK DRAFTS	DFT0002896 - DFT0002901	\$ 31,848.54
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$ 112,289.19</u>
PAYROLL CHECKS		
05/30/25	Direct Deposits	\$ 50,175.64
TOTAL PAYROLL CHECKS		<u>\$ 50,175.64</u>
VOID CHECKS		
CHECKS	#67184	
ZERO CHECKS		\$ -
ZERO EFT		\$ -
BANK DRAFTS		\$ -
TOTAL VOIDS		<u>\$ -</u>
TOTAL OF ALL PAYMENTS		<u><u>\$ 162,464.83</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 2ND DAY OF JUNE 2025

MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01408 - 05/15/25 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00683	PGM INC	5/15/2025	67149	7,875.00
Total Refund Amount:				7,875.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	7,875.00
Revenue Totals:	7,875.00

General Ledger Distribution

Posting Date: 05/15/2025

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-7,875.00	Yes
890-11501	Misc receivables	7,875.00	
890 Total:		0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-7,875.00	
999-20702	Due to other funds	7,875.00	Yes
999 Total:		0.00	
Distribution Total:		0.00	



Packet: ARPKT01412 - 05/22/25 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00617	RYAN BOIE	5/22/2025	67150	2,500.00
00632	KRISTINA YUNKERS	5/22/2025	67151	150.00
00634	BETH RUUD	5/22/2025	67152	150.00
Total Refund Amount:				2,800.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,800.00
Revenue Totals:	2,800.00

General Ledger Distribution

Posting Date: 05/22/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	890 - TRUST FUND			
	890-10101	Cash-claim on pooled cash	-2,800.00	Yes
	890-11501	Misc receivables	2,800.00	
	890 Total:		0.00	
Fund:	999 - POOLED CASH			
	999-10100	Pooled Cash	-2,800.00	
	999-20702	Due to other funds	2,800.00	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



Packet: ARPKT01416 - 05/27/25 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00692	TINA SKIPPER	5/27/2025	67153	150.00
			Total Refund Amount:	150.00

Revenue Totals

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

General Ledger Distribution

Posting Date: 05/27/2025

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



City of Ham Lake, MN

Council Approval List

By (None)

Payment Dates 5/20/2025 - 6/2/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2306	BRODIN PRESS	JUNE HAM LAKER	Editing	211-41704-3125	900.00
2307	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	138.01
2307	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	57.55
2307	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	138.01
2307	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	57.55
2308	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2308	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2308	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2308	CMT JANITORIAL SERVICES	FIRE #3	Cleaning service	100-42202-3430	387.00
2308	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2308	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2308	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2309	DELTA DENTAL PLAN OF MINN	JUNE COBRA - DK	COBRA receivable	100-11502	52.06
2309	DELTA DENTAL PLAN OF MINN	JUNE DENTAL	Dental Insurance	100-21711	906.47
2310	METRO SALES INC	MAR - MAY COPIER LEASE	Equipment rentals	100-41701-3320	1,206.24
2310	METRO SALES INC	MAR - MAY B/W COPIES	Equipment rentals	100-41701-3320	48.80
2310	METRO SALES INC	MAR - MAY COLOR COPIES	Equipment rentals	100-41701-3320	179.24
2310	METRO SALES INC	MAR - MAY COPIER LEASE	Equipment rentals	100-42401-3320	565.26
2310	METRO SALES INC	MAR - MAY COLOR COPIES	Equipment rentals	100-42401-3320	284.68
2310	METRO SALES INC	MAR - MAY B/W COPIES	Equipment rentals	100-42401-3320	45.59
2311	MOBILE HEALTH SERVICES LLC	PHYSICAL - RG	Personnel testing & recruitme	100-42201-3150	195.00
2311	MOBILE HEALTH SERVICES LLC	FIT TEST, PHYSICAL - JW	Personnel testing & recruitme	100-42201-3150	235.00
2311	MOBILE HEALTH SERVICES LLC	FIT TEST - RG	Personnel testing & recruitme	100-42201-3150	65.00
2312	UNLIMITED SUPPLIES INC	NUTS, CONNECTORS, BRAKE C	Operating supplies	100-43101-2290	335.34
67154	ALLDATA LLC	DATABASE SUBSCRIPTION 1/1	Prepaid expense	100-15501	875.00
67154	ALLDATA LLC	DATABASE SUBSCRIPTION 7/2	Software licenses & upgrades	100-43101-2510	625.00
67155	ANOKA COUNTY FIRE PROTEC	ANNUAL MEMBERSHIP DUES	Dues & subscriptions	100-42201-3920	700.00
67156	ANOKA COUNTY PROPERTY	2025 NEARMAP AERIAL IMAG	Other professional services	100-41701-3190	1,000.00
67157	ANOKA COUNTY TREASURY D	MAY BROADBAND CITY HALL	Internet & website	100-41707-3220	37.50
67157	ANOKA COUNTY TREASURY D	MAY BROADBAND FIRE #2	Internet	100-42201-3220	75.00
67158	ARCHITECT MECHANICAL INC	SHERIFF HVAC SERVICE	Building repair & maintenanc	100-41702-3420	675.00
67159	ASPEN MILLS INC	UNIFORM - ZF	Clothing & personal protectiv	100-42201-2210	240.70
67160	BUSINESS ESSENTIALS	SOAP, TP, PAPER TOWELS & DI	Operating supplies	100-44101-2290	1,170.63
67160	BUSINESS ESSENTIALS	TOILET PAPER	Operating supplies	100-44101-2290	106.94
67161	CENTERPOINT ENERGY MN	CANCEL PERMIT #2025-00406	Surcharge	100-22801	1.00
67161	CENTERPOINT ENERGY MN	CANCEL PERMIT #2025-00406	Other construction permits	100-32202	120.00
67162	COMCAST BUSINESS	JUNE FIRE #1 ADD'L CABLE BO	Rentals-other	100-42201-3390	11.32
67163	DEARBORN LIFE INS CO	JUNE VOL LIFE	Life Insurance	100-21714	204.00
67163	DEARBORN LIFE INS CO	JUNE LIFE	Life Insurance	100-21714	53.28
67164	DEHN OIL CO	230 GAL GASOLINE	Fuel	100-43101-2230	571.50
67164	DEHN OIL CO	270 GAL DIESEL	Fuel	100-43101-2230	665.87
67165	EMERGENCY APPARATUS MTC	G2 COIL & PLUG REPLACEME	Fire apparatus repair & maint	100-42201-3450	650.08
67166	ERIK SKOGQUIST	2ND QTR ASSESSING	Assessing/property tax admin	100-41403-3105	10,402.27
67167	FIRE SAFETY USA INC	SWIVELS & ADAPTERS	Equipment parts & supplies	100-42201-2320	348.60
67168	GAME TIME	LION'S PARK - PLAYGROUND E	Operating supplies	100-44101-2290	138.00
67169	HEALTH PARTNERS INC	MAY EAP	Other professional services	100-41701-3190	22.10
67170	HOLTZ LANDSCAPE & IRRIGATI	1/2 YRD BLACK DIRT	Operating supplies	100-43101-2290	16.50
67171	KINGS III EMERGENCY COMM	JUNE ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
67172	KRISTINA YUNKERS	08/03/25 HAM LAKE PARK RE	Sales tax	100-21801	8.13
67172	KRISTINA YUNKERS	08/03/25 HAM LAKE PARK RE	Park/pavilion rentals	100-34702	100.00
67173	LANO EQUIPMENT, INC.	BOBCAT SWEEPER HARNESS	Equipment parts & supplies	100-43101-2320	237.33
67174	LEPAGE & SONS INC	05/16 YARDWASTE	Waste management & recycli	231-43601-3630	482.00
67175	MACQUEEN EQUIPMENT/MA	SCBA & MSA FLOW TESTING	Equipment repair & maintena	100-42201-3440	1,388.50
67176	MARY WELLS	2ND QTR ASSESSING	Assessing/property tax admin	100-41403-3105	10,402.27

Council Approval List

Payment Dates: 5/20/2025 - 6/2/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67177	MENARDS-BLAINE	CONCRETE MIX - HERITAGE O	Operating supplies	100-44101-2290	286.72
67178	MINNESOTA EQUIPMENT	#53 WHEEL	Equipment parts & supplies	100-44101-2320	7.60
67179	NORTHLAND CHEMICAL CORP	TOILET BOWL CLEANER	Operating supplies	100-44101-2290	96.82
67180	SUMMIT COMPANIES	SEMI ANNUAL SUPPRESSION	Inspections	100-44201-3460	364.80
67181	TASC	JULY COBRA ADMINISTRATIO	Other professional services	100-41701-3190	28.30
67182	TYLER TECHNOLOGIES INC	INCODE SUPPORT 1/26 - 06/2	Prepaid expense	100-15501	13,658.63
67182	TYLER TECHNOLOGIES INC	INCODE SUPPORT 7/25 - 12/2	Computer & software support	100-41401-3120	13,658.63
67183	US BANK CORPORATE PAYME	MCFOA-MCFOA membership-	Training/conferences/schools	100-41301-3510	50.00
67183	US BANK CORPORATE PAYME	IOS-tape, post-it flags, binder	Office supplies	100-41701-2110	43.55
67183	US BANK CORPORATE PAYME	AMAZON-stain remover-NW	Operating supplies	100-41701-2290	59.93
67183	US BANK CORPORATE PAYME	AMAZON-cell phone chargers	Operating supplies	100-41701-2290	13.05
67183	US BANK CORPORATE PAYME	IOS-trash bags, toilet paper-N	Operating supplies	100-41701-2290	99.90
67183	US BANK CORPORATE PAYME	PANTHEON-website-NW	Internet & website	100-41707-3220	350.00
67183	US BANK CORPORATE PAYME	ZOOM-zoom-NW	Internet & website	100-41707-3220	13.83
67183	US BANK CORPORATE PAYME	IOS-trash bags, toilet paper, di	Operating supplies	100-42201-2290	230.26
67183	US BANK CORPORATE PAYME	STERLING TROPHY-Par boards	Operating supplies	100-42201-2290	58.90
67183	US BANK CORPORATE PAYME	FIREPENNY-Soap for turn out	Operating supplies	100-42201-2290	49.00
67183	US BANK CORPORATE PAYME	AMAZON-velcro tape-NW	Operating supplies	100-42201-2290	18.89
67183	US BANK CORPORATE PAYME	O'REILLY-Wipers-MR	Vehicle parts & supplies	100-42201-2340	29.18
67183	US BANK CORPORATE PAYME	ACTIVE 911-license-MR	Software licenses & upgrades	100-42201-2510	7.72
67183	US BANK CORPORATE PAYME	IOS-goldenrod copy paper-N	Office supplies	100-42401-2110	42.72
67183	US BANK CORPORATE PAYME	BP-NON-OXY GAS-JC	Fuel	100-43101-2230	275.03
67183	US BANK CORPORATE PAYME	IOS-trash bags-NW	Operating supplies	100-43101-2290	39.06
67185	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	41.39
67185	VERIZON WIRELESS	5 FIRE SURFACE PROS	Phones/radios/pagers	100-42201-3210	100.10
67185	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	162.80
67185	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	306.06
67185	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	87.22
67186	WICK COMMUNICATIONS CO-	JUNE HAM LAKER	Printing	211-41704-3970	746.07
DFT0002896	EMPOWER	Deferred Compensation	Deferred compensation	100-21704	2,410.00
DFT0002896	EMPOWER	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002897	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,226.93
DFT0002897	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,050.20
DFT0002897	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	8,161.12
DFT0002898	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,749.59
DFT0002899	PERA	Retirement-Coordinated	PERA	100-21703	7,384.37
DFT0002899	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0002899	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
DFT0002900	US POSTMASTER	MAY SR CENTER POSTAGE	Postage Liability	100-20204	42.27
DFT0002901	US POSTMASTER	JUNE HAM LAKER POSTAGE	Postage	211-41704-2120	1,414.30
Grand Total:					101,464.19

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	97,921.82
211 - HAM LAKER	3,060.37
231 - RECYCLING	482.00
Grand Total:	101,464.19

Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	52.06
100-15501	Prepaid expense	14,533.63
100-20204	Postage Liability	42.27
100-21701	Federal WH/FICA/MC	16,438.25
100-21702	State W/H	2,749.59
100-21703	PERA	8,744.13
100-21704	Deferred compensation	2,460.00
100-21711	Dental Insurance	906.47
100-21714	Life Insurance	257.28
100-21801	Sales tax	8.13
100-22801	Surcharge	1.00
100-32202	Other construction per	120.00
100-34702	Park/pavilion rentals	100.00
100-41301-3510	Training/conferences/sc	50.00
100-41401-3120	Computer & software su	13,658.63
100-41403-3105	Assessing/property tax a	20,804.54
100-41701-2110	Office supplies	43.55
100-41701-2290	Operating supplies	172.88
100-41701-3190	Other professional servi	1,050.40
100-41701-3210	Phones/radios/pagers	39.17
100-41701-3320	Equipment rentals	1,434.28
100-41702-3420	Building repair & mainte	675.00
100-41702-3430	Cleaning service	765.00
100-41707-3220	Internet & website	401.33
100-42201-2210	Clothing & personal prot	240.70
100-42201-2290	Operating supplies	357.05
100-42201-2320	Equipment parts & suppl	348.60
100-42201-2340	Vehicle parts & supplies	29.18
100-42201-2510	Software licenses & upgr	7.72
100-42201-3150	Personnel testing & recr	495.00
100-42201-3210	Phones/radios/pagers	141.49
100-42201-3220	Internet	75.00
100-42201-3390	Rentals-other	11.32
100-42201-3440	Equipment repair & mai	1,388.50
100-42201-3450	Fire apparatus repair &	650.08
100-42201-3920	Dues & subscriptions	700.00
100-42202-3430	Cleaning service	699.00
100-42401-2110	Office supplies	42.72
100-42401-3210	Phones/radios/pagers	162.80
100-42401-3320	Equipment rentals	895.53
100-43101-2210	Clothing & personal prot	276.02
100-43101-2230	Fuel	1,512.40
100-43101-2290	Operating supplies	390.90
100-43101-2320	Equipment parts & suppl	237.33
100-43101-2510	Software licenses & upgr	625.00
100-43101-3210	Phones/radios/pagers	306.06
100-43104-3430	Cleaning service	148.00
100-44101-2210	Clothing & personal prot	115.10
100-44101-2290	Operating supplies	1,799.11
100-44101-2320	Equipment parts & suppl	7.60

Account Summary

Account Number	Account Name	Payment Amount
100-44101-3210	Phones/radios/pagers	87.22
100-44201-3460	Inspections	364.80
100-44202-3430	Cleaning service	300.00
211-41704-2120	Postage	1,414.30
211-41704-3125	Editing	900.00
211-41704-3970	Printing	746.07
231-43601-3630	Waste management & r	482.00
Grand Total:		101,464.19

Project Account Summary

Project Account Key	Payment Amount
None	100,982.19
231004009	482.00
Grand Total:	101,464.19



City of Ham Lake, MN

Payroll Check Register Report Summary

Pay Period: 5/11/2025-5/24/2025

Packet: PYPKT01768 - PPE 05/24/25 PAID 0530/25

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	81	50,175.64
Total	81	50,175.64

RESOLUTION NO. 25-XX
RESOLUTION APPROVING CONTRIBUTIONS

WHEREAS, the City of Ham Lake is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 412.21 and 465.03 for the benefit of its citizens, and

WHEREAS, the following persons and entities have offered to contribute the cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>
Ham Lake Chamber of Commerce <i>(for the Ham Laker)</i>	\$1,000.00

WHEREAS, all such sums have been contributed to assist the City in the establishment and operation of programs within the City's corporate limits either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

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

1. The contributions described above are hereby accepted by the City of Ham Lake and shall be used to establish and operate programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.
2. That the City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Ham Lake this 2nd day of June, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: <u>Ham Lake Chamber of Commerce</u>	License Number: <u>02948</u>
Address: <u>15544 Central Ave. NE</u>	City/State/Zip: <u>Ham Lake, MN - 55304</u>

1. Amount of proposed lawful purpose expenditure: \$ 1000.00
2. Check one expenditure category:
- ☒ A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
- ☐ B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
- ☐ C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
- ☐ D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
- ☐ E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

Money for the Ham Lake

- NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: www.pca.state.mn.us

Tim Sofie
Chief Executive Officer's Signature

5-14-25
Date

Tim Sofie
Print Name

612-390-9763
Daytime Phone

GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 1000.00. Government use of contribution (check one):

- ☐ **Wildlife**—DNR approves the wildlife management project or activity.
- ☐ **Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- ☐ **Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- ☐ **Water quality testing**—MPCA approves the surface water quality testing project.
- ☒ **Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: <u>City of Ham Lake</u>	Phone: <u>763-434-9555</u>
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Address: <u>15544 Central Ave NE</u>	City/State/Zip: <u>Ham Lake, MN 55304</u>
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By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Nicole Wheeler
Signature
Nicole Wheeler
Print Name

5/21/25
Date
Admin Assistant
Title

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

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 2nd day of June, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

CANNABIS RETAIL BUSINESS REGISTRATION MULTIPLE APPLICATION SELECTION PROCESS

I. General Policy Statement

If multiple valid applications for retail registration exceeding the number of registered Cannabis Retail Businesses permitted under Ham Lake City Code Article 7-1400 are received by the City on the same business day, the issuance of retail registrations shall be in accordance with a criteria selection policy stated below.

II. Process

Four-Phase Multiple Application Process

The application process would consist of four phases described in detail below:

- Phase I: Initial Review by City Staff Review Team
- Phase II: Evaluation and Scoring by City Staff Review Team
- Phase III: Eligibility List generated by City Staff Review Team
- Phase IV: Final Selection by Andover City Council

(City Staff Review Team: City Administrator, City Attorney, & Deputy City Clerk)

1. ***Phase I (Initial Review)*** is an initial review of the application to determine whether it is complete and meets all of the minimum requirements described in the application. During the initial review, City staff would ensure that the application also includes the required criteria.

Complete submissions would move forward to Phase II. Applications that fail to provide all of the additional submittal requirements would be deemed incomplete and would not move forward to Phase II. There would be no appeal as scoring is based solely on objective criteria.

2. ***Phase II (Evaluation and Scoring)*** would include the evaluation and scoring of the criteria. Applications would be reviewed and scored, using a merit-based system based on the following weighted-point scale of up to 10 MAXIMUM POINTS:

CATEGORIES	SCALE 1-10 POINTS RANGE	MAXIMUM POINTS ASSIGNED
CATEGORY 1= 40% OF SCORE	10 X 40%	4.0
CATEGORY 2 =25% OF SCORE	10 X 25%	2.5
CATEGORY 3=25% OF SCORE	10 X 25%	2.5
CATEGORY 4 =10% OF SCORE	10 X 10%	1.0
TOTAL MAXIMUM POSSIBLE SCORE		10

- A. **CATEGORY 1- Business Plan** equals 40% (up to 4 Points) of total score: Owner experience, qualifications, budget, capitalization, pro forma, and daily operation procedures.
 - B. **CATEGORY 2 - Neighborhood Compatibility Plan** equals 25% (up to 2.5 Points): How the Applicant addresses proactively and responds to complaints to neighborhood nuisances related to noise, light, odor, litter, vehicle, and pedestrian traffic.
 - C. **CATEGORY 3 - Preliminary Safety and Security Plan** equals 25% (up to 2.5 Points): Description of planned safety and security measures.
 - D. **CATEGORY 4 - Odor Control Plan** equals 10% (up to 1 Points) procedures detailing how odor impacts will be mitigated.
3. ***In Phase III (Eligibility List)***, after being evaluated and scored through Phase II, Applicants would be ranked from highest to lowest within each license type, in order to establish an eligibility list. This list would be forwarded to the City Administrator or designee, who would prepare a Staff Report for the City Council.
 4. ***In Phase IV (Final Selection)***, the eligibility list and applications for Cannabis Retail Business Registration would be forwarded to the City Council for review and final selection to determine which Applicants are eligible to receive a City of Andover Cannabis Retail Business Registration. This final selection would occur at a public meeting where Applicants would have the opportunity to address the City Council and answer any additional questions prior to the City Council making a final decision. It is anticipated that these interviews may need to be scheduled for a Special City Council meeting if necessary, in order to provide adequate time for consideration of the final selection. The City Council has the authority to choose from any of the Applicants on the eligibility list.

The City reserves the right to request and obtain additional information from any Applicant who advances to Phase IV.

Meeting Date: June 2, 2025

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Andrea Murff, Finance/HR Director

Subject: Connectivity Services Agreement

Introduction/Discussion:

Every 5 years the Connectivity Services Agreement needs to be renewed with Anoka County to provide internet services to the City Hall Campus and Fire Station #2. The terms of the current agreement in expiring on August 16, 2025, and will need to be renewed. There was also a price increase for the service with this new agreement. Prior to the agreement, the City was paying \$37.50 for internet services at the City Hall Campus and it will increase to \$150 per month with the new agreement. Fire Station #2 was paying \$75.00 per month, and it will increase to \$150 per month as well. These new amounts are still well below what would be charged if we were to change to a different provider. For example, Fire Station #3 is not in an area that Anoka County can serve so it needs to use Comcast for internet services. The monthly cost for Fire Station #3 is \$370 per month.

Recommendation:

I recommend the approval of Amendment No.3 to the Connectivity Services Agreement.

AMENDMENT NO. 3
To Connectivity Services Agreement
With Community Anchor Institution(s)
For Broadband Services
At Co-Location Service Site(s)

THIS AMENDMENT is made this 17th day of August, 2025, the date of the signature of the parties notwithstanding, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County," and the City of Ham Lake, 15544 Central Ave NE, Ham Lake, MN 55304 hereinafter referred to as the "Entity."

WITNESSETH:

WHEREAS the County wishes to amend its Agreement with the Entity for Connectivity Services on the ConnectAnokaCounty Network dated January 11, 2012; and

WHEREAS, the Agreement was previously amended on August 16, 2015, to provide for continued services until August 16, 2020; and

WHEREAS, Paragraph XII. MODIFICATIONS of said Agreement provides that any material alterations, modifications or variations of the terms of this Agreement shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter stated or contained in the Agreement, the parties do hereby agree as follows:

1. The parties agree to change Paragraph VI. TERM, as follows:

A. This Agreement will be for a period commencing on the date of signing by both parties, and continuing until August 16, 2030 (Initial Term), with up to a total of three (3) renewal periods of additional five (5) years terms (Renewal Terms) upon written amendment. Both parties shall provide written notice of intent to renew this agreement not less than one hundred eighty days (180) before the end of the Initial Term or Renewal Term. For purposes of this agreement, written notices shall be sent to the addresses of each of the Parties as indicated above. Upon the termination or expiration of this Agreement, the County shall have no further obligation to provide Services and no further liability to Entity. Upon termination or expiration of this agreement, ZAYO shall be provided a reasonable opportunity to retrieve its equipment from the co-location service site(s). At the request of the entity, ZAYO will remove equipment from individual terminated co-location sites within a mutually agreed time not to exceed 180 days. Upon termination of Entity's connectivity service from a co-location site, without terminating this entire agreement, ZAYO, at the request of the entity, shall remove its equipment from said co-location

site within a mutually agreed time not to exceed 180 days and any underlying rights for that co-location site shall terminate with the removal without further action or notice by any party. Any underlying rights granted by the Entity under this Agreement shall terminate or expire with the Agreement without need for further action or notice by any party.

B. Pursuant to the above paragraph, both parties have sent written notice to each other one hundred eighty (180) days or more in advance of August 16, 2025, indicating the desire to renew the agreement for the next five (5) years. The commencement date of the new term is August 17, 2025, and the new expiration date is August 16, 2030.

C. If there have been any changes in service levels at the time of this Amendment, the parties will execute updated Attachment A.

2. This Amendment is hereby made a part of and shall be amended to the Agreement of the parties.

3. All other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have signed this Amendment on the dates written below.

COUNTY OF ANOKA

CITY OF HAM LAKE

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____

Dated: _____


ATTACHMENT A

Capacity and Costs for Co-location Sites

1. Entity Name: City of Ham Lake, Minnesota
2. Following are the site locations included for equipment co-location:

Site #	Owner Name	Site Name	Tier	Connectivity	Monthly Fee
104	City of Ham Lake	Ham Lake City Hall / Ham Lake Fire Station 1 / Ham Lake Public Works	1	100M	150.00
105	City of Ham Lake	Ham Lake Fire Station 2	1	100M	150.00
				Total	300.00

Memorandum

Date: May 28, 2025
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer 
Subject: TH 65 west backage road south of Constance Boulevard LPP FY 2027 Grant

Introduction:

At the April 1, 2024, the Ham Lake Road Committee authorized the City Engineer to prepare the Fiscal Year 2026 Local Partnership Program grant application for the construction of the 162nd Lane NE and Buchanan Street NE backage road.

Discussion:

On November 6, 2024, MnDOT informed the City that the TH 65 west backage road south of Constance Boulevard was not chosen for the FY26 Metro LPP grant. It was discussed at the January 14, 2025 Road Committee that the City should reapply for the FY27 Metro LPP grant.

Recommendations:

It is recommended that the resolution be adopted to resubmit for the FY27 Metro LPP Grant.

RESOLUTION NO. 25-XX

WHEREAS, pursuant to a resolution of the Council adopted on June 2, 2025, a report has been prepared by Dave Krugler, City Engineer with reference to the proposed construction of the West Frontage Road South of Constance Boulevard NE.

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

That the City of Ham Lake wishes to construct the West Frontage Road South of Constance Boulevard NE, and

The City of Ham Lake is requesting financial participation in the project from the Minnesota Department of Transportation through the FY 2027 Local Partnership Program, and

If the requested funding is provided, the City of Ham Lake will construct the West Frontage Road South of Constance Boulevard NE, and

BE IT FURTHER RESOLVED, that the City Council hereby commits to provide the local share if awarded a grant for such project under the condition that MnDOT give serious consideration to the construction of the West Frontage Road South of Constance Boulevard NE.

**ADOPTED BY A UNANIMOUS VOTE OF THE HAM LAKE CITY COUNCIL
THIS 2ND DAY OF JUNE, 2025.**

Brian Kirkham, Mayor

Denise Webster, City Clerk

June 3, 2025

Phillip Bergem
Cooperative Agreement Engineer
Minnesota Department of Transportation
1500 West County Road B2
Roseville, Minnesota 55113

Re: Fiscal Year 2027 Local Partnership Program
162nd Lane and Buchanan Street South of Constance Boulevard (County Road 60)
City of Ham Lake

Dear Mr. Bergem,

The City of Ham Lake appreciates the opportunity to participate in the FY 2027 Local Partnership Program. The City respectfully submits this request letter and supporting documentation to be considered for funding assistance for the construction of the non-existing 162nd Lane and Buchanan Street south of Constance Boulevard. The construction of 162nd Lane and Buchanan Street, which is a portion of municipal state aid route 197-125, would provide a contiguous connection between Central Avenue state aid route 197-125 and Constance Blvd. The construction of 162nd Lane and Buchanan Street and vacation of the Central Avenue roadway easement will improve Highway 65 and Constance Boulevard safety and mobility while still providing a safe alternate entrance to Highway 65. A portion of Central Avenue will be removed and Central Avenue would be closed to Constance Boulevard and Highway 65. Central Avenue was transferred to the City under MnDOT Trunk Highway Release 156, and ownership will revert back to MnDOT after the vacation.

The total project cost estimate is \$2,218,824.84. The City of Ham Lake is requesting the maximum amount of \$1,000,000.00 from the FY 2027 Local Partnership Program. Although the City is unable to advance the proposed work solely with their own funds or private funds, the City is committed to funding its share of the project, including an estimated \$100,000 in right-of-way and easement acquisition costs, if the requested funding is provided.

The proposed closure of Central Avenue at Highway 65/Constance Boulevard and relocation with a backage road is identified as high priority in the 2016 Highway 65 Access Management Plan per Figures 2A.1 and 2A.2. Collecting traffic from Central Avenue to 162nd Lane and Buchanan Street westerly to Constance Boulevard and the closure of the access point adjacent to principal arterial Highway 65/Constance Boulevard is beneficial for the improvement of travel time, timely delivery of goods and services, support to the local economy, preserve road capacity postponing the need to widen the corridor, reducing congestion safety and level of service.

The access point is classified as a secondary access point. The Figure 1D MnDOT Plat No. 02-M23 shows the access open but the City has wanted to close the access and the County has wanted to conduct some improvements at the west leg of this Constance Boulevard intersection for some time.

The proposed closure of the access point would in turn reroute local traffic to a safer alternative in order to access Highway 65, such as the controlled intersection at County Road 60 and the contiguous frontage road between Central Avenue and County Road 60 that would result with this project. The backage road meets the County's access spacing guidelines. The portion of Central Avenue, MSA 197-125, closure and construction of 162nd Lane and Buchanan Street has proposed 2027/2028 improvements that include construction of approximately 1,625 feet of non-existent MSA 197-126, 162nd Lane/Buchanan Street. The proposed design for the backage road, Figure 1B.1, includes the proposed 162nd Lane and Buchanan Street and improvements by Anoka County for a future round-about at the intersection of Buchanan Street and Constance Boulevard as well as the west leg of the intersection of Constance Boulevard and Highway 65. The project has received letters of support from the MnDOT and from the Anoka County Highway Department.

The MnDOT MnCMAT 2.0.0 Mapping Analysis Tool data for the access at intersection of Central Avenue/Constance Boulevard/Highway 65 access for the new available crash data past nine years is as follows:

Fatality – 0
Serious Injury – 0
Minor Injury – 9
Possible Injury – 9
Property Damage – 23
Total = 41

The following are attached:

Appendix 1 - Exhibits

- A. Existing Conditions and Removals
- B. Proposed Construction
 - 1. Proposed Design
 - 2. Proposed Intersection Insets
 - 3. Proposed Typical Street Section
 - a. Proposed typical path section
- C. Construction Cost Estimate
- D. Highway DOT Plat No. 02-M23
- E. Signed resolution
- F. Project Summary

Appendix 2 - Supporting Documentation

- A. HIGHWAY 65 Access Management
 - 1. HIGHWAY 65 Access Management Plan
 - 2. HIGHWAY 65 Access Management Map
- B. Letters of Support
 - 1. MnDOT Letter of Support
 - 2. Anoka County Highway Department Letter of Support
 - 3. Memorandum Of Understanding

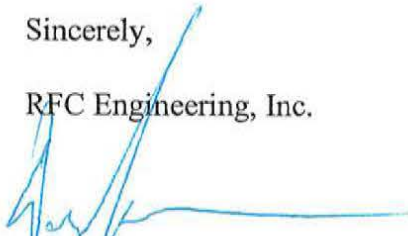
June 3, 2025
Phillip Bergem
Page 3

Thank you for the opportunity to submit this project for consideration under the Local Partnership Program. If you have questions please contact Dave Krugler at 763-862-8000 or dkrugler@rfcengineering.com or contact City Administrator Denise Webster at 763-434-9555 or dwebster@hamlakemn.gov.

Sincerely,

RFC Engineering, Inc.

City of Ham Lake



David Krugler, P.E.
Ham Lake City Engineer

Denise Webster
City Administrator



Description

EXISTING CONDITIONS AND REMOVAL PLAN

Drawn

CSA

Date

6/4/25

Project No.

2302.032

Sheet No.

1.A

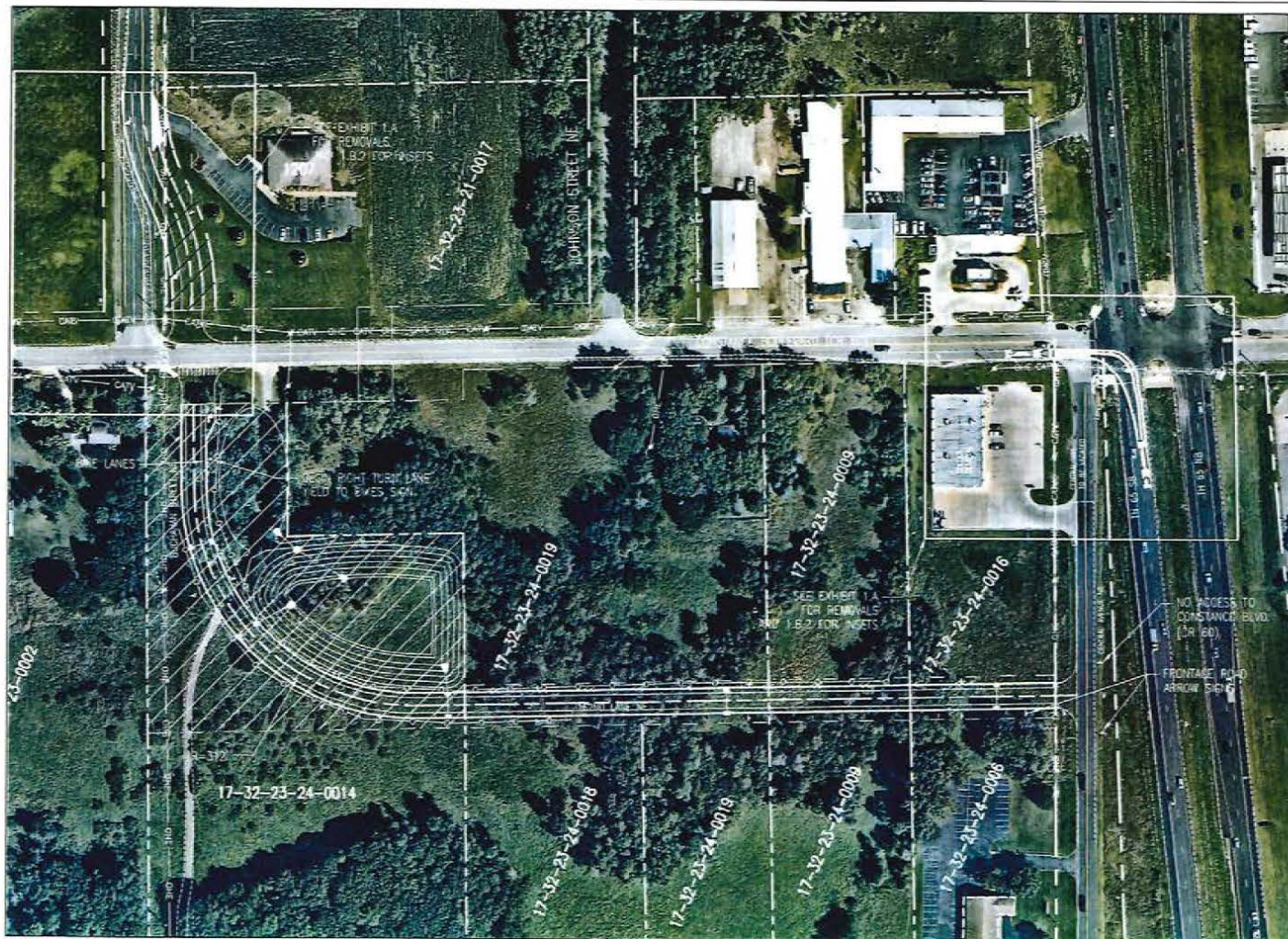
Project

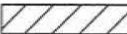


162ND LANE AND BUCHANAN STREET SOUTH OF CONSTANCE BOULEVARD

13635 Johnson Street
Horn Lake, MN 55304

Voice: 763.862.8000
Fax: 763.862.8042

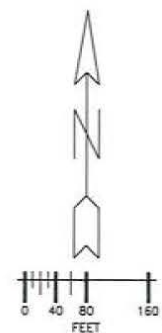
RFC
ENGINEERING & INC.
CONSULTING ENGINEERS



-  PROPOSED EASEMENT
-  PROPOSED BITUMINOUS
-  PROPOSED CONCRETE

m DEPARTMENT OF TRANSPORTATION Level 3 Signature Block

Level 3 LAYOUT APPROVAL	
Proposed Layout Date	_____
Reviewed By	_____
Reviewed By	_____



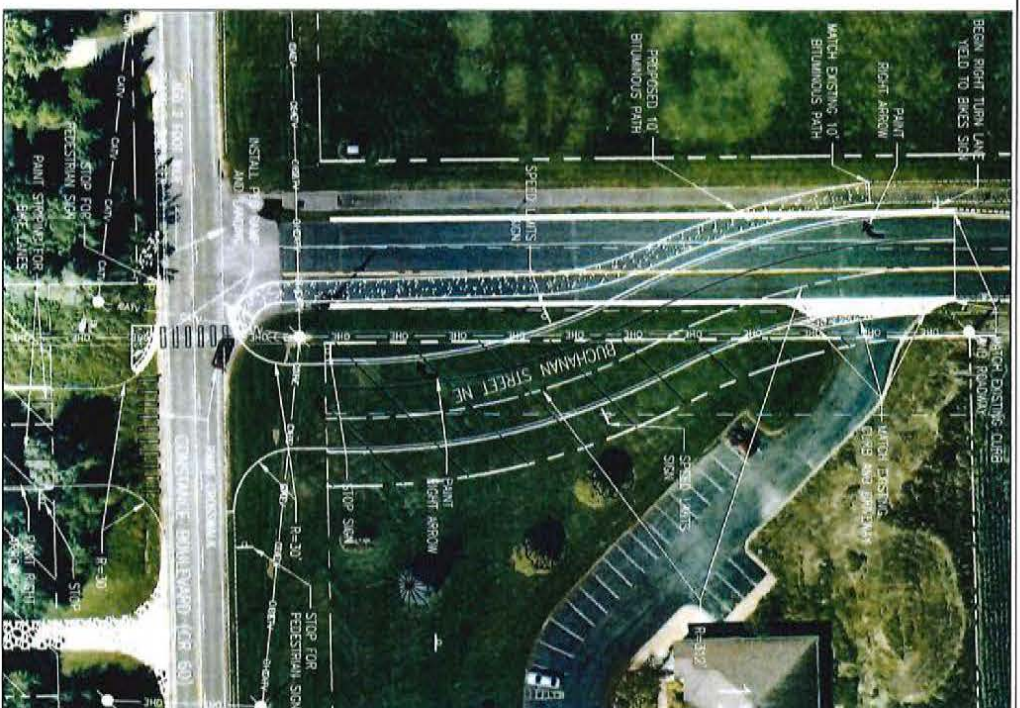
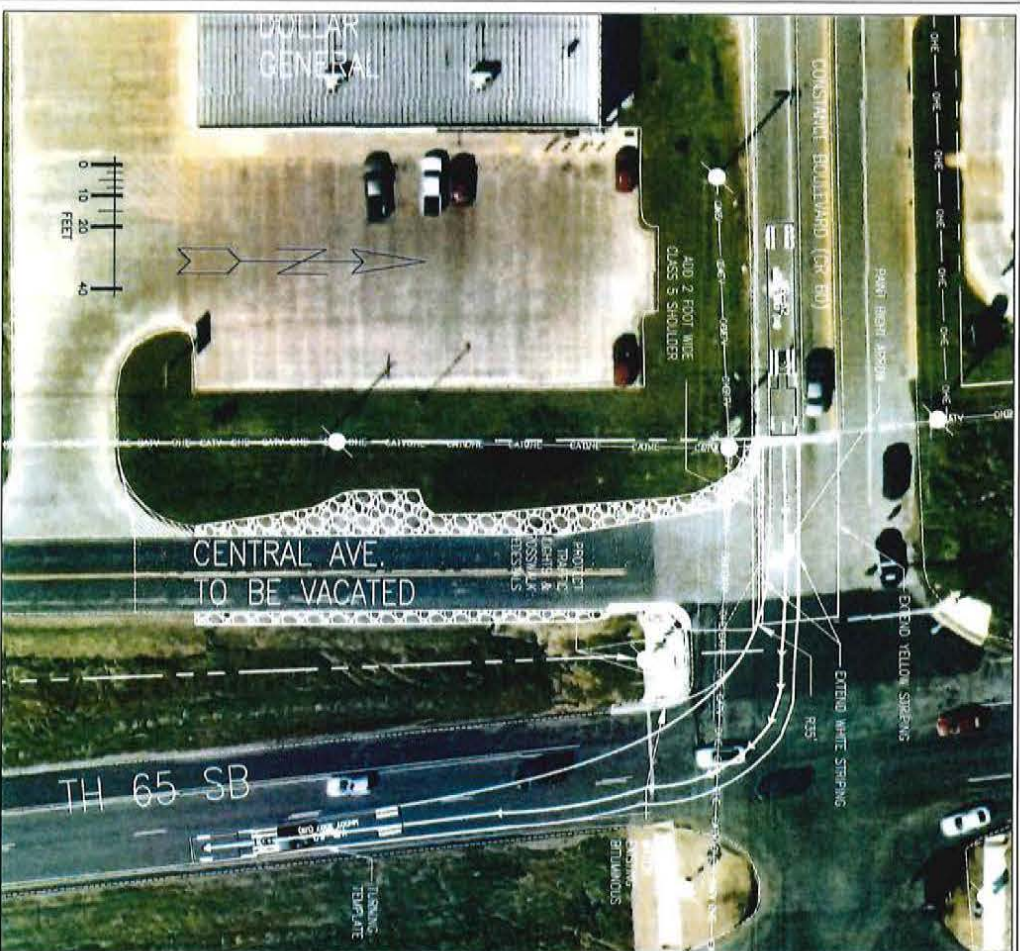
Description
PROPOSED BACKAGE ROAD

Project
162ND LANE AND BUCHANAN STREET SOUTH OF CONSTANCE BOULEVARD

Drawn CSA	Date 6/4/25	Project No. 2302.032	Sheet No. 1.B.1
--------------	----------------	-------------------------	--------------------

13635 Johnson Street
Ham Lake, MN 55304
Voice: 763.862.8000
Fax: 763.862.8042





PROPOSED BITUMINOUS

PROPOSED CONCRETE



0 30 60 120
FEET

Legend	Notes
PROPOSED BITUMINOUS	1. ALL PROPOSED BITUMINOUS SHALL BE 10% RAPID SET EPOXY MODIFIED BITUMEN.
PROPOSED CONCRETE	2. ALL PROPOSED CONCRETE SHALL BE 4000 PSI COMPRESSIVE STRENGTH.
EXISTING BITUMINOUS	3. ALL EXISTING BITUMINOUS SHALL BE REPAIRED TO MATCH PROPOSED BITUMINOUS.
EXISTING CONCRETE	4. ALL EXISTING CONCRETE SHALL BE REPAIRED TO MATCH PROPOSED CONCRETE.

Description
PROPOSED INTERSECTION INSETS

Drawn
CSA

Date
6/4/25

Project No.
2302.032

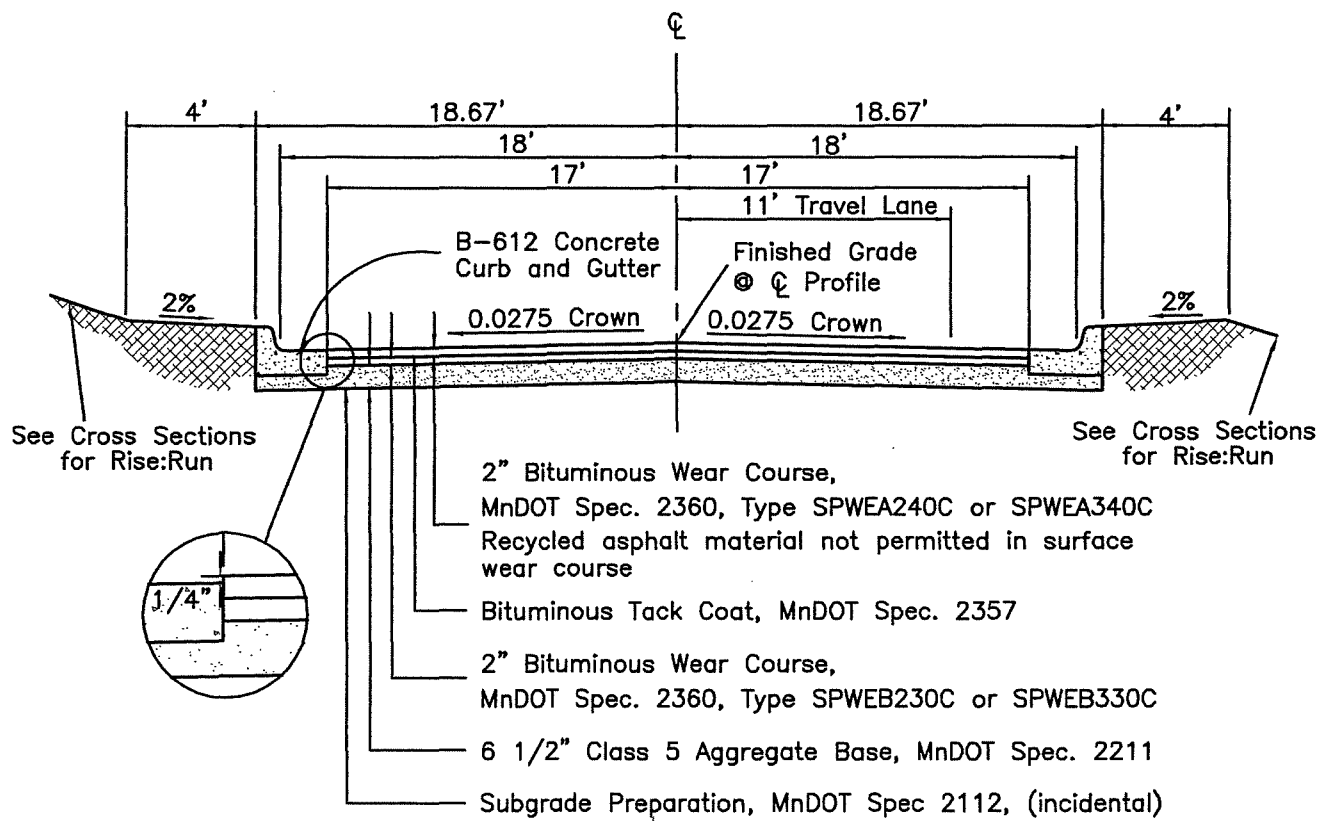
Sheet No.
1.B.2

Project
162ND LANE AND BUCHANAN STREET SOUTH OF CONSTANCE BOULEVARD

13635 Johnson Street
Horn Lake, MN 55304
Voice: 763.882.8000
Fax: 763.882.8042



1.B.3 - Proposed Typical Section With Bike Lanes

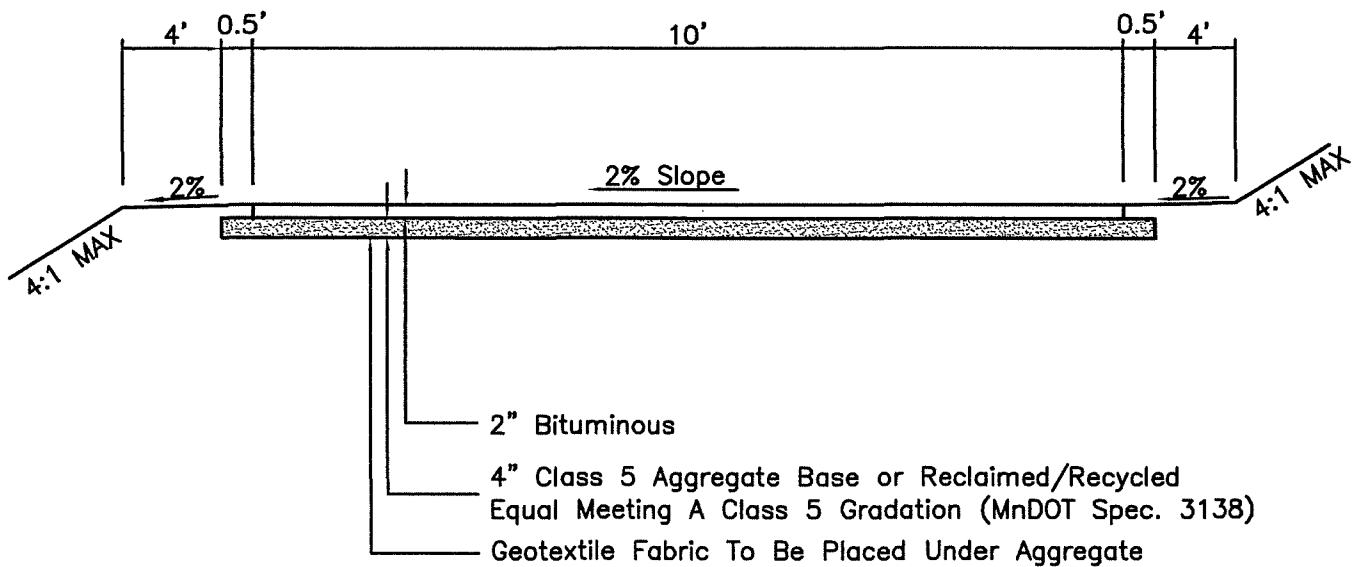


TYPICAL URBAN SECTION
WITH 6 FOOT BIKE LANE

TYPICAL STREET SECTION
COMMERCIAL 9-TON RFC-366B6

NOT TO SCALE

1.B.3.a - Bike Path Typical Section



TYPICAL BIKE PATH SECTION RFC-369H

NOT TO SCALE

162nd Lane and Buchanan Street South of Constance Boulevard
5/28/2025

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST	UNIT PRICE	TOTAL
2021.501	MOBILIZATION	LUMP SUM	1	\$170,000.00	\$170,000.00
2101.505	CLEARING	ACRE	2.45	\$9,800.00	\$24,010.00
2101.505	GRUBBING	ACRE	2.45	\$5,200.00	\$12,740.00
2104.502	REMOVE PAVEMENT MARKER	EACH	2	\$10.00	\$20.00
2104.502	REMOVE CONCRETE APRON	EACH	1	\$585.30	\$585.30
2104.502	REMOVE SIGN TYPE C	EACH	5	\$50.00	\$250.00
2104.502	SALVAGE SIGN TYPE C	EACH	1	\$40.00	\$40.00
2104.503	SAWING CONCRETE CURB (FULL DEPTH)	LIN FT	8	\$5.00	\$40.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH) DRIVEWAY	LIN FT	81	\$5.00	\$405.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	158	\$3.00	\$474.00
2104.503	REMOVE CONCRETE B612 CURB	LIN FT	36	\$50.00	\$1,800.00
2104.503	REMOVE CONCRETE B618 CURB	LIN FT	1,160	\$50.00	\$58,000.00
2104.503	REMOVE CONCRETE B624 CURB	LIN FT	32	\$35.00	\$1,120.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	1,237	\$7.00	\$8,659.00
2104.507	REMOVE 4" AGGREGATE CLASS 5	CU YD	1,737	\$5.00	\$8,685.00
2104.518	REMOVE COMMERCIAL DRIVEWAY CONCRETE PAVEMENT	SQ FT	383	\$55.00	\$21,065.00
2106.507	EXCAVATION - COMMON	CU YD	2,200	\$20.00	\$44,000.00
2106.507	EXCAVATION - MUCK	CU YD	7,400	\$18.00	\$133,200.00
2106.507	EXCAVATION - POND	CU YD	18,000	\$22.00	\$396,000.00
2106.507	GRANULAR EMBANKMENT (CV)	CU YD	6,100	\$15.00	\$91,500.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	5,086	\$10.00	\$50,860.00
2108.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	3,700	\$3.80	\$14,060.00
2211.509	AGGREGATE BASE, CLASS 5 OR 7	TON	2,755	\$20.00	\$55,100.00
2211.604	AGGREGATE BASE (CV) CLASS 5 4.0" SHOULDER	SQ YD	16	\$6.50	\$104.00
2211.604	AGGREGATE BASE (CV) CLASS 5 4.0" THICK-DRIVEWAY	SQ YD	32.0	\$6.50	\$208.00
2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) DRIVEWAY 2.0" THICK	SQ YD	9.1	\$32.59	\$296.57
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	860	\$133.00	\$114,380.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	905	\$114.00	\$103,170.00
2501.502	18" RC PIPE APRON	EACH	1	\$1,156.00	\$1,156.00
2501.502	24" RC PIPE APRON	EACH	3	\$1,647.10	\$4,941.30
2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	1	\$670.40	\$670.40
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	3	\$1,111.00	\$3,333.00
2503.503	15" RC PIPE SEWER CLASS IV	LIN FT	261	\$84.00	\$21,924.00
2503.503	18" RC PIPE SEWER CLASS IV	LIN FT	427	\$90.00	\$38,430.00
2503.503	24" RC PIPE SEWER CLASS IV	LIN FT	545	\$120.00	\$65,400.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 4-60" SUMP	EACH	1	\$6,500.00	\$6,500.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 5-48" SUMP	EACH	1	\$5,500.00	\$5,500.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL-2' X 3"	EACH	5	\$2,978.70	\$14,893.50
2506.502	CONSTRUCT OUTLET CONTROL STRUCTURE DESIGN SPECIAL 3-60"	EACH	1	\$7,600.00	\$7,600.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1-48"	LIN FT	2	\$4,422.00	\$8,844.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2-60"	LIN FT	1	\$5,000.00	\$5,000.00
2511.504	GEOTEXTILE FILTER TYPE 3	SQ YD	141	\$3.00	\$423.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	34	\$149.00	\$5,066.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	3,029	\$31.00	\$93,899.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	559	\$45.00	\$25,155.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$10,000.00	\$10,000.00
2564.518	SIGN PANELS TYPE C	SQ FT	100	\$76.00	\$7,600.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	2	\$3,000.00	\$6,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	10	\$180.00	\$1,800.00
2573.502	CULVERT END CONTROLS	EACH	4	\$442.00	\$1,768.00
2573.503	SILT FENCE, TYPE MS	LIN FT	1,953	\$2.80	\$5,468.40
2575.605	TURF ESTABLISHMENT (25-131 SEEDING MIX)	ACRE	1.0	\$14,200.00	\$14,200.00
2575.605	TURF ESTABLISHMENT (33-261 SEEDING MIX)	ACRE	0.7	\$8,000.00	\$5,600.00
2582.503	4" SOLID LINE WHITE EPOXY PAINT	LIN FT	5,797	\$2.60	\$15,072.20
2582.503	4" DOUBLE SOLID LINE YELLOW PAINT	LIN FT	1,878	\$2.90	\$5,446.20
2582.618	4" SOLID RIGHT TURN ARROW WHITE EPOXY PAINT	SQ FT	433	\$6.00	\$2,598.00
	TOTAL ESTIMATED CONSTRUCTION COST				\$1,695,059.87
	PROJECT DEVELOPMENT COSTS (17%)				\$288,160.18
	CONSTRUCTION ENGINEERING & INSPECTION COSTS (8%)				\$135,604.79
	TOTAL CONSTRUCTION COSTS				\$2,118,824.84
	LAND ACQUISITION				\$100,000.00
	TOTAL PROJECT COST				\$2,218,824.84

IN SECTION 17, T.32 N., R.23 W., ANOKA COUNTY, MINNESOTA

Pursuant to Minnesota Statutes 160.14 this plat delineates the boundary of existing Trunk Highway No. 85. There may be discrepancies between this plat and record descriptions.

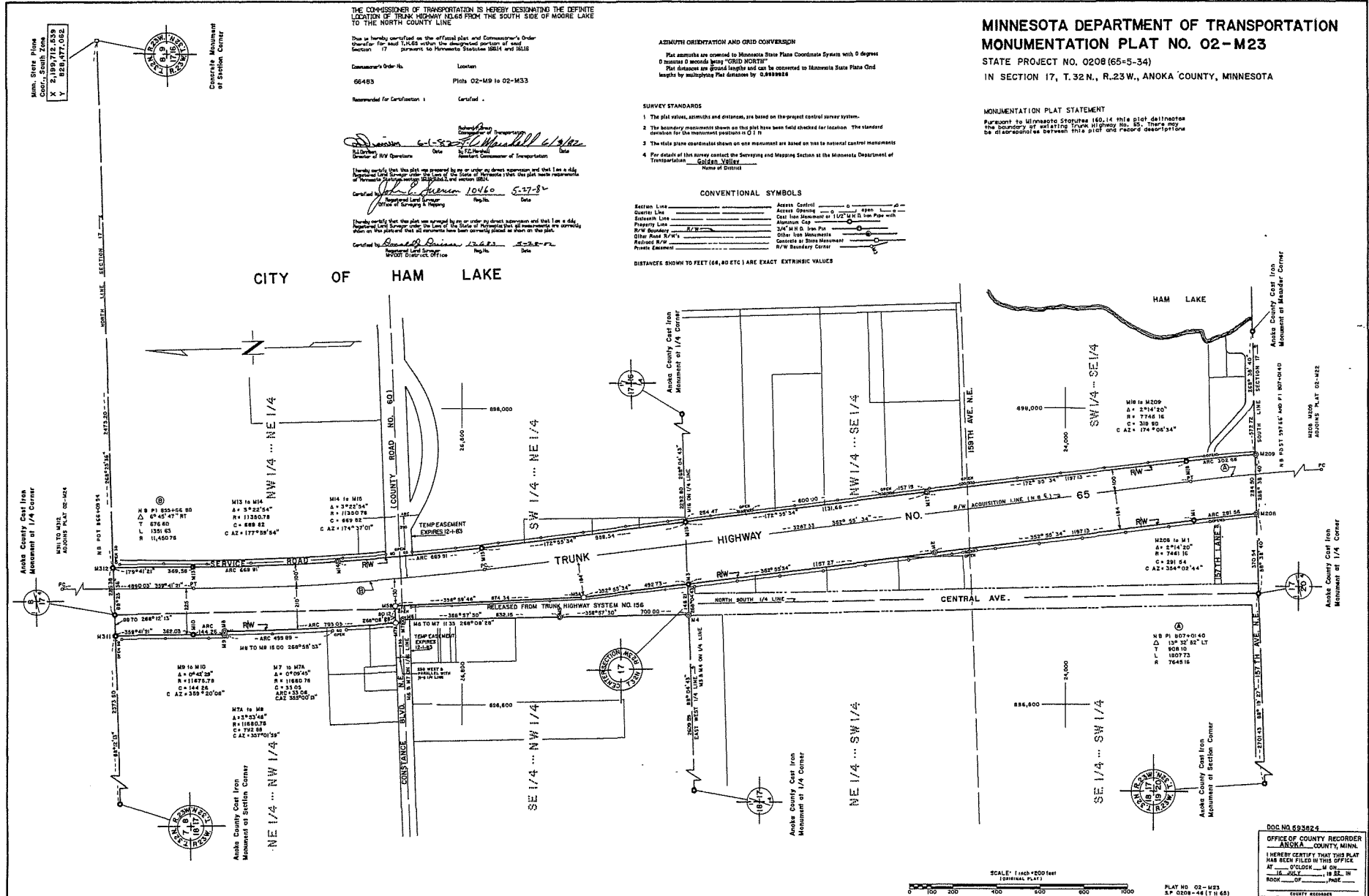
Recommended for Certification: ☒ Certified: ☐

Plat azimuths are oriented to Minnesota State Plane Coordinate System with 0 degrees 0 minutes 0 seconds being "GRID NORTH"

4 For details of this survey contact the Surveying and Mapping Section at the Minnesota Department of Transportation Golden Valley

Section Line _____ Access Control _____
 Quarter Line _____ Access Opening _____
 Sixteenth Line _____ Cast Iron Manchest at 1/2" M.H. Iron Pipe with
 Property Line _____ Aluminum Cap _____
 R/W Boundary _____ 2/4" M.H. Iron Pin _____
 Other Road R/W's _____ Iron Manchest _____
 Railroad R/W's _____ Concrete at Stone Manchest _____
 Private Easement _____ R/W Boundary Center _____

DISTANCES SHOWN TO FEET (66, 80 ETC.) ARE EXACT EXTRINSIC VALUES



**Trunk Highway 65 West and Central Avenue
South of Constance Boulevard (County Road 60)
Fiscal Year 2027 Local Partnership Program Summary
City of Ham Lake, Anoka County**

Project benefits:

- Removal of Central Avenue from Constance Boulevard to the Dollar General entrance, construction of the non-existent 162nd Lane and realigned Buchanan Street, a portion of the state aid route 197-125, will improve Constance Boulevard and Highway 65 safety and mobility.
- The closure of the Central Avenue access point would reroute traffic to safer alternatives in order to access Highway 65 at the controlled intersection of Constance Boulevard.
- The project is compliant with access management with the removal of one Highway 65 access which greatly reduces accident potential.
- Beneficial for the improvement of timely delivery of goods and services, support to the local economy and preserve road capacity postponing the need to widen the corridor, reducing congestion safety and level of service.
- The project is proactive in reducing the access density on Highway 65 which reduces the probability of crashes occurring.
- The proposed design is compliant with the Access Management Plan and is high priority for removal of Central Avenue. The construction of the backage road will reduce accident potential and driver confusion relating to the MN 65 corridor having significant safety and mobility issues as stated in the attached Memorandum of Understanding in Appendix 2.B.3. Both the City of Ham Lake and Anoka County are responsible for the planning and engineering of the roadway system.
- The City of Ham Lake obtained the right-of-way of Central Avenue from MnDOT with release 156. The right-of-way will be transferred back to MnDOT when vacated by the City of Ham Lake. The City of Ham Lake will retain the drainage and utility easement.

Project costs estimate and splits:

Cost and Funding Matrix

Activity	Estimated Cost	Fund Source
Construction	\$796,678.14	Municipal State Aid funds
Construction	\$796,678.14	Local Partnership Program
Engineering/Inspection	\$ 101,618.77	Local Partnership Program
Engineering/Inspection	\$ 33,986.52	Municipal State Aid funds
Project Development	\$288,160.18	Municipal State Aid funds
Right-of-Way	\$100,000.00	Municipal State Aid funds
Total	\$2,218,824.84	

MN 65 From North of Bunker Lake Blvd. to 245th Ave. N. Access Management Plan

The MN 65 Transportation Advisory Committee (TAC) evaluated the location, design, and operation of driveways, median openings, and street connections in order to provide access to land development in a manner that preserves the safety and efficiency of the transportation system.

Technical Advisory Committee (TAC):

Anoka County

Jack Forslund
Jane Rose
Andrew Witter

East Bethel

Nate Ayshford
Jack Davis
Craig Jochum
Colleen Winter

Ham Lake

Tom Collins
Don Krueger

Metropolitan Council

Steve Peterson

MnDOT

Gayle Gedstad
Sheila Kauppi
Paul Jung/Brian Kary
Kevin Schwartz
Tod Sherman

FHWA

Will Stein

Role of the TAC:

The TAC met regularly during the planning process, identified issues, acquired and reviewed safety and mobility data, and discussed methods for addressing the issues.

Study Objective:

To develop an access management plan to serve as guidance for the County, Cities, MnDOT, Metropolitan Council, landowners, and developers on desired access changes and future access locations in the corridor. The plan takes into consideration the function of MN 65 in the regional road network, the planned growth of the community, and the need for an adequate supporting road network necessary to support development. Additionally, the plan attempts to provide an appropriate balance between mobility and access.

General Issues:

Functional Classification:

MN 65 has been classified as a principal arterial. The Metropolitan Council's 2040 Transportation Policy Plan, Appendix D: Functional Class states that "The emphasis of principal arterials is on moving large volumes of traffic over long distances rather than providing direct access to land."

Safety:

Crash data was compiled for the three year period from Jan. 1, 2012 through Dec. 31, 2014. Several intersections ranked within the top 200 crash cost intersections in the state. The intersections were Bunker Lake Blvd (95th), Constance Blvd. (51st), Crosstown Blvd. (78th), 181st Ave. (70th), Viking Blvd. (163rd), Sims Rd (145th), and 237th (54th).

On non-signalized intersections, 50% of all crashes were from motorists turning left or traveling straight from the minor street (Right angle crashes). On 157th Ave. NE and 181st Ave. NE, this movement accounted for 100% and 89% of all crashes respectively. Additionally, right angle crashes result in a much higher percentage of fatal and injury crashes than other types of crashes.

At signalized intersections, 49% of all crashes were rear-end collisions on MN 65. On 221st Ave. NE 78% of crashes were rear-end collisions.

Mobility:

MnDOT's Access Management Manual includes risk-conflict graphs which help determine whether adequate gaps exist in traffic. Due to high traffic volumes on MN 65, there are minimal gaps in traffic for non-signalized cross street access.

Delay at Viking Boulevard is considerable due to high cross street traffic volumes (6,500 vpd to the west and 6,100 vpd to the east) and inefficiencies due to the wide median on MN 65 (Additional 8 1/2 second delay is needed to clear the intersection for both eastbound and westbound Viking traffic, so 17 second delay each cycle). It was mentioned by members of the TAC that motorists must wait through several cycles at 3 minutes each during peak periods.

Access Management Improvements:

The attached maps identify the proposed access management improvements. These improvements are intended to be low cost projects that improve safety and mobility on MN 65.

Several Reduced Conflict Intersections (RCI's) are proposed on MN 65. All movements for motorists navigating through an RCI are the same as those with a standard intersection, except for motorists on the MN 65 cross street that would otherwise turn left or travel straight across the intersection. These motorists, will wait for a gap in traffic in one direction, turn right onto/or merge onto the left turn lane, and take a U-turn when a gap in traffic is found in the opposite direction. This improves safety by removing several of the conflict points from the intersection and it greatly reduces the often serious right angle crashes. At the six intersections in Minnesota which are at least 2 years old there has been a 100% reduction in fatal crashes and a 60% reduction in injury crashes. This is consistent with national statistics which show a 70% reduction in fatal and injury crashes.

As a principal arterial, MN 65 is intended to serve long regional trips with few direct access points. Since there are few supporting roads and several direct access points on MN65, it also serves a high volume of local traffic. The construction of the proposed frontage roads will have several benefits. They will improve safety by:

- Reducing the number of short local trips that MN 65 currently serves.
- Allowing existing development with direct access onto MN 65 to relocate access to the frontage road, onto a roadway intended to provide direct access.
- Allowing future development to locate access onto the frontage road rather than MN 65.
- Providing a much safer north/south route for bicycles and pedestrians.

Additional mobility improvements will be realized with the signalized reduced conflict intersection on CSAH 22 (Viking Blvd.). By prohibiting left turns and through movements from the minor cross street at the signal, the number of signal phases required to move traffic through the intersection is reduced. This allows for longer green times and thereby reduces delays caused by the signal.

Implementation of the plan should be consistent with the following Access Management Policies.

Access Management Policies for MN 65 through Ham Lake and East Bethel:

Public Street Connections to MN 65:

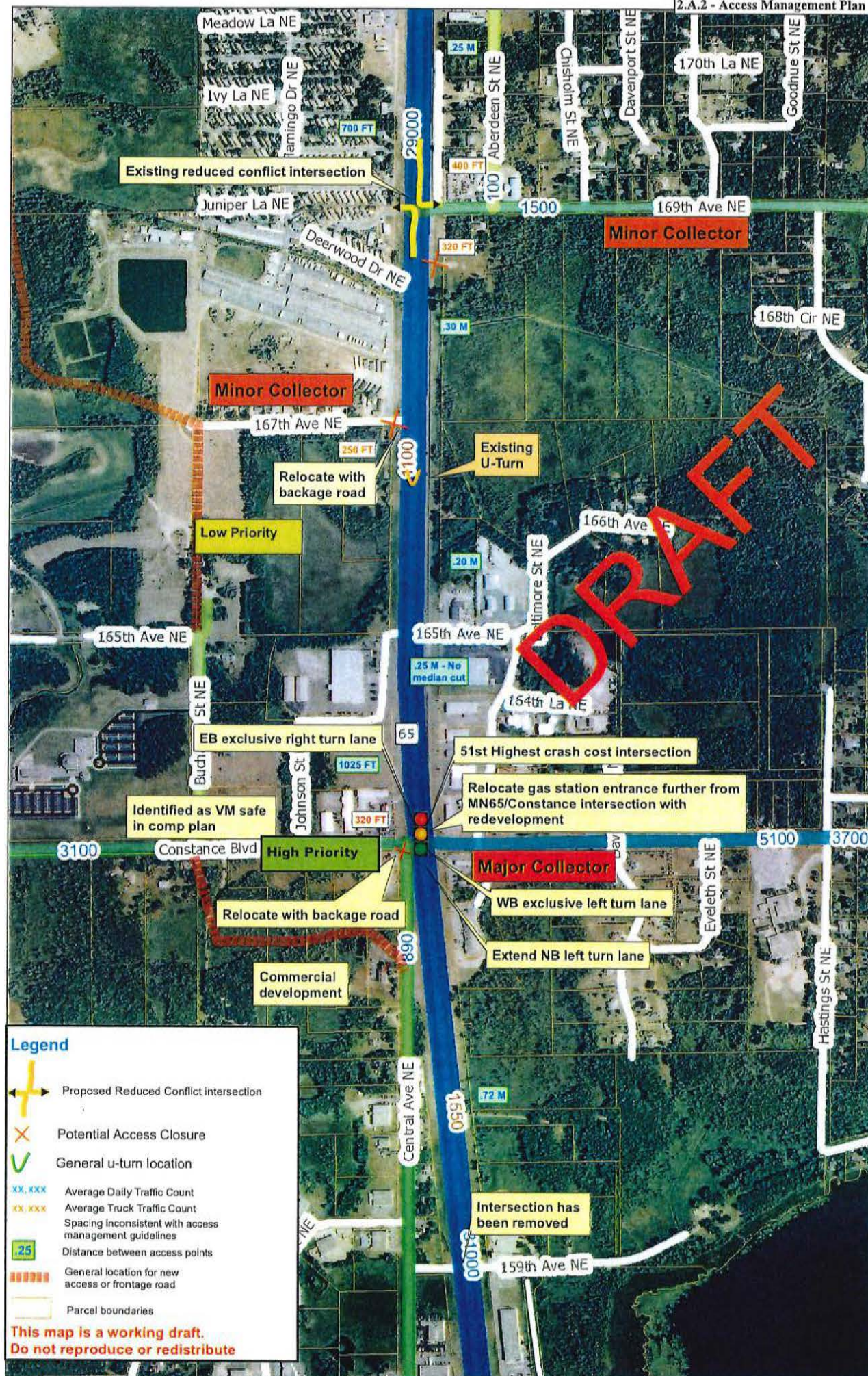
- The proposed public street spacing is identified in the MN 65 Access Management Plan map.
- Traffic signals or other intersection traffic control devices should only be constructed if they are justified. They should be located only at primary, full-movement, public intersections, preferably with roadways that are classified as a “Collector” and above.
- Left and right turn lanes should be provided at all full-movement intersections. Turn lanes should be designed to provide safe movement for traffic on MN 65 and on the cross street. Generally, the turn lanes should be 500-feet long with a 180-foot taper.
- Where a minor arterial intersects MN 65, the first full-movement intersection on the minor arterial should be spaced ¼ mile from the intersection with MN 65. On an intersecting collector street, the first intersection should be spaced 1/8th mile from MN 65. For other public streets, the spacing should be at least 300 feet from MN 65.

Subdivision Design:

- As property develops or redevelops, local roads should be constructed and existing access to MN 65 removed and relocated.
- All lots in a new subdivision should be designed to take access from the internal street network.
- All new subdivisions should be designed with an internal street system that coordinates and connects to adjacent subdivisions and the planned local street network, resulting in parallel north/south routes as well as continuous east/west routes.

Private Access:

- New private access to MN 65 is discouraged. Access to private property should be provided by the existing local road network whenever possible. Only when reasonably convenient and suitable access cannot be provided by the local road network, should direct access onto MN 65 be allowed. Adjoining properties should share a common access when necessary to provide adequate stopping distance between access points.
- Existing direct private access to MN 65 may remain in use, but may be subject to modification or closure at the time of development, redevelopment, or intensification in the land use, or a highway improvement project.
- Any new private access should be as consistent as possible with this plan.





MnDOT Metro District
1500 West County Road B-2 Roseville, MN
55113

May 29, 2024

Tom Collins
RFC Engineering, Inc.
13635 Johnson Street
Ham Lake, Minnesota 55304

Re: MnDOT Letter of Support for the City of Ham Lake's LPP application for improvements at CR 60/TH 65 Intersection

Mr. Collins,

This letter documents MnDOT Metro District's recognition for the City of Ham Lake to pursue funding for the Local Partnership Program (LPP) 2026 solicitation for improvements at Anoka County Road (CR) 60/Trunk Highway (TH) 65 Intersection in Ham Lake. As proposed, improvements include removing access on Central Avenue from Dollar General's existing driveway north to CR 60/TH 65 and constructing 162nd Lane backage road from south of the Dollar General store westerly to connect to Buchanan Street and ultimately to CR 60.

These improvements would impact MnDOT right-of-way on TH 65. As the agency with jurisdiction over TH 65, MnDOT supports the City in seeking funding for the proposed improvements. Details of any future agreements with the City will need to be determined during the project development to define how the improvements will be maintained for the project's useful life if the project receives funding.

If this LPP project is awarded funding, MnDOT North Area staff will continue to work with Ham Lake and Anoka County staff to coordinate needs and opportunities for cooperation. MnDOT Metro District looks forward to continued cooperation with Ham Lake as this project moves forward and as we work together to improve safety and travel options within the Metro Area.

If you have questions or require additional information, please reach out to North Area Engineer Michael Kronzer at Michael.kronzer@state.mn.us or me.

Sincerely,

Molly
McCartney

Molly McCartney
North Area Manager

Digitally signed by
Molly McCartney
Date: 2024.05.29
15:38:10 -05'00'

CC: Joe MacPherson, Anoka County Engineer
Dan Erickson, Metro District State Aid Engineer
Aaron Tag, Metro Program Management Director



Anoka County

TRANSPORTATION DIVISION

Highway

**2.B.2 - Anoka County Highway Department
Letter of Support**

Joseph J. MacPherson, P.E.
County Engineer

May 29, 2024

Mayor Brian Kirkham
City of Ham Lakes
15544 Central Avenue NE
Ham Lake, MN 55304

RE: 2024 Local Partnership Program (LPP) Solicitation
TH 65/CR 60/Central Avenue Intersection Improvements

Dear Mayor Kirkham:

On behalf of the Anoka County Transportation Division, we extend our support for the City of Ham Lakes' 2024 LPP application to improve the TH 65/CR 60 (Constance Boulevard)/Central Avenue intersection.

The proposed improvements include realigning the TH 65 frontage road (Central Avenue) to facilitate the relocation of the frontage road access onto Constance Boulevard to align with Buchanan Street as shown in the attached exhibits. By relocating the frontage road connection on Constance Boulevard further west it reduces the number of conflict points at the TH 65/Constance Boulevard intersection, reduces driver confusion, and will improve safety for all roadway users.

If you have any questions or comments, please contact me at (763) 324-3199, or via email at joe.macpherson@anokacountymn.gov.

Sincerely,

Joe MacPherson, P.E.
County Engineer

cc: Tom Collins, City Engineer
Jerry Auge, Assistant County Engineer
Molly McCartney, MnDOT Metro District North Area Manager
Mike Kronzer, MnDOT Metro District North Area Engineer

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005
Office 763-324-3100 ▲ Fax 763-324-3020 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer

**MN 65 From North of Bunker Lake Blvd. to 245th Ave. N.
Access Management Plan
MEMORANDUM OF UNDERSTANDING (MOU)**

This MOU is made and entered into by and between the Cities of Ham Lake and East Bethel hereinafter referred to as the "Cities", Anoka County hereinafter referred to as the "County", and the State of Minnesota, Department of Transportation hereinafter referred to as "MnDOT";

WHEREAS, the MN 65 Corridor from just north of Bunker Lake Blvd. to 245th Ave. N., hereinafter referred to as "MN 65" is classified as a principal arterial; and

WHEREAS, significant safety and mobility issues exist along MN 65; and

WHEREAS, the Cities are responsible for establishing local land use and local roadway system planning within the community; and

WHEREAS, Anoka County is responsible for the planning and engineering of the County roadway system; and

WHEREAS, several factors influence the spacing and design of public intersections and private driveways including: the existing roadway system, environmental constraints, topography, future land use, existing structures; and

WHEREAS, faced with the realistic expectation that the corridor will experience continued growth, the Cities, the County, the Metropolitan Council, and MnDOT partnered to develop a concept plan that will guide future access locations;

NOW, THEREFORE, the parties hereto state as follows:

- 1) Representatives of the Cities, the County, the Metropolitan Council, and MnDOT have met several times to identify and address the corridor's issues. In consideration of those issues, a MN 65 Access Management Plan has been developed and is attached. This concept plan was developed to guide future access locations so that as development occurs there is a corridor guide to help plan for improvements and logical access spacing.
- 2) Implementation of this Corridor Access Management Plan shall occur over time:

Short Term:

- Adopt this Access Management Plan to guide the location of public street and private driveway connections within the MN 65 corridor.

Ongoing:

- Review development, redevelopment or expansion proposals for conformance with the MN 65 Access Management Plan.

- Private Access (Residential and Commercial to MN 65):
 - Existing private access would remain in use however the access may be subject to modification or closure at the time of development, redevelopment or a highway improvement project.
 - New direct private access to MN 65 should be strongly discouraged. Access to private property should be provided by the local road network where ever possible. Only when reasonably convenient and suitable access cannot be provided from the local road network, should direct access onto MN 65 be considered.
- 3) As regional priorities change, consideration should be given to updating the MN 65 Access Management Plan.

This Memorandum of Understanding ("MOU") is not a binding agreement and any binding obligations of the parties to this MOU will be made pursuant to written, and properly executed and approved agreements. This MOU merely depicts a proposed plan of action for the mutual convenience of the parties.

Signatures signify agency concurrence with this Memorandum of Understanding

CITY OF HAM LAKE:

By: 

Date: 10/17/16

CITY OF EAST BETHEL:

By: _____

Date: _____

ANOKA COUNTY:

By: _____

Date: _____

DEPARTMENT OF TRANSPORTATION:

By: _____

Date: _____

Attachments to MOU:

- MN 65 From North of Bunker Lake Blvd. to 245th Ave. N. Access Management Plan

- Private Access (Residential and Commercial to MN 65):
 - Existing private access would remain in use however the access may be subject to modification or closure at the time of development, redevelopment or a highway improvement project.
 - New direct private access to MN 65 should be strongly discouraged. Access to private property should be provided by the local road network where ever possible. Only when reasonably convenient and suitable access cannot be provided from the local road network, should direct access onto MN 65 be considered.
- 3) As regional priorities change, consideration should be given to updating the MN 65 Access Management Plan.

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Signatures signify agency concurrence with this Memorandum of Understanding

CITY OF HAM LAKE:

By: _____

Date: _____

ANOKA COUNTY:

By: _____

Date: _____

CITY OF EAST BETHEL:

By:  _____

Date: April, 2017

DEPARTMENT OF TRANSPORTATION:

By: Scott Z Z

Date: 5/15/17

Attachments to MOU:

- MN 65 From North of Bunker Lake Blvd. to 245th Ave. N. Access Management Plan

By: 
Rhonda Sivarajah, Chair
County Board of Commissioners

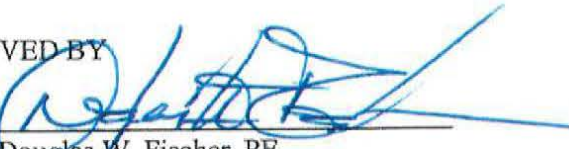
Dated: 5-9-17

ATTEST

By: 
Jerry Soma
County Administrator


Dated: 5-9-17

APPROVED BY

By: 
Douglas W. Fischer, PE
County Highway Engineer

Dated: 4/26/17

APPROVED AS TO FORM

By: 
Dan Klint
Assistant County Attorney

Dated: 5/9/17



CITY OF HAM LAKE - STAFF REPORT

To: Mayor and Councilmembers
From: Dawnette Shimek, Deputy City Clerk
Item/Title/Subject: Renewal of Liquor Licenses

Introduction:

All Liquor Licenses in the City of Ham Lake will expire on June 30, 2025. The following licensees have applied for renewal and have submitted documentation required.

On-Sale and Sunday On-Sale

- Acapulco of Ham Lake Inc. dba Acapulco Mexican Restaurant, 18015 Ulysses Street NE, Suite 1000, Ham Lake, MN
- Dan Dahlin Inc. dba Ham Lake Lanes, 16465 Highway 65 NE, Ham Lake, MN
- EAGL Beverages Holdings, LLC dba Majestic Oaks Golf Club, 701 Bunker Lake Boulevard NE, Ham Lake, MN
- Elevage Management Group LLC dba T-Box Bar & Grill, 1431 147th Avenue NE, Ham Lake, MN
- Maxx Bar & Grill Inc. dba Maxx Bar & Grill, 17646 Highway 65 NE, Ham Lake, MN

Off-Sale

- Bidhipur Beverage, Inc. dba Ham Lake Liquors, 17720 Central Avenue NE, Ham Lake, MN
- Broadview Operations LLC, dba 1 Stop Liquor, 16205 Lexington Avenue NE, Ham Lake, MN
- Grape Expectations Inc. dba Tournament Liquor, 1434 147th Avenue NE, Ham Lake, MN
- Rama Corporation dba Network Liquors, 13548 Highway 65 NE, Ham Lake, MN

Wine and 3.2% Malt Liquor

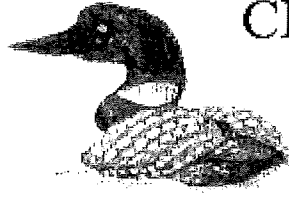
- Mansettis-Ham Lake Inc. dba Mansetti's Pizza & Pasta, 16220 Aberdeen Street NE, Suite C, Ham Lake, MN

3.2% Off-Sale

- Northern Tier Retail LLC dba SuperAmerica #4537, 1442 Constance Boulevard NE, Ham Lake, MN

Recommendation:

I recommend approval of the renewal of Liquor Licenses for the period of July 1, 2025 to June 30, 2026.



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 TUESDAY, MAY 27, 2025

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: May 12, 2025

PUBLIC HEARING:

6:01 p.m. Elizabeth Crawford requesting a Special Home Occupation Permit to operate Therapy Roots, LLC, a Biodynamic Craniosacral Therapy and myofunctional therapy business at 1222 Constance Boulevard NE (17-32-23-24-0014).

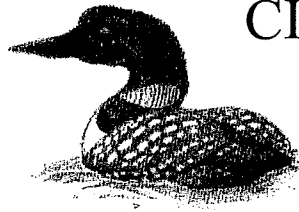
6:01 p.m. Consideration of amendments to Article 9 of the Ham Lake City Code related to adding Brewer Taproom and Cannabis Retail Business as a Permitted Use in CD-1 (Commercial Development 1) zoning, adding Therapeutic Massage Facilities as a Conditional Use in R-1 (Single Family Residential) zoning, removing Temporary Conditional Uses in its entirety in (R-1) Single Family Residential, Residential-Manufacturing (R-M) and Rural Single Family Residential (R-A) and remove the requirement of a maintenance fee for wetland banking under Article 9-330.8 and general edits related to the required trail easement

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 TUESDAY, MAY 27, 2025

The Ham Lake Planning Commission met for its regular meeting on Tuesday, May 27, 2025, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Commissioners Erin Dixon, Kyle Lejonvarn, Dave Ringler and David Ross

MEMBERS ABSENT: Commissioners Brian Pogalz, Jeff Entsminger and Jonathan Fisher

OTHERS PRESENT: Building and Zoning Clerk Jennifer Bohr

CALL TO ORDER: Vice Chair Dixon 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 Ringler, seconded by Ross, to approve the minutes of the May 12, 2025, Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Elizabeth Crawford requesting a Special Home Occupation Permit to operate Therapy Roots, LLC, a Biodynamic Craniosacral Therapy and myofunctional therapy business at 1222 Constance Boulevard NE (17-32-23-24-0014)

Ms. Elizabeth Crawford was present. Ms. Crawford stated she is currently enrolled in school for cranial sacral therapy. Ms. Crawford stated it is a modality therapy and is like holistic healing. Ms. Crawford stated as a practitioner, she will touch clients at certain points to promote healing and wellness from the inside out. Ms. Crawford stated the myofunctional therapy she would offer concerns working with muscles of the facial complex to improve breathing, eating and talking. Ms. Crawford stated Building and Zoning Official Mark Jones' memo indicates she will need to provide proof of certification from a massage therapy board or association as listed in Ordinance 9-220.2. Ms. Crawford stated she will have her certification through the Biodynamic Craniosacral Therapy Association of North America (BCTA/NA) and asked if that certification would be acceptable. Vice Chair Dixon stated the commissioners will need to discuss this. Commissioner Ross completed the inspection, a copy which is on file. Commissioner Ross stated he met with Elizabeth and Colin Crawford. Commissioner Ross stated the

property is as described in the documents submitted by Ms. Crawford. Commissioner Ross stated the applicant has no concerns about the conditions Building and Zoning Official Jones listed except for the type of certification that must be provided to the city. Commissioner Lejonvarn asked if there was a building on the property. Commissioner Ross stated there is a house and a large accessory building currently on the property; the 14-foot by 20-foot building where therapy will be performed still needs to be constructed.

Vice Chair Dixson opened the public hearing at 6:05 p.m. and asked for public comment.

Cathy Montain, 1160 Constance Boulevard NE

Ms. Montain stated her property is west of Ms. Crawford's parcel. Ms. Montain stated this is a great opportunity for Ms. Crawford and for the community.

Vice Chair Dixson closed the public hearing at 6:06 p.m.

Vice Chair Dixson asked Building and Zoning Clerk Bohr if the certification Ms. Crawford will have would be acceptable. Building and Zoning Clerk Bohr stated it is something staff will need to discuss. Commissioner Lejonvarn stated the organization Ms. Crawford obtains certification from should be accredited and Ms. Crawford should not start practicing this therapy until the city has been able to verify the type of certification offered by BCTA/NA. Vice Chair Dixson reviewed the comments made by Mark Jones, Building and Zoning Official, in his staff report. Vice Chair Dixson stated Building and Zoning Official Jones indicates the applicant will need to meet building standards for uses in mercantile districts. Vice Chair Dixson asked Ms. Crawford to confirm that the bathroom facilities used by clients will be in the main residence. Ms. Crawford stated that was correct. Vice Chair Dixson reiterated that hard surface walkways, driveway and parking areas must be concrete or asphalt to meet accessibility code. Vice Chair Dixson stated Building and Zoning Official Jones also provided a list of conditions of approval for the Special Home Occupation Permit. Commissioner Ross noted that Mr. and Mrs. Crawford told him they approached all their neighbors to talk with them about what they want to do on their property. Commissioner Ross stated people were provided opportunity to voice concerns or support for the Crawford's request. **Motion by Ross, seconded by Fisher, to recommend approval of a Special Home Occupancy Permit as requested by Elizabeth Crawford of Therapy Roots, LLC, a Biodynamic Craniosacral Therapy and myofunctional therapy business at 1222 Constance Boulevard NE subject to:**

- 1) Meeting all the requirements of Ordinance 9-350 Home Occupation Permits.**
- 2) Ms. Crawford being the only therapist practicing Biodynamic Craniosacral Therapy and myofunctional/speech therapy at this location.**
- 3) Ms. Crawford providing the city with a copy of the required certification(s) as noted in Ordinance 9-220.2(b) for Therapeutic massage or obtain approval from the city that certification from the Biodynamic Craniosacral Therapy Association of North America (BCTA/NA) is acceptable.**
- 4) No therapy can be performed until all course work has been completed, certifications have been obtained, and proof of certifications have been provided to the city.**
- 5) Business hours from 9 am to 4 pm Monday through Friday.**

- 6) All surfaces upon which motor vehicles will be parked, or driven, and all areas in which clients and pedestrians will be walking from point to point, shall be surfaced with asphalt or concrete, or a surface approved by the Building Official.
- 7) All areas that clients will travel, or have access to, shall meet the Minnesota Accessibility Code. This shall include the bathroom, walking surfaces and parking.
- 8) All parking surfaces must be marked per diagram and maintained.
- 9) The bathroom made available to clients must be in working order at all times.
- 10) Obtaining a building permit for the proposed building and a Certificate of Occupancy prior to the commencement of business.
- 11) Meeting all city, county and state codes.

All present in favor, motion carried. *This application will be placed on the City Council's Monday, June 2, 2025, agenda.*

PUBLIC HEARING:

Consideration of amendments to Article 9 of the Ham Lake City Code related to adding Brewer Taproom and Cannabis Retail Business as a Permitted Use in CD-1 (Commercial Development 1) zoning, adding Therapeutic Massage Facilities as a Conditional Use in R-1 (Single Family Residential) zoning, removing Temporary Conditional Uses in its entirety in (R-1) Single Family Residential, Residential-Manufacturing (R-M) and Rural Single Family Residential (R-A) and remove the requirement of a maintenance fee for wetland banking under Article 9-330.8 and general edits related to the required trail easement

Commissioner Lejonvarn asked why Temporary Conditional Uses were being removed from the various zoning districts. Building and Zoning Clerk Bohr stated a Temporary Conditional Use permit has not been requested for several years and, per the City Attorney, this type of permit should be labeled as an Interim User Permit instead. There was discussion related to the removal of the maintenance fee related to wetland banking. The commissioners expressed concern about the removal of the maintenance fee that had originally been included in the wetland bank ordinance. Building and Zoning Clerk Bohr informed the commissioners that the removal of the reference to the requirement of a maintenance fee for wetland banking has been proposed because the final wetland bank ordinance does not include the requirement to pay a maintenance fee. Building and Zoning Clerk Bohr stated the reference to the maintenance fee in Ordinance 9-330.8(C) was overlooked when the section related to maintenance fees in the wetland bank ordinance was removed. The commissioners had questions related to how fees for wetland banks would be charged. Building and Zoning Clerk stated the commissioners could request a workshop with the City Council if they were interested in discussing fees related to wetland banks further. Vice Chair Dixon read aloud the remaining amendments to Article 9 related to adding Brew Taprooms and Cannabis Retail Business as permitted uses in the Commercial Development I (CD-1) zoning district, the removal of Temporary Conditional Uses in Single Family Residential (R-1), Residential-Manufactured Home (R-M) and Rural Single Family Residential (R-A) zoning districts and adding Therapeutic Massage Facilities as a Conditional Use in the R-1 zoning district as noted in Administrator Webster's staff report.

Vice Chair Dixon opened the public hearing at 6:24 p.m. and asked for public comment; with there being none, Vice Chair Dixon closed the public hearing at 6:25 p.m.

Motion by Lejonvarn, seconded by Ross, to recommend approval of amendments to Article 9 of the Ham Lake City Code, as presented, relating to:

- 1) Adding Brewer Taproom and Cannabis Retail Business as a Permitted Use in CD-1 (Commercial Development 1) zoning.**
- 2) Adding Therapeutic Massage Facilities as a Conditional Use in R-1 (Single Family Residential) zoning.**
- 3) Removing Temporary Conditional Uses in its entirety in (R-1) Single Family Residential, Residential-Manufacturing (R-M) and Rural Single Family Residential (R-A).**
- 4) Removing the requirement of a maintenance fee for wetland banking under Article 9-330.8 and approving general edits related to the required trail easement for a Wetland Bank.**

Commissioners Lejonvarn, Dixon and Ross voted yes, Commissioner Ringler voted no, motion carried. *This application will be placed on the City Council's Monday, June 2, 2025, agenda.*

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Vice Chair Dixon informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the amendment to the Conditional Use Permit for Frovik's Towing and Recovery Twin City, Inc. There will not be a Planning Commissioner present at the June 2, 2025, City Council meeting.

ADJOURNMENT:

Motion by Lejonvarn, seconded by Ross, to adjourn the Planning Commission meeting at 6:25 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 A SPECIAL HOME OCCUPATION PERMIT
1222 CONSTANCE BOULEVARD NE**

WHEREAS, Elizabeth Crawford, filed an application dated April 29, 2025, Receipt #102203, requesting a Special Home Occupation Permit to operate Therapy Roots, LLC located at 1222 Constance Boulevard NE. The subject property is legally described as follows:

PID#17-32-23-24-0014 (the “Property”)

LOT 1, BLOCK 1, DEER CROSSING

WHEREAS, the Property is located in the Single Family Residential (R-1) Zoning District; and

WHEREAS, the intended use of the Property is for a therapy business (biodynamic, craniosacral and myofunctional therapy); and

WHEREAS, under Section 9-210 and 9-210.3 b. b) vii of the Ham Lake City Code, a therapy business (biodynamic, craniosacral and myofunctional therapy) is a conditional use with a Special Home Occupation Permit in R-1 Zoning Districts; and

WHEREAS, pursuant to Section 9-310.2 of the Ham Lake City Code, the Ham Lake Planning Commission reviewed the special home occupation use application and held a public hearing at their regular meeting on May 27, 2025, and recommended approval of amendment of the Special Home Occupation Permit with conditions;

WHEREAS, the Ham Lake Planning Commissions meeting minutes and materials from its May 27, 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 Special Home Occupation Permit for the property located at 1222 Constance Boulevard NE subject to the conditions and approval as recommended by the Planning Commission to wit:

- 1) Meeting all the requirements of Ordinance 9-350 for Home Occupation Permits and Special Home Occupation Permits.
- 2) Ms. Crawford being the only therapist practicing Biodynamic Craniosacral Therapy and myofunctional/speech therapy at this location.
- 3) Ms. Crawford providing the city with a copy of the required certification(s) as noted in Ordinance 9-220.2(b) for Therapeutic massage or obtain approval from the city that certification from the Biodynamic Craniosacral Therapy Association of North America (BCTA/NA) is acceptable.
- 4) No therapy can be performed until all course work has been completed, certifications have been obtained, and proof of certifications have been provided to the city.
- 5) Business hours from 9 am to 4 pm Monday through Friday.
- 6) All surfaces upon which motor vehicles will be parked, or driven, and all areas in which clients and pedestrians will be walking from point to point, shall be surfaced with asphalt or concrete, or a surface approved by the Building Official.

- 7) All areas that clients will travel, or have access to, shall meet the Minnesota Accessibility Code. This shall include the bathroom, walking surfaces and parking.
- 8) All parking surfaces must be marked per diagram and maintained.
- 9) The bathroom made available to clients must be in working order at all times.
- 10) The location of the accessory building will substantially comply with Exhibit A.1 of the Special Home Occupation Permit Application, and in any event will not interfere with any future easement acquisition plans of the City of Ham Lake.
- 11) Meeting all city, county and state codes.

FURTHERMORE, the Ham Lake City Council hereby approves the Special Home Occupation Permit for 1222 Constance Boulevard NE subject to the following additional conditions:

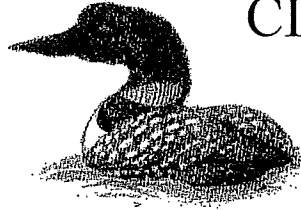
1. Written receipt by the City, and approval by the City Attorney, of acknowledgement and approval of the Special Home Occupation Permit by the owner of the Property located at 1222 Constance Boulevard NE.
2. Ongoing and complete compliance with all applicable Ham Lake City Code requirements.

Adopted by the Ham Lake City Council this the 2nd day of June, 2025.

ATTEST:

Denise Webster, City Clerk

Brian Kirkham, Mayor



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

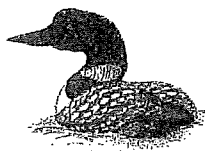
TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a Public Hearing shall be held before the Ham Lake Planning Commission on Tuesday, May 27, 2025 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Elizabeth Crawford requesting a Special Home Occupation Permit to operate Therapy Roots, LLC (a biodynamic, craniosacral and myofunctional therapy business) at 1222 Constance Boulevard NE, a parcel of land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

LOT 1 BLOCK 1 DEER CROSSING, EX N 180 FT OF E 250 FT THEREOF

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

DATED: May 16, 2025

Jennifer Bohr
Building & Zoning Clerk
City of Ham Lake



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 4/29/2025

Date of Receipt 4-29-25

Receipt # 102203 Amount \$ 400.00

Meeting Appearance Dates:

Planning Commission 5/27/2025

City Council 6-2-2025

Please check request(s):

☐ Metes & Bounds Conveyance

☐ Sketch Plan

☐ Preliminary Plat Approval*

☐ Final Plat Approval

☐ Rezoning*

☐ Multiple Dog License*

☐ Commercial Building Permit

☒ Certificate of Occupancy

☒ Home Occupation Permit

☐ Conditional Use Permit (New)*

☐ Conditional Use Permit (Renewal)

☐ Other _____

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

Development/Business Name: Therapy Roots, LLC

Address/Location of property: 1222 Constance Blvd. NE, Ham Lake, MN 55304

Legal Description of property: Lot 1 Blk 1 Deer Crossing

PIN # 17-32-23-24-0014 Current Zoning R-1 Proposed Zoning _____

Notes: _____

Applicant's Name: Elizabeth Crawford

Business Name: Therapy Roots, LLC

Address 1222 Constance Blvd. NE

City Ham Lake State MN Zip Code 55304

Phone _____ Cell Phone 763-226-5198 Fax _____

Email address ecrawford716@gmail.com

You are advised that the 60-day review period required by Minnesota Statutes Chapter 15.99 does not begin to run until all of the required items have been received by the City of Ham Lake.

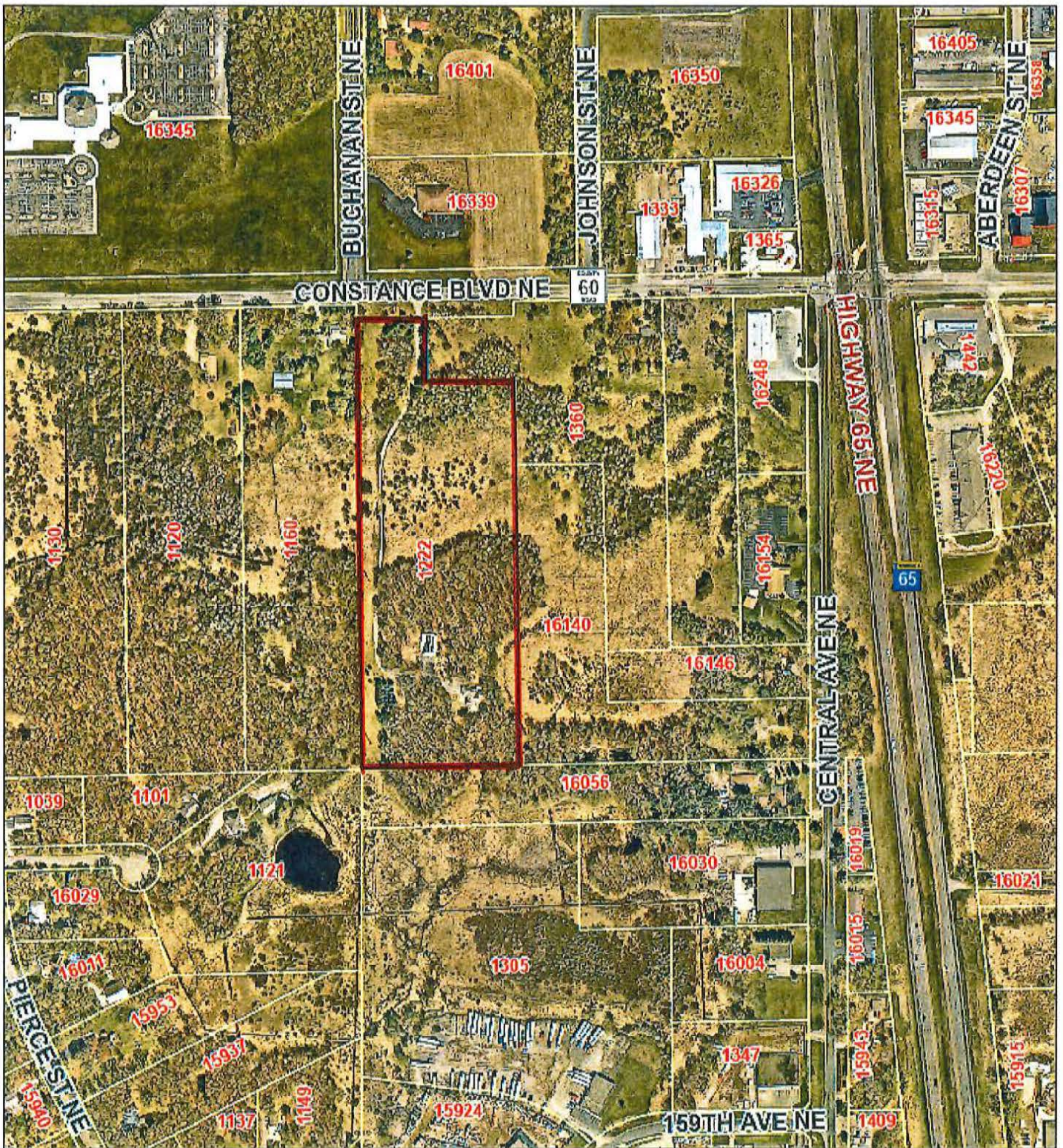
SIGNATURE [Signature] DATE 4/29/2025

- FOR STAFF USE ONLY -

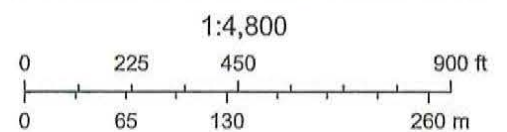
ACTION BY: Planning Commission 5-27-2025
City Council _____

PROPERTY TAXES CURRENT YES NO
Any Active/Deferred Assessments YES NO

ArcGIS Web Map



5/22/2025, 7:26:31 AM



UD

CD-2

CD-1

CD-1

CD-1

R-1

R-A

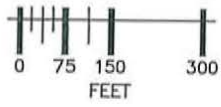
R-1

CD-2

STATE TRUNK HIGHWAY 1

CENTRAL AVE.

JOHNSON ST.



401

16350

16326
16324
16320

1333 1365

1222

1360

16248

16154

16146

16140

16056

16030

16004

1120

1160

101

1121

Meeting Date: May 7, 2025

CITY OF HAM LAKE

STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building and Zoning Official

Subject: Special Home Occupancy Permit at 1222 Constance Blvd NE

Introduction/Discussion:

Elizabeth Crawford, owner of Therapy Roots, LLC, wants to practice Biodynamic Craniosacral Therapy and myofunctional/speech therapy at her residence located at 1222 Constance Boulevard NE. Ms. Crawford states that she intends to perform this therapy in a 14-foot by 20-foot accessory building. (The accessory building has not yet been constructed.) Because the accessory building will be used as a place of business, the use of the building will need to meet the same standards as uses in mercantile districts. This includes meeting Code for accessibility, parking and bathroom facilities. The driveway area to the proposed accessory building, the dwelling, and the proposed parking area, are currently asphalt. Ms. Crawford will need to construct a hard surfaced walkway from the southern edge of the driveway to the accessory building that meets accessibility code. Exhibit C – Hard Surfaced Walkway, in the packet, is Ms. Crawford's outline of how she plans to create the walkway. Ms. Crawford states the bathroom within the dwelling will be open to clients. The distance between the proposed location of the accessory building where the therapy will be performed, and the dwelling, is less than 500 feet, which is an acceptable travel distance per the Plumbing requirements of Chapter 29 of the Minnesota 2020 Building code.

Per state code, this type of therapy is a type of massage therapy and does not require a state license. In the Commercial Development I (CD-1) zoning district, Ordinance 9-220.2 lists Therapeutic Massage as a permitted use under the following conditions:

- a) Therapeutic Massage means the practice of administering physical therapy through the massaging, rubbing, kneading or other manipulations of the body, administered solely for therapeutic purposes, but not intended to result in the sexual gratification of the recipient.
- b) No person shall engage in Therapeutic Massage who is not a Massage Therapist (defined as a person who maintains certification with the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), has passed the MBLEx examination given by the Federation of State Massage Therapy Boards, is a member in good standing in the American Massage

Therapy Association (AMTA), or is a member in good standing in the Associated Bodywork and Massage Professionals (ABMP);

c) Hours of operation shall be limited to 8:00 am to 10:00 pm;

d) The business shall at all times maintain a complete listing of all persons engaged as Massage Therapists and shall on request of City staff furnish evidence that each such person meets the qualifications to be a Massage Therapist.

Ms. Crawford will need to provide the city with a copy of the certification(s) she has from at least one of the organizations noted in 9-220.2 to practice Biodynamic Craniosacral Therapy and myofunctional/speech therapy.

Recommendation:

I recommend approval of a Special Home Occupancy Permit for Elizabeth Crawford of Therapy Roots, LLC at 1222 Constance Boulevard NE with the following conditions:

- 1) Meeting all the requirements of Ordinance 9-350 Home Occupation Permits.
- 2) Ms. Crawford is the only therapist practicing Biodynamic Craniosacral Therapy and myofunctional/speech therapy at this location.
- 3) Ms. Crawford must provide the city with a copy of the required certification(s) as noted in Ordinance 9-220.2(b) for Therapeutic massage.
- 4) Business hours from 9 am to 4 pm Monday through Friday.
- 5) All surfaces upon which motor vehicles will be parked, or driven, and all areas in which clients and pedestrians will be walking from point to point, shall be surfaced with asphalt or concrete, or a surface approved by the Building Official.
- 6) All areas that clients will travel, or have access to, shall meet the Minnesota Accessibility Code. This shall include the bathroom, walking surfaces and parking.
- 7) All parking surfaces must be marked per diagram and maintained.
- 8) The bathroom made available to clients must be in working order at all times.
- 9) Meeting all city and state codes.

Therapy Roots, LLC: Narrative of Business

Business Type

The business I will be conducting is Biodynamic Craniosacral Therapy. This therapy modality is a gentle non-invasive, hands-on therapy session for the whole body. Therapy is performed on a massage table. The client is fully clothed and my touch as a practitioner is light and still. The focus of biodynamic craniosacral therapy is to support the inherent health of the whole being, especially the nervous system. The nervous system dictates all of the body's functioning, constantly sending and receiving information. I will hold various contact points to work with various anatomical structures; by holding the contact point it promotes whole body healing within the fascia system, muscles, lymph nodes, blood flow, nerve impulses, etc. These sessions are typically an hour in length with flexibility for longer or shorter.

I will also be conducting myofunctional/speech therapy. This modality addresses abnormal muscle movement patterns in the mouth and face, focusing on tongue position, breathing, and muscle function. It can help with tongue thrust, open-mouth breathing, abnormal swallow pattern, articulation, language skills, sleep quality, and dental alignment. An evaluation is 1.5 hours in length and follow up sessions are 30-45 minutes.

Production

Materials used for biodynamic craniosacral therapy would include a massage table, linens (changed after each client), pillows, bolsters, and minimal lighting if needed. For myofunctional therapy, I would use a variety of chewies, bite blocks, tongue depressors, sterilized cotton tip swabs, mouth measurement tools, straws, paper, buttons, string, bubbles, snacks, and water.

Employees

I would be the only employee. Hours of operation would be Monday through Friday from 9am-4pm. There is a possibility of being open on the weekends, pending client needs.

Sales Method

All services will be provided onsite.

Onsite customers

Services being offered are 1:1. Majority of clients will be one client per session/appointment with the exception of times if a caregiver/parent is necessary for the client.

Anticipated traffic

There will be one vehicle on the premises at a time. There will be at least 15 minutes between each session so there will not be any overlap of vehicles coming in/out.

Additional Information

All storage needs will be held within the accessory building. No noise will be generated to nearby properties or odors and vibration.

Exhibit A - Site Plan of Property (topography)



Exhibit A.1 - Site Plan of Property



To be constructed accessory building (approx. 14' x 20')

- No well or running water in accessory building.
- No septic connection in accessory building.
- Restroom facilities and running water will be available in residential home on property.
- Accessory building located approx. 220 feet from existing residential home.

See Exhibit A.2 for interior layout of accessory building. All services to be provided in accessory building.

Hard surfaced walkway to be constructed connecting existing asphalt to accessory building. See Exhibit C for additional detail.

===== = hard surfaced walkway

Residential home
- Existing Septic
@ - Existing well

Exhibit A.2 – Interior Layout of Proposed Accessory Building

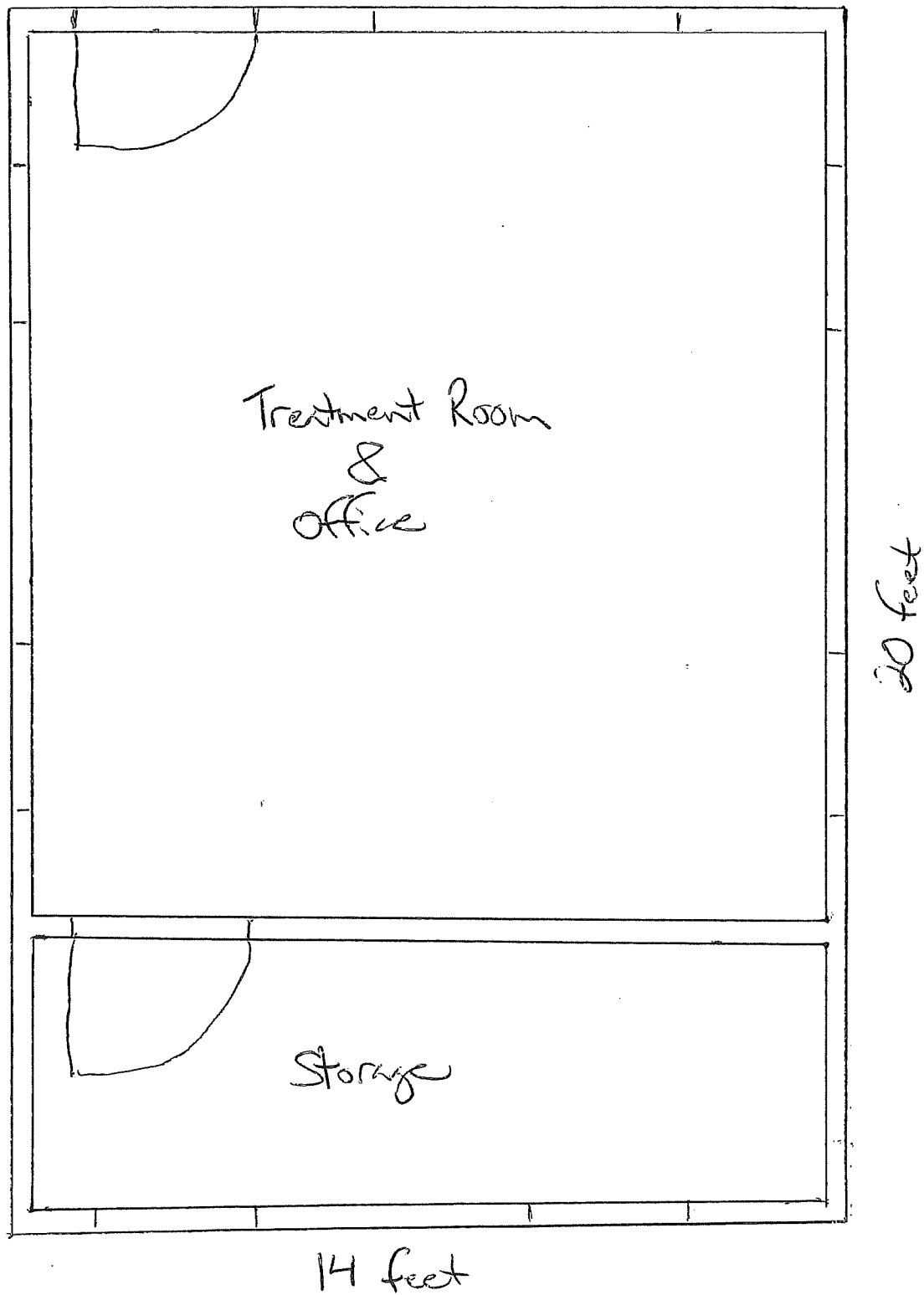


Exhibit B - Hard Surfaced Parking Detail

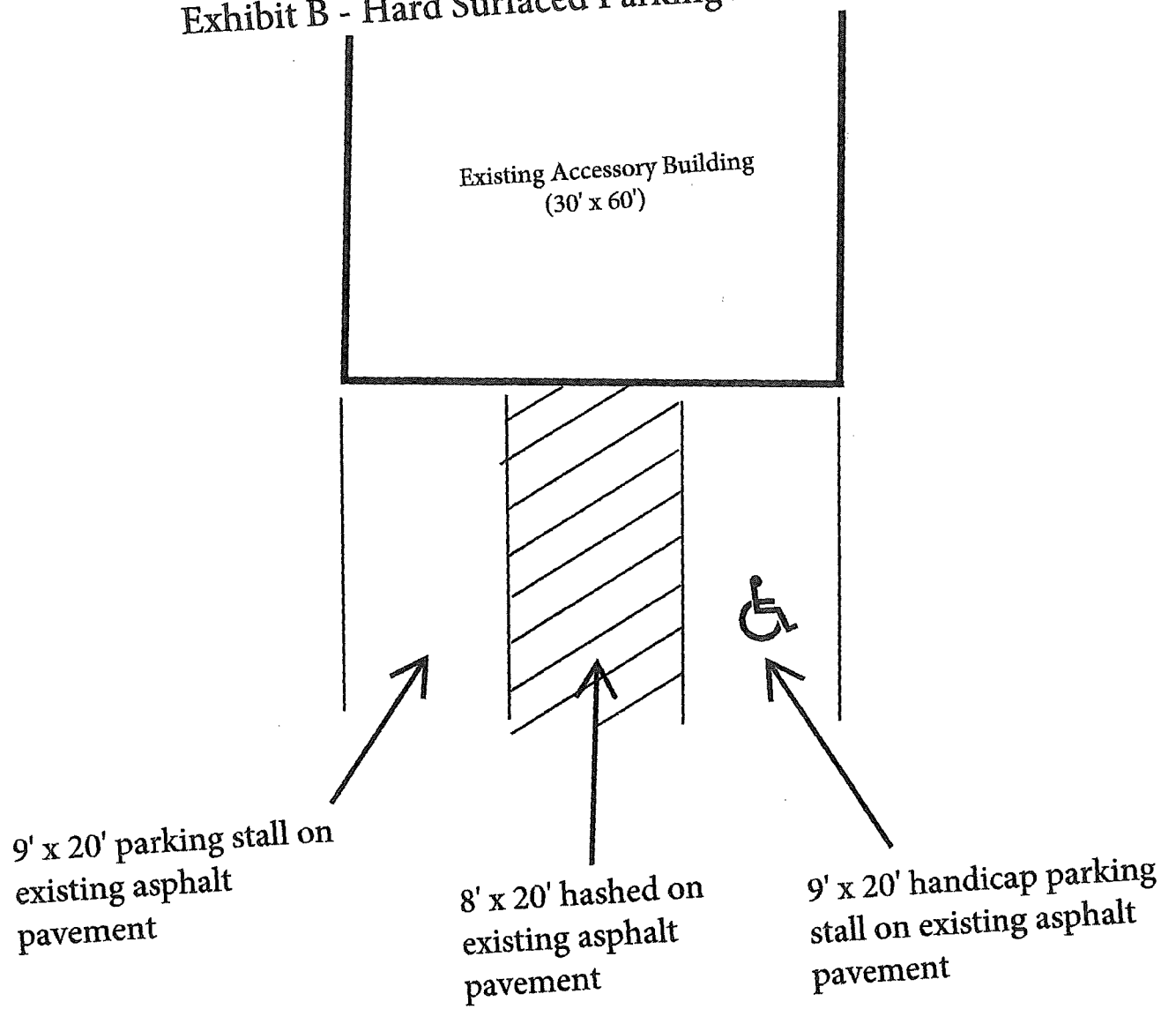


Exhibit C – Hard Surfaced Walkway

Description of Hard Surfaced Walkways:

- Between Parking Area and to be constructed Accessory Building:
 - An existing asphalt driveway currently exists at the proposed hard surfaced parking area and extends to the tree line directly south of the parking area. From this point, a hard surfaced walkway (as noted on Exhibit A.1) will be constructed to connect the existing asphalt driveway to the accessory building that will meet the following ADA guidelines:
 - Sidewalk width: 4 feet wide
 - Cross Slope: Maximum of 2%
 - Running Slope: Maximum of 5%
 - Surface/Material: Walkway will be constructed of either concrete or wood. If wooden, spaces will be no greater than ½ inch wide with the long dimension perpendicular to the direction of travel.
 - Changes in Level: Changes in level between ¼ and ½ inch will have beveled edges.
- Between to be constructed Accessory Building and Existing Home (with restroom facilities):
 - The existing asphalt driveway and the to be constructed hard surfaced walkway connecting the accessory building to the existing asphalt driveway will provide a continuous hard surfaced walkway from the accessory building to the existing home.

Excerpts from Article 9 of the Ham Lake City Code

...

9-220.2 Commercial Development I (CD-1)

The CD-1 zone is intended to apply to certain commercial uses on lands abutting the city's only major thoroughfare, Trunk Highway 65. In that these lands have high visibility to the traveling public, it is considered important to the preservation of land values in general, as well as important to the continuing ability of the city to generate the establishment of quality commercial development and the concomitant tax and employment base, that structures in the CD-1 zones observe specific construction and aesthetic standards, which are listed below. No usage shall be permitted in the CD-1 zone which does not observe the standards found in Article 9-220.2 (a) below.

a) Standards for Site and Building Construction

- i) Except for structures housing public utility feature, no metal or pole-type building shall be permitted;
- ii) Exterior wall surfaces shall be of brick, decorative masonry, stone, precast panel, architectural concrete, glass, stucco, architectural metal panel with hidden fasteners, or wood framed with horizontal lap siding;
- iii) No galvanized surfaces shall be permitted, either on roofs or siding;
- iv) All roofs shall be colored and shall incorporate a minimum 18-inch soffit on the eave edge of the roof;
- v) All roofs shall have a minimum 12-inch overhang on the gable ends;
- vi) All roofs have a minimum 6-inch fascia;
- vii) Standing metal seam roofing shall be permitted (minimum 24-gauge, non-galvanized);

b) Permitted Uses (Including uses that are ancillary to the main use)

...

- **Therapeutic Massage** where the business meets the following criteria:
 - a) *Therapeutic Massage* means the practice of administering physical therapy through the massaging, rubbing, kneading or other manipulations of the body, administered solely for therapeutic purposes, but not intended to result in the sexual gratification of the recipient.

- b) No person shall engage in *Therapeutic Massage* who is not a *Massage Therapist* (defined as a person who maintains certification with the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), has passed the MBLEx examination given by the Federation of State Massage Therapy Boards, is a member in good standing in the American Massage Therapy Association (AMTA), or is a member in good standing in the Associated Bodywork and Massage Professionals (ABMP));
- c) Hours of operation shall be limited to 8:00 am to 10:00 pm;
- d) The business shall at all times maintain a complete listing of all persons engaged as *Massage Therapists* and shall on request of City staff furnish evidence that each such person meets the qualifications to be a *Massage Therapist*.

...

9-350 Home Occupation Permits

A *Home Occupation* is an occupant-owned enterprise carried on in a residential dwelling, which meets the criteria specified below. A *Home Occupation* permit may be issued by the City Council after review and recommendation by the *Planning Commission*, and subject to any conditions imposed by the City Council. A *Home Occupation* permit may be revoked by the City Council, after affording due process of law to the applicant, if the conditions of issuance or any other ordinance feature are violated. This requirement for a *Home Occupation* permit shall not apply to any enterprise consisting of activities carried out entirely within the dwelling, where all employees live at the residence, where no specialized chemicals are used by the business, where there is no customer traffic, and where there are no physical deliveries requiring vehicles larger than normal small parcel delivery services (USPS, UPS, FedEx, etc.).

9-350.1 Criteria The following criteria must be observed for any usage to qualify for a Home Occupation Permit.

- a) **Incidental Usage** The usage must be clearly incidental and subservient to the usage of the premises as a dwelling, and may not occupy a significant portion of the dwelling unit living space;
- b) **Indoors** All activities must be carried on indoors. No outside storage, except the parking of motor vehicles, shall be permitted;
- c) **Parking** No on-street parking shall be generated, and no more than a total of four passenger motor vehicles may be parked at the premises in conjunction with the occupation, including employee and customer parking. All parking shall be on paved surfaces;
- d) **Employees** No more than one employee who does not live at the residence shall be permitted;
- e) **Traffic** The activity may not generate any traffic in excess of that normally generated by a residential dwelling unit;

f) Nuisance and Compliance The usage shall not generate any nuisance, and the landowner shall at all times be compliant with all other municipal codes, and the regulations of all other jurisdictions;

g) Pick-Ups and Deliveries Pickups and deliveries are allowed by single rear axle vehicles. Notwithstanding the foregoing, deliveries by vehicles possessing more than a single rear axle shall be limited to one such vehicle per day without prior City approval. Semi-trucks are strictly prohibited.

9-350.2 Annual Review All *Home Occupation* permits shall be reviewed annually by the City Staff, and shall automatically be renewed unless complaints have been received, in which case the permit shall be re-submitted to the *Planning Commission* for review and recommendation to the City Council.

9-350.3 Special Home Occupation Permits A party desiring to conduct a Home Occupation in a Garage or Accessory Building under conditions meeting the remaining requirements of Article 9-350 may apply for a Special Home Occupation Permit under the following procedure:

a) The applicant shall submit a site plan drawn to scale showing the locations and dimensions of all buildings and driveways on the premises, and identifying the location where the Home Occupation activity will take place.

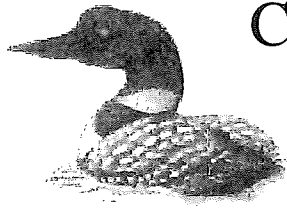
b) The applicant shall submit a narrative in sufficient detail to describe all aspects of the activity to be conducted and the locations of all such activity.

c) The Planning Commission shall conduct a Public Hearing on the proposed application, with mailed notice to all resident whose property lines come within 750 feet of the property lines of the applicant's lot, and published notice at least ten days prior to the hearing.

d) Following the Public Hearing, the Planning Commission shall make recommendations to the City Council, including such conditions as are deemed appropriate.

Notwithstanding any provision in Article 9-350.1 (a) to the contrary, a Special Home Occupation shall be mainly confined to the Garage or Accessory Building. A Special Home Occupation Permit shall be subject to the same provisions for revocation as Home Occupation Permits. In addition, notwithstanding any provision in Article 9-350.1 to the contrary, a Special Home Occupation may include uses that are normally not found in

residential dwellings, as long as there are no obvious outward indicia of the activities being carried on under the Special Home Occupation Permit, no noise generated which is audible to nearby properties, no odor or vibration generated that is detectable to nearby properties, no outside storage which is visible from nearby properties or public ways, and any customer traffic, pick-ups, and deliveries is in conformance with Article 9-350.1.



CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Tuesday, May 27, 2025 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the following amendments to Article 9 of the Ham Lake City Code:

Amending Article 9-210.1(b) by adding Therapeutic Massage Facilities as a Conditional Use in R-1 (Single Family Residential) zoning.

Amending Article 9-220.2(b) by adding Brewer Taproom and Cannabis Retail Business as a Permitted Uses in CD-1 (Commercial Development I) zoning.

Removing Temporary Conditional Uses in its entirety in Single Family Residential (R-1), Residential – Manufactured Home (R-M) and Rural Single Family Residential (R-A) zoning districts.

Removing the requirement of a maintenance fee for wetland banking under Article 9-330.8 and general edits related to the required trail easement dedication.

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

DATED: May 16, 2025

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake

Meeting Date: May 27, 2025



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

To: Planning Commissioners

From: Denise Webster, City Administrator

Subject: Public Hearing – Amendments to Article 9 of the Ham Lake City Code

Introduction/Discussion:

- 1) In 2016, the City Council approved the licensing of Brew Pubs (Brew Taprooms), at that time the use was not added to a zoning district. It was discussed by the Code Committee and it was determined that Brew Taprooms would be added as a permitted use to Commercial Development 1 (CD-1).
- 2) The City Council is in the process of adopting an Ordinance for Cannabis Retail Business and it was determined that this would be added as a permitted use in Commercial Development 1 (CD-1) zoning.
- 3) Staff discussed Temporary Conditional Uses that are found within Single Family Residential (R-1), Residential-Manufacturer Home (R-M), and Rural Single Family Residential (R-A). Temporary Conditional Uses do not apply and therefore are being removed entirely from these zoning districts. With the removal of Temporary Conditional Uses, Therapeutic Massage Facilities will now be allowed as a Conditional Use in R-1 Zoning.
- 4) The Wetland Bank Ordinance was approved by the City Council on March 17, 2025. After review by staff, it was found that certain language regarding dedication of easements was not included. Further review found that the maintenance fee no longer applies and is being removed in Section C.

Recommendation:

Recommend that the Planning Commission recommend approval of the proposed amendments to Article 9 of the Ham Lake City Code.

ORDINANCE NO. 25-XX

An Ordinance Amending ARTICLE 9, COMPREHENSIVE ZONING, to amend the Ham Lake City Code to add Brewer Taproom and Cannabis Retail Business as a permitted uses in Commercial Development 1 (CD-1), add Therapeutic Massage Facilities as a Conditional Use in Single Family Residential (R-1) and removing Temporary Conditional Uses in its entirety in Single Family Residential (R-1), Residential – Manufactured Home (R-M) and Rural Single Family Residential (R-A) and to remove the requirement of a maintenance fee for wetland banking under Article 9-330.8 and general edits related to the required trail easement dedication.

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

ARTICLE 9, COMPREHENSIVE ZONING of the Ham Lake City Code is hereby amended as indicated in the following sections:

9-210.1 Single Family Residential (R-1)

b) *Conditional Uses*

- Therapeutic Massage Facilities

c) ~~Temporary Conditional Uses~~

- ~~• Therapeutic Massage Facilities~~

AND

9-210.2 Residential – Manufactured Home (R-M)

e) ~~Conditional Uses and Temporary Conditional Uses~~

~~_____ • None~~

AND

9-210.3 Rural Single Family Residential (R-A)

a) **General Requirements for Conditional Uses**

- iv) Small Lots: Notwithstanding the following, for R-A lots of three acres or less in size, as measured from the centerline of adjacent roadways, the only Permitted Uses, and Conditional Uses and ~~Temporary Conditional Uses~~ allowed shall be those in the R-1 zoning district.

AND

9-210.3 Rural Single Family Residential (R-A)

c) ~~Temporary Conditional Uses~~: The following ~~Temporary Conditional Uses~~ shall apply in the R-A districts:

- i) ~~All Temporary Conditional Uses in the R-1 District.~~

AND

9-220.2 Commercial Development I (CD-1)

b) Permitted Uses (including uses that are ancillary to the main use)

...

- Retail Facilities – engaged in the sale of goods(Excluding Motor Vehicle/ Boat/RV/Camper Sales), from freestanding one-store locations, shopping centers, strip malls or enclosed malls, including, but not limited to:
 - ...
 - Book Stores
 - Brewer Taproom
 - ...
 - Candy Stores
 - Cannabis Retail Business
 - ...

AND

9-330.8 Wetland Bank

C. Easement It shall be a mandatory condition of any Conditional Use Permit issued for a Wetland Bank that the permit holder dedicate to the City a 20-foot wide an easement through and/or adjacent to the Wetland Bank to accommodate for a 10-foot wide trail installed by the permit holder to include sufficient sloping and drainage as determined by the City Engineer. The easement shall be for public use. ~~The 20-foot wide minimum easement shall be maintained by the Maintenance Fee collected as part of this Article.~~

Presented to the Ham Lake City Council on June 2, 2025 and adopted by a unanimous vote this ____ day of _____, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

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 Article 7-1400.

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 Article 7-1400.50.
- (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 Article 7-1400.50 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 Article 7-1400.90;
 - (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 Article 7-1400.100 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 Article 7-1400.100.

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 2nd day of June, 2025

Brian Kirkham, Mayor

Denise Webster, City Clerk

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY OF HAM LAKE, COUNTY OF ANOKA, STATE OF MINNESOTA, PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE NO. 25-XX, AN ORDINANCE AMENDING ARTICLE 7 ORDINANCE INCLUDING CANNABIS BUSINESS OPERATIONS.

WHEREAS, the Ham Lake City Council considered and adopted an amended Article 7, Licenses Ordinance in Ordinance No. 25-XX at its Regular Meeting on June 2, 2025; and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the actual ordinance is lengthy and a summary of the ordinance for publication is hereto attached; and

WHEREAS, publication of summaries in lieu of complete text is permitted pursuant to the authority of Minnesota Statutes Chapter 412.191, Subd. 4 and Ham Lake City Charter Chapter Three, Section 3.08.

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

1. The City Council finds that the summary hereto attached adequately and clearly informs the public of the intent and effect of the ordinance.
2. The City Council directs that the summary be published in lieu of the full text of the ordinance, in the manner provided by law, and further directs that a complete copy of the entire ordinance be posted on the main bulletin board in the entryway to City Hall, during the duration of the publications and for thirty days thereafter.

Adopted by the City Council of the City of Ham Lake this 2nd day of June 2, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

ORDINANCE SUMMARY: ORDINANCE NO. 25-XX

**AN ORDINANCE AMENDING ARTICLE 7, LICENSE, RELATING TO REGULATION
OF ADULT-USE CANNABIS BUSINESS OPERATIONS**

The following summary of the foregoing ordinance is published pursuant to the authority of Minnesota Statutes Chapter 412.191, Subd. 4 and Ham Lake City Charter Chapter Three, Section 3.08, which provide that in the case of a lengthy ordinance, a summary may be published. The following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance.

This ordinance amends and updates Ham Lake City Code Article 7, Licenses, relating to regulation of Adult-Use Cannabis Business Operations.

A complete copy of the ordinance is posted on the main bulletin board at Ham Lake City Hall, 15544 Central Avenue NE, Ham Lake, Minnesota and may be observed by any person during regular office hours (Monday – Thursday 7:00 am to 4:30 pm, and Friday 7:00 am to 11:00 am). The ordinance is also available on the City's website at www.hamlakemn.gov This posting will continue for thirty days following the final publication date of this summary.