

# CITY OF HAM LAKE

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

## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, JULY 6, 2026

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

### **4.0 CONSENT AGENDA**

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

- 4.1 Approval of minutes of June 15, 2026 and Budget Meeting minutes of June 15, 2026
- 4.2 Approval of claims
- 4.3 Approval of the 2027 North Metro Telecommunications Commission Budget (NMTV)
- 4.4 Approval of the First Reading of a rezoning Ordinance amending Ordinance No. 26-08 (South Shore Estates Second Addition)
- 4.5 Approval of obtaining drainage easements and a temporary construction easement for the Crosstown Shopping Center reconstruction project
- 4.6 Approval of extending Conditional Offers to paid-on-call Firefighters

### **5.0 PLANNING COMMISSION RECOMMENDATIONS – None**

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

### **7.0 APPEARANCES – None**

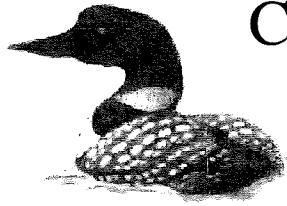
### **8.0 CITY ATTORNEY**

### **9.0 CITY ENGINEER**

### **10.0 CITY ADMINISTRATOR**

### **11.0 COUNCIL BUSINESS**

- 11.1 Committee Reports
- 11.2 Announcements and future agenda items



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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, JUNE 15, 2026

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, June 15, 2026 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Mayor Brian Kirkham and Councilmembers Jim Doyle, and Al Parranto

**MEMBERS ABSENT:** Councilmember Mike Van Kirk and Andrew Hallberg

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; and Deputy City Clerk, Dawnette Shimek

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

### 2.0 PUBLIC COMMENT – None

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

#### 3.1 6:01 P.M. – Public Hearing – to consider the vacation of a portion of drainage and utility easement on Lot 3, Block 3, Hidden Forest East Fourth Addition and adoption of Resolution No. 26-27

Mayor Kirkham opened the public hearing at 6:01 p.m. for public comment and with there being none, Mayor Kirkham closed the public hearing at 6:01 p.m.

Motion by Kirkham, seconded by Parranto, to adopt Resolution No. 26-27 approving the vacation of a portion of drainage and utility easement on Lot 3, Block 3, Hidden Forest East Fourth Addition. All present in favor, motion carried.

#### 3.2 6:01 P.M. – Public Hearing – For citizens to have an opportunity to give written or oral input to reduce or eliminate pollutants from storm water runoff as part of the National Pollutant Discharge Elimination Systems (NPDES)

Mayor Kirkham opened the public hearing at 6:01 p.m. for public comment and with there being none, Mayor Kirkham closed the public hearing at 6:01 p.m.

### 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 June 1, 2026
- 4.2 Approval of claims in the amount of \$1,113,317.28
- 4.3 Approval of the installation of an electric panel for the building located north of City Hall
- 4.4 Approval of purchasing a new Ford F-350 for the Fire Department
- 4.5 Approval of hiring summer seasonal employees in Public Works
- 4.6 Approval of Ordinance No. 26-11 amending to the mining overlay district map to include the following parcels: PID: 01-32-23-44-0001 and PID: 01-32-23-44-0007
- 4.7 Approval of Resolution No. 26-28 accepting the low bid for the Crosstown Shopping Center reconstruction (Chisholm Street NE from 176<sup>th</sup> Lane NE to Crosstown Boulevard NE (CSAH 18), 176<sup>th</sup> Lane NE from Central Avenue NE to Chisholm Street NE, 177<sup>th</sup> Avenue NE to 175<sup>th</sup> Lane NE, 175<sup>th</sup> Lane NE from Central Avenue NE to Chisholm Street NE, 177<sup>th</sup> Avenue NE from Trunk Highway 65 to Central Avenue NE) project

**Motion by Kirkham, seconded by Parranto, to approve the Consent Agenda as written. All present in favor, motion carried.**

**5.0 PLANNING COMMISSION RECOMMENDATIONS – None**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES – None**

**8.0 CITY ATTORNEY – None**

**9.0 CITY ENGINEER – None**

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

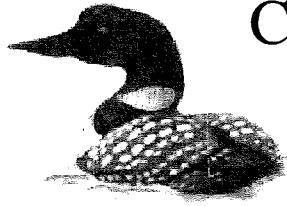
**11.1 Committee Reports – None**

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

**Motion by Parranto, seconded by Doyle, to adjourn the City Council meeting at 6:02 p.m. All present in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk



# CITY OF HAM LAKE

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## CITY OF HAM LAKE CITY COUNCIL BUDGET WORKSHOP MINUTES MONDAY, JUNE 15, 2026

The Ham Lake City Council met for a budget workshop meeting on Monday, June 15, 2026 at 5:00 p.m. in the Conference Room 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 and Al Parranto

**MEMBERS ABSENT:** Councilmembers Andrew Hallberg and Mike Van Kirk

**OTHERS PRESENT:** Finance Director, Andrea Murff; City Administrator, Denise Webster; Public Works Superintendent, John Witkowski; Fire Chief, Mike Raczowski; and Deputy City Clerk, Dawnette Shimek

### 1.0 Call to Order

Mayor Kirkham called the meeting to order at 5:00 p.m.

### 2.0 Discussion of the Proposed 2027 Proposed Budget and CIP Review

Finance Director Murff went over the proposed 2027 General Fund Budget stating expenditures without transfers were going to increase 5.05 percent or \$300,789 from 2026 due to an increase in the Anoka County Sheriff's contract; the addition of an Administration Assistant; funding to complete a Capital Needs Assessment on City Hall and the Public Works Buildings; increase spending in the Public Works department for more contracted street sweeping, more gravel upgrades, and new radios; and other various personnel increases such as raising insurance premiums and a 3.00 percent cost of living increase. Finance Director Murff continued Transfers increased 9.23 percent or \$177,000 with the Revolving Street Fund transfer increasing \$100,000, the Public Works Equipment transfer increasing \$45,000, the Parks Equipment Transfer increasing \$2,000, and a new transfer of \$30,000 going to fund the Ham Laker Fund. Finance Director Murff then presented 3 options for the 2027 tax levy stating a 3.00 percent levy increase would require using \$206,593 of reserves to fund the budget, a 6.00 percent levy increase would require using \$65,738 of reserves, and a balanced budget would increase the tax levy 6.93 percent and no reserves would be used to fund the budget. Finance Director Murff stated this was just preliminary estimates and that things may change from now to August and plans to do a more thorough budget presentation in August with how these levies would impact the tax capacity rate for the City. Finance Director Murff continued to go over the Special Revenue Budgets and emphasized the Ham Laker Fund is losing funding and a long-term plan needs to be implemented. Finance Director Murff continued to the Capital Project Funds and the Capital Improvement Plan and said there are more needs than what is currently in the plan especially with the need to replace old equipment for Public Works and asked the City Council if it was appropriate to do a replacement analysis on the Siren Replacement Fund, the Building Inspection Fund, and the Public Works Fund. **It was the consensus of the City Council to do an analysis for the next budget meeting.**

3.0 Discussion of the 2027 Law Enforcement Contract

The City Council discussed the 2027 Anoka County Sheriff's Law Enforcement Contract. **It was the consensus of the City Council to go over the 2027 Anoka County Sheriff's Law Enforcement Contract with Sergeant Mendoza at the next Law Enforcement meeting.**

**Motion by Kirkham, seconded by Parranto, to adjourn the meeting at 5:48 p.m. All present in favor, motion carried.**

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Andrea Murff, Finance Director

**CITY OF HAM LAKE**  
**CLAIMS SUBMITTED TO COUNCIL**  
**July 6, 2026**

**CITY OF HAM LAKE**

| <b>EFTS, CHECKS, AND BANK DRAFTS</b>       |                         | <b>06/16/26 - 07/06/26</b> |                      |
|--|-------------------------|----------------------------|----------------------|
| EFT  | # 2585 - 2598           |                            | \$ 67,774.30         |
| REFUND CHECKS                              | # 68206 -68215          |                            | \$ 12,610.00         |
| CHECKS                                     | # 68205, 68216 - 68246  |                            | \$ 38,674.50         |
| BANK DRAFTS                                | DFT0003096 - DFT0003102 |                            | \$ 34,153.47         |
| <b>TOTAL EFTS, CHECKS, AND BANK DRAFTS</b> |                         |                            | <u>\$ 153,212.27</u> |
| <br>                                       |                         |                            |                      |
| <b>PAYROLL CHECKS</b>                      |                         |                            |                      |
| 06/26/26                                   | Direct Deposits         |                            | \$ 54,140.73         |
| <br>                                       |                         |                            |                      |
| <b>TOTAL PAYROLL CHECKS</b>                |                         |                            | <u>\$ 54,140.73</u>  |
| <br>                                       |                         |                            |                      |
| <b>VOID CHECKS</b>                         |                         |                            |                      |
| CHECKS                                     |                         |                            |                      |
| ZERO CHECKS                                | #68242, 68243           |                            | \$ -                 |
| ZERO EFT                                   | #2595, 2597             |                            | \$ -                 |
| BANK DRAFT NOT USED                        |                         |                            | \$ -                 |
| <b>TOTAL VOIDS</b>                         |                         |                            | <u>\$ -</u>          |
| <br>                                       |                         |                            |                      |
| <b>TOTAL OF ALL PAYMENTS</b>               |                         |                            | <u>\$ 207,353.00</u> |

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 6TH DAY OF JULY 2026

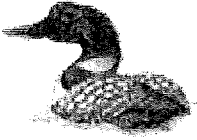
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
COUNCILMEMBER



Packet: ARPKT01773 - 06/24/26 TRUST REFUNDS

## Refund Detail

| Account Number              | Name             | Check Date | Check Number | Amount        |
|-----------------------------|------------------|------------|--------------|---------------|
| 00805                       | RUSS ERICKSON    | 6/24/2026  | 68206        | 150.00        |
| 00807                       | TINA FOURNIEA    | 6/24/2026  | 68207        | 150.00        |
| 00831                       | MATTHREW SCHRUPP | 6/24/2026  | 68208        | 150.00        |
| 00874                       | MARISSA FURNESS  | 6/24/2026  | 68209        | 150.00        |
| 00879                       | MARY PLOHASZ     | 6/24/2026  | 68210        | 150.00        |
| <b>Total Refund Amount:</b> |                  |            |              | <b>750.00</b> |

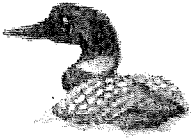
## Revenue Totals

| Revenue Code                    | Total Distribution |
|---------------------------------|--------------------|
| TRUST DEPOSITS - TRUST DEPOSITS | 750.00             |
| <b>Revenue Totals:</b>          | <b>750.00</b>      |

## General Ledger Distribution

Posting Date: 06/24/2026

| Account Number                 | Account Name              | Posting Amount | IFT |
|--------------------------------|---------------------------|----------------|-----|
| <b>Fund: 890 - TRUST FUND</b>  |                           |                |     |
| 890-10101                      | Cash-claim on pooled cash | -750.00        | Yes |
| 890-11501                      | Misc receivables          | 750.00         |     |
| <b>890 Total:</b>              |                           | <b>0.00</b>    |     |
| <b>Fund: 999 - POOLED CASH</b> |                           |                |     |
| 999-10100                      | Pooled Cash               | -750.00        |     |
| 999-20702                      | Due to other funds        | 750.00         | Yes |
| <b>999 Total:</b>              |                           | <b>0.00</b>    |     |
| <b>Distribution Total:</b>     |                           | <b>0.00</b>    |     |



Packet: ARPKT01780 - 07/01/26 REFUNDS

## Refund Detail

| Account Number       | Name                     | Check Date | Check Number | Amount    |
|----------------------|--------------------------|------------|--------------|-----------|
| 00004                | COMCAST                  | 7/1/2026   | 68211        | 260.00    |
| 00803                | DENISE SEIM              | 7/1/2026   | 68212        | 150.00    |
| 00832                | B2 BUILDERS, LLC         | 7/1/2026   | 68213        | 8,700.00  |
| 00842                | TH CONSTRUCTION OF ANOKA | 7/1/2026   | 68214        | 2,600.00  |
| 00861                | LINDA JUNEAU             | 7/1/2026   | 68215        | 150.00    |
| Total Refund Amount: |                          |            |              | 11,860.00 |

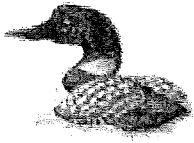
## Revenue Totals

| Revenue Code                                   | Total Distribution |
|--|--------------------|
| TRUST DEPOSITS - TRUST DEPOSITS                | 11,600.00          |
| UCA - GEN FUND - UNAPPLIED CREDIT GENERAL FUND | 260.00             |
| Revenue Totals:                                | 11,860.00          |

## General Ledger Distribution

Posting Date: 07/01/2026

|              | Account Number    | Account Name               | Posting Amount | IFT |
|--------------|-------------------|----------------------------|----------------|-----|
| <b>Fund:</b> | 100 - GENERAL     |                            |                |     |
|              | 100-10101         | Cash                       | -260.00        | Yes |
|              | 100-11501         | Misc receivables           | 260.00         |     |
|              |                   | <b>100 Total:</b>          | 0.00           |     |
| <b>Fund:</b> | 890 - TRUST FUND  |                            |                |     |
|              | 890-10101         | Cash-claim on pooled cash  | -11,600.00     | Yes |
|              | 890-11501         | Misc receivables           | 11,600.00      |     |
|              |                   | <b>890 Total:</b>          | 0.00           |     |
| <b>Fund:</b> | 999 - POOLED CASH |                            |                |     |
|              | 999-10100         | Pooled Cash                | -11,860.00     |     |
|              | 999-20702         | Due to other funds         | 11,860.00      | Yes |
|              |                   | <b>999 Total:</b>          | 0.00           |     |
|              |                   | <b>Distribution Total:</b> | 0.00           |     |



Payment Dates 6/16/2026 - 7/6/2026

| Payment Number | Vendor Name                | Description (Item)           | Account Name                  | Account Number | Amount   |
|----------------|----------------------------|------------------------------|-------------------------------|----------------|----------|
| 2585           | BERGLUND, BAUMGARTNER,     | MAY PROSECUTIONS             | Attorney                      | 100-41501-3110 | 7,102.73 |
| 2586           | BRODIN PRESS               | JULY HAM LAKER               | Editing                       | 211-41704-3125 | 900.00   |
| 2587           | CINTAS CORP                | UNIFORMS                     | Clothing & personal protectiv | 100-43101-2210 | 118.81   |
| 2587           | CINTAS CORP                | UNIFORMS                     | Clothing & personal protectiv | 100-44101-2210 | 61.24    |
| 2587           | CINTAS CORP                | UNIFORMS                     | Clothing & personal protectiv | 100-43101-2210 | 118.81   |
| 2587           | CINTAS CORP                | UNIFORMS                     | Clothing & personal protectiv | 100-44101-2210 | 61.24    |
| 2587           | CINTAS CORP                | UNIFORMS                     | Clothing & personal protectiv | 100-43101-2210 | 118.81   |
| 2587           | CINTAS CORP                | UNIFORMS                     | Clothing & personal protectiv | 100-44101-2210 | 61.24    |
| 2587           | CINTAS CORP                | FIRE #2 - DISINFECT SERVICE  | Safety supplies               | 100-42201-2240 | 8.03     |
| 2587           | CINTAS CORP                | FIRE #3 - DISINFECT SERVICE  | Safety supplies               | 100-42201-2240 | 8.03     |
| 2587           | CINTAS CORP                | HL BALLFIELDS - DISINFECT SE | Safety supplies               | 100-44101-2240 | 8.03     |
| 2587           | CINTAS CORP                | LION'S PARK - FIRST AID CABI | Safety supplies               | 100-44101-2240 | 8.03     |
| 2587           | CINTAS CORP                | FIRE #1 - DISINFECT SERVICE  | Safety supplies               | 100-42201-2240 | 8.03     |
| 2587           | CINTAS CORP                | SR CTR - DISINFECT SERVICE   | Safety supplies               | 100-44201-2240 | 8.03     |
| 2587           | CINTAS CORP                | CITY HALL - DISINFECT SERVIC | Safety supplies               | 100-41701-2240 | 8.03     |
| 2587           | CINTAS CORP                | HL PARK BUILDING - DISINFEC  | Safety supplies               | 100-44101-2240 | 8.03     |
| 2587           | CINTAS CORP                | PW - DISINFECT SERVICE       | Safety supplies               | 100-43101-2240 | 8.03     |
| 2588           | CMT JANITORIAL SERVICES    | CITY HALL CLEANING           | Cleaning service              | 100-41702-3430 | 612.00   |
| 2588           | CMT JANITORIAL SERVICES    | SHERIFF'S OFFICE CLEANING    | Cleaning service              | 100-41702-3430 | 153.00   |
| 2588           | CMT JANITORIAL SERVICES    | FIRE #2 CLEANING             | Cleaning service              | 100-42202-3430 | 151.00   |
| 2588           | CMT JANITORIAL SERVICES    | FIRE #1 CLEANING             | Cleaning service              | 100-42202-3430 | 161.00   |
| 2588           | CMT JANITORIAL SERVICES    | FIRE #3                      | Cleaning service              | 100-42202-3430 | 387.00   |
| 2588           | CMT JANITORIAL SERVICES    | PW CLEANING                  | Cleaning service              | 100-43104-3430 | 148.00   |
| 2588           | CMT JANITORIAL SERVICES    | SR CENTER CLEANING           | Cleaning service              | 100-44202-3430 | 300.00   |
| 2589           | DELTA DENTAL PLAN OF MINN  | JULY COBRA - DK              | COBRA receivable              | 100-11502      | 52.06    |
| 2589           | DELTA DENTAL PLAN OF MINN  | JULY DENTAL                  | Dental Insurance              | 100-21711      | 843.69   |
| 2590           | FES, INC                   | BOOTS                        | Clothing & personal protectiv | 100-42201-2210 | 344.99   |
| 2591           | GREATAMERICA FINANCIAL SE  | JULY MAILING MACHINE LEAS    | Equipment rentals             | 100-41701-3320 | 160.95   |
| 2592           | HEALTH PARTNERS INC        | JUNE EAP                     | Other professional services   | 100-41701-3190 | 22.95    |
| 2593           | MOBILE HEALTH SERVICES LLC | PHYSICALS - JL, RG, AS       | Personnel testing & recruitme | 100-42201-3150 | 9,560.00 |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #78 DEF HEATER               | Vehicle parts & supplies      | 100-43101-2340 | 211.62   |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #78 DEF HEATER               | Vehicle parts & supplies      | 100-43101-2340 | -211.62  |
| 2594           | O'REILLY AUTOMOTIVE STORE  | PLUG SOCKETS                 | Small tools                   | 100-43101-2410 | 10.99    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #69 HEATER HOSE              | Vehicle parts & supplies      | 100-43101-2340 | 17.88    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #94 OIL PRESSURE LIGHT SWI   | Vehicle parts & supplies      | 100-43101-2340 | 11.07    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #94 OIL PRESSURE LIGHT SWI   | Vehicle parts & supplies      | 100-43101-2340 | 8.46     |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #78 BALL JOINTS TIE ROD & E  | Vehicle parts & supplies      | 100-43101-2340 | -580.06  |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #78 BRAKE FLUID              | Vehicle parts & supplies      | 100-43101-2340 | 7.99     |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #69 COOLANT HOSE, HEATER     | Vehicle parts & supplies      | 100-43101-2340 | 19.54    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #69 LIGHT SOCKET             | Vehicle parts & supplies      | 100-43101-2340 | 5.08     |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #68 CONTROL KNOB             | Equipment parts & supplies    | 100-43101-2320 | 9.89     |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #68 REFRIGERANT              | Equipment parts & supplies    | 100-43101-2320 | 48.99    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #55 BATTERY CORE             | Equipment parts & supplies    | 100-44101-2320 | 22.00    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #55 BATTERY, & TERMINAL      | Equipment parts & supplies    | 100-44101-2320 | 163.48   |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #69 TRAILER CABLES           | Vehicle parts & supplies      | 100-43101-2340 | 65.44    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #69 JUNCTION BOX             | Vehicle parts & supplies      | 100-43101-2340 | 26.59    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | WIRE                         | Operating supplies            | 100-43101-2290 | 22.02    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #69 FLASHER, BACKUP ALAR     | Vehicle parts & supplies      | 100-43101-2340 | 57.08    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #69 FLASHER EXCHANGE         | Vehicle parts & supplies      | 100-43101-2340 | -3.80    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | JUNCTION BOX                 | Operating supplies            | 100-43101-2290 | 26.59    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #103 OIL FILTER              | Equipment parts & supplies    | 100-44101-2320 | 7.93     |
| 2594           | O'REILLY AUTOMOTIVE STORE  | AIR COUPLER                  | Operating supplies            | 100-43101-2290 | 12.60    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | FLUSHER, BULB                | Vehicle parts & supplies      | 100-42201-2340 | 39.04    |
| 2594           | O'REILLY AUTOMOTIVE STORE  | #94 BRAKE FLUID              | Equipment parts & supplies    | 100-43101-2320 | 16.99    |

Council Approval List

Payment Dates: 6/16/2026 - 7/6/2026

| Payment Number | Vendor Name               | Description (Item)         | Account Name               | Account Number | Amount   |
|----------------|---------------------------|----------------------------|----------------------------|----------------|----------|
| 2594           | O'REILLY AUTOMOTIVE STORE | #75 GEAR MOTOR             | Vehicle parts & supplies   | 100-43101-2340 | 350.48   |
| 2594           | O'REILLY AUTOMOTIVE STORE | SAFETY GLASSES, PLIERS     | Operating supplies         | 100-43101-2290 | 39.99    |
| 2594           | O'REILLY AUTOMOTIVE STORE | #85 BATTERY                | Vehicle parts & supplies   | 100-43101-2340 | 171.99   |
| 2594           | O'REILLY AUTOMOTIVE STORE | #85 BATTERY CORE           | Vehicle parts & supplies   | 100-43101-2340 | 22.00    |
| 2594           | O'REILLY AUTOMOTIVE STORE | AIR FRESHENER              | Vehicle parts & supplies   | 100-43101-2340 | 5.49     |
| 2594           | O'REILLY AUTOMOTIVE STORE | #85 OIL FILTER             | Vehicle parts & supplies   | 100-43101-2340 | 7.17     |
| 2594           | O'REILLY AUTOMOTIVE STORE | MICROFIBER CLOTHES         | Operating supplies         | 100-43101-2290 | 42.99    |
| 2594           | O'REILLY AUTOMOTIVE STORE | #61 BATTERY                | Vehicle parts & supplies   | 100-43101-2340 | 150.81   |
| 2594           | O'REILLY AUTOMOTIVE STORE | #61 BATTERY CORE           | Vehicle parts & supplies   | 100-43101-2340 | 22.00    |
| 2594           | O'REILLY AUTOMOTIVE STORE | #61 CORE RETURN            | Vehicle parts & supplies   | 100-43101-2340 | -22.00   |
| 2594           | O'REILLY AUTOMOTIVE STORE | #105 OIL FILTER            | Equipment parts & supplies | 100-44101-2320 | 7.93     |
| 2594           | O'REILLY AUTOMOTIVE STORE | #105 OIL FILTER            | Equipment parts & supplies | 100-44101-2320 | -7.93    |
| 2594           | O'REILLY AUTOMOTIVE STORE | #48, #58 BATTERY REBATE    | Vehicle parts & supplies   | 100-43101-2340 | -20.00   |
| 2594           | O'REILLY AUTOMOTIVE STORE | #55 BATTERY REBATE         | Vehicle parts & supplies   | 100-44101-2340 | -20.00   |
| 2594           | O'REILLY AUTOMOTIVE STORE | 1921-310133 REGULATOR DU   | Operating supplies         | 100-43101-2290 | -11.49   |
| 2596           | RFC ENGINEERING, INC.     | JACKSON, MCKAY - 154TH     | Engineering                | 431-43301-3135 | 4,999.32 |
| 2596           | RFC ENGINEERING, INC.     | CROSSTOWN BUSINESS PARK    | Engineering                | 262-46101-3135 | 1,324.63 |
| 2596           | RFC ENGINEERING, INC.     | CROSSTOWN SHOPPING CENT    | Engineering                | 431-43301-3135 | 1,895.18 |
| 2596           | RFC ENGINEERING, INC.     | 143RD AVENUE               | Engineering                | 431-43301-3135 | 6,032.03 |
| 2596           | RFC ENGINEERING, INC.     | W FRONT RD S OF CONSTANC   | Engineering                | 431-43301-3135 | 8,680.71 |
| 2596           | RFC ENGINEERING, INC.     | COUNCIL MEETING            | Engineering                | 100-41101-3135 | 15.60    |
| 2596           | RFC ENGINEERING, INC.     | AERIAL MAPPING             | Engineering                | 100-41101-3135 | 350.00   |
| 2596           | RFC ENGINEERING, INC.     | BASE MAP                   | Engineering                | 100-41101-3135 | 30.63    |
| 2596           | RFC ENGINEERING, INC.     | CITY CODE UPDATE           | Engineering                | 100-41102-3135 | 1,452.98 |
| 2596           | RFC ENGINEERING, INC.     | CANNABIS DISPENSARY BUFF   | Engineering                | 100-41102-3135 | 30.64    |
| 2596           | RFC ENGINEERING, INC.     | VOTING MAP                 | Engineering                | 100-41302-3135 | 10.21    |
| 2596           | RFC ENGINEERING, INC.     | ZONING MAP                 | Engineering                | 100-41601-3135 | 20.43    |
| 2596           | RFC ENGINEERING, INC.     | HAM LAKE BUILDING PERMIT   | Engineering                | 100-41601-3135 | 187.15   |
| 2596           | RFC ENGINEERING, INC.     | PLANNING/POTENTIAL DEVEL   | Engineering                | 100-41601-3135 | 421.07   |
| 2596           | RFC ENGINEERING, INC.     | 2027 REHAB-FIRE #2         | Engineering                | 100-42201-3135 | 93.57    |
| 2596           | RFC ENGINEERING, INC.     | CCWD RULES AMENDMENTS      | Engineering                | 100-43103-3135 | 140.36   |
| 2596           | RFC ENGINEERING, INC.     | PARK & TREE MAP            | Engineering                | 100-44101-3135 | 25.81    |
| 2596           | RFC ENGINEERING, INC.     | NPDES                      | Engineering                | 230-43201-3135 | 296.31   |
| 2596           | RFC ENGINEERING, INC.     | SRWMO ANNUAL REPORT        | Engineering                | 233-43201-3135 | 15.60    |
| 2596           | RFC ENGINEERING, INC.     | COUNTY DITCH #58           | Engineering                | 431-43301-3135 | 31.19    |
| 2596           | RFC ENGINEERING, INC.     | 2026 REHAB                 | Engineering                | 431-43301-3135 | 397.00   |
| 2596           | RFC ENGINEERING, INC.     | THOROUGHFARE PLAN          | Engineering                | 431-43301-3135 | 10.21    |
| 2596           | RFC ENGINEERING, INC.     | CSAH 116/TH 65/BUNKER LAK  | Engineering                | 431-43301-3135 | 836.11   |
| 2596           | RFC ENGINEERING, INC.     | CSAH 17 NORTH OF CSAH 18   | Engineering                | 431-43301-3135 | 31.19    |
| 2596           | RFC ENGINEERING, INC.     | HIDDEN FOREST EAST PARK -  | Engineering                | 440-44103-3135 | 46.79    |
| 2596           | RFC ENGINEERING, INC.     | SOUTH SHORE ESTATES 2ND    | Engineering                | 890-90001-3135 | 329.60   |
| 2596           | RFC ENGINEERING, INC.     | ELWELL FARMS               | Engineering                | 890-90001-3135 | 345.19   |
| 2596           | RFC ENGINEERING, INC.     | HAM LAKE ESTATES           | Engineering                | 890-90001-3135 | 15.60    |
| 2596           | RFC ENGINEERING, INC.     | SWEDISH CHAPEL ESTATES     | Engineering                | 890-90001-3135 | 1,655.21 |
| 2596           | RFC ENGINEERING, INC.     | HARMONY ESTATES 3RD        | Engineering                | 890-90001-3135 | 1,596.17 |
| 2596           | RFC ENGINEERING, INC.     | ELWELL COMMERCIAL PARK     | Engineering                | 890-90001-3135 | 1,132.97 |
| 2596           | RFC ENGINEERING, INC.     | NORTH METRO EXPANSION C    | Engineering                | 890-90001-3135 | 1,013.70 |
| 2596           | RFC ENGINEERING, INC.     | 17340 LEXINGTON AVE EXCAV  | Engineering                | 890-90001-3135 | 779.76   |
| 2596           | RFC ENGINEERING, INC.     | ELWELL FARMS 2ND           | Engineering                | 890-90001-3135 | 910.34   |
| 2596           | RFC ENGINEERING, INC.     | KOHLER FARMS               | Engineering                | 890-90001-3135 | 558.55   |
| 2596           | RFC ENGINEERING, INC.     | ELWELL FARMS 3RD           | Engineering                | 890-90001-3135 | 51.06    |
| 2596           | RFC ENGINEERING, INC.     | STODDARD WETLAND BANK      | Engineering                | 890-90001-3135 | 31.19    |
| 2596           | RFC ENGINEERING, INC.     | SOUTH SHORE ESTATES        | Engineering                | 890-90001-3135 | 153.21   |
| 2596           | RFC ENGINEERING, INC.     | KWIK TRIP                  | Engineering                | 890-90001-3135 | 140.36   |
| 2596           | RFC ENGINEERING, INC.     | SOLID ROCK CONSTRUCTION    | Engineering                | 890-90001-3135 | 592.63   |
| 2596           | RFC ENGINEERING, INC.     | 15155 UNIVERSITY AVENUE L  | Engineering                | 890-90001-3135 | 112.89   |
| 2596           | RFC ENGINEERING, INC.     | E. LAKE NETTA, CONSTANCE - | Engineering                | 431-43301-3135 | 5,008.56 |
| 2596           | RFC ENGINEERING, INC.     | GROUP PERMIT BILLING       | Engineering - ROW          | 100-43501-3135 | 3,304.66 |
| 2596           | RFC ENGINEERING, INC.     | MSA GROUP BILLING          | Engineering                | 431-43301-3135 | 10.21    |
| 2598           | UNLIMITED SUPPLIES INC    | ELBO, PINS, PLUGS, CONNECT | Operating supplies         | 100-43101-2290 | 390.71   |

| Payment Number | Vendor Name               | Description (Item)          | Account Name                    | Account Number | Amount    |
|----------------|---------------------------|-----------------------------|---------------------------------|----------------|-----------|
| 68205          | MINNESOTA PYROTECHNICS L  | FREEDOM FEST FIREWORKS B    | Community celebrations          | 100-41701-4115 | 6,000.00  |
| 68216          | ALLIED BLACKTOP CO.       | 2026 STREET SWEEPING        | Blacktop maintenance            | 100-43101-3410 | 12,285.00 |
| 68217          | ANOKA COUNTY TREASURY D   | JUNE BROADBAND CITY HALL    | Internet & website              | 100-41707-3220 | 50.00     |
| 68217          | ANOKA COUNTY TREASURY D   | JUNE BROADBAND FIRE #2      | Internet                        | 100-42201-3220 | 150.00    |
| 68217          | ANOKA COUNTY TREASURY D   | JUNE BROADBAND FIRE #1      | Internet                        | 100-42201-3220 | 50.00     |
| 68217          | ANOKA COUNTY TREASURY D   | JUNE BROADBAND PW           | Internet & website              | 100-43101-3220 | 50.00     |
| 68218          | ARCHITECT MECHANICAL INC  | MAINT - CITY HALL           | Building repair & maintenanc    | 100-41702-3420 | 1,047.00  |
| 68218          | ARCHITECT MECHANICAL INC  | MAINT - FIRE #1             | Building repair & maintenanc    | 100-42202-3420 | 349.00    |
| 68218          | ARCHITECT MECHANICAL INC  | MAINT - FIRE #2             | Building repair & maintenanc    | 100-42202-3420 | 349.00    |
| 68218          | ARCHITECT MECHANICAL INC  | MAINT - FIRE #3             | Building repair & maintenanc    | 100-42202-3420 | 349.00    |
| 68218          | ARCHITECT MECHANICAL INC  | MAINT - PUBLIC WORKS        | Building repair & maintenanc    | 100-43104-3420 | 1,047.00  |
| 68218          | ARCHITECT MECHANICAL INC  | MAINT - PARK BUILD          | Building repair & maintenanc    | 100-44102-3420 | 349.00    |
| 68219          | AT&T MOBILITY/FIRSTNET    | MAY SURFACE PRO TABLETS     | Phones/radios/pagers            | 100-42201-3210 | 193.65    |
| 68220          | CENTERPOINT ENERGY        | CITY HALL                   | Natural gas                     | 100-41702-3620 | 188.88    |
| 68220          | CENTERPOINT ENERGY        | FIRE #2                     | Natural gas                     | 100-42202-3620 | 133.70    |
| 68220          | CENTERPOINT ENERGY        | FIRE #1                     | Natural gas                     | 100-42202-3620 | 96.08     |
| 68220          | CENTERPOINT ENERGY        | PW                          | Natural gas                     | 100-43104-3620 | 266.87    |
| 68220          | CENTERPOINT ENERGY        | H.L. PARK BUILDING          | Natural gas                     | 100-44102-3620 | 186.04    |
| 68220          | CENTERPOINT ENERGY        | H.L. PARK PAVILION          | Natural gas                     | 100-44102-3620 | 26.41     |
| 68220          | CENTERPOINT ENERGY        | SR CENTER                   | Natural gas                     | 100-44202-3620 | 101.70    |
| 68221          | COMCAST BUSINESS          | JULY FIRE #1 ADD'L CABLE BO | Rentals-other                   | 100-42201-3390 | 11.34     |
| 68222          | DEARBORN LIFE INS CO      | JULY VOL LIFE               | Life Insurance                  | 100-21714      | 160.20    |
| 68222          | DEARBORN LIFE INS CO      | JULY LIFE                   | Life Insurance                  | 100-21714      | 52.16     |
| 68223          | DEHN OIL CO               | 201.6 GAL GASOLINE          | Fuel                            | 100-43101-2230 | 653.02    |
| 68223          | DEHN OIL CO               | 200 GAL DIESEL              | Fuel                            | 100-43101-2230 | 736.68    |
| 68223          | DEHN OIL CO               | 419.9 GAL DIESEL            | Fuel                            | 100-43101-2230 | 1,478.05  |
| 68223          | DEHN OIL CO               | 236.4 GAL GASOLINE          | Fuel                            | 100-43101-2230 | 798.09    |
| 68224          | DELL MARKETING L.P.       | DELL PRO P2426H MONITORS    | Computer supplies & small eq    | 100-41701-2520 | 286.00    |
| 68224          | DELL MARKETING L.P.       | DELL PRO P2426H MONITORS    | Computer supplies/small equi    | 100-42401-2520 | 429.00    |
| 68225          | EJ EQUIPMENT INC          | #61 V BELT                  | Equipment parts & supplies      | 100-44101-2320 | 117.28    |
| 68226          | FIRE INSTRUCTION & RESCUE | NFPA LIVE BURN 17535 CHISH  | Training/conferences/schools    | 100-42201-3510 | 2,000.00  |
| 68227          | FORUM COMMUNICATIONS P    | JULY HAM LAKER              | Printing                        | 211-41704-3970 | 669.58    |
| 68228          | HAM LAKE HARDWARE INC     | NUTS, BOLTS, SCREWS         | Operating supplies              | 100-44101-2290 | 0.78      |
| 68228          | HAM LAKE HARDWARE INC     | TRIMMER REPAIR              | Equipment repair & maintena     | 100-44101-3440 | 158.31    |
| 68229          | KINGS III EMERGENCY COMM  | JULY ELEVATOR PHONE         | Phones/radios/pagers            | 100-41701-3210 | 39.17     |
| 68230          | LEPAGE & SONS INC         | 6/1 & 6/8 YARDWASTE         | Waste management & recycli      | 231-43601-3630 | 924.00    |
| 68230          | LEPAGE & SONS INC         | 6/15 YARDWASTE              | Waste management & recycli      | 231-43601-3630 | 462.00    |
| 68231          | MARTIN MARIETTA MATERIAL  | TACK OIL                    | Street repair & maintenance s   | 100-43101-2330 | 55.00     |
| 68232          | MCLELLAN SALES INC        | SAFETY VESTS, EARPLUGS, SA  | Clothing & personal protectiv   | 100-43101-2210 | 151.37    |
| 68232          | MCLELLAN SALES INC        | SHOVELS                     | Operating supplies              | 100-43101-2290 | 390.76    |
| 68233          | METRO GAS INSTALLERS      | DUPLICATE PERMIT #2026-00   | Surcharge                       | 100-22801      | 1.00      |
| 68233          | METRO GAS INSTALLERS      | DUPLICATE PERMIT #2026-00   | Other construction permits      | 100-32202      | 60.00     |
| 68233          | METRO GAS INSTALLERS      | CANCELLATION OF PERMIT #2   | Surcharge                       | 100-22801      | 1.00      |
| 68233          | METRO GAS INSTALLERS      | CANCELLATION OF PERMIT #2   | Other construction permits      | 100-32202      | 60.00     |
| 68234          | MN DEPT OF TRANSPORTATIO  | CBP - E. FRONT. RD. BITUMIN | Other professional services     | 431-43301-3190 | 330.20    |
| 68234          | MN DEPT OF TRANSPORTATIO  | 143RD AVENUE CONCRETE PL    | Other professional services     | 431-43301-3190 | 179.37    |
| 68235          | MN FIRE SERVICE CERT BOAR | FFI & FFII - BS             | Professional licenses & certifi | 100-42201-3520 | 262.00    |
| 68236          | RIVARD COMPANIES          | TREE WASTE                  | Operating supplies              | 100-43101-2290 | 200.00    |
| 68237          | RJ KOOL MIDWEST INC       | FIRE #1 WASHER REPAIR       | Equipment repair & maintena     | 100-42201-3440 | 453.27    |
| 68238          | SMITH BROTHERS DECORATIN  | PARK BATHROOM PAINT & SU    | Building repair & maintenanc    | 100-44102-2310 | 186.16    |
| 68239          | TASC                      | AUG COBRA ADMINISTRATIO     | Other professional services     | 100-41701-3190 | 43.30     |
| 68240          | THE MPX GROUP             | JULY HAM LAKER DELIVERY     | Other services and charges      | 211-41704-3990 | 400.00    |
| 68241          | US BANK CORPORATE PAYME   | U OF M-MISSING RECEIPT-JC   | A/P adjustment                  | 100-20202      | 75.00     |
| 68241          | US BANK CORPORATE PAYME   | TIMBERLAKE HOTEL-MISSING    | A/P adjustment                  | 100-20202      | 120.86    |
| 68241          | US BANK CORPORATE PAYME   | ZOOM-zoom-NW                | Dues & subscriptions            | 100-41201-3920 | 14.69     |
| 68241          | US BANK CORPORATE PAYME   | MCFOA-MCFOA DUES-DW-N       | Dues & subscriptions            | 100-41201-3920 | 50.00     |
| 68241          | US BANK CORPORATE PAYME   | MCFOA-MCFOA DUES-NW-N       | Dues & subscriptions            | 100-41301-3920 | 50.00     |
| 68241          | US BANK CORPORATE PAYME   | MCFOA-MCFOA DUES-DS-NW      | Dues & subscriptions            | 100-41301-3920 | 50.00     |
| 68241          | US BANK CORPORATE PAYME   | AMAZON-blue paper-NW        | Office supplies                 | 100-41302-2110 | 14.37     |
| 68241          | US BANK CORPORATE PAYME   | MNGFOA-MNGFOA CONFERE       | Training/conferences/schools    | 100-41401-3510 | 300.00    |

Council Approval List

Payment Dates: 6/16/2026 - 7/6/2026

| Payment Number      | Vendor Name               | Description (Item)             | Account Name                 | Account Number | Amount            |
|---------------------|---------------------------|--------------------------------|------------------------------|----------------|-------------------|
| 68241               | US BANK CORPORATE PAYME   | MNGFOA-MNGFOA MEMBER           | Dues & subscriptions         | 100-41401-3920 | 80.00             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-packing tape-NW         | Office supplies              | 100-41701-2110 | 17.24             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-page protectors-N       | Office supplies              | 100-41701-2110 | 24.99             |
| 68241               | US BANK CORPORATE PAYME   | IOS-binder clips-NW            | Office supplies              | 100-41701-2110 | 4.50              |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-labels-NW               | Office supplies              | 100-41701-2110 | 7.59              |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-staples-NW              | Office supplies              | 100-41701-2110 | 8.28              |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-table-NW                | Operating supplies           | 100-41701-2290 | 44.98             |
| 68241               | US BANK CORPORATE PAYME   | IOS-paper towels-NW            | Operating supplies           | 100-41701-2290 | 35.46             |
| 68241               | US BANK CORPORATE PAYME   | IOS-battery-NW                 | Operating supplies           | 100-41701-2290 | 2.29              |
| 68241               | US BANK CORPORATE PAYME   | IOS-paper towels. toilet paper | Operating supplies           | 100-41701-2290 | 144.37            |
| 68241               | US BANK CORPORATE PAYME   | IOS-trash bags-NW              | Operating supplies           | 100-41701-2290 | 65.91             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-amazon subscriptio      | Dues & subscriptions         | 100-41701-3920 | 129.00            |
| 68241               | US BANK CORPORATE PAYME   | PANTHEON-website-NW            | Internet & website           | 100-41707-3220 | 350.00            |
| 68241               | US BANK CORPORATE PAYME   | WAL-MART-food-Chisholm fir     | Emergency food & beverage    | 100-42201-2220 | 69.99             |
| 68241               | US BANK CORPORATE PAYME   | DOMINOS-food-Chisholm fire     | Emergency food & beverage    | 100-42201-2220 | 119.85            |
| 68241               | US BANK CORPORATE PAYME   | HOLIDAY-Non-oxy Fuel - gas c   | Fuel                         | 100-42201-2230 | 21.64             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-usb drives-NW           | Operating supplies           | 100-42201-2290 | 18.99             |
| 68241               | US BANK CORPORATE PAYME   | GRAINGER-eye wash signs-N      | Operating supplies           | 100-42201-2290 | 30.36             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-crayons-NW              | Fire prevention-supplies     | 100-42201-2810 | 49.98             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-coloring books-NW       | Fire prevention-supplies     | 100-42201-2810 | 261.67            |
| 68241               | US BANK CORPORATE PAYME   | PUBLIC EDUCATION-Basic Fire    | Training/conferences/schools | 100-42201-3510 | -440.00           |
| 68241               | US BANK CORPORATE PAYME   | IOS-id card printer-NW         | Controllable assets          | 100-42201-5120 | 564.93            |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-laptop charger MH-      | Operating supplies           | 100-42401-2290 | 14.99             |
| 68241               | US BANK CORPORATE PAYME   | IOS-clock-NW                   | Operating supplies           | 100-42401-2290 | 22.71             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-mop-NW                  | Operating supplies           | 100-43101-2290 | 28.99             |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-dry erase markers,      | Operating supplies           | 100-43101-2290 | 12.27             |
| 68241               | US BANK CORPORATE PAYME   | SAI-JUNE SUBSCRIPTION-JC       | Computer & software support  | 100-43401-3120 | 91.99             |
| 68241               | US BANK CORPORATE PAYME   | DF SUPPLY-baseball fencing-JC  | Operating supplies           | 100-44101-2290 | 282.83            |
| 68241               | US BANK CORPORATE PAYME   | DOLLAR GENERAL-Rubbing Al      | Operating supplies           | 100-44101-2290 | 4.25              |
| 68241               | US BANK CORPORATE PAYME   | AMAZON-#55 start switch-N      | Equipment parts & supplies   | 100-44101-2320 | 29.48             |
| 68241               | US BANK CORPORATE PAYME   | IOS-trash cans-NW              | Operating supplies           | 100-44201-2290 | 126.42            |
| 68244               | VERIZON WIRELESS          | MR                             | Phones/radios/pagers         | 100-42201-3210 | 38.40             |
| 68244               | VERIZON WIRELESS          | TD, MJ & 2 LAPTOPS             | Phones/radios/pagers         | 100-42401-3210 | 156.82            |
| 68244               | VERIZON WIRELESS          | JK, JW, JC, CS, EH, & 2 LAPTOP | Phones/radios/pagers         | 100-43101-3210 | 275.01            |
| 68244               | VERIZON WIRELESS          | DH, AC, JS                     | Phones/radios/pagers         | 100-44101-3210 | 115.20            |
| 68244               | VERIZON WIRELESS          | AM                             | Phones/radios/pagers         | 100-44101-3210 | 38.40             |
| 68245               | VICKERS CONSULTING SERVIC | RESUBMIT 2025 FIREFIGHTER      | Grant expenditures           | 100-42201-3930 | 100.00            |
| 68246               | XCEL ENERGY               | MAY/JUNE FIRE #3 NATURAL       | Natural gas                  | 100-42202-3620 | 32.38             |
| DFT0003096          | MN STATE DEPT OF REVENUE- | MAY '26 FUEL TAX               | Fuel                         | 100-43101-2230 | 134.96            |
| DFT0003097          | IRS-Payroll Tax           | Federal Withholding            | Federal WH/FICA/MC           | 100-21701      | 6,673.70          |
| DFT0003097          | IRS-Payroll Tax           | Medicare Payable               | Federal WH/FICA/MC           | 100-21701      | 2,226.14          |
| DFT0003097          | IRS-Payroll Tax           | Social Security Payable        | Federal WH/FICA/MC           | 100-21701      | 8,888.66          |
| DFT0003098          | MN STATE DEPT OF REVENUE- | MN State Withholding           | State W/H                    | 100-21702      | 2,933.31          |
| DFT0003099          | PERA                      | Retirement-Coordinated         | PERA                         | 100-21703      | 7,375.72          |
| DFT0003099          | PERA                      | Retirement-Elected Officials   | PERA                         | 100-21703      | 40.84             |
| DFT0003099          | PERA                      | Retirement-Police & Fire       | PERA                         | 100-21703      | 1,378.28          |
| DFT0003100          | VOYA-DEF COMP             | Deferred Compensation          | Deferred compensation        | 100-21704      | 2,610.00          |
| DFT0003100          | VOYA-DEF COMP             | Roth IRA                       | Deferred compensation        | 100-21704      | 300.00            |
| DFT0003101          | US POSTMASTER             | SR CENTER POSTAGE              | Postage Liability            | 100-20204      | 43.30             |
| DFT0003102          | US POSTMASTER             | JULY HAM LAKER POSTAGE         | Postage                      | 211-41704-2120 | 1,548.56          |
| <b>Grand Total:</b> |                           |                                |                              |                | <b>140,602.27</b> |

## Report Summary

### Fund Summary

| Fund                    | Payment Amount    |
|-------------------------|-------------------|
| 100 - GENERAL           | 96,155.09         |
| 211 - HAM LAKER         | 3,518.14          |
| 230 - FUTURE DRAINAGE   | 296.31            |
| 231 - RECYCLING         | 1,386.00          |
| 233 - SUNRISE WATERSHED | 15.60             |
| 262 - HAM LAKE EDA      | 1,324.63          |
| 431 - REVOLVING STREET  | 28,441.28         |
| 440 - PARK & BEACH LAND | 46.79             |
| 890 - TRUST FUND        | 9,418.43          |
| <b>Grand Total:</b>     | <b>140,602.27</b> |

### Account Summary

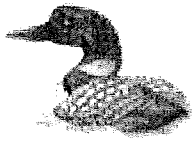
| Account Number | Account Name             | Payment Amount |
|----------------|--------------------------|----------------|
| 100-11502      | COBRA receivable         | 52.06          |
| 100-20202      | A/P adjustment           | 195.86         |
| 100-20204      | Postage Liability        | 43.30          |
| 100-21701      | Federal WH/FICA/MC       | 17,788.50      |
| 100-21702      | State W/H                | 2,933.31       |
| 100-21703      | PERA                     | 8,794.84       |
| 100-21704      | Deferred compensation    | 2,910.00       |
| 100-21711      | Dental Insurance         | 843.69         |
| 100-21714      | Life Insurance           | 212.36         |
| 100-22801      | Surcharge                | 2.00           |
| 100-32202      | Other construction per   | 120.00         |
| 100-41101-3135 | Engineering              | 396.23         |
| 100-41102-3135 | Engineering              | 1,483.62       |
| 100-41201-3920 | Dues & subscriptions     | 64.69          |
| 100-41301-3920 | Dues & subscriptions     | 100.00         |
| 100-41302-2110 | Office supplies          | 14.37          |
| 100-41302-3135 | Engineering              | 10.21          |
| 100-41401-3510 | Training/conferences/sc  | 300.00         |
| 100-41401-3920 | Dues & subscriptions     | 80.00          |
| 100-41501-3110 | Attorney                 | 7,102.73       |
| 100-41601-3135 | Engineering              | 628.65         |
| 100-41701-2110 | Office supplies          | 62.60          |
| 100-41701-2240 | Safety supplies          | 8.03           |
| 100-41701-2290 | Operating supplies       | 293.01         |
| 100-41701-2520 | Computer supplies & sm   | 286.00         |
| 100-41701-3190 | Other professional servi | 66.25          |
| 100-41701-3210 | Phones/radios/pagers     | 39.17          |
| 100-41701-3320 | Equipment rentals        | 160.95         |
| 100-41701-3920 | Dues & subscriptions     | 129.00         |
| 100-41701-4115 | Community celebrations   | 6,000.00       |
| 100-41702-3420 | Building repair & mainte | 1,047.00       |
| 100-41702-3430 | Cleaning service         | 765.00         |
| 100-41702-3620 | Natural gas              | 188.88         |
| 100-41707-3220 | Internet & website       | 400.00         |
| 100-42201-2210 | Clothing & personal prot | 344.99         |
| 100-42201-2220 | Emergency food & bever   | 189.84         |
| 100-42201-2230 | Fuel                     | 21.64          |
| 100-42201-2240 | Safety supplies          | 24.09          |
| 100-42201-2290 | Operating supplies       | 49.35          |
| 100-42201-2340 | Vehicle parts & supplies | 39.04          |
| 100-42201-2810 | Fire prevention-supplies | 311.65         |
| 100-42201-3135 | Engineering              | 93.57          |
| 100-42201-3150 | Personnel testing & recr | 9,560.00       |
| 100-42201-3210 | Phones/radios/pagers     | 232.05         |

## Account Summary

| Account Number | Account Name              | Payment Amount    |
|----------------|---------------------------|-------------------|
| 100-42201-3220 | Internet                  | 200.00            |
| 100-42201-3390 | Rentals-other             | 11.34             |
| 100-42201-3440 | Equipment repair & mai    | 453.27            |
| 100-42201-3510 | Training/conferences/sc   | 1,560.00          |
| 100-42201-3520 | Professional licenses & c | 262.00            |
| 100-42201-3930 | Grant expenditures        | 100.00            |
| 100-42201-5120 | Controllable assets       | 564.93            |
| 100-42202-3420 | Building repair & mainte  | 1,047.00          |
| 100-42202-3430 | Cleaning service          | 699.00            |
| 100-42202-3620 | Natural gas               | 262.16            |
| 100-42401-2290 | Operating supplies        | 37.70             |
| 100-42401-2520 | Computer supplies/smal    | 429.00            |
| 100-42401-3210 | Phones/radios/pagers      | 156.82            |
| 100-43101-2210 | Clothing & personal prot  | 507.80            |
| 100-43101-2230 | Fuel                      | 3,800.80          |
| 100-43101-2240 | Safety supplies           | 8.03              |
| 100-43101-2290 | Operating supplies        | 1,155.43          |
| 100-43101-2320 | Equipment parts & suppl   | 75.87             |
| 100-43101-2330 | Street repair & mainten   | 55.00             |
| 100-43101-2340 | Vehicle parts & supplies  | 323.21            |
| 100-43101-2410 | Small tools               | 10.99             |
| 100-43101-3210 | Phones/radios/pagers      | 275.01            |
| 100-43101-3220 | Internet & website        | 50.00             |
| 100-43101-3410 | Blacktop maintenance      | 12,285.00         |
| 100-43103-3135 | Engineering               | 140.36            |
| 100-43104-3420 | Building repair & mainte  | 1,047.00          |
| 100-43104-3430 | Cleaning service          | 148.00            |
| 100-43104-3620 | Natural gas               | 266.87            |
| 100-43401-3120 | Computer & software su    | 91.99             |
| 100-43501-3135 | Engineering - ROW         | 3,304.66          |
| 100-44101-2210 | Clothing & personal prot  | 183.72            |
| 100-44101-2240 | Safety supplies           | 24.09             |
| 100-44101-2290 | Operating supplies        | 287.86            |
| 100-44101-2320 | Equipment parts & suppl   | 340.17            |
| 100-44101-2340 | Vehicle parts & supplies  | -20.00            |
| 100-44101-3135 | Engineering               | 25.81             |
| 100-44101-3210 | Phones/radios/pagers      | 153.60            |
| 100-44101-3440 | Equipment repair & mai    | 158.31            |
| 100-44102-2310 | Building repair & mainte  | 186.16            |
| 100-44102-3420 | Building repair & mainte  | 349.00            |
| 100-44102-3620 | Natural gas               | 212.45            |
| 100-44201-2240 | Safety supplies           | 8.03              |
| 100-44201-2290 | Operating supplies        | 126.42            |
| 100-44202-3430 | Cleaning service          | 300.00            |
| 100-44202-3620 | Natural gas               | 101.70            |
| 211-41704-2120 | Postage                   | 1,548.56          |
| 211-41704-3125 | Editing                   | 900.00            |
| 211-41704-3970 | Printing                  | 669.58            |
| 211-41704-3990 | Other services and charg  | 400.00            |
| 230-43201-3135 | Engineering               | 296.31            |
| 231-43601-3630 | Waste management & r      | 1,386.00          |
| 233-43201-3135 | Engineering               | 15.60             |
| 262-46101-3135 | Engineering               | 1,324.63          |
| 431-43301-3135 | Engineering               | 27,931.71         |
| 431-43301-3190 | Other professional servi  | 509.57            |
| 440-44103-3135 | Engineering               | 46.79             |
| 890-90001-3135 | Engineering               | 9,418.43          |
|                | <b>Grand Total:</b>       | <b>140,602.27</b> |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Payment Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 109,403.57            |
| 200909-100                 | 4,999.32              |
| 202111-100                 | 1,324.63              |
| 202205-100                 | 1,895.18              |
| 202302.038-101             | 31.19                 |
| 202502.034-150             | 330.20                |
| 202502.078-100             | 5,008.56              |
| 20250502.036-100           | 46.79                 |
| 202505-100                 | 6,032.03              |
| 202505-150                 | 179.37                |
| 202509-100                 | 8,680.71              |
| 231004009                  | 1,386.00              |
| MISC-100                   | 1,284.72              |
| <b>Grand Total:</b>        | <b>140,602.27</b>     |



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary

Pay Period: 6/7/2026-6/20/2026

Packet: PYPKT01906 - PPE 06/20/26 PAID 06/26/26

Payroll Set: City of Ham Lake - 01

| Type            | Count     | Amount           |
|-----------------|-----------|------------------|
| Regular Checks  | 0         | 0.00             |
| Manual Checks   | 0         | 0.00             |
| Reversals       | 0         | 0.00             |
| Voided Checks   | 0         | 0.00             |
| Direct Deposits | 75        | 54,140.73        |
| <b>Total</b>    | <b>75</b> | <b>54,140.73</b> |

Meeting Date: July 6, 2026

**CITY OF HAM LAKE**

**STAFF REPORT**

**To: Mayor and Councilmembers**

**From: Denise Webster, City Administrator**

**Subject: 2027 North Metro Telecommunications Commission Budget (NMTV)**

**Introduction/Discussion:** Attached is a copy of the proposed NMTV 2027 budget which has been approved by the Operations Committee and the Commission.

**Recommendation:** I recommend the approval of the 2027 North Metro Telecommunications Budget as presented.



June 23, 2026

**TO: NMTC OPERATIONS COMMITTEE**

**RE: APPROVAL OF 2027 NORTH METRO TELECOMMUNICATIONS  
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2027 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2027 is proposed at \$1,187,182. This number represents a \$250,415 decrease over expected expenditures for 2026. The increase includes a 3% COLA increase for staff, step increases, benefits increase, building maintenance costs, an accounting service, and insurance costs.

Budgeted capital costs for 2027 are \$317,500. This number represents a \$92,750 increase from the 2026 budget. Capital expenditure includes video equipment for North Metro TV, office equipment, an upgrade to the master control system, and \$100,000 to be returned to cities for capital expenditures.

In total, the 2027 budget is \$157,665 lower than the 2026 budget.

**Recommendation:** That the Member Cities approve the 2027 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget, please consult with your Commission director or City Administrator.

Page 2

I look forward to working with all parties, throughout the remainder of 2026, as we work to streamline and optimize North Metro TV's community programming and services in 2027.

Sincerely,

A handwritten signature in black ink that reads "Barbara J. Mahr". The signature is written in a cursive, flowing style.

Barbara Mahr  
Chair, North Metro Telecommunications Commission

Enc.

# 2027 North Metro Telecommunications Commission Budget Talking Points

## Overall Organizational Goals

- Support legislation that will update the community television funding model to better reflect current entertainment delivery trends.
- Develop educational services for internet service/devices/software usage.
- Apply for grants to fund broadband educational services.
- Continue live and on-demand closed captioning.
- Comply with WCAG AA web standards.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, home-media transfer services, and public access to television production for our cities, schools and general public.

## Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2027 are estimates based on previous allocations, planned spending for 2026, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2025, multiplied by the PEG fee.
- Other income includes dub fees, home movie transfers, drone, streaming and production services. Interest income is estimated conservatively based on the current market.
- Estimated expenditures include the operating expenses and capital expenses, production and office equipment, and the fee payment to the cities.
- The year end fund balances include:
  - The **Operating reserve** which is set at a minimum of 25% of the operating budget.
  - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
  - The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures.
  - The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.

- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. With the 5-year franchise extension, these funds won't be needed in the near future.

### Budget

- The recommended operating budget for the organization totals \$1,187,182. This number is a \$250,415 decrease compared to last year's operating budget. Per the strategic plan, this budget reflects a net reduction of 3 FTEs.
- Budgeted capital purchases for 2027 are set at \$317,500. Budgeted capital items include a new router in Master Control, a new video player for the control room, equipment contracts, closed captioning contracts, and closed captioning charges. The capital budget also includes routine computer/software upgrades, and software licenses, and \$100,000 in capital equipment support for cities.
- The overall 2027 capital budget is \$92,750 more than the 2026 capital budget.
- The overall 2027 budget is \$157,665 lower than the 2026 budget.

### Closing Points

- North Metro TV provides a variety of valuable services to our member cities in a very cost effective manner. These services include:
  - Program playback and channel management.
  - Closed captioning.
  - Internet streaming of city meetings.
  - Bookmarking city meetings.
  - Podcasting city meetings.
  - Live streaming of city channels and community channels.
  - Provide city channels on Roku and AppleTV via NMTV app.
  - Video equipment repair, maintenance and consulting.
  - Drone services.
  - Video production services.
  - Meeting coverage and troubleshooting.
- The general public also benefits from the services of North Metro TV. These services include:
  - Educational opportunities.
  - Access to professional video production tools.
  - Home Movie transfer services.
  - Varied and informative programming about their community, local news, election coverage, and city meetings.
- Future state and federal legislation could have an impact on future income sources.

# North Metro Telecommunications Commission 2027 Budget Line-Item Supporting Information

## Personnel

- The recommended 2027 budget follows the recommendation of The Waldron Group and the new strategic plan.
- A net reduction in 3 FTEs results in a salary savings of \$222,611. Additionally the sports part time budget has been reduced by \$59,976.
- The personnel line-item reflects a 3% COLA.
- Part-time staff includes sports and meeting coverage personnel. Employees in the part-time group are used when needed for a sports shoot or to cover a city meeting. The majority of the part-time staff qualify for PERA. They are not eligible for health benefits. Payroll taxes apply.

## Benefits

- The NMTC employee benefits package has been budgeted at \$1,503.00 per FT staff per month for 2027, plus the expected PT payroll taxes and PERA costs This is \$103 more, per person/per month than was budgeted for 2026. The Member City benefits package average for 2026 was \$1,503.
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2027.

## Administrative Expenses

- Budgeted administrative expenses are \$107,175 higher than 2026. The increase includes up to \$75,000 in unemployment benefits..

## Production Expenses

- Budgeted production expenses are \$2,000 less than 2026. The need for DVDs, Blu-rays, and disc cases continues to decrease, partially as a result of electronic file transfers.
- The intern budget has been eliminated.
- A new-line item for ADA compliance reflects the anticipated cost of Audio Description for 2027. This cost will go up in 2028 when the WCAG standards apply to cities of all size.

## Office Expenses

- Office expenses are budgeted at \$8,490 less than the 2026 level.

- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, drone, and monument sign coverage.
- Office supply line-item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item covers bandwidth which is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling increased \$1,510 to better reflect recent cost increases.

### **Capital Expenditures**

- The 2027 capital budget currently includes \$200,000 for production equipment (including the first half of the master control upgrade), \$7,500 for office systems and software fees, \$10,000 for HVAC improvements, and \$100,000 for city capital expenses.
- The production equipment budget includes annual system contracts, including closed captioning, and a new video player for the studio.
- Fees back to Cities are included as a capital cost.

### **Summary**

- The recommended 2027 Operating budget is \$250,415 lower than the 2026 budget.
- Capital equipment expenditures are budgeted at \$317,500, which is \$92,750 more than the 2026 budget. This number includes the first half of the Master Control upgrade, at \$101,100
- It is recommended that fees returned to cities be included in capital expenditures in order to maximize fee payments in the future. This budget includes \$100,000 in fees for city capital expenditures and capital reserves.
- The overall 2027 budget is \$157,665 lower than the 2026 budget.

**North Metro Telecommunications Commission**  
**2027 FINANCIAL SUMMARY**  
**Estimated Fund Balances/Revenues/Expenditures.**

**BEGINNING FUND BALANCES**

|                          |           |
|--------------------------|-----------|
| Operating Reserve        | \$608,709 |
| Accrued Vac, Sick, Comp  | \$120,000 |
| Capital Equip. Fund      | \$504,155 |
| Vehicle Replacement Fund | \$49,763  |
| Bldg Repair Reserve      | \$153,364 |
| Franchise Renewal Fund   | \$200,000 |
| Bond Reserve             | \$0       |

**TOTAL: \$1,635,991**

**ESTIMATED REVENUES**

|                           |           |   |
|---------------------------|-----------|---|
| Franchise Fees            | \$874,800 |   |
| PEG Fees                  | \$414,882 |   |
| Other Income              | \$45,000  |   |
| Interest Income           | \$85,000  |   |
| Income From Reserve Funds | \$85,000  | \$75,000 from Operating<br>\$10,000 from Vacation |

**TOTAL: \$1,504,682**

**ESTIMATED EXPENDITURES**

|                                      |             |
|--------------------------------------|-------------|
| Operating Expenses                   | \$1,187,182 |
| Capital Expenses: Equipment/Bldg     | \$217,500   |
| Capital Expenses: Bond Payment       | \$0         |
| Capital Expenses: PEG Fees to Cities | \$100,000   |

**TOTAL: \$1,504,682**

**YEAR END FUND BALANCES**

|                          |           | Increase(Decrease) |
|--------------------------|-----------|--------------------|
| Operating Reserve        | \$533,709 | -\$75,000          |
| Accrued Vac, Sick, Comp  | \$90,000  | -\$10,000          |
| Capital Equip. Fund      | \$504,155 | \$0                |
| Vehicle Replacement Fund | \$49,763  | \$0                |
| Bldg Repair Reserve      | \$153,364 | \$0                |
| Franchise Renewal Fund   | \$200,000 | \$0                |
| Bond Reserve             | \$0       | \$0                |

**TOTAL: \$1,530,991      -\$85,000**

**2027**  
**North Metro Telecommunications Commission Budget**

|                                | 2025           | 2026           | 2026           | 2027           |  |
|--------------------------------|----------------|----------------|----------------|----------------|--|
|                                | ACTUAL         | BUDGET         | April Act.     | BUDGET         | NOTES  |
| <b>PERSONNEL</b>               |                | Budget         | April Act.     |                |  |
| Video Engineer (1) FT          | 84,982         | 87,200         | 30,853         | 89,816         | Matt Waldron   |
| Sports Director (1) FT         | 81,846         | 87,434         | 29,304         |                | Kenton Kipp  |
| ED/News Director (1) FT        | 99,338         | 108,850        | 37,507         | 117,575        | Danika Peterson  |
| Programming Coord. (1) FT      | 68,340         | 70,128         | 24,811         | 72,232         | Michele Silvester  |
| Special Projects Coord. (1) FT | 73,810         | 70,128         | 29,304         |                | T.J. Tronson   |
| City Meetings Manager (1) FT   |                |                |                | 77,764         | T.J. Tronson   |
| Municipal Producer (1) FT      | 61,909         | 63,518         | 22,470         |                | Trevor Scholl  |
| Sports Producer (1) FT         | 59,406         | 63,518         | 22,470         |                | Ted Leroux   |
| News Producer (1) FT           | 52,639         | 56,483         | 19,776         |                | Eric Nelson  |
| Production Manager (1) FT      |                |                |                | 77,764         | TBD  |
| ED/Studio Manager (1) FT       | 95,966         | 108,850        | 37,507         | 117,575        | Eric Houston   |
| Freelancers/Sports             | 71,466         | 71,976         | 23,944         | 12,000         | PT Sports  |
| Freelancers/Meetings           | 14,963         | 25,002         | 7,108          | 25,750         | Freelancers/City Meetings  |
| Contingency                    | 0              | 0              |                | 0              |  |
| <b>PERSONNEL TOTAL:</b>        | <b>764,665</b> | <b>813,087</b> | <b>285,054</b> | <b>590,476</b> | <b>3% COLA increase<br/>2 staff w/ step increase</b>                                     |
| <b>BENEFITS</b>                |                |                |                |                |  |
| FICA                           | 46,601         | 50,411         | 17,673         | 36,610         | 6.2% of gross wages  |
| Medicare                       | 11,088         | 11,790         | 4,133          | 8,562          | 1.45% of gross wages   |
| PERA                           | 57,689         | 60,982         | 20,931         | 44,286         | 7.50% of gross wages   |
| Paid Leave                     |                | 3,578          |                | 2,598          | .44% of gross wages  |
| Benefits Package               | 156,562        | 168,000        | 86,841         | 108,216        | Health/Dental/STD, LTD, ADD  |
| Workers Compensation           | 3,015          | 4,000          | 2,166          | 4,000          |  |
| Electronic Filing Charges      | 100            | 2,000          | 0              | 2,000          |  |
| <b>BENEFITS TOTAL:</b>         | <b>275,055</b> | <b>300,760</b> | <b>131,745</b> | <b>206,271</b> |  |
|                                |                |                |                |                | <b>*Benefits package<br/>\$1,503 per FT employee/per month<br/>plus PT benefits cost</b> |
|                                |                |                |                |                | <b>\$1,503 = 2026 City average</b>   |

## 2027 North Metro Telecommunications Commission Budget

|                                    | 2025<br>ACTUAL   | 2026<br>BUDGET   |                | 2027<br>BUDGET   | NOTES                                     |
|------------------------------------|------------------|------------------|----------------|------------------|---|
|                                    |                  | Budget           | April Act.     |                  |   |
| <b>ADMINISTRATIVE EXPENSES</b>     |                  |                  |                |                  |   |
| Commission Audit & Accountant      | 38,361           | 42,000           | 27,133         | 42,000           | Annual audit of Commission finances       |
| Audit: Company                     |                  | 0                |                | -                |   |
| Consultants and Professional Fees  | 4,130            | 3,000            | 1,639          | 2,000            | evaluating co-exec model                  |
| Conferences                        | 440              | 5,000            | 0              | 5,000            | NATOA & MACTA Conf. , Webinars            |
| General/Special Meeting Expenses   | 2,148            | 3,000            | 914            | 3,000            |   |
| Government/Legislative Affairs     | 0                | 0                |                | -                |   |
| Legal Fees                         | 45,757           | 50,000           | 12,797         | 50,000           | Franchise renewal/State and Fed Issues    |
| Membership Dues                    | 5,467            | 5,500            | 2,146          | 5,500            | NATOA, MACTA, ,Chamber of C               |
| Mileage Reimbursement              | 1,251            | 1,500            | 359            | 1,675            |   |
| Personnel Recruitment              | 0                | 0                | 0              | -                |   |
| Tuition and Training               | 0                | 3,000            | 0              | 3,000            | Executive Director Education              |
| Unemployment                       |                  | 0                | 0              | 75,000           |   |
| Contingency Expenses               | 3,930            | 0                | 0              | 3,000            |   |
| <b>ADMINISTRATIVE EX. TOTAL:</b>   | <b>101,484</b>   | <b>113,000</b>   | <b>44,988</b>  | <b>190,175</b>   |   |
| <b>PRODUCTION EXPENSES</b>         |                  |                  |                |                  |   |
| Advertising/Marketing/Entry Fees   | 69               | 500              | 0              | 500              | Printed materials, entry fees             |
| Awards Ceremony/ Entry Fees        |                  | 500              | 0              | 500              | NATOA and MACTA awards                    |
| Bulbs/Batteries/Other Prod. Costs  | 557              | 1,000            | 234            | 1,000            | Bulbs, Camera Batt. Duct tape             |
| Interns                            | 2,495            | 2,500            | 1,331          | -                | Stipends for internships                  |
| Truck/Fleet Vehicle Gas/Oil        | 7,238            | 3,500            | 250            | 1,000            | Prod. Van & fleet vehicles                |
| Truck/Fleet Vehicle Maint/Lic.     | 175              | 4,000            | 1,411          | 2,000            | Prod. Van & fleet vehicles                |
| Video Equipment/Parts/Maint.       | 35               | 1,000            | 0              | 1,000            | Parts and Maintenance for video equip.    |
| DVDs/Flash Drives/Cases            | 486              | 1,000            | 234            | 1,000            | Blank media for masters/copies            |
| ADA Compliance                     |                  |                  |                | 5,000            | Audio Description                         |
| <b>PRODUCTION EX. TOTAL:</b>       | <b>11,055</b>    | <b>14,000</b>    | <b>3,460</b>   | <b>12,000</b>    |   |
| <b>OFFICE EXPENSES</b>             |                  |                  |                |                  |   |
| Building Maintenance               | 34,619           | 35,000           | 15,106         | 40,000           | Bldg & Prop./Fire Insp./Furn. Contract    |
| Building Security                  | 800              | 1,000            | 0              | 1,000            |   |
| Building Utilities                 | 21,446           | 30,000           | 12,044         | 30,000           | Sewer, Water, Gas & Electric              |
| Insurance                          | 14,393           | 20,000           | 13,475         | 20,000           | Liability/property/vehicle/volunteer      |
| Office Supp./Office Equip. Maint.  | 6,121            | 10,000           | 1,290          | 8,000            | Copier & Fax maint. contracts, Supplies   |
| Computer Apps/Subscriptions        | 30,093           | 18,000           | 8,644          | 25,000           | Software subscriptions                    |
| Phone/Internet Service/Web Hosting | 38,662           | 55,000           | 12,927         | 45,000           | VOD, Live Streaming, web maint.,bandwidth |
| Website Update                     |                  | 10,000           | 8,000          | -                | WCAG AA updates                           |
| Postage/Shipping                   | 267              | 250              | 0              | 250              | equipment/dub/packet postage              |
| Property Tax                       | 1,363            | 1,500            | 1,363          | 1,500            | Recycling and street assessments          |
| Trash/Recycling/Janitorial         | 14,393           | 16,000           | 6,067          | 17,510           |   |
| <b>OFFICE EXPENSES TOTAL:</b>      | <b>162,157</b>   | <b>196,750</b>   | <b>78,916</b>  | <b>188,260</b>   |   |
| <b>OPERATIONS TOTAL:</b>           | <b>1,152,259</b> | <b>1,437,597</b> | <b>544,163</b> | <b>1,187,182</b> |   |

**2027**  
**North Metro Telecommunications Commission Budget**

|                                  | 2025<br>ACTUAL   | 2026<br>BUDGET   |                | 2027<br>BUDGET   | NOTES   |
|----------------------------------|------------------|------------------|----------------|------------------|---|
|                                  |                  | Budget           | April Act.     |                  |   |
| <b>CAPITAL EXPENDITURES</b>      |                  |                  |                |                  |   |
| Video Equipment                  | 101,559          | 108,250          | 22,015         | 200,000          | Master Control equipment, live streaming hardware |
| Computer/Office Equipment/Sftwre | 11,922           | 8,500            | 4,964          | 7,500            | office systems, software                          |
| To equipment reserve fund        | 200,000          | 0                | 0              | -                |   |
| Vehicles                         | 0                | 0                | 0              | -                |   |
| Building Expenditures            | 113,705          | 8,000            | 18,101         | 10,000           | HVAC improvements, dry sytem                      |
| Bond Payment                     | 0                | 0                | 0              | -                | HD Bond Payment                                   |
| City Capital Expenditures        | 100,000          | 100,000          | 100,000        | 100,000          | Equipment/Equipment Reserves                      |
| <b>CAPITAL EXP. TOTAL:</b>       | <b>527,186</b>   | <b>224,750</b>   | <b>145,080</b> | <b>317,500</b>   |   |
| <b>GRAND TOTAL:</b>              | <b>1,679,445</b> | <b>1,662,347</b> | <b>689,243</b> | <b>1,504,682</b> |   |


## North Metro TV 2027 Recommended Equipment Budget

| Master Control Services & Subscriptions |                        |               |  |     |            |                  |
|---|------------------------|---------------|--|-----|------------|------------------|
| ID No.                                  | Model No.              | Make          | Description  | Qty | Cost       | Total            |
| 2027-1                                  | CBL-PLATINUM-4         | Tightrope     | 4 I/O Platinum Support through Tightrope, Loaner, Night Support, Upgrade Assistance                | 1   | 4250       | 4250             |
| 2027-2                                  | CBL-PLATINUM-ADDL      | Tightrope     | Tightrope Additional I/O Annual Software Maintenance Contract for Large Systems (update 10 Needed) | 10  | 500        | 5000             |
| 2027-3                                  | CBL-REFLECT-BND        | Tightrope     | Cablecast Reflect Live & VOD Stream Server Subscription -  | 3   | 2800       | 8400             |
| 2027-4                                  | CBL-REFLECT-LIVE       | Tightrope     | Cablecast Live Reflect Service   | 2   | 1500       | 3000             |
| 2027-5                                  | CBL-CAPTICNING-500     | Tightrope     | 500 Hour Block of Captioning   | 1   | 4000       | 4000             |
| 2027-6                                  | CBL-CABLECAST-REN      | Tightrope     | Subscription Fee to maintain 1 Cablecast OTT channel   | 2   | 300        | 600              |
| 2027-7                                  | CBL-ENCO-SUPPORT       | Enco          | Annual Support Contract for ENCO onCaption server & software                                       | 1   | 6500       | 6500             |
| 2027-8                                  | M-PREM-SUPP-1          | Havision      | Premium Maintenance & Support for StreamHub and Pro460   | 0   | 7000       | 0                |
|   |                        |               |  |     |            | 32250            |
| Master Control Equipment                |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-10                                 | FM-FR-9                | Imagine       | Router Frame Assembly 9RU  | 1   | 7000       | 7000             |
| 2027-11                                 | PT-PS                  | Imagine       | Redundant Power Supply   | 3   | 1600       | 4800             |
| 2027-12                                 | FM-128x128-3G6         | Imagine       | Platinum MX 128x128 3Gb/s Cross Point Card   | 2   | 4500       | 9000             |
| 2027-13                                 | FM-ATCM-16-X9          | Imagine       | Platinum MX ATCM Crosspoint Card 16 Slots of Audio   | 2   | 11000      | 22000            |
| 2027-14                                 | PT-RES                 | Imagine       | Platinum MX Resource Control Module  | 1   | 3000       | 3000             |
| 2027-15                                 | PX-HSRBC-1B9           | Imagine       | Platinum SD/HD/3G Input Module with 8 BNC Connectors   | 7   | 1400       | 9800             |
| 2027-16                                 | PX-HSR-CBG+            | Imagine       | Platinum SD/HD/3G/ASI Output Module with 8 BNC Connectors  | 6   | 1250       | 7500             |
| 2027-17                                 | PX-SXP-64x6            | Imagine       | Platinum 64x6 pip Multiview Card with 6x HDSDI or HDMI outputs                                     | 1   | 26000      | 26000            |
| 2027-18                                 | MYCARE+HW-Platinum-UPL | Imagine       | Unit Warranty with 24x7 services year 1  | 1   | 4500       | 4500             |
| 2027-19                                 | PS-NET-PM              | Imagine       | Project Management for networking products   | 1   | 1500       | 1500             |
| 2027-20                                 | PS-NET-FE              | Imagine       | Field Engineering for networked products   | 1   | 6000       | 6000             |
|   |                        |               |  |     |            | 101100           |
| Control Room/Studio A                   |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-21                                 | Evertz Playback Server | Evertz        | 4 Output Playback Server replacing the Back Store  | 1   | 37500      | 37500            |
|   |                        |               |  |     |            | 37500            |
| Control Room/Studio B                   |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
|   |                        |               |  |     |            | 0                |
| Production Truck                        |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-40                                 | Ross NK Router         | Ross          |  | 0   |            | 0                |
|   |                        |               |  |     |            | 0                |
| Sports Department                       |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-50                                 | FXW-Z200               | Sony          |  |     |            | 0                |
|   |                        |               |  |     |            | 0                |
| Public Access                           |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
|   |                        |               |  |     |            | 0                |
| Production Department                   |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-70                                 | RE20                   | Electro-Voice | Electro-Voice RE20 Broadcast Announcer Microphone with Variable-D (Black)                          | 1   | 500        | 500              |
| 2027-71                                 | D2                     | LaCie         | LaCie B7B 62 Professional USB-C 3.2 Gen 2 External Hard Drive                                      | 2   | 550        | 1100             |
|   |                        | various       | lights, microphones, cable, etc  | 1   | 1959       | 1959             |
|   |                        |               |  |     |            | 3559             |
| Special Events                          |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
|   |                        |               |  |     |            | 0                |
| Municipal Services                      |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-90                                 |                        |               |  |     |            | 0                |
|   |                        |               |  |     |            | 0                |
| Tech Shop Equipment                     |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-100                                |                        |               | Cable Reels, Cable Ends, Tools, Converters, etc. ....  |     |            | 10000            |
|   |                        |               |  |     |            | 10000            |
| Various Small Items                     |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Unit Price | Total            |
| 2027-110                                |                        |               | Small Item Budget  |     |            | 8000             |
|   |                        |               |  |     |            | 8000             |
| Computers                               |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Cost       | Total            |
| 2028-201                                |                        | PC            | Michela Office Computer  | 1   | 1500       | 1500             |
| 2028-202                                |                        | PC            | Hard Drives  | 1   | 2000       | 2000             |
| 2028-203                                |                        | PC            | Matt Office Computer   | 1   | 2000       | 2000             |
| 2028-204                                |                        | PC            | Computer Replacement Parts   | 1   | 1500       | 2000             |
|   |                        |               |  |     |            | 7500             |
| Software & Subscriptions                |                        |               |  |     |            |                  |
| ID No.                                  | Model No.              | Make          | Description  | Qty | Cost       | Total            |
| 2028-301                                | Adobe Suites           | Adobe         | Adobe Photoshop, Premiere, After Effects ... etc (\$1100/Month)                                    | 5   | 1100       | 5500             |
| 2028-302                                | Office Products        | Microsoft     | Microsoft Office Subscription  | 1   | 2500       | 2500             |
| 2028-303                                | Gmail Accounts         | Gmail         | Google's Gmail & Workspace Business Accounts   | 8   | 300        | 2400             |
| 2028-304                                | Mac Drive              | MacDrive      | MacDrive Account for 4 Yearly Licenses   | 4   | 50         | 200              |
| 2028-305                                | SmartDraw              | SmartDraw     | Technical Drawing & Archiving Software   | 1   | 115        | 115              |
| 2028-306                                | Acrobat                | Adobe         | Adobe Acrobat Stand Alone Subscription   | 12  | 23         | 276              |
| 2028-307                                | RealVNC Pro            | RealVNC       | Remote VNC Connection to office computers (Yearly Subscription)                                    | 1   | 1500       | 1500             |
|   |                        |               |  |     |            | 12481            |
| <b>Grand Total</b>                      |                        |               |  |     |            | <b>297500.00</b> |

## Memorandum

Date: June 30, 2026

To: Mayor and City Council

From: David A. Krugler, City Engineer 

Subject: Clarification of South Shore Estates Second Addition Zoning

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**Introduction:**

The City Council previously adopted Ordinance No. 26-08 on April 6, 2026, rezoning certain property within the City of Ham Lake from Rural Single Family Residential (R-A) to Single Family Residential (R-1).

**Discussion:**

Following review of the legal description contained within Ordinance No. 26-08, it was discovered that the legal description inadvertently included the descriptions of two easements located on adjacent parcels. The easement areas were not intended to be included within the rezoning request, were not represented as part of the property proposed for rezoning during the review process, and were not considered by the Planning Commission or City Council as land to be rezoned.

The inclusion of the easement descriptions was a scrivener's error. Because the easements do not constitute the underlying fee ownership of the adjacent properties, and because the City's intent was limited to rezoning the parcel identified in the application materials, the error does not alter the zoning classification of the adjacent properties.

The City Attorney has reviewed the matter and advised that the error may be corrected through a clarifying action of the City Council without repeating the notice and hearing requirements associated with a rezoning application. The proposed action does not modify the land intended to be rezoned, expand the area rezoned, or change any zoning classifications beyond those originally approved. Rather, it serves only to clarify the record and accurately reflect the Council's original intent.

**Recommendation:**

Adopt the attached Ordinance clarifying that Ordinance No. 26-08 rezoned only the property identified as Parcel A and that references to easements over adjacent properties were included in error and are of no force or effect with respect to the zoning classification of any other property.

## **ORDINANCE NO. 26-XX**

### **AN ORDINANCE CLARIFYING THE LEGAL DESCRIPTION CONTAINED IN ORDINANCE NO. 26-08 AND CONFIRMING THE CITY COUNCIL'S ORIGINAL REZONING INTENT**

**WHEREAS**, on June 1, 2026, the City Council adopted Ordinance No. 26-08 rezoning certain property within the City of Ham Lake from Rural Single Family Residential (R-A) to Single Family Residential (R-1); and

**WHEREAS**, the legal description included in Ordinance No. 26-08 inadvertently contained the legal description of an easement over an adjacent parcel that was not intended to be rezoned; and

**WHEREAS**, the inclusion of the easement description was a scrivener's error; and

**WHEREAS**, the City Council desires to clarify the record and confirm its original intent;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby clarifies that Ordinance No. 26-08 was intended to rezone only the following property:

**BE IT FURTHER RESOLVED**, that the zoning classification established by Ordinance No. 26-08 applies only to Parcel A and does not apply to any adjacent parcel or easement area referenced in the ordinance legal description.

**BE IT FURTHER RESOLVED** that any references within Ordinance No. 26-08 to easements over adjacent parcels are surplus language, were included in error, and were not intended to alter or affect the zoning classification of any other property.

**Parcel A:**

That part of Government Lot 2, Section 2, Township 32, Range 23, Anoka County, Minnesota, also being Lot 14, AUDITOR'S SUBDIVISION NO. 121, according to the recorded plat thereof, described as follows:

Commencing at the South Quarter corner of said Section 2, also being the Southwest corner of said Lot 14, AUDITOR'S SUBDIVISION NO. 121; thence North 87 degrees 15 minutes 06 seconds East, assumed bearing, along the South line of said Government Lot 2, also being the South line of said Lot 14, AUDITOR'S SUBDIVISION NO. 121, a distance of 41.23 feet to the point of beginning of the parcel to be described; thence North 01 degree 10 minutes 04 seconds East a distance of 1406.71 feet; thence northerly a distance of 43.90 feet along a tangential curve concave to the west having a radius of 333.00 feet and a central angle of 7 degrees 33 minutes 13 seconds; thence North 06 degrees 23 minutes 09 seconds West, tangent to said curve, a distance of 303.64 feet to the southerly line of Lot 4, said AUDITOR'S SUBDIVISION NO. 121; thence North 77 degrees 22 minutes 12 seconds East, along said southerly line of Lot 4, AUDITOR'S SUBDIVISION NO. 121, a distance of 232.51 feet; thence North 87 degrees 54 minutes 02 seconds East, along the South line of Lots 1, 2, 3, 4, 5, and 6, Block 3, COMFORT RESORT, Anoka County, Minnesota, 300.00 feet to the Southwest corner of Lot 7, Block 3, said COMFORT RESORT; thence South 82 degrees 21 minutes 28 seconds East, along the southerly line of Lots 7, 8, and 9, Block 3, said COMFORT RESORT, 149.54 feet to the Southeast corner of said Lot 9, Block

3, COMFORT RESORT; thence North 17 degrees 06 minutes 42 seconds West, along the easterly line of said Lot 9, Block 3, COMFORT RESORT, a distance of 125.86 feet to the Northeast corner of said Lot 9, Block 3, COMFORT RESORT, also being the southerly right-of-way line of Interlachen Drive as created and dedicated in said COMFORT RESORT; thence South 82 degrees 25 minutes 58 seconds East, along said southerly right-of-way-line of Interlachen Drive, 90.11 feet to the most easterly right-of-way line of said Interlachen Drive, also being the easterly right-of-way-line of a 33.00 foot wide Road, as created and dedicated in said plat of COMFORT RESORT; thence North 10 degrees 33 minutes 04 seconds West, along said most easterly right-of-way line of said Interlachen Drive and said easterly right-of-way line of a 33.00 foot wide Road, 490 feet, more or less, to the shoreline of Coon Lake; thence easterly along said shoreline of Coon Lake to the East line of said Government Lot 2, also being the East line of said Lot 14, AUDITOR'S SUBDIVISION NO. 121, also being the West line of the plat of TRAILS END SHORES, Anoka County, Minnesota, as established by District Court File No. C3-99-2057; thence South 00 degrees 33 minutes 41 seconds East, along said East line of said Government Lot 2, also being said West line of TRAILS END SHORES, 2336.61 feet to the South line of said Government Lot 2, also being the South line of said Lot 14, said AUDITOR'S SUBDIVISION NO. 121; thence South 87 degrees 15 minutes 06 seconds West, along said South line of Government Lot 2, also being the South line of said Lot 14, AUDITOR'S SUBDIVISION NO. 121, a distance of 1302.49 feet to the point of beginning.

AND

That part of Government Lot 2 and Government Lot 3, Section 2, Township 32, Range 23, Anoka County, Minnesota, also being Lots 13, and 14, AUDITOR'S SUBDIVISION NO. 121, according to the recorded plat thereof, described as follows:

Commencing at the South Quarter corner of said Section 2, also being the Southeast corner of said Lot 13, AUDITOR'S SUBDIVISION NO. 121; thence South 87 degrees 30 minutes 25 seconds West, assumed bearing, along the South line of said Government Lot 3, also being the South line of said Lot 13, AUDITOR'S SUBDIVISION NO. 121, a distance of 24.91 feet to the point of beginning of the parcel to be described; thence continuing South 87 degrees 30 minutes 25 seconds West, along said south line, a distance of 723.69 feet to the Southwest corner of said Lot 13, AUDITOR'S SUBDIVISION NO. 121; thence North 03 degrees 26 minutes 35 seconds West, along the West line of said Lot 13, AUDITOR'S SUBDIVISION NO. 121, a distance of 1423.64 feet to the Southwest corner of Lot 10, said AUDITOR'S SUBDIVISION NO. 121; thence North 89 degrees 44 minutes 41 seconds East, along the South line of Lots 10 and 11, said AUDITOR'S SUBDIVISION NO. 121, a distance of 130.00 feet; thence South 45 degrees 59 minutes 38 seconds East a distance of 142.60 feet; thence North 85 degrees 42 minutes 45 seconds East a distance of 188.00 feet; thence North 4 degrees 17 minutes 15 seconds West a distance of 229.95 feet; thence North 85 degrees 26 minutes 53 seconds East a distance of 420.49 feet; thence South 06 degrees 23 minutes 09 seconds East a distance of 122.63 feet; thence southerly a distance of 35.20 feet along a tangential curve concave to the west having a radius of 267.00 feet and a central angle of 7 degrees 33 minutes 13 seconds; thence South 01 degree 10 minutes 04 seconds West, tangent to said curve, a distance of 1411.11 feet to said point of beginning.

AND

The SE 1/4 of SE 1/4 less the North 660 feet of the East 923.5 feet thereof as measured along the North and East lines of the SE 1/4 of the SE 1/4 Section 2, Township 32, Range 23

**EXCEPT**

That part of the East 1000.00 feet of the Southeast Quarter of the Southeast Quarter of Section 2, Township 32, Range 23, Anoka County, Minnesota as measured along the North line thereof, lying South of the North 660.00 feet thereof, as measure along the East line thereof, and lying North of the South 300.00 feet thereof, as measured along the East line thereof, Anoka County, Minnesota.

**The following easement descriptions were included in error and are not subject to the rezoning approved by Ordinance No. 26-08:**

A private road easement over the North 30 feet of the East 923.5 feet as measured along the North line of the SE 1/4 of SE 1/4 Section 2, Township 32, Range 23.

**AND**

A private road easement over the West 60 feet of Westerly 890 feet of Government Lot 1, lying South of that part of said Government Lot in plat of Oakleaf Shores, Township 32, Range 23.

**Presented to the Ham Lake City Council on July 6, 2026 and adopted by a unanimous vote this \_\_\_\_ day of July, 2026.**

\_\_\_\_\_  
**Brian Kirkham, Mayor**

\_\_\_\_\_  
**Denise Webster, City Clerk**

TO: Ham Lake City Council

FROM: Mark E. Berglund, City Attorney

DATE: June 29, 2026

RE: Crosstown Shopping Center Right of Way Easement Purchases

**MEMORANDUM**

The City of Ham Lake is reconstructing the street at the Crosstown Shopping Center. In order to complete this project, it is necessary for the City to obtain easements from the parcels surrounding the improvement. These parcels include, 1536 175<sup>th</sup> Lane NE, which is where the Burger King is located, 1551 176<sup>th</sup> Lane NE and 17535 Chisholm Street NE.

The calculation for the purchase price of the easements is based upon \$1.00 per square foot of upland and \$.10 per square foot of wetland.

For 1536 175<sup>th</sup> Lane NE, there is 7,584 square feet of wetland, 3,965 square feet of wetland within a temporary easement and 2,399 of upland is being acquired resulting in a purchase price of \$3558.40.

For 1551 176<sup>th</sup> Lane NE there is 39,932 square feet of wetland and 8,692 square feet of upland are being acquired for a total purchase price of \$12,685.20.

For 17535 Chisholm Street NE, a temporary easement is being acquired. The calculation for compensation to the owners of 17535 Chisholm was determined by number of trees that the City will have to remove in order to accomplish the grading that is needed to do on the project. It is anticipated that a total of 22 trees will be removed with total circumferences in inches equaling 320. A value of \$46.87 is assigned to each tree/circumference resulting in a purchase price of the temporary easement and removal of the trees \$15,000.

The purchase agreement for 1536 175<sup>th</sup> Lane NE, has already been executed by the owner of the property, signaling their agreement with the terms herein. The agreements for 1551 176<sup>th</sup> Lane NE and 17535 Chisholm NE have not been executed by the owners however the owners have agreed to the terms therein and are waiting approval of those agreements by the city council.

Upon City Council approval, the necessary quit claim deeds for the easements will be drafted and payment of the purchase will be paid upon execution of the

Memorandum

RE: Crosstown Shopping Center Right of Way Easement Purchases.

deeds by the property owners. It is anticipated that the work on the Crosstown Shopping Center will commence in July now that these agreements have been agreed upon with the property owners.

It is recommended by the City Attorney that the City approve the purchase agreements for 1536 175<sup>th</sup> Lane NE, 1551 176<sup>th</sup> Lane NE, and 17535 Chisholm Street NE and further authorize the City Attorney to draft the requisite Quit Claim Deeds for execution and recording with the County Recorder.

MEB

## PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement (this "Agreement") is made by and between BK Props LLC, (hereinafter collectively referred to as "Seller"), having an address for notices of 4415 Highway 6, Sugarland, TX 77478, are the owners of property located at 1536 175<sup>th</sup> Ave NE, Ham Lake, MN 55304 (the "Land"), and the City of Ham Lake ("Buyer"), a Minnesota municipal corporation having an address for notices of 15544 Central Avenue NE, Ham Lake, MN 55304, and is effective as of the date last signed by a party to this Agreement ("Effective Date").

2. **OFFER/ACCEPTANCE.** Subject to the terms and conditions of this Agreement, Buyer agrees to purchase, and Seller agrees to sell a drainage and utility easement (the "Easement") over a portion of the Land with said easement being legally described on the attached Exhibit A (the "Easement Property").

3. **PRICE AND TERMS.** The purchase price for the Easement (the "Purchase Price") shall be Three Thousand Five Hundred Fifty-eight and 40/100 Dollars (\$3,558.40), which Buyer shall pay in cash or other immediately available funds on the "Closing Date" (defined below).

4. **CONTINGENCIES TO BUYER'S OBLIGATION TO PURCHASE THE EASEMENT.** Not later than five (5) days after this Agreement has been executed and delivered by both Seller and Buyer, Seller shall make available to Buyer and its attorneys and agents, all reports, studies, tests, surveys, current tenant leases and other documents relating to the Easement Property that are in Seller's possession or control. Buyer's obligation to purchase the Easement is contingent upon satisfaction, or waiver by Buyer, of each of the following conditions. If Buyer so notifies Seller that any such contingency to Buyer's obligation to purchase the Easement has not been satisfied, this Agreement shall be voidable at the option of Buyer and neither Seller nor Buyer shall have any further rights or obligations under this Agreement except for obligations (the "Surviving Obligations") which expressly survive the termination of this Agreement or the Closing Date.

(a) Seller shall provide a marketable title to the Buyer, lien, judgment and mortgage free, and in the condition described by Sections 12 and 13 below.

(b) Buyer shall be completely satisfied, in Buyer's sole discretion, with the environmental and soil conditions of the Easement Property. Seller hereby authorizes Buyer, at Buyer's sole risk, to enter the Land during the period (the "Inspection Period") commencing on the Effective Date of this Agreement and ending at a date thirty (30) days subsequent to the Effective Date, to conduct investigations and testing of the Easement Property. Buyer shall indemnify and hold Seller harmless from all loss, cost, damage and expense (including court costs and reasonable attorney's fees) that Seller may suffer or incur as a result of Buyer's entry onto and investigation and testing of the Easement Property, and Buyer's obligation under this sentence shall be a Surviving Obligation.

(c) Seller shall allow Buyer a right of entry to fully inspect the Land, and Buyer's obligation to purchase the Easement shall be contingent upon Buyer's satisfaction of the Easement Property, in its sole discretion.

(d) Buyer shall have determined that roads, easements, driveways, utilities, points of access and other infrastructure serving the Land will be adequate for Buyer's purposes, as determined by Buyer in Buyer's sole discretion.

(e) Buyer shall have obtained all watershed, environmental and other governmental approvals (excluding any such approvals and permits as Buyer itself may grant) that Buyer shall deem necessary to use the Easement Property in the manner contemplated by Buyer.

(f) Buyer shall be satisfied with the matters disclosed by any survey of the Easement Property obtained by Buyer at Buyer's expense.

(g) The parties entering into a mutually acceptable temporary easement agreement consistent with Section 8 of this Agreement.

(h) The representations and warranties made by Seller in Section 10 shall be correct as of the Closing Date with the same force and effect as if such representations were made at such time.

(i) Formal approval of this transaction by the Ham Lake City Council at a scheduled Ham Lake City Council meeting.

5. **CLOSING.** Except as otherwise expressly provided in this Agreement, the closing of the sale and purchase contemplated by this Agreement shall occur on such date as mutually agreeably to Seller and Buyer and within 30 days subsequent to the contingencies identified in Section 4 of the agreement either being satisfied or being waived by Buyer in its sole discretion, or such earlier date as shall be mutually acceptable to Seller and Buyer (the "Closing Date"). The Closing shall occur at 10:00 a.m., or such other time as shall be mutually acceptable to Seller and Buyer, at such location as shall be mutually acceptable to Seller and Buyer.

At the Closing, and subject to performance by Buyer, Seller shall execute in recordable form and deliver a Quit Claim Deed (the "Deed"), conveying a drainage and utility easement over the Easement Property, subject only to the "Permitted Exceptions" (defined below), and shall execute and deliver such other and further documents as reasonably shall be required to consummate the transaction contemplated by this Agreement. The Deed shall either be accompanied by a well disclosure certificate prepared and signed on behalf of Seller and filed at Seller's cost or shall include the following statement: "I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate." At the Closing, and subject to performance by Seller, Buyer shall pay the Purchase Price in cash or other immediately available funds and shall execute and deliver such documents as reasonably shall be required to consummate the transaction contemplated by this Agreement.

At the Closing, Buyer shall pay the state deed tax and any conservation fee on the Deed, and the cost to record any instrument needed to correct title. Buyer shall pay the cost to record the Deed. Buyer shall pay any closing fee charged by the title insurance agency or other company closing the transaction contemplated by this Agreement.

For purposes of this Agreement, "Permitted Exceptions" include:

- A. Building and zoning laws, ordinances, state and federal regulations;
  - B. Reservation of any mineral rights by the State of Minnesota;
  - C. Utility and drainage easements which do not interfere with Buyer's intended use of the Easement Property;
  - D. Public roads upon and County ditches across the Land; and
  - E. Any other matter disclosed by the Title Commitment and not timely and effectively objected to by Buyer.
6. **PAYMENT OF CLOSING COSTS.** Closing costs shall be allocated in accordance with the normal and customary practice for similar real estate transactions in the County of Anoka.
7. **CONDITION OF EASEMENT PROPERTY.** Seller shall remove from the Easement Property before the completion of the Closing all debris and personal property not included in the purchase of the Easement.
8. **TEMPORARY EASEMENT.** In addition to all customary legal and necessary easements, as well as the Easement being purchased by Buyer, Seller shall grant to Buyer, at no cost, a temporary easement over the Land to allow Buyer to enter upon the Land for Buyer's installation of the drainage and utilities on the Easement Property. The parties agree to enter into a separate Temporary Easement Agreement consistent with this Section 8 prior to the Closing Date.
9. **BROKERAGE.** Buyer and Seller represent that neither party is represented by a real estate agent or broker and no brokerage commissions are due any third parties as a result of this transaction.
10. **REPRESENTATIONS AND WARRANTIES OF SELLER.** Seller represents and warrants to and covenants with Buyer that:
- (a) Seller is the owner of fee simple title to the Land; Seller has the power and authority to enter into and perform the terms and conditions of this Agreement, and such performance will not conflict with or result in a breach of any of the terms, conditions or provisions of any agreement or instrument to which Seller is a party or by which it is bound, or constitute a default under any of the foregoing; and this Agreement is valid, binding and enforceable against Seller in accordance with its terms.
  - (b) Seller has not received any notice of, and Seller is not aware of, any violation of any law, municipal ordinance or other governmental requirement affecting the Property, including without limitation any notice of any fire, health, safety, building, pollution, environmental or zoning

violation, but specifically excluding any such ordinance of Buyer, as to which Buyer has knowledge at least equal to that of Seller.

(c) Aside from the negotiations with the City for the purchase of the Easement, Seller has not received any written notice of any condemnation or eminent domain proceedings, or negotiations for purchase in lieu of condemnation, relating to the Land, or any portion thereof; and Seller has no actual knowledge that any condemnation or eminent domain proceedings have been commenced or threatened in connection with the Land or any portion thereof.

(d) (1) To Seller's knowledge, the Land (A) is not subject to any private or governmental lien or judicial or administrative notice, order or action relating to Hazardous Substances or environmental problems, impairments or liabilities with respect to the Land, and (B) to Seller's knowledge, neither Seller nor the Land is in, or with any applicable notice and/or lapse of time, and/or failure to take certain curative or remedial actions, will be in, violation of any Environmental Laws (as herein defined).

(2) Seller shall not, prior to Closing, cause or acquiesce in any Hazardous Substances to exist or be stored, generated, used, located, discharged, released, possessed, managed, processed or otherwise handled on the Land in violation of any Environmental Laws, and shall comply with all Environmental Laws affecting the Property.

(3) Seller shall promptly notify Buyer should Seller become aware of (A) any environmental problem or liability with respect to the Land, (B) any lien, order, action or notice of the nature described in subparagraph (1) above, or (C) any litigation or threat of litigation relating to any alleged unauthorized release, discharge, generation, use, storage or processing of any Hazardous Substance or the existence of any Hazardous Substance or other environmental contamination, liability or problem with respect to or arising out of or in connection with the Land.

As used herein, "Hazardous Substances" means any matter giving rise to liability under the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Sections 9601 et seq. (including the so-called "Superfund" amendments thereto), or other applicable federal, state or local statute, law, ordinance, rule or regulation governing or pertaining to any hazardous substances, hazardous wastes, chemicals or other materials, including without limitation asbestos, polychlorinated biphenyls, radon, petroleum and any derivative thereof, or any common law theory based on nuisance or strict liability (all of the foregoing statutes, laws, ordinances, rules, regulations and common law theories are sometimes collectively referred to as "Environmental Laws").

(e) No litigation or proceedings are pending or, to Seller's knowledge, contemplated, threatened or anticipated, relating to the Land or any portion thereof.

(f) Seller has no knowledge of any unrecorded agreements, undertakings or restrictions which affect the Land. There are no other tenants, persons or entities occupying any portion of the Land, and to Seller's knowledge no claim exists against any portion of the Land by reason of adverse possession or prescription.

(g) To Seller's knowledge (i) there is no obligation with respect to the Land for any assessment, annexation fee, payment, donation or the like (other than general real estate taxes, which are required to be paid by the Buyer); (ii) there are no obligations in connection with the Land of any so-called "recapture agreement" involving refund for sewer extension, oversizing utility, lighting or like expense or charge for work or services done upon or relating to the Land or otherwise; and (iii) there is no unexecuted paving agreement or undertaking with any government

agency respecting construction of any acceleration or de-acceleration lane, access, or street lighting.

If, prior to the Closing Date, Seller obtains knowledge of a fact or circumstance the existence of which would constitute a breach by Seller of its representations and warranties hereunder or would render any such representations and warranties materially untrue or incorrect, Seller shall promptly notify Buyer in writing of the same. Under said circumstances, and in addition to any other right or remedy that may be available to Buyer, Buyer, at its option, may terminate this Agreement by notice to Seller prior to completion of the Closing. If Buyer timely gives such notice, neither Seller nor Buyer shall have any further rights or obligations under this Agreement except for the Surviving Obligations.

All representations, warranties, covenants, indemnities, and undertakings made herein shall be deemed remade as of the Closing Date, shall be true and correct as of the Closing Date, shall be deemed to be material and to have been relied upon by Buyer notwithstanding any investigation or other act of Buyer heretofore or hereafter made, and shall survive for a period of twelve (12) months after the Closing Date.

11. **POSSESSION.** Seller shall deliver access to the Easement Property for installation of drainage and utilities not later than the completion of the Closing.

*TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.*

12. **NOTICES.** All communications, demands, notices or objections permitted or required to be given or served under this Agreement shall be in writing and, except as otherwise expressly provided in this Agreement, shall be deemed to have been duly given or served on the earliest to occur of: when delivered in person to the other party or its duly authorized agent; or one (1) business day after delivery to a same-day or overnight prepaid courier service; or two (2) business days after deposit with the United States Postal Service; postage prepaid, certified or registered mail, return receipt requested, in each case addressed to the other party at the address set forth at the beginning of this Agreement. Either party may change its address by giving at least ten (10) days' notice of such change to the other party.

13. **MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

14. **SELLER'S DISCLOSURES.** Seller certifies that there is an existing individual sewage treatment system on and serving the Land that does not impact the Easement Property.


Buyer hereby acknowledges that the sale and purchase contemplated by this Agreement is exempt from the disclosure requirements of Minnesota Statutes Sections 513.52 to 513.60.

BK Props, LLC agree to sell the Property for the Purchase Price and on the terms and conditions set forth above

SELLER:

BK PROPS LLC

Date: 6/23/2026

  
By: Zohaib Dhanani  
Its: Manager

The City of Ham Lake agrees to buy the Property for the Purchase Price and on the terms and conditions set forth above

BUYER:

THE CITY OF HAM LAKE

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Brian Kirkham  
Its: Mayor

## **EXHIBIT A**

### **DRAINAGE AND UTILITY EASEMENT**

A perpetual easement for drainage and utility purposes over, under and across that part of Lot 1, Block 3, CROSSTOWN SHOPPING CENTER, Anoka County, Minnesota lying northerly of the northerly line of Parcel 12, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 71 and lying southerly and easterly of the following described line:

Commencing at the northeast corner of said Lot 1; thence on an assumed bearing of South 01 degrees 31 minutes 39 seconds West, along the east line of said Lot 1, a distance of 63.34 feet to the point of beginning of the line to be described; North 88 degrees 28 minutes 21 seconds West a distance of 39.44 feet; thence South 12 degrees 02 minutes 05 seconds West a distance of 44.54 feet; thence southerly and westerly 49.14 feet along a tangential curve concave to the northwest, having a radius of 35.00 feet and a central angle of 80 degrees 26 minutes 45 seconds; thence North 87 degrees 31 minutes 10 seconds West, tangent to last described curve, a distance of 85.83 feet; thence South 18 degrees 00 minutes 44 seconds West a distance of 21.94 feet, more or less, to said northerly line of Parcel 12, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 71 and said line there terminating.

Except the east 10 feet of said Lot 1.

### **TEMPORARY CONSTRUCTION EASEMENT**

A temporary easement for construction purposes over, under and across that part of Outlot A, CROSSTOWN SHOPPING CENTER, Anoka County, Minnesota lying northerly of the following described line:

Commencing at the northwest corner of said Outlot A; thence on an assumed bearing of South 02 degrees 25 minutes 28 seconds West, along the west line of said Outlot A, a distance of 29.32 feet to the point of beginning of the line to be described; thence South 69 degrees 07 minutes 09 seconds East a distance of 211.31 feet; thence North 82 degrees 39 minutes 46 seconds East a distance of 129.44 feet, more or less, to the east line of said Outlot A and said line there terminating.

Except the northerly 10 feet of said Outlot A.

## PURCHASE AGREEMENT

- 1. PARTIES.** This Purchase Agreement (this “Agreement”) is made by and between HLP, LLC, (hereinafter collectively referred to as “Seller”), having an address for notices of 12527 Central Ave NE, Ste 104 Blaine, MN are the owners of property located at 1551 176<sup>th</sup> Lane NE, Ham Lake, MN 55304 (the “Land”), and the City of Ham Lake (“Buyer”), a Minnesota municipal corporation having an address for notices of 15544 Central Avenue NE, Ham Lake, MN 55304, and is effective as of the date last signed by a party to this Agreement (“Effective Date”).
- 2. OFFER/ACCEPTANCE.** Subject to the terms and conditions of this Agreement, Buyer agrees to purchase, and Seller agrees to sell a drainage and utility easement (the “Easement”) over a portion of the Land with said easement being legally described on the attached Exhibit A (the “Easement Property”).
- 3. PRICE AND TERMS.** The purchase price for the Easement (the “Purchase Price”) shall be Twelve Thousand Six Hundred Eighty-five and 20/100 Dollars (\$12,685.20), which Buyer shall pay in cash or other immediately available funds on the “Closing Date” (defined below).
- 4. CONTINGENCIES TO BUYER’S OBLIGATION TO PURCHASE THE EASEMENT.** Not later than five (5) days after this Agreement has been executed and delivered by both Seller and Buyer, Seller shall make available to Buyer and its attorneys and agents, all reports, studies, tests, surveys, current tenant leases and other documents relating to the Easement Property that are in Seller’s possession or control. Buyer’s obligation to purchase the Easement is contingent upon satisfaction, or waiver by Buyer, of each of the following conditions. If Buyer so notifies Seller that any such contingency to Buyer’s obligation to purchase the Easement has not been satisfied, this Agreement shall be voidable at the option of Buyer and neither Seller nor Buyer shall have any further rights or obligations under this Agreement except for obligations (the “Surviving Obligations”) which expressly survive the termination of this Agreement or the Closing Date.

(a) Seller shall provide a marketable title to the Buyer, lien, judgment and mortgage free, and in the condition described by Sections 12 and 13 below.

(b) Buyer shall be completely satisfied, in Buyer's sole discretion, with the environmental and soil conditions of the Easement Property. Seller hereby authorizes Buyer, at Buyer's sole risk, to enter the Land during the period (the "Inspection Period") commencing on the Effective Date of this Agreement and ending at a date thirty (30) days subsequent to the Effective Date, to conduct investigations and testing of the Easement Property. Buyer shall indemnify and hold Seller harmless from all loss, cost, damage and expense (including court costs and reasonable attorney's fees) that Seller may suffer or incur as a result of Buyer's entry onto and investigation and testing of the Easement Property, and Buyer's obligation under this sentence shall be a Surviving Obligation.

(c) Seller shall allow Buyer a right of entry to fully inspect the Land, and Buyer's obligation to purchase the Easement shall be contingent upon Buyer's satisfaction of the Easement Property, in its sole discretion.

(d) Buyer shall have determined that roads, easements, driveways, utilities, points of access and other infrastructure serving the Land will be adequate for Buyer's purposes, as determined by Buyer in Buyer's sole discretion.

(e) Buyer shall have obtained all watershed, environmental and other governmental approvals (excluding any such approvals and permits as Buyer itself may grant) that Buyer shall deem necessary to use the Easement Property in the manner contemplated by Buyer.

(f) Buyer shall be satisfied with the matters disclosed by any survey of the Easement Property obtained by Buyer at Buyer's expense.

(g) The parties entering into a mutually acceptable temporary easement agreement consistent with Section 8 of this Agreement.

(h) The representations and warranties made by Seller in Section 10 shall be correct as of the Closing Date with the same force and effect as if such representations were made at such time.

(i) Formal approval of this transaction by the Ham Lake City Council at a scheduled Ham Lake City Council meeting.

5. **CLOSING.** Except as otherwise expressly provided in this Agreement, the closing of the sale and purchase contemplated by this Agreement shall occur on such date as mutually agreeably to Seller and Buyer and within 30 days subsequent to the contingencies identified in Section 4 of the agreement either being satisfied or being waived by Buyer in its sole discretion. or such earlier date as shall be mutually acceptable to Seller and Buyer (the "Closing Date"). The Closing shall occur at 10:00 a.m., or such other time as shall be mutually acceptable to Seller and Buyer, at such location as shall be mutually acceptable to Seller and Buyer.

At the Closing, and subject to performance by Buyer, Seller shall execute in recordable form and deliver a Quit Claim Deed (the "Deed"), conveying a drainage and utility easement over the Easement Property, subject only to the "Permitted Exceptions" (defined below), and shall execute and deliver such other and further documents as reasonably shall be required to consummate the transaction contemplated by this Agreement. The Deed shall either be accompanied by a well disclosure certificate prepared and signed on behalf of Seller and filed at Seller's cost or shall include the following statement: "I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate." At the Closing, and subject to performance by Seller, Buyer shall pay the Purchase Price in cash or other immediately available funds and shall execute and deliver such documents as reasonably shall be required to consummate the transaction contemplated by this Agreement.

At the Closing, Buyer shall pay the state deed tax and any conservation fee on the Deed, and the cost to record any instrument needed to correct title. Buyer shall pay the cost to

record the Deed. Buyer shall pay any closing fee charged by the title insurance agency or other company closing the transaction contemplated by this Agreement.

For purposes of this Agreement, "Permitted Exceptions" include:

- A. Building and zoning laws, ordinances, state and federal regulations;
  - B. Reservation of any mineral rights by the State of Minnesota;
  - C. Utility and drainage easements which do not interfere with Buyer's intended use of the Easement Property;
  - D. Public roads upon and County ditches across the Land; and
  - E. Any other matter disclosed by the Title Commitment and not timely and effectively objected to by Buyer.
6. **PAYMENT OF CLOSING COSTS.** Closing costs shall be allocated in accordance with the normal and customary practice for similar real estate transactions in the County of Anoka.
7. **CONDITION OF EASEMENT PROPERTY.** Seller shall remove from the Easement Property before the completion of the Closing all debris and personal property not included in the purchase of the Easement.
8. **TEMPORARY EASEMENT.** In addition to all customary legal and necessary easements, as well as the Easement being purchased by Buyer, Seller shall grant to Buyer, at no cost, a temporary easement over the Land to allow Buyer to enter upon the Land for Buyer's installation of the drainage and utilities on the Easement Property. The

parties agree to enter into a separate Temporary Easement Agreement consistent with this Section 8 prior to the Closing Date.

9. **BROKERAGE.** Buyer and Seller represent that neither party is represented by a real estate agent or broker and no brokerage commissions are due any third parties as a result of this transaction.

10. **REPRESENTATIONS AND WARRANTIES OF SELLER.** Seller represents and warrants to and covenants with Buyer that:

(a) Seller is the owner of fee simple title to the Land; Seller has the power and authority to enter into and perform the terms and conditions of this Agreement, and such performance will not conflict with or result in a breach of any of the terms, conditions or provisions of any agreement or instrument to which Seller is a party or by which it is bound, or constitute a default under any of the foregoing; and this Agreement is valid, binding and enforceable against Seller in accordance with its terms.

(b) Seller has not received any notice of, and Seller is not aware of, any violation of any law, municipal ordinance or other governmental requirement affecting the Property, including without limitation any notice of any fire, health, safety, building, pollution, environmental or zoning violation, but specifically excluding any such ordinance of Buyer, as to which Buyer has knowledge at least equal to that of Seller.

(c) Aside from the negotiations with the City for the purchase of the Easement, Seller has not received any written notice of any condemnation or eminent domain proceedings, or negotiations for purchase in lieu of condemnation, relating to the Land, or any portion thereof; and Seller has no actual knowledge that any condemnation or eminent domain proceedings have been commenced or threatened in connection with the Land or any portion thereof.

(d) (1) To Seller's knowledge, the Land (A) is not subject to any private or governmental lien or judicial or administrative notice, order or action relating to Hazardous Substances or environmental problems, impairments or liabilities with respect to the Land, and (B) to Seller's knowledge, neither Seller nor the Land is in, or with any applicable notice and/or lapse of time, and/or failure to take certain curative or remedial actions, will be in, violation of any Environmental Laws (as herein defined).

(2) Seller shall not, prior to Closing, cause or acquiesce in any Hazardous Substances to exist or be stored, generated, used, located, discharged, released, possessed, managed, processed or otherwise handled on the Land in violation of any Environmental Laws, and shall comply with all Environmental Laws affecting the Property.

(3) Seller shall promptly notify Buyer should Seller become aware of (A) any environmental problem or liability with respect to the Land, (B) any lien, order, action or notice of the nature described in subparagraph (1) above, or (C) any litigation or threat of litigation relating to any alleged unauthorized release, discharge, generation, use, storage or processing of any Hazardous Substance or the existence of any Hazardous Substance or other environmental contamination, liability or problem with respect to or arising out of or in connection with the Land.

As used herein, "Hazardous Substances" means any matter giving rise to liability under the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Sections 9601 et seq. (including the so-called "Superfund" amendments thereto), or other applicable federal, state or local statute, law, ordinance, rule or regulation governing or pertaining to any hazardous substances, hazardous wastes, chemicals or other materials, including without limitation asbestos, polychlorinated biphenyls, radon, petroleum and any derivative thereof, or any common law theory based on nuisance or strict liability (all of the foregoing statutes, laws, ordinances, rules, regulations and common law theories are sometimes collectively referred to as "Environmental Laws").

(e) No litigation or proceedings are pending or, to Seller's knowledge, contemplated, threatened or anticipated, relating to the Land or any portion thereof.

(f) Seller has no knowledge of any unrecorded agreements, undertakings or restrictions which affect the Land. There are no other tenants, persons or entities occupying any portion of the Land, and to Seller's knowledge no claim exists against any portion of the Land by reason of adverse possession or prescription.

(g) To Seller's knowledge (i) there is no obligation with respect to the Land for any assessment, annexation fee, payment, donation or the like (other than general real estate taxes, which are required to be paid by the Buyer); (ii) there are no obligations in connection with the Land of any so-called "recapture agreement" involving refund for sewer extension, oversizing utility, lighting or like expense or charge for work or services done upon or relating to the Land or otherwise; and (iii) there is no unexecuted paving agreement or undertaking with any government agency respecting construction of any acceleration or de-acceleration lane, access, or street lighting.

If, prior to the Closing Date, Seller obtains knowledge of a fact or circumstance the existence of which would constitute a breach by Seller of its representations and warranties hereunder or would render any such representations and warranties materially untrue or incorrect, Seller shall promptly notify Buyer in writing of the same. Under said circumstances, and in addition to any other right or remedy that may be available to Buyer, Buyer, at its option, may terminate this Agreement by notice to Seller prior to completion of the Closing. If Buyer timely gives such notice, neither Seller nor Buyer shall have any further rights or obligations under this Agreement except for the Surviving Obligations.

All representations, warranties, covenants, indemnities, and undertakings made herein shall be deemed remade as of the Closing Date, shall be true and correct as of the Closing Date, shall be deemed to be material and to have been relied upon by Buyer notwithstanding any investigation or other act of Buyer heretofore or hereafter made, and shall survive for a period of twelve (12) months after the Closing Date.

11. **POSSESSION.** Seller shall deliver access to the Easement Property for installation of drainage and utilities not later than the completion of the Closing.

*TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.*

12. **NOTICES.** All communications, demands, notices or objections permitted or required to be given or served under this Agreement shall be in writing and, except as otherwise expressly provided in this Agreement, shall be deemed to have been duly given or served on the earliest to occur of: when delivered in person to the other party or its duly authorized agent; or one (1) business day after delivery to a same-day or overnight prepaid courier service; or two (2) business days after deposit with the United States Postal Service, postage prepaid, certified or registered mail, return receipt requested, in each case addressed to the other party at the address set forth at the beginning of this Agreement. Either party may change its address by giving at least ten (10) days' notice of such change to the other party.

13. **MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

14. **SELLER'S DISCLOSURES.** Seller certifies that there is an existing individual sewage treatment system on and serving the Land that does not impact the Easement Property.

Buyer hereby acknowledges that the sale and purchase contemplated by this Agreement is exempt from the disclosure requirements of Minnesota Statutes Sections 513.52 to 513.60.

HLP, LLC agree to sell the Property for the Purchase Price and on the terms and conditions set forth above

SELLER:

HLP, LLC

Date: \_\_\_\_\_

\_\_\_\_\_

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

Its: \_\_\_\_\_

The City of Ham Lake agrees to buy the Property for the Purchase Price and on the terms and conditions set forth above

BUYER:

THE CITY OF HAM LAKE

Date: \_\_\_\_\_

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

Brian Kirkham

Its: Mayor

## **EXHIBIT A**

### **DRAINAGE AND UTILITY EASEMENT DESCRIPTION**

A perpetual easement for drainage and utility purposes over, under and across that part of Lot 1, Block 5, CROSSTOWN SHOPPING CENTER, Anoka County, Minnesota lying westerly of the following described line:

Commencing at the northwest corner of said Lot 1; thence on an assumed bearing of North 89 degrees 18 minutes 37 seconds East, along the north line of said Lot 1, a distance of 221.16 feet to the point of beginning of the line to be described; thence South 26 degrees 16 minutes 37 seconds East a distance of 168.00 feet; thence South 00 degrees 57 minutes 17 seconds West a distance of 70.52 feet to the south line of said Lot 1 and said line there terminating.

Except the north, west and south 10 feet of said Lot 1.

## PURCHASE AGREEMENT

1. **PARTIES.** This Purchase Agreement (this “Agreement”) is made by and between JBR Ramsey, LLC, (hereinafter collectively referred to as “Seller”), having an address for notices of 14916 Central Ave NE, Ham Lake, MN are the owners of property located at 17535 Chilsom Street NE, Ham Lake, MN 55304 (the “Land”), and the City of Ham Lake (“Buyer”), a Minnesota municipal corporation having an address for notices of 15544 Central Avenue NE, Ham Lake, MN 55304, and is effective as of the date last signed by a party to this Agreement (“Effective Date”).

2. **OFFER/ACCEPTANCE.** Subject to the terms and conditions of this Agreement, Buyer agrees to purchase, and Seller agrees to sell a temporary construction easement (the “Easement”) over a portion of the Land with said easement being legally described on the attached Exhibit A (the “Easement Property”). Seller understands and acknowledges that for Seller to make use of the Easement, approximately 22 trees will be removed from the Land by Buyer and the value for the trees and their removal is incorporated into the Purchase Price as defined below.

3. **PRICE AND TERMS.** The purchase price for the Easement (the “Purchase Price”) shall be Fifteen Thousand and 00/100 Dollars (\$15,000.00), which Buyer shall pay in cash or other immediately available funds on the “Closing Date” (defined below).

4. **CONTINGENCIES TO BUYER’S OBLIGATION TO PURCHASE THE EASEMENT.** Not later than five (5) days after this Agreement has been executed and delivered by both Seller and Buyer, Seller shall make available to Buyer and its attorneys and agents, all reports, studies, tests, surveys, current tenant leases and other documents relating to the Easement Property that are in Seller’s possession or control. Buyer’s obligation to purchase the Easement is contingent upon satisfaction, or waiver by Buyer, of each of the following conditions. If Buyer so notifies Seller that any such contingency to Buyer’s obligation to purchase the Easement has not been satisfied, this Agreement shall be voidable at the option of Buyer and neither Seller nor Buyer shall have any further rights or obligations under this Agreement except for obligations (the “Surviving Obligations”) which expressly survive the termination of this Agreement or the Closing Date.

(b) Buyer shall be completely satisfied, in Buyer's sole discretion, with the environmental and soil conditions of the Easement Property. Seller hereby authorizes Buyer, at Buyer's sole risk, to enter the Land during the period (the "Inspection Period") commencing on the Effective Date of this Agreement and ending at a date thirty (30) days subsequent to the Effective Date, to conduct investigations and testing of the Easement Property. Buyer shall indemnify and hold Seller harmless from all loss, cost, damage and expense (including court costs and reasonable attorney's fees) that Seller may suffer or incur as a result of Buyer's entry onto and investigation and testing of the Easement Property, and Buyer's obligation under this sentence shall be a Surviving Obligation.

(c) Seller shall allow Buyer a right of entry to fully inspect the Land, and Buyer's obligation to purchase the Easement shall be contingent upon Buyer's satisfaction of the Easement Property, in its sole discretion.

(d) Buyer shall have determined that roads, easements, driveways, utilities, points of access and other infrastructure serving the Land will be adequate for Buyer's purposes, as determined by Buyer in Buyer's sole discretion.

(e) Buyer shall have obtained all watershed, environmental and other governmental approvals (excluding any such approvals and permits as Buyer itself may grant) that Buyer shall deem necessary to use the Easement Property in the manner contemplated by Buyer.

(f) Buyer shall be satisfied with the matters disclosed by any survey of the Easement Property obtained by Buyer at Buyer's expense.

(h) The representations and warranties made by Seller in Section 10 shall be correct as of the Closing Date with the same force and effect as if such representations were made at such time.

(i) Formal approval of this transaction by the Ham Lake City Council at a scheduled Ham Lake City Council meeting.

5. **CLOSING.** Except as otherwise expressly provided in this Agreement, the closing of the sale and purchase contemplated by this Agreement shall occur on such date as mutually agreeably to Seller and Buyer and within 30 days subsequent to the contingencies identified in Section 4 of the agreement either being satisfied or being waived by Buyer in its sole discretion. or such earlier date as shall be mutually acceptable to Seller and Buyer (the "Closing Date"). The Closing shall occur at 10:00 a.m., or such other time as shall be mutually acceptable to Seller and Buyer, at such location as shall be mutually acceptable to Seller and Buyer.

At the Closing, and subject to performance by Buyer, Seller shall execute in recordable form and deliver a Quit Claim Deed (the "Deed"), conveying a temporary construction easement over the Easement Property, subject only to the "Permitted Exceptions" (defined below), and shall execute and deliver such other and further documents as reasonably shall be required to consummate the transaction contemplated by this Agreement. The Deed shall either be accompanied by a well disclosure certificate prepared and signed on behalf of Seller and filed at Seller's cost or shall include the following statement: "I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate." At the Closing, and subject to performance by Seller, Buyer shall pay the Purchase Price in cash or other immediately available funds and shall execute and deliver such documents as reasonably shall be required to consummate the transaction contemplated by this Agreement.

At the Closing, Buyer shall pay the state deed tax and any conservation fee on the Deed, and the cost to record any instrument needed to correct title. Buyer shall pay the cost to record the Deed. Buyer shall pay any closing fee charged by the title insurance agency or other company closing the transaction contemplated by this Agreement.

For purposes of this Agreement, "Permitted Exceptions" include:

- A. Building and zoning laws, ordinances, state and federal regulations;
- B. Reservation of any mineral rights by the State of Minnesota;
- C. Utility and drainage easements which do not interfere with Buyer's intended use of the Easement Property;
- D. Public roads upon and County ditches across the Land; and
- E. Any other matter disclosed by the Title Commitment and not timely and effectively objected to by Buyer.

6. **PAYMENT OF CLOSING COSTS.** Closing costs shall be allocated in accordance with the normal and customary practice for similar real estate transactions in the County of Anoka.

7. **CONDITION OF EASEMENT PROPERTY.** Seller shall remove from the Easement Property before the completion of the Closing all debris and personal property not included in the purchase of the Easement.

8. **BROKERAGE.** Buyer and Seller represent that neither party is represented by a real estate agent or broker and no brokerage commissions are due any third parties as a result of this transaction.

9. **REPRESENTATIONS AND WARRANTIES OF SELLER.** Seller represents and warrants to and covenants with Buyer that:

(a) Seller is the owner of fee simple title to the Land; Seller has the power and authority to enter into and perform the terms and conditions of this Agreement, and such

performance will not conflict with or result in a breach of any of the terms, conditions or provisions of any agreement or instrument to which Seller is a party or by which it is bound, or constitute a default under any of the foregoing; and this Agreement is valid, binding and enforceable against Seller in accordance with its terms.

(b) Seller has not received any notice of, and Seller is not aware of, any violation of any law, municipal ordinance or other governmental requirement affecting the Property, including without limitation any notice of any fire, health, safety, building, pollution, environmental or zoning violation, but specifically excluding any such ordinance of Buyer, as to which Buyer has knowledge at least equal to that of Seller.

(c) Aside from the negotiations with the City for the purchase of the Easement, Seller has not received any written notice of any condemnation or eminent domain proceedings, or negotiations for purchase in lieu of condemnation, relating to the Land, or any portion thereof; and Seller has no actual knowledge that any condemnation or eminent domain proceedings have been commenced or threatened in connection with the Land or any portion thereof.

(d) (1) To Seller's knowledge, the Land (A) is not subject to any private or governmental lien or judicial or administrative notice, order or action relating to Hazardous Substances or environmental problems, impairments or liabilities with respect to the Land, and (B) to Seller's knowledge, neither Seller nor the Land is in, or with any applicable notice and/or lapse of time, and/or failure to take certain curative or remedial actions, will be in, violation of any Environmental Laws (as herein defined).

(2) Seller shall not, prior to Closing, cause or acquiesce in any Hazardous Substances to exist or be stored, generated, used, located, discharged, released, possessed, managed, processed or otherwise handled on the Land in violation of any Environmental Laws, and shall comply with all Environmental Laws affecting the Property.

(3) Seller shall promptly notify Buyer should Seller become aware of (A) any environmental problem or liability with respect to the Land, (B) any lien, order, action or notice of the nature described in subparagraph (1) above, or (C) any litigation or threat of litigation relating to any alleged unauthorized release, discharge, generation, use, storage or processing of any Hazardous Substance or the existence of any Hazardous Substance or other environmental contamination, liability or problem with respect to or arising out of or in connection with the Land.

As used herein, "Hazardous Substances" means any matter giving rise to liability under the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C.

Sections 9601 *et seq.* (including the so-called "Superfund" amendments thereto), or other applicable federal, state or local statute, law, ordinance, rule or regulation governing or pertaining to any hazardous substances, hazardous wastes, chemicals or other materials, including without limitation asbestos, polychlorinated biphenyls, radon, petroleum and any derivative thereof, or any common law theory based on nuisance or strict liability (all of the foregoing statutes, laws, ordinances, rules, regulations and common law theories are sometimes collectively referred to as "Environmental Laws").

(e) No litigation or proceedings are pending or, to Seller's knowledge, contemplated, threatened or anticipated, relating to the Land or any portion thereof.

(f) Seller has no knowledge of any unrecorded agreements, undertakings or restrictions which affect the Land. There are no other tenants, persons or entities occupying any portion of the Land, and to Seller's knowledge no claim exists against any portion of the Land by reason of adverse possession or prescription.

(g) To Seller's knowledge (i) there is no obligation with respect to the Land for any assessment, annexation fee, payment, donation or the like (other than general real estate taxes, which are required to be paid by the Buyer); (ii) there are no obligations in connection with the Land of any so-called "recapture agreement" involving refund for sewer extension, oversizing utility, lighting or like expense or charge for work or services done upon or relating to the Land or otherwise; and (iii) there is no unexecuted paving agreement or undertaking with any government agency respecting construction of any acceleration or de-acceleration lane, access, or street lighting.

If, prior to the Closing Date, Seller obtains knowledge of a fact or circumstance the existence of which would constitute a breach by Seller of its representations and warranties hereunder or would render any such representations and warranties materially untrue or incorrect, Seller shall promptly notify Buyer in writing of the same. Under said circumstances, and in addition to any other right or remedy that may be available to Buyer, Buyer, at its option, may terminate this Agreement by notice to Seller prior to completion of the Closing. If Buyer timely gives such notice, neither Seller nor Buyer shall have any further rights or obligations under this Agreement except for the Surviving Obligations.

All representations, warranties, covenants, indemnities, and undertakings made herein shall be deemed remade as of the Closing Date, shall be true and correct as of the Closing Date, shall be deemed to be material and to have been relied upon by Buyer notwithstanding any investigation or other act of Buyer heretofore or hereafter made, and shall survive for a period of twelve (12) months after the Closing Date.

10. **POSSESSION.** Seller shall deliver access to the Easement Property for use in regrading purposes for the installation of a right of way in the Crosstown Shopping Center.

*TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.*

11. **NOTICES.** All communications, demands, notices or objections permitted or required to be given or served under this Agreement shall be in writing and, except as otherwise expressly provided in this Agreement, shall be deemed to have been duly given or served on the earliest to occur of: when delivered in person to the other party or its duly authorized agent; or one (1) business day after delivery to a same-day or overnight prepaid courier service; or two (2) business days after deposit with the United States Postal Service, postage prepaid, certified or registered mail, return receipt requested, in each case addressed to the other party at the address set forth at the beginning of this Agreement. Either party may change its address by giving at least ten (10) days' notice of such change to the other party.

12. **MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.

13. **SELLER'S DISCLOSURES.** Seller certifies that there is an existing individual sewage treatment system on and serving the Land that does not impact the Easement Property.

Buyer hereby acknowledges that the sale and purchase contemplated by this Agreement is exempt from the disclosure requirements of Minnesota Statutes Sections 513.52 to 513.60.

JBR Ramsey, LLC agree to sell the Property for the Purchase Price and on the terms and conditions set forth above

SELLER:

JBR Ramsey, LLC

Date: \_\_\_\_\_

\_\_\_\_\_

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

Its: \_\_\_\_\_

The City of Ham Lake agrees to buy the Property for the Purchase Price and on the terms and conditions set forth above

BUYER:

THE CITY OF HAM LAKE

Date: \_\_\_\_\_

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

Brian Kirkham

Its: Mayor

## EXHIBIT A

### TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION

A temporary easement for construction purposes over, under and across the west 20 feet and the east 15 feet of the west 35 feet of the south 50 feet of the following described parcel:

That part of the Northwest Quarter of the Southeast Quarter (NW  $\frac{1}{4}$  of SE  $\frac{1}{4}$ ), Section 5, Township 32, Range 23, described as follows: Commencing at the Northeast corner of the Northwest Quarter of the Southeast Quarter, thence on an assumed bearing of South 2 degrees 20 minutes 50 seconds West, along the East line of the Northwest Quarter of the Southeast Quarter (NW  $\frac{1}{4}$  of SE  $\frac{1}{4}$ ) a distance of 1,065 feet, to the actual point of beginning, thence North 87 degrees 39 minutes 10 seconds West, 260 feet; thence North 2 degrees 20 minutes 50 seconds East, parallel with said East line of the Northwest Quarter of the Southeast Quarter (NW  $\frac{1}{4}$  of SE  $\frac{1}{4}$ ), 335.08 feet; thence South 87 degrees 39 minutes 10 seconds East, 260 feet, to the said East line of the Northwest Quarter of the Southeast Quarter (NW  $\frac{1}{4}$  of SE  $\frac{1}{4}$ ), thence South 2 degrees 20 minutes 50 seconds West along said East line of the Northwest Quarter of the Southeast Quarter (NW  $\frac{1}{4}$  of SE  $\frac{1}{4}$ ), to the point of beginning, Anoka County, Minnesota.

Meeting Date: July 6, 2026

**CITY OF HAM LAKE**

**STAFF REPORT**

**To:** Mayor and Councilmembers  
**From:** Mike Raczkowski, Fire Chief  
**Item/Title/Subject:** New Firefighter Candidates

**Introduction/Discussion:**

I would like to extend a conditional offer to 2 potential candidates. This will bring the total number of firefighters to 41 if all candidates pass the probationary period.

The process to this point has included employment application, written test, interview.

The process once the conditional offer is accepted includes; a background check, driving record check, drug screening, psychological review, physical ability test and a medical assessment. After successfully completing the conditions listed the candidates will begin Firefighter training.

**Recommendation:**

I recommend making conditional offers to Joshua Rueckert and Matthew Meyers to become paid-on-call Firefighter candidates.