

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, OCTOBER 6, 2025

- 1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance**
- 2.0 PUBLIC COMMENT**
- 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**
- 3.1 Senator Michael Kreun and Representative Nolan West - Legislative Update

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 September 15, 2025
- 4.2 Approval of claims
- 4.3 Approval of closing (non-emergency City operations) on December 26, 2025 and January 2, 2026
- 4.4 Approval of the 2026 Residential Recycling Agreement with Anoka County
- 4.5 Approval of the Outdoor Lighting Energy and Maintenance Agreement for streetlights in Elwell Farms
- 4.6 Approval of an Ordinance rezoning Elwell Farms
- 4.7 Approval of a Resolution changing the name of 138th Avenue NE to 139th Avenue NE, between Fraizer Street NE and Opal Street NE within the plat of Elwell Farms
- 4.8 Approval of a Resolution re-activating a Deferred Assessment
- 4.9 Approval of a Resolution accepting a donation from Designing Earth Contracting (DEC) for the prep work at Hidden Forest East Park
- 4.10 Approval of Partnership with Coon Creek Watershed District for dredging of Waconia Street Bridge over Coon Creek
- 4.11 Approval of accepting the 2025 bituminous overlay project and commencing the one-year warranty period
- 4.12 Approval of Change Order #1 for Crosstown Business Park

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Adam Bradley of Enthusiast Car Co., requesting a Conditional Use Permit to operate an automobile repair shop at 1353 172nd Lane NE and adoption of a Resolution

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

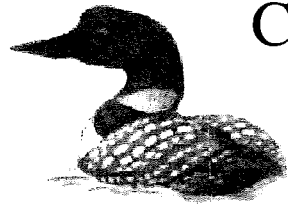
8.0 CITY ATTORNEY

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, SEPTEMBER 15, 2025

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, September 15, 2025 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

MEMBERS PRESENT: Mayor Brian Kirkham and Councilmembers Jim Doyle, Andrew Hallberg, and Mike Van Kirk

MEMBERS ABSENT: Councilmember Al Parranto

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

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

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

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS – None

3.1 Lt. Anthony Mendoza, Anoka County Sheriff's Office Monthly Report
Lt. Anthony Mendoza gave a summary of the Sheriff's Report for August 2025.

3.2 PUBLIC HEARING – 6:01 p.m. – to consider the assessment roll for 2026 Street Light Fees and adoption of Resolution No. 25-35

Mayor Kirkham opened the public hearing for comment at 6:04 p.m. and with there being no comment, Mayor Kirkham closed the public hearing at 6:05 p.m.

Motion by Kirkham, seconded by Doyle, to adopt Resolution No. 25-35 approving adoption of the assessment roll for the 2026 Street Light Fees. All present in favor, motion carried.

3.3 PUBLIC HEARING – 6:01 p.m. – to consider the assessment roll for Uncollected Fees and adoption of Resolution No. 25-36

Mayor Kirkham opened the public hearing for comment at 6:06 p.m. and with there being no comment, Mayor Kirkham closed the public hearing at 6:06 p.m.

Motion by Kirkham, seconded by Hallberg, to adopt Resolution No. 25-36 approving adoption of the assessment roll for Uncollected Fees. All present in favor, motion carried.

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 September 2, 2025
- 4.2 Approval of claims in the amount of \$263,573.76
- 4.3 Approval of scheduling a workshop meeting for Monday, October 6, 2025 at 5:00 p.m. with Alex Trumen from Trumen Site Acquisition for a Verizon Wireless Tower
- 4.4 Approval of ordering the Plans and Specifications for the construction of the 162nd Lane NE and Buchanan Street NE West Frontage Road, 225 feet north of Constance Boulevard NE to 475 feet south of Constance Boulevard NE
- 4.5 Approval of a 3% increase for RFC Engineering, Inc., effective January 1, 2026

Motion by Van Kirk, seconded by Doyle, to approve the Consent Agenda as written. All present in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Adam Bradley of Enthusiast Car Co., requesting Commercial Site Plan approval to construct a 96' X 93' parking lot at 1353 172nd Lane NE

Motion by Kirkham, seconded by Doyle, to concur with the Planning Commission and approve the request of Adam Bradley, of Enthusiast Car Co., for Commercial Site Plan approval to construct a 96' X 93' parking lot at 1353 172nd Lane NE subject to obtaining approval of the parking lot layout before starting construction of the parking lot, striping the parking lot and maintaining the striping on the lot, installing security lighting per Article 9-220.1(g), completely screening trash containers from view per Article 9-220.1(f) and 9-220.6(b)(i), meeting all requirements of Article 7-900 for Motor Vehicle Sales and meeting all City, County and State requirements. All present in favor, motion carried.

- 5.2 Darren Lazan of Landform Professional Services, LLC, on behalf of Jason Osberg, JD Ham Lake Holdings, LLC, requesting preliminary plat approval and rezoning of portions of land from R-A (Rural Single Family Residential) to R-1 (Single Family Residential) for Kohler Farms, a 43-lot single family residential development in Section 15 (Tabled August 25, 2025) (this is considered the First Reading of a Rezoning Ordinance)

Motion by Kirkham, seconded by Hallberg, to concur with the Planning Commission and approve the Preliminary Plat and rezoning of portions of land from R-A (Rural Single Family Residential) to R-1 (Single Family Residential) for Kohler Farms, a 43-lot single family residential development in Section 13, as requested by Darren Lazan of Landform Professional Services, LLC, on behalf of Jason Osberg, JD Ham Lake Holdings, LLC, subject to meeting the requirements of the Coon Creek Watershed District (CCWD) and the Anoka County Transportation Division, no land disturbance or dewatering is to be performed until a CCWD and NPDES permit is obtained, meeting the requirements of the City Engineer and meeting all City, County and State requirements. All present in favor, motion carried. (This is considered the first reading of a Rezoning Ordinance.)

- 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

Councilmember Doyle updated the City Council on the meeting that staff had with the City of Blaine staff regarding placing two monitoring wells at Patricia's Park. Councilmember Doyle stated that the City of Blaine would be sending letters to residents in that area to inform them of what will be happening. Councilmember Doyle stated that the DNR will be using the data collected to determine if the City of Blaine will be allowed to run other wells within their city without affecting the properties in Ham Lake. Attorney Berglund stated that the City of Blaine will be preparing a Joint Powers Agreement (JPA) stating that the wells will be installed at no cost to the City of Ham Lake, a concrete pad will be placed around the wells, the City of Ham Lake will have access to the data regarding the monitoring wells, etc.

Councilmember Hallberg stated that he attended the Sunrise Watershed Management Organization meeting and that they are working on some projects in the City of Isanti.

11.2 Announcements and future agenda items – None

Motion by Van Kirk, seconded by Hallberg, to adjourn the meeting at 6:15 p.m. All present in favor, motion carried.

Andrea Murff, Finance Director

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
October 6, 2025

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		09/16/25 - 10/06/2025	
EFT	# 2377 - 2387		\$ 213,758.42
REFUND CHECKS	# 67519 - 67525		\$ 5,250.00
CHECKS	# 67526 - 67563		\$ 974,145.77
BANK DRAFTS	DFT0002953 - DFT0002965		\$ 63,970.21
TOTAL EFTS, CHECKS, AND BANK DRAFTS			<u>\$ 1,257,124.40</u>
PAYROLL CHECKS			
09/19/25	Direct Deposits		\$ 50,082.36
10/03/25	Direct Deposits		\$ 38,854.30
TOTAL PAYROLL CHECKS			<u>\$ 88,936.66</u>
VOID CHECKS			
CHECKS			
ZERO CHECKS	#67533,67534, 67556		\$ -
ZERO EFT	#2386		\$ -
BANK DRAFT REVERSAL	DFTR0002		\$ 316.44
TOTAL VOIDS			<u>\$ 316.44</u>
TOTAL OF ALL PAYMENTS			<u><u>\$ 1,346,377.50</u></u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 6TH DAY OF OCTOBER 2025

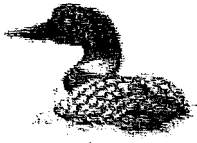
MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01530 - 09/10/25 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00734	TWIN CITIES HARLEY DAVIDSON	9/11/2025	67519	150.00
Total Refund Amount:				150.00

Revenue Totals

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

General Ledger Distribution

Posting Date: 09/11/2025

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



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01533 - 09-15-25 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00668	NORTHERN LIGHTS HOME SCHOOL	9/15/2025	67520	150.00
Total Refund Amount:				150.00

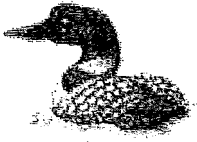
Revenue Totals

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

General Ledger Distribution

Posting Date: 09/15/2025

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



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01534 - 09/17/25 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00177	PARENT CUSTOM HOMES	9/17/2025	67521	2,000.00
00705	SCOTT DERUNG	9/17/2025	67522	150.00
			Total Refund Amount:	2,150.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	2,150.00
Revenue Totals:	2,150.00

General Ledger Distribution

Posting Date: 09/17/2025

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-2,150.00	Yes
890-11501	Misc receivables	2,150.00	
890 Total:		0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-2,150.00	
999-20702	Due to other funds	2,150.00	Yes
999 Total:		0.00	
Distribution Total:		0.00	



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01544 - 10/01/25 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00725	STEVE & TRACY HAFEMAN	10/1/2025	67523	2,500.00
00727	WAY OF THE SHEPHERD	10/1/2025	67524	150.00
00739	JEREMY FLOUER	10/1/2025	67525	150.00
			Total Refund Amount:	2,800.00

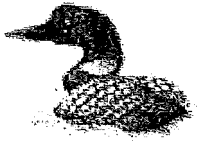
Revenue Totals

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

General Ledger Distribution

Posting Date: 10/01/2025

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



City of Ham Lake, MN

Council Approval List

By (None)

Payment Dates 9/16/2025 - 10/6/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2377	BLAINE BROTHERS INC	#75 CONST TORQUE CLAMP	Vehicle parts & supplies	100-43101-2340	22.04
2378	BRODIN PRESS	OCTOBER HAM LAKER	Editing	211-41704-3125	900.00
2379	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2379	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2379	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2379	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2379	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2379	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2379	CINTAS CORP	T-SHIRTS	Clothing & personal protectiv	100-43101-2210	299.00
2380	CMT JANITORIAL SERVICES	SHERIFF'S OFFICE CLEANING	Cleaning service	100-41702-3430	153.00
2380	CMT JANITORIAL SERVICES	CITY HALL CLEANING	Cleaning service	100-41702-3430	612.00
2380	CMT JANITORIAL SERVICES	FIRE #2 CLEANING	Cleaning service	100-42202-3430	151.00
2380	CMT JANITORIAL SERVICES	FIRE #3	Cleaning service	100-42202-3430	387.00
2380	CMT JANITORIAL SERVICES	FIRE #1 CLEANING	Cleaning service	100-42202-3430	161.00
2380	CMT JANITORIAL SERVICES	PW CLEANING	Cleaning service	100-43104-3430	148.00
2380	CMT JANITORIAL SERVICES	SR CENTER CLEANING	Cleaning service	100-44202-3430	300.00
2381	DELTA DENTAL PLAN OF MINN	OCT COBRA - DK	COBRA receivable	100-11502	52.06
2381	DELTA DENTAL PLAN OF MINN	OCT DENTAL	Dental Insurance	100-21711	906.47
2382	HAM LAKE FIRE RELIEF ASSN	2025 FIRE STATE AID	Fire relief state aid	100-48101-4135	172,125.50
2383	HYDRAULIC SPECIALTY INC	#75 HYD SUCTION HOSE	Vehicle parts & supplies	100-43101-2340	266.40
2383	HYDRAULIC SPECIALTY INC	SAFETY GLASSES	Safety supplies	100-43101-2240	12.50
2384	O'REILLY AUTOMOTIVE STORE	#58 Car FOgger	Vehicle parts & supplies	100-43101-2340	9.99
2384	O'REILLY AUTOMOTIVE STORE	5 Gal Bucket	Operating supplies	100-43101-2290	6.49
2384	O'REILLY AUTOMOTIVE STORE	THREADLOCK	Operating supplies	100-43101-2290	24.48
2384	O'REILLY AUTOMOTIVE STORE	#75 Hydraulic Filter	Vehicle parts & supplies	100-43101-2340	69.87
2384	O'REILLY AUTOMOTIVE STORE	Megacrimp	Small tools	100-43101-2410	263.68
2384	O'REILLY AUTOMOTIVE STORE	MEGACRIMPS	Operating supplies	100-43101-2290	-359.92
2385	RFC ENGINEERING, INC.	TWIN BIRCH ACRES	Engineering	431-43301-3135	15.14
2385	RFC ENGINEERING, INC.	MEADOW PARK RECONSTRUC	Engineering	431-43301-3135	292.41
2385	RFC ENGINEERING, INC.	CROSTOWN BUSINESS PARK	Engineering	262-46101-3135	3,912.86
2385	RFC ENGINEERING, INC.	BASE MAP	Engineering	100-41101-3135	42.18
2385	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	90.86
2385	RFC ENGINEERING, INC.	2022 CROSTOWN/7TH STREE	Engineering	100-41101-3135	90.85
2385	RFC ENGINEERING, INC.	CANNABIS DISPENSARY BUFF	Engineering	100-41102-3135	777.93
2385	RFC ENGINEERING, INC.	2025 CITY ASSETS	Engineering	100-41401-3135	229.47
2385	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	151.42
2385	RFC ENGINEERING, INC.	AVAILABLE RESIDENTIAL LOTS	Engineering	100-41601-3135	28.68
2385	RFC ENGINEERING, INC.	PLANNING COMMISSION MEE	Engineering	100-41601-3135	45.43
2385	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	51.18
2385	RFC ENGINEERING, INC.	FIRE #3	Engineering	100-42201-3135	151.42
2385	RFC ENGINEERING, INC.	L15 B3 ELWELL FARMS DEVIAT	Engineering	100-42401-3135	121.14
2385	RFC ENGINEERING, INC.	HAM LAKE BUILDING PERMIT	Engineering	100-42401-3135	75.71
2385	RFC ENGINEERING, INC.	5- YEAR PLAN	Engineering	100-43101-3135	105.99
2385	RFC ENGINEERING, INC.	PUBLIC WORKS MAP	Engineering	100-43101-3135	90.85
2385	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	9.56
2385	RFC ENGINEERING, INC.	VOTING MAP	Engineering	100-43102-3135	9.56
2385	RFC ENGINEERING, INC.	HAM LAKE STORM NETWORK	Engineering	100-43201-3135	216.93
2385	RFC ENGINEERING, INC.	CCWD RULES AMENDMENTS	Engineering	100-43201-3135	166.56
2385	RFC ENGINEERING, INC.	L1 B1 BIRCH VIEW POINTE DR	Engineering	100-43201-3135	45.43
2385	RFC ENGINEERING, INC.	PARK & TREE MAP	Engineering	100-44101-3135	9.56
2385	RFC ENGINEERING, INC.	PARK & TREE COMMISSION -	Engineering	100-44101-3135	136.27
2385	RFC ENGINEERING, INC.	NPDES	Engineering	230-43201-3135	363.41
2385	RFC ENGINEERING, INC.	2025 REHAB	Engineering	431-43301-3135	627.14
2385	RFC ENGINEERING, INC.	WACONIA STREET/COON CRE	Engineering	431-43301-3135	196.84

Council Approval List

Payment Dates: 9/16/2025 - 10/6/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2385	RFC ENGINEERING, INC.	COUNTY DITCH #58	Engineering	431-43301-3135	423.89
2385	RFC ENGINEERING, INC.	CSAH 116/BUNKER LAKE BOU	Engineering	431-43301-3135	257.41
2385	RFC ENGINEERING, INC.	BUNKER, JEFFERSON - 65	Engineering	431-43301-3135	30.28
2385	RFC ENGINEERING, INC.	CSAH 116/NAPLES ST ROUND	Engineering	431-43301-3135	60.57
2385	RFC ENGINEERING, INC.	HFE PARK - PARKING LOT	Capital assets	440-44103-5110	4,461.47
2385	RFC ENGINEERING, INC.	L4B2 STONE ESTATES DRAIN	Engineering	890-90001-3135	151.41
2385	RFC ENGINEERING, INC.	HARMONY ESTATES 3RD	Engineering	890-90001-3135	866.31
2385	RFC ENGINEERING, INC.	KOHLER SKETCH	Engineering	890-90001-3135	1,122.07
2385	RFC ENGINEERING, INC.	L1 B1 ELWELL COMMERCIA	Engineering	890-90001-3135	30.28
2385	RFC ENGINEERING, INC.	ENTHUSIAST CAR CUP LABELS	Engineering	890-90001-3135	35.00
2385	RFC ENGINEERING, INC.	L1 B2 FOX TAIL RIDGE - DERCO	Engineering	890-90001-3135	454.26
2385	RFC ENGINEERING, INC.	ENCHANTED ESTATES 4TH	Engineering	890-90001-3135	181.66
2385	RFC ENGINEERING, INC.	SOUTH SHORE ESTATES 2ND	Engineering	890-90001-3135	136.27
2385	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	325.08
2385	RFC ENGINEERING, INC.	15155 UNIVERSITY AVE LOT LI	Engineering	890-90001-3135	38.24
2385	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK	Engineering	890-90001-3135	92.30
2385	RFC ENGINEERING, INC.	3225 - 155TH AVE LOT LINE A	Engineering	890-90001-3135	136.28
2385	RFC ENGINEERING, INC.	SWEDISH CHAPEL ESTATES	Engineering	890-90001-3135	373.08
2385	RFC ENGINEERING, INC.	445 & 505 157TH AVE LOT LIN	Engineering	890-90001-3135	76.49
2385	RFC ENGINEERING, INC.	ELWELL FARMS	Engineering	890-90001-3135	10,260.37
2385	RFC ENGINEERING, INC.	ENTSMINGER ESTATES	Engineering	890-90001-3135	38.24
2385	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	4,966.52
2385	RFC ENGINEERING, INC.	MEADOW PARK ROW2024-09	Engineering	431-43301-3135	105.99
2385	RFC ENGINEERING, INC.	143RD AVE ROW2025-097	Engineering	431-43301-3135	75.71
2385	RFC ENGINEERING, INC.	143RD AVE ROW2025-086	Engineering	431-43301-3135	30.28
2385	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	494.10
2385	RFC ENGINEERING, INC.	143RD AVENUE	Engineering	431-43301-3135	1,799.90
2385	RFC ENGINEERING, INC.	W FRONT RD S OF CONSTANC	Engineering	431-43301-3135	1,502.40
2387	UNLIMITED SUPPLIES INC	WASHERS, AA BATTERIES, ROL	Operating supplies	100-43101-2290	64.79
67526	A-1 EXCAVATING LLC	CROSSTOWN BUSINESS PARK	Contractors	262-46101-3810	237,487.65
67527	ADAM'S PEST CONTROL, INC	TREATMENT FOR WASPS AND	Building repair & maintenanc	100-41702-3420	232.14
67528	ALL CITY ELEVATOR INC	4TH QTR MAINTENANCE	Building repair & maintenanc	100-41702-3420	234.95
67529	ANOKA COUNTY TREASURY D	SEPT BROADBAND CITY HALL	Internet & website	100-41707-3220	37.50
67529	ANOKA COUNTY TREASURY D	SEPT BROADBAND FIRE #2	Internet	100-42201-3220	75.00
67530	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	108.88
67530	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	37.15
67530	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	40.92
67530	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	99.71
67530	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	27.92
67530	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	69.33
67530	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	58.62
67531	COMCAST BUSINESS	OCT FIRE #1 ADD'L CABLE BO	Rentals-other	100-42201-3390	11.32
67532	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	1,198.09
67532	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	44.16
67532	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	16.84
67532	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	326.00
67532	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	230.60
67532	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	586.66
67532	CONNEXUS ENERGY	FIRE #3	Electricity	100-42202-3610	242.27
67532	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	70.20
67532	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	987.10
67532	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	56.34
67532	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	85.61
67532	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	86.95
67532	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	91.50
67532	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	95.92
67532	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	74.09
67532	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	289.07
67532	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	142.01
67532	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.88

Council Approval List

Payment Dates: 9/16/2025 - 10/6/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67532	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	77.09
67532	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	29.43
67532	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	114.99
67532	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	15.50
67532	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	15.50
67532	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	38.77
67532	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	99.85
67532	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	85.52
67532	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	164.57
67532	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	98.91
67532	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	32.78
67532	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	645.13
67532	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,928.93
67535	DAMA METAL PRODUCTS INC	Fire Lockboxes	Operating supplies	100-42201-2290	537.00
67536	DEARBORN LIFE INS CO	OCT VOL LIFE	Life Insurance	100-21714	204.00
67536	DEARBORN LIFE INS CO	OCT LIFE	Life Insurance	100-21714	53.28
67537	DEHN OIL CO	382.8 GAL GASOLINE	Fuel	100-43101-2230	934.64
67537	DEHN OIL CO	600.2 GAL DIESEL	Fuel	100-43101-2230	1,574.68
67537	DEHN OIL CO	11.9 GAL GASOLINE	Fuel	100-43101-2230	27.33
67537	DEHN OIL CO	200.3 GAL DIESEL	Fuel	100-43101-2230	515.61
67538	FIRE INSTRUCTION & RESCUE	Ropes & Knots	Training/conferences/schools	100-42201-3510	650.00
67538	FIRE INSTRUCTION & RESCUE	CAR FIRE SIMULATOR	Training/conferences/schools	100-42201-3510	1,300.00
67539	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - EH	Personnel testing & recruitme	100-43101-3150	36.71
67539	FIRST ADVANTAGE LNS OCC H	ANNUAL ENROLLMENT - DH	Personnel testing & recruitme	100-44101-3150	36.71
67540	HAM LAKE HARDWARE INC	MOUNTING TAPE	Operating supplies	100-42201-2290	11.99
67541	HEALTH PARTNERS INC	SEPT EAP	Other professional services	100-41701-3190	22.95
67542	KINGS III EMERGENCY COMM	ELEVATOR PHONE	Phones/radios/pagers	100-41701-3210	39.17
67543	LEPAGE & SONS INC	9/8 YARDWASTE	Waste management & recycli	231-43601-3630	482.00
67543	LEPAGE & SONS INC	9/15 YARDWASTE	Waste management & recycli	231-43601-3630	482.00
67544	MCFOA REGION IV	MCFOA Region IV Meeting-D	Training/conferences/schools	100-41201-3510	40.00
67544	MCFOA REGION IV	MCFOA Region IV Meeting-DS	Training/conferences/schools	100-41301-3510	40.00
67545	MENARDS-BLAINE	MENDING BRACE, DECK RAIL	Operating supplies	100-43101-2290	18.77
67546	NEWMAN TRAFFIC SIGNS INC	Sign and Brackets	Street signs	100-43401-2250	361.77
67547	NORTH VALLEY, INC.	2025 BITUMINOUS OVERLAY	Contractors	431-43301-3810	706,634.14
67548	NUSS EQUIPMENT GROUP LL	#80 BYPASS OIL FILTER	Vehicle parts & supplies	100-43101-2340	78.14
67549	PRINT CENTRAL	BUSINESS CARDS - FT	Office supplies	100-42201-2110	25.00
67550	QUALITY RESOURCE GROUP I	AP CHECKS	Office supplies	100-41401-2110	530.05
67551	RECYCLE TECHNOLOGIES INC	FALL RECYCLING DAY - TVs DU	Waste management & recycli	231-43601-3630	40.00
67551	RECYCLE TECHNOLOGIES INC	FALL RECYCLING DAY	Waste management & recycli	231-43601-3630	450.00
67552	RIVARD COMPANIES	RECYCLE DAY TREE WASTE	Waste management & recycli	231-43601-3630	1,400.00
67552	RIVARD COMPANIES	Recycling Day Tree Waste Disp	Operating supplies	100-43101-2290	200.00
67553	SPECIALTY SOLUTIONS LLC	LANDSCAPE MIX	Operating supplies	100-44101-2290	134.00
67554	THE MPX GROUP	OCT HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
67555	US BANK CORPORATE PAYME	Good Customer Rebate	Refunds & reimbursements	100-37601	-267.88
67555	US BANK CORPORATE PAYME	ZOOM-zoom-NW	Dues & subscriptions	100-41201-3920	14.69
67555	US BANK CORPORATE PAYME	IIMC-DS membership dues-D	Dues & subscriptions	100-41301-3920	135.00
67555	US BANK CORPORATE PAYME	AMAZON-AM Calendar-NW	Office supplies	100-41401-2110	19.99
67555	US BANK CORPORATE PAYME	DOLLAR GENERAL-Lysol Wipe	Operating supplies	100-41701-2290	10.81
67555	US BANK CORPORATE PAYME	AMAZON-velcro, command h	Operating supplies	100-41701-2290	28.48
67555	US BANK CORPORATE PAYME	AMAZON-LIGHT CLIPS-NW	Building repair & maintenanc	100-41702-2310	34.44
67555	US BANK CORPORATE PAYME	PANTHEON-website-NW	Internet & website	100-41707-3220	350.00
67555	US BANK CORPORATE PAYME	NFPA-NFPA 921 GUIDE-MR	Codes & standards	100-42201-2820	192.80
67555	US BANK CORPORATE PAYME	ICC-MJ Membership Renewal-	Dues & subscriptions	100-42401-3920	170.00
67555	US BANK CORPORATE PAYME	AMAZON-flexzilla hose-NW	Operating supplies	100-43101-2290	49.98
67555	US BANK CORPORATE PAYME	NORTHERN TOOL-(3) 20V 4.0	Small tools	100-43101-2410	510.15
67555	US BANK CORPORATE PAYME	NORTHERN TOOL-DEFECTIVE	Small tools	100-43101-2410	-309.99
67555	US BANK CORPORATE PAYME	NORTHERN TOOL-GREASE GU	Small tools	100-43101-2410	331.55
67555	US BANK CORPORATE PAYME	SP TOTE-TOOLS-JC	Building repair & maintenanc	100-43104-2310	280.00
67555	US BANK CORPORATE PAYME	AMAZON-WARMING HOUSE T	Operating supplies	100-44101-2290	47.49
67557	US POSTAL SERVICE	PERMIT RENEWAL FEE	Postage	211-41704-2120	370.00

Council Approval List

Payment Dates: 9/16/2025 - 10/6/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67558	VERIZON WIRELESS	MR	Phones/radios/pagers	100-42201-3210	38.40
67558	VERIZON WIRELESS	5 FIRE SURFACE PROS	Phones/radios/pagers	100-42201-3210	100.10
67558	VERIZON WIRELESS	TD, MJ & 2 LAPTOPS	Phones/radios/pagers	100-42401-3210	156.82
67558	VERIZON WIRELESS	JK, JW, JC, CS, EH, & 2 LAPTOP	Phones/radios/pagers	100-43101-3210	275.01
67558	VERIZON WIRELESS	DH, AC	Phones/radios/pagers	100-44101-3210	76.80
67558	VERIZON WIRELESS	AM	Phones/radios/pagers	100-44101-3210	38.40
67559	WELESKI & SON INC	CANCELLATION OF PERMIT 20	Refunds & reimbursements	100-48101-4145	151.00
67560	WICK COMMUNICATIONS CO-	OCTOBER HAM LAKER	Printing	211-41704-3970	760.29
67561	WINNICK SUPPLY INC	Culvert	Operating supplies	100-43103-2290	1,208.25
67562	WRIGHT-HENNEPIN COOPERA	SECURITY MONITORING	Monitoring	100-41702-3145	33.95
67562	WRIGHT-HENNEPIN COOPERA	ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
67562	WRIGHT-HENNEPIN COOPERA	PW FIRE PANEL MONITORING	Monitoring	100-43104-3145	52.95
DFT0002954	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002955	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,552.83
DFT0002955	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	2,100.80
DFT0002955	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	8,377.58
DFT0002956	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,848.67
DFT0002957	PERA	Retirement-Coordinated	PERA	100-21703	7,426.01
DFT0002957	PERA	Retirement-Elected Officials	PERA	100-21703	40.84
DFT0002957	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
DFT0002958	VOYA	Deferred Compensation	Deferred compensation	100-21704	2,535.00
DFT0002958	VOYA	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002959	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002960	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,470.15
DFT0002960	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,742.98
DFT0002960	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,898.34
DFT0002961	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,783.43
DFT0002962	PERA	Retirement-Coordinated	PERA	100-21703	7,451.86
DFT0002962	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
DFT0002963	VOYA	Deferred Compensation	Deferred compensation	100-21704	2,535.00
DFT0002963	VOYA	Roth IRA	Deferred compensation	100-21704	50.00
DFT0002964	US POSTMASTER	SEPT SR CENTER POSTAGE	Postage Liability	100-20204	43.20
DFT0002965	US POSTMASTER	OCT HAM LAKER POSTAGE	Postage	211-41704-2120	1,562.84
Grand Total:					<u>1,247,811.56</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	262,946.57
211 - HAM LAKER	3,993.13
230 - FUTURE DRAINAGE	363.41
231 - RECYCLING	2,854.00
232 - STREET LIGHT	4,928.93
262 - HAM LAKE EDA	241,400.51
431 - REVOLVING STREET	712,546.20
440 - PARK & BEACH LAND	4,461.47
890 - TRUST FUND	14,317.34
Grand Total:	1,247,811.56

Account Summary

Account Number	Account Name	Payment Amount
100-11502	COBRA receivable	52.06
100-20204	Postage Liability	43.20
100-21701	Federal WH/FICA/MC	32,142.68
100-21702	State W/H	5,632.10
100-21703	PERA	17,556.55
100-21704	Deferred compensation	5,170.00
100-21711	Dental Insurance	906.47
100-21712	HSA Account	300.00
100-21714	Life Insurance	257.28
100-37601	Refunds & reimburseme	-267.88
100-41101-3135	Engineering	223.89
100-41102-3135	Engineering	777.93
100-41201-3510	Training/conferences/sc	40.00
100-41201-3920	Dues & subscriptions	14.69
100-41301-3510	Training/conferences/sc	40.00
100-41301-3920	Dues & subscriptions	135.00
100-41401-2110	Office supplies	550.04
100-41401-3135	Engineering	229.47
100-41601-3135	Engineering	276.71
100-41701-2290	Operating supplies	39.29
100-41701-3190	Other professional servi	22.95
100-41701-3210	Phones/radios/pagers	39.17
100-41702-2310	Building repair & mainte	34.44
100-41702-3145	Monitoring	43.95
100-41702-3420	Building repair & mainte	467.09
100-41702-3430	Cleaning service	765.00
100-41702-3610	Electricity	1,242.25
100-41702-3620	Natural gas	108.88
100-41703-3610	Electricity	342.84
100-41707-3220	Internet & website	387.50
100-42201-2110	Office supplies	25.00
100-42201-2290	Operating supplies	548.99
100-42201-2820	Codes & standards	192.80
100-42201-3135	Engineering	151.42
100-42201-3210	Phones/radios/pagers	138.50
100-42201-3220	Internet	75.00
100-42201-3390	Rentals-other	11.32
100-42201-3510	Training/conferences/sc	1,950.00
100-42202-3430	Cleaning service	699.00
100-42202-3610	Electricity	1,059.53
100-42202-3620	Natural gas	78.07
100-42302-3610	Electricity	70.20
100-42401-3135	Engineering	196.85
100-42401-3210	Phones/radios/pagers	156.82

Account Summary

Account Number	Account Name	Payment Amount
100-42401-3920	Dues & subscriptions	170.00
100-43101-2210	Clothing & personal prot	724.19
100-43101-2230	Fuel	3,052.26
100-43101-2240	Safety supplies	12.50
100-43101-2290	Operating supplies	4.59
100-43101-2340	Vehicle parts & supplies	446.44
100-43101-2410	Small tools	795.39
100-43101-3135	Engineering	206.40
100-43101-3150	Personnel testing & recr	36.71
100-43101-3210	Phones/radios/pagers	275.01
100-43102-3135	Engineering	9.56
100-43103-2290	Operating supplies	1,208.25
100-43104-2310	Building repair & mainte	280.00
100-43104-3145	Monitoring	52.95
100-43104-3430	Cleaning service	148.00
100-43104-3610	Electricity	987.10
100-43104-3620	Natural gas	99.71
100-43201-3135	Engineering	428.92
100-43401-2250	Street signs	361.77
100-43401-3610	Electricity	1,023.46
100-43501-3135	Engineering	4,966.52
100-44101-2210	Clothing & personal prot	177.24
100-44101-2290	Operating supplies	181.49
100-44101-3135	Engineering	145.83
100-44101-3150	Personnel testing & recr	36.71
100-44101-3210	Phones/radios/pagers	115.20
100-44101-3610	Electricity	214.19
100-44102-3610	Electricity	481.63
100-44102-3620	Natural gas	97.25
100-44202-3430	Cleaning service	300.00
100-44202-3610	Electricity	645.13
100-44202-3620	Natural gas	58.62
100-48101-4135	Fire relief state aid	172,125.50
100-48101-4145	Refunds & reimburseme	151.00
211-41704-2120	Postage	1,932.84
211-41704-3125	Editing	900.00
211-41704-3970	Printing	760.29
211-41704-3990	Other services and charg	400.00
230-43201-3135	Engineering	363.41
231-43601-3630	Waste management & r	2,854.00
232-43701-3610	Electricity	4,928.93
262-46101-3135	Engineering	3,912.86
262-46101-3810	Contractors	237,487.65
431-43301-3135	Engineering	5,912.06
431-43301-3810	Contractors	706,634.14
440-44103-5110	Capital assets	4,461.47
890-90001-3135	Engineering	14,317.34
Grand Total:		1,247,811.56

Project Account Summary

Project Account Key	Payment Amount
None	286,549.38
201102.033-100	30.28
201805-100	15.14
202002.083-140	237,487.65
202103-100	398.40
202111-100	3,912.86
202302.038-101	423.89

Project Account Summary

Project Account Key	Payment Amount
20250502.036-100	4,461.47
202505-100	1,905.89
202509-100	1,502.40
231002001	490.00
231004009	2,364.00
MISC-100	708,270.20
Grand Total:	<u>1,247,811.56</u>



City of Ham Lake, MN

Pending Expense Approval Report

By Vendor Name

APPKT02319

Vendor Name	Payable Number	Account Number	Account Name	Description (Item)	Amount
Vendor: NIH Homes, LLC					
NIH Homes, LLC	100225	440-37504	Parkland dedication	Refund Park Dedication for 47...	2,500.00
				Vendor NIH Homes, LLC Total:	2,500.00
				Grand Total:	2,500.00



City of Ham Lake, MN

Check Register

Packet: APPKT02302 - AUGUST PERMIT POSTAGE

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-A/P BANK						
USPOSTMASTER	US POSTMASTER	08/29/2025	Bank Draft	0.00	1,562.84	DFT0002953
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
<u>2025-09</u>	Invoice	08/28/2025	SEPT HAM LAKER POSTAGE	0.00	1,562.84	
<u>211-41704-2120</u>		Postage		SEPTEMBER HAM LAKER P	1,562.84	

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,562.84
EFT's	0	0	0.00	0.00
	1	1	0.00	1,562.84

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	8/2025	<u>1,562.84</u>
			1,562.84



City of Ham Lake, MN

Journal Entry Register

Packet: GLPKT07421 - AUGUST HAM LAKER POSTAGE CORRECTION

Journal: JN06691

Controlling Fund: 999

Posting Date: 9/12/2025

Accrual Date:

Added Date: 9/18/2025

Adjusting Entry: N

Description: AUGUST HAM LAKER POSTAGE CORRECTION

JE Type:

Account	Account Name	Description	Project Account Key	IFT	Amount
<u>999-10100</u>	Pooled Cash	AUGUST HAM LAKER POSTAGE CORRECTION			316.44
Cash Type: Bank Draft Reversal Number: DFTR0002 Check Stock:					
<u>211-41704-2120</u>	Postage	AUGUST HAM LAKER POSTAGE CORRECTION			1,562.84
<u>211-41704-2120</u>	Postage	AUGUST HAM LAKER POSTAGE CORRECTION			-1,879.28
<u>211-10101</u>	Cash	AUGUST HAM LAKER POSTAGE CORRECTION		Y	316.44
<u>999-20702</u>	Due to other funds	AUGUST HAM LAKER POSTAGE CORRECTION		Y	-316.44

Account Summary

Account	Account Name	Debits	Credits	Amount
<u>211-10101</u>	Cash	316.44	0.00	316.44
<u>211-41704-2120</u>	Postage	1,562.84	1,879.28	-316.44
<u>999-10100</u>	Pooled Cash	316.44	0.00	316.44
<u>999-20702</u>	Due to other funds	0.00	316.44	-316.44

Journal Summary

Journal Count:	1
Entry Count:	5
Debits:	2,195.72
Credits:	-2,195.72



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 8/31/2025-9/13/2025

Packet: PYPKT01804 - PPE 09/13/25 PAID 09/19/25

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	78	50,082.36
Total	78	50,082.36



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

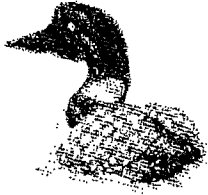
Pay Period: 9/14/2025-9/27/2025

Packet: PYPKT01808 - PPE 09/27/25 PAID 10/03/25

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	33	38,854.30
Total	33	38,854.30

Meeting Date: October 6, 2025



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator, on behalf of the Personnel Liaison's

Subject: Christmas and New Year's schedule for Non-Emergency City Operations

Introduction/Discussion:

I met with the Personnel Liaison's Councilmember Van Kirk and Doyle and requested the consideration of closing City Hall on Friday, December 26th, 2025 and Friday, January 2nd 2026. With our holiday schedule, City Hall will be closed at Noon on Wednesday, December 24th and December 31st and we will be closed the entire days of Thursday, December 25th and January 1st. Historically, there has been little to no business transaction at City Hall during these long holiday weekends.

Recommendation: The Personnel Liaison's and I are recommending approval of closing on Friday, December 26, 2025 and Friday, January 2nd 2026. In accordance with the Employee Handbook, employees will have the option of choosing to use PTO/comp time or take no pay for those days.

Public Works will still be on-call in case of a snow emergency.

Meeting Date: October 6, 2025

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Nicole Wheeler, Recycling Coordinator

Subject: Agreement for 2026 Residential Recycling Program

Introduction/Discussion: The following agreement with Anoka County provides for the distribution for SCORE (Select Committee on Recycling and the Environment) funds to the City for the recycling program in the amount of \$86,244.00. Approximately thirty eight percent (38%) of these funds, \$32,510.00, have been committed to Ham Lake Haulers, Inc. to pay the cost of curbside recycling for our residents under the current refuse and recycling contract. The balance of the funds will be used to off-set the cost of recycling events at City Hall and Recycle Technologies, Inc., yard waste and organic drop-off programs, the cost of printing and mailing a promotional flier for all residents informing them of our recycling programs, and other miscellaneous recycling programs.

In 2026 the abatement goal is 1818 tons of recyclable material. The goal is based on 225 pounds/person/year single family home up to 4 units and 150 pounds/person/year multi-family dwellings 5 units or more. (In 2025, the City's goal was 1821 ton of recyclables.) Residents of the City have recycled 789.6 tons of material through June 30, 2025 satisfying 43.4% of this year's goal.

Recommendation: I recommend approval of the 2026 Agreement for Residential Recycling Program with Anoka County for SCORE funds.



Anoka County

HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

September 9, 2025

City of Ham Lake
Attn: Brian Kirkham
15544 Central Ave NE
Ham Lake, MN 55304

Dear Mr. Kirkham:

Enclosed is your 2026 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us

or

Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: *The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.*

CERTIFICATE OF LIABILITY INSURANCE - Required

No insurance is required for this contract.

CONTRACTOR INFORMATION SHEET - Required

Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine
Senior Budget Analyst, Planning and Operations Support Services

Anoka County Contract # C0011701

2026 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2026, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF HAM LAKE, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2026 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2026; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,639,033.00; and

WHEREAS, the current County Solid Waste Management Plan (SWMP) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the current SWMP was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter "Grant Program") Contract Documents include: the **Anoka County Municipal Waste**

Abatement Grant Funding Application submitted by the Municipality for the current contract year, and this Agreement for Residential Recycling Program and attachments issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; and 2) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2026, through December 31, 2026, unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
 - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
 - c. "Community Partner" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2026, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$86,244.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2026 Grant Program Funding Application.

The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 1,818 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.
- a. The Municipal recycling program shall include the following components:
- i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
 - iii. The Municipality shall implement a public information program that contains at least one of the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or
 - (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
- ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
- iv. Organize and manage a Full-Service Recycling Drop-off Center.
- v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.
- vi. Develop additional opportunities for source-separated compostable materials collection.
- vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
- d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.
- f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

- g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.
6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:
- a. June 1, 2026 – Deadline for submitting via Re-TRAC the 2027 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments
 - b. July 15, 2026 – Deadline for submitting via Re-TRAC the 2026 January – June Anoka County Municipal Reimbursement Report Form and all required attachments
 - c. July 31, 2026 – Deadline for submitting via Re-TRAC the 2026 January – June Anoka County Municipal Tonnage Report Form and all required attachments
 - d. November 16, 2026 – Deadline for submitting via DocuSign the signed 2027 Agreement for Residential Recycling Program
 - e. January 8, 2027 – Deadline for submitting via Re-TRAC the 2026 July – December Anoka County Municipal Reimbursement Report Form and all required attachments
 - f. January 29, 2027 – Deadline for submitting via Re-TRAC the 2026 July – December Anoka County Municipal Tonnage Report Form and all required attachments
 - g. For the Anoka County **Municipal Waste Abatement Grant Funding Application, using set categories in Re-TRAC**, the:
 - Municipality is required to follow application instructions
 - Municipality must refer to list of eligible expenses when completing the application
 - Municipality is required to upload in Re-TRAC a complete and accurate 2026 Staffing Metric and Drop-off Calculator
 - Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events
 - h. For the Anoka County **Municipal Reimbursement Report Form, using set categories in Re-TRAC**, the:
 - Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
 - If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2026 Municipal Waste Abatement Grant Funding Application
 - Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
 - Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
 - Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form
- i. For the **Municipal Tonnage Report Form**, using set categories in Re-TRAC, the:
- Municipality is required to follow tonnage report form instructions
 - Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
 - When calculating all tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
 - Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
 - If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
 - If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
 - Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
 - For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs
- j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or

standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

- i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

- 11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF HAM LAKE

COUNTY OF ANOKA

By: _____
Brian Kirkham
Mayor

By: _____
Cindy Cesare
Chief Human Services Officer

Date: _____

Date: _____

By: _____
Denise Webster
City Administrator

By: _____
Jim Dickinson
County Administrator

Date: _____

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____
Scott Baumgartner
City Attorney

By: _____
Kurt Deile
Assistant County Attorney

Date: _____

Date: _____

Attachment A

Minnesota Statutes Referenced in Agreement for Residential Recycling Program

Chapter 115A WASTE MANAGEMENT

Minn. Stat. §115A.03 Definitions

Subdivision 1. Applicability.

For the purposes of this chapter, the terms defined in this section have the meanings given them, unless the context requires otherwise.

Subd. 2. Agency.

"Agency" means the Pollution Control Agency.

Subd. 3.

[Repealed, [1989 c 335 art 1 s 270](#)]

Subd. 3a. Arrange for management.

"Arrange for management" means an activity undertaken by a person that determines the ultimate disposition of solid waste that is under the control of the person, including delivery of the waste to a transfer station for transport to another solid waste management facility. Knowledge of the destination of waste by a generator is by itself insufficient for arranging for management unless the generator knows that the destination is an environmentally inferior facility as defined in this section, has the ability to redirect the waste to an environmentally superior facility and ensure its delivery to that facility, and chooses not to redirect the waste.

Subd. 4. Cities.

"Cities" means statutory and home rule charter cities and towns authorized to plan under sections [462.351](#) to [462.364](#).

Subd. 5. Collection.

"Collection" means the aggregation of waste from the place at which it is generated and includes all activities up to the time the waste is delivered to a waste facility.

Subd. 6. Commercial waste facility.

"Commercial waste facility" means a waste facility established and permitted to sell waste processing or disposal services to generators other than the owner and operator of the facility.

Subd. 6a. Commissioner.

"Commissioner" means the commissioner of the Pollution Control Agency.

Subd. 7. Construction debris.

"Construction debris" means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Subd. 7a. Containment.

"Containment" means isolating, controlling, and monitoring waste in a waste facility in order to prevent a release of waste from the facility that would have an adverse impact upon human health and the environment.

Subd. 8. Development region.

"Development region" means a region designated pursuant to sections [462.381](#) to [462.397](#).

Subd. 8a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 9. Disposal or dispose.

"Disposal" or "dispose" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

Subd. 10. Disposal facility.

"Disposal facility" means a waste facility permitted by the agency that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

Subd. 10a. Environmentally inferior.

"Environmentally inferior" means a solid waste management method that is lower on the list of preferred waste management methods in section [115A.02](#) than a solid waste management method chosen by a county or, as applied to a facility, means a waste management facility that utilizes a waste management method that is lower on the list of preferred waste management methods than the waste management method chosen by a county. In addition, as applied to disposal facilities, a facility that does not meet the standards for new facilities in Code of Federal Regulations, title 40, chapters 257 and 258, is environmentally inferior to a facility that does meet these standards.

Subd. 11. Generation.

"Generation" means the act or process of producing waste.

Subd. 12. Generator.

"Generator" means any person who generates waste.

Subd. 13. Hazardous waste.

"Hazardous waste" has the meaning given it in section [116.06, subdivision 11](#).

Subd. 13a. Industrial waste.

"Industrial waste" means solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Subd. 14. Intrinsic hazard.

"Intrinsic hazard" of a waste means the propensity of the waste to migrate in the environment, and thereby to become exposed to the public, and the significance of the harm or damage likely to result from exposure of natural resources or the public to the waste, as a result of such inherent or induced attributes of the waste as its chemical and physical stability, solubility, bioconcentratability, toxicity, flammability, and corrosivity.

Subd. 15. Intrinsic suitability.

(a) "Intrinsic suitability" of a land area or site means that, based on existing data on the inherent and natural attributes, physical features, and location of the land area or site, there is no known reason why the waste facility proposed to be located in the area or site cannot reasonably be expected to qualify for permits in accordance with agency rules. Agency certification of intrinsic suitability shall be based on data submitted to the agency by the proposing entity and data included by the administrative law judge in the record of any public hearing on recommended certification, and applied against criteria in agency rules and any additional criteria developed by the agency in effect at the time the proposing entity submits the site for certification.

(b) In the event that all candidate sites selected by the board before May 3, 1984, are eliminated from further consideration and a new search for candidate sites is commenced, "intrinsic suitability" of a land area or site shall mean that, because of the inherent and natural attributes, physical features, and location of the land area or site, the waste facility proposed to be located in the area or site would not be likely to result in material harm to the public health and safety and natural resources and that therefore the proposed facility can reasonably be expected to qualify for permits in accordance with agency rules.

Subd. 16.

[Repealed, [1997 c 7 art 1 s 26](#)]

Subd. 17. Local government unit.

"Local government unit" means cities, towns, and counties.

Subd. 17a. Major appliances.

"Major appliances" means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, and freezers.

Subd. 18. Metropolitan area.

"Metropolitan area" has the meaning given it in section [473.121](#).

Subd. 19. Metropolitan Council.

"Metropolitan Council" means the council established in chapter 473.

Subd. 20.

[Repealed, [1994 c 628 art 3 s 209](#)]

Subd. 21. **Mixed municipal solid waste.**

(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Subd. 22. **Natural resources.**

"Natural resources" has the meaning given it in chapter 116B.

Subd. 22a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 22b. **Packaging.**

"Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product. "Packaging" includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

Subd. 23. **Person.**

"Person" has the meaning given it in section [116.06](#), but does not include the Pollution Control Agency.

Subd. 24. **Political subdivision.**

"Political subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, special district, or local or regional board, commission, or authority authorized by law to plan or provide for waste management.

Subd. 24a. **Problem material.**

"Problem material" means a material that, when it is processed or disposed of with mixed municipal solid waste, contributes to one or more of the following results:

- (1) the release of a hazardous substance, or pollutant or contaminant, as defined in section [115B.02, subdivisions 8, 13, and 15](#);
- (2) pollution of water as defined in section [115.01, subdivision 13](#);
- (3) air pollution as defined in section [116.06, subdivision 4](#); or
- (4) a significant threat to the safe or efficient operation of a solid waste facility.

Subd. 24b. Postconsumer material.

"Postconsumer material" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

Subd. 24d. Prepared sewage sludge.

"Prepared sewage sludge" means exceptional quality sewage sludge, as defined in Minnesota Rules, part 7041.0100, subpart 20, applied to a lawn or home garden and sold or given away in a bag or other container that:

- (1) meets low limits on metal concentrations;
- (2) has been treated to ensure pathogens, pollutants, and vectors that can transport disease have been carefully managed; and
- (3) is labeled with the nutrient content.'

Subd. 25. Processing.

"Processing" means the treatment of waste after collection and before disposal. Processing includes but is not limited to reduction, storage, separation, exchange, resource recovery, physical, chemical, or biological modification, and transfer from one waste facility to another.

Subd. 25a. Recyclable materials.

"Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

Subd. 25b. Recycling.

"Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

Subd. 25c. Recycling facility.

"Recycling facility" means a facility at which materials are prepared for reuse in their original form or for use in manufacturing processes that do not cause the destruction of the materials in a manner that precludes further use.

Subd. 25d. Refuse-derived fuel.

"Refuse-derived fuel" means a product resulting from the processing of mixed municipal solid waste in a manner that reduces the quantity of noncombustible material present in the waste, reduces the size of waste components through shredding or other mechanical means, and produces a fuel suitable for combustion in existing or new solid fuel-fired boilers.

Subd. 26. Regional development commission.

"Regional development commission" means a commission established pursuant to sections [462.381](#) to [462.397](#).

Subd. 26a. Resource conservation.

"Resource conservation" means the reduction in the use of water, energy, and raw materials.

Subd. 27. Resource recovery.

"Resource recovery" means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.

Subd. 28. Resource recovery facility.

"Resource recovery facility" means a waste facility established and used primarily for resource recovery, including related and appurtenant facilities such as transmission facilities and transfer stations primarily serving the resource recovery facility.

Subd. 28a. Retrievable storage.

"Retrievable storage" means a method of disposal whereby wastes are placed in a facility established pursuant to sections [115A.18](#) to [115A.30](#) for an indeterminate period in a manner designed to allow the removal of the waste at a later time.

Subd. 28b. Sanitary district.

"Sanitary district" means a sanitary district with the authority to regulate solid waste.

Subd. 29. Sewage sludge.

"Sewage sludge" means solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. It includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. Sewage sludge that is acceptable and beneficial for recycling on land as a soil conditioner and nutrient source is also known as biosolids.

Subd. 30. Sewage sludge disposal facility.

"Sewage sludge disposal facility" means property owned or leased by a political subdivision and used for interim or final disposal or land spreading of sewage sludge.

Subd. 31. Solid waste.

"Solid waste" has the meaning given it in section [116.06, subdivision 22](#).

Subd. 32. Solid waste management district or waste district.

"Solid waste management district" or "waste district" means a geographic area extending into two or more counties in which the management of solid waste is vested in a special district established pursuant to sections [115A.62](#) to [115A.72](#).

Subd. 32a.

MS 1994 [Renumbered subd 32c]

Subd. 32a. Source-separated compostable materials.

"Source-separated compostable materials" means materials that:

- (1) are separated at the source by waste generators for the purpose of preparing them for use as compost;
- (2) are collected separately from mixed municipal solid waste, and are governed by the licensing provisions of section [115A.93](#);
- (3) are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling;
- (4) are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
- (5) may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

Subd. 32b.

MS 1994 [Renumbered subd 32d]

Subd. 32b. Source-separated recyclable materials.

"Source-separated recyclable materials" means recyclable materials, including commingled recyclable materials, that are separated by the generator.

Subd. 32c. Stabilization.

"Stabilization" means a chemical or thermal process in which materials or energy are added to waste in order to reduce the possibility of migration of any hazardous constituents of the resulting stabilized waste in preparation for placement of the waste in a stabilization and containment facility.

Subd. 32d. Stabilization and containment facility.

"Stabilization and containment facility" means a waste facility that is designed for stabilization and containment of waste, together with other appurtenant facilities needed to process waste for stabilization, containment, or transfer to another facility.

Subd. 33. Transfer station.

"Transfer station" means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

Subd. 34. Waste.

"Waste" means solid waste, sewage sludge, and hazardous waste.

Subd. 35. Waste facility.

"Waste facility" means all property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.

Subd. 36. Waste management.

"Waste management" means activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing and disposal of waste.

Subd. 36a. Waste management method chosen by a county.

"Waste management method chosen by a county" means:

(1) a waste management method that is mandated for waste generated in the county by section [115A.415](#), [473.848](#), [473.849](#), or other state law, or by county ordinance based on the county solid waste management plan developed, adopted, and approved under section [115A.46](#) or [458D.05](#) or the county solid waste management master plan developed, adopted, and approved under section [473.803](#); or

(2) a waste management facility or facilities, developed under the county solid waste management plan or master plan, to which solid waste generated in a county is directed by an ordinance developed, adopted, and approved under sections [115A.80](#) to [115A.893](#).

Subd. 36b. Waste reduction or source reduction.

"Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

- (1) reusing a product in its original form;
- (2) increasing the life span of a product;
- (3) reducing material or the toxicity of material used in production or packaging; or
- (4) changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Subd. 37. Waste rendered nonhazardous.

"Waste rendered nonhazardous" means (1) waste excluded from regulation as a hazardous waste under the delisting requirements of United States Code, title 42, section 6921 and any federal and state delisting rules, and (2) other nonhazardous residual waste from the processing of hazardous waste.

Subd. 38. Yard waste.

"Yard waste" means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

History:

[1980 c 564 art 1 s 3](#); [1981 c 352 s 1,2](#); [1983 c 373 s 5,6](#); [1984 c 640 s 32](#); [1984 c 644 s 1,2](#); [1985 c 274 s 1-3](#); [1986 c 425 s 12-17](#); [1987 c 348 s 1,2](#); [1988 c 524 s 1](#); [1988 c 685 s 3,4,21](#); [1989 c 325 s 3](#); [1989 c 335 art 1 s 128,129,269](#); [1Sp1989 c 1 art 18 s 3](#); [art 20 s 1,2](#); [1991 c 303 s 1](#); [1991 c 337 s 6,7,44](#); [1992 c 593 art 1 s 5-7,28](#); [1993 c 249 s](#)

7,8,61; 1994 c 548 s 1; 1994 c 585 s 3; 1994 c 639 art 5 s 3; 1995 c 220 s 96; 1995 c 247 art 1 s 66; 1996 c 470 s 2-5; 1Sp2005 c 1 art 2 s 161; 2008 c 357 s 32,33; 2011 c 107 s 81; 2014 c 248 s 14; 1Sp2015 c 4 art 4 s 104,105

Minn. Stat. § 115A.151 RECYCLING REQUIREMENTS; PUBLIC ENTITIES; COMMERCIAL BUILDINGS; SPORTS FACILITIES.

(a) A public entity, the owner of a sports facility, and an owner of a commercial building shall:

(1) ensure that facilities under its control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal; and

(2) transfer all recyclable materials collected to a recycler.

(b) For the purposes of this section:

(1) "public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control Commission, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, a special taxing district, or any entity that receives an appropriation from the state for a capital improvement project after August 1, 2002;

(2) "metropolitan agency" and "Metropolitan Council" have the meanings given them in section 473.121;

(3) "Metropolitan Mosquito Control Commission" means the commission created in section 473.702;

(4) "commercial building" means a building that:

(i) is located in a metropolitan county, as defined in section 473.121;

(ii) contains a business classified in sectors 42 to 81 under the North American Industrial Classification System; and

(iii) contracts for four cubic yards or more per week of solid waste collection; and

(5) "sports facility" means a professional or collegiate sports facility at which competitions take place before a public audience.

History: 1Sp1989 c 1 art 18 s 9; 1991 c 337 s 12; 1996 c 457 s 10; 2002 c 312 s 2; 2014 c 225 s 4; 2014 c 312 art 13 s 24

Minn. Stat. §115A.46 REGIONAL AND LOCAL SOLID WASTE MANAGEMENT PLAN; REQUIREMENTS.

Subdivision 1. General.

(a) Plans shall address the state policies and purposes expressed in section 115A.02 and may not be inconsistent with state law.

(b) Plans for the location, establishment, operation, maintenance, and postclosure use of facilities and facility sites, for ordinances, and for licensing, permit, and enforcement activities shall be consistent with the rules adopted by the agency pursuant to chapter 116.

(c) Plans shall address:

(1) the resolution of conflicting, duplicative, or overlapping local management efforts;

(2) the establishment of joint powers management programs or waste management districts where appropriate; and

(3) other matters as the rules of the agency may require consistent with the purposes of sections [115A.42](#) to [115A.46](#).

(d) Political subdivisions preparing plans under sections [115A.42](#) to [115A.46](#) shall consult with persons presently providing solid waste collection, processing, and disposal services.

(e) Plans must be submitted to the commissioner for approval. When a county board is ready to have a final plan approved, the county board shall submit a resolution requesting review and approval by the commissioner. After receiving the resolution, the commissioner shall notify the county within 45 days whether the plan as submitted is complete and, if not complete, the specific items that need to be submitted to make the plan complete. Within 90 days after a complete plan has been submitted, the commissioner shall approve or disapprove the plan. If the plan is disapproved, reasons for the disapproval must be provided.

(f) After initial approval, each plan must be updated and submitted for approval at least every ten years. The plan must be revised as necessary so that it is not inconsistent with state law.

(g) Rules that regulate plan content under subdivision 2 must reflect demographic, geographic, regional, and solid waste system differences that exist among the counties.

Subd. 2.Contents.

(a) The plans shall describe existing collection, processing, and disposal systems, including schedules of rates and charges, financing methods, environmental acceptability, and opportunities for improvements in the systems.

(b) The plans shall include an estimate of the land disposal capacity in acre-feet which will be needed through the year 2000, on the basis of current and projected waste generation practices. In assessing the need for additional capacity for resource recovery or land disposal, the plans shall take into account the characteristics of waste stream components and shall give priority to waste reduction, separation, and recycling.

(c) The plans shall require the most feasible and prudent reduction of the need for and practice of land disposal of mixed municipal solid waste.

(d) The plans shall address at least waste reduction, separation, recycling, and other resource recovery options, and shall include specific and quantifiable objectives, immediately and over specified time periods, for reducing the land disposal of mixed municipal solid waste and for the implementation of feasible and prudent reduction, separation, recycling, and other resource recovery options. These objectives shall be consistent with statewide objectives as identified in statute. The plans shall describe methods for identifying the portions of the waste stream such as leaves, grass, clippings, tree and plant residue, and paper for application and mixing into the soil and use in agricultural practices. The plans shall describe specific functions to be performed and activities to be undertaken to achieve the abatement, reduction, separation, recycling, and other resource recovery objectives and shall describe the estimated cost, proposed manner of financing, and timing of the functions and activities. The plans shall describe proposed mechanisms for complying with the recycling requirements of section [115A.551](#), and the household hazardous waste management requirements of section [115A.96, subdivision 6](#).

(e) The plans shall include a comparison of the costs of the activities to be undertaken, including capital and operating costs, and the effects of the activities on the cost to generators and on persons currently providing solid waste collection, processing, and disposal services. The plans shall include

alternatives which could be used to achieve the abatement objectives if the proposed functions and activities are not established.

(f) The plans shall designate how public education shall be accomplished. The plans shall, to the extent practicable and consistent with the achievement of other public policies and purposes, encourage ownership and operation of solid waste facilities by private industry. For solid waste facilities owned or operated by public agencies or supported primarily by public funds or obligations issued by a public agency, the plans shall include criteria and standards to protect comparable private and public facilities already existing in the area from displacement unless the displacement is required in order to achieve the waste management objectives identified in the plan.

(g) The plans shall establish a siting procedure and development program to assure the orderly location, development, and financing of new or expanded solid waste facilities and services sufficient for a prospective ten-year period, including estimated costs and implementation schedules, proposed procedures for operation and maintenance, estimated annual costs and gross revenues, and proposals for the use of facilities after they are no longer needed or usable.

(h) The plans shall describe existing and proposed county and municipal ordinances and license and permit requirements relating to solid waste management and shall describe existing and proposed regulation and enforcement procedures.

Subd. 3.

[Repealed, [1984 c 644 s 82](#)]

Subd. 4. Delegating solid waste responsibilities.

A county or a solid waste management district established under sections [115A.62](#) to [115A.72](#) may not delegate to another governmental unit or other person any portion of its responsibility for solid waste management unless it establishes a funding mechanism to assure the ability of the entity to which it delegates responsibility to adequately carry out the responsibility delegated.

Subd. 5. Jurisdiction of plan.

(a) After a county plan has been submitted for approval under subdivision 1, a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not enter into a binding agreement governing a solid waste management activity that is inconsistent with the county plan without the consent of the county.

(b) After a county plan has been approved under subdivision 1, the plan governs all solid waste management in the county and a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not develop or implement a solid waste management activity, other than an activity to reduce waste generation or reuse waste materials, that is inconsistent with the county plan that the county is actively implementing without the consent of the county.

History:

[1980 c 564 art 5 s 5](#); [1982 c 569 s 13](#); [1984 c 644 s 32, 33](#); [1987 c 404 s 140](#); [1989 c 131 s 3](#); [1989 c 325 s 6](#); [1989 c 335 art 1 s 269](#); [1Sp1989 c 1 art 20 s 3, 4](#); [1991 c 337 s 15, 16](#); [1995 c 247 art 1 s 8](#); [art 2 s 12](#); [2003 c 13 s 1](#); [1Sp2005 c 1 art 2 s 161](#); [2014 c 196 art 1 s 5](#)

Minn. Stat. §115A.471 PUBLIC ENTITIES; MANAGING SOLID WASTE.

Subdivision 1. Definitions.

(a) Prior to entering into or approving a contract for the management of mixed municipal solid waste which would manage the waste using a waste management practice that is ranked lower on the list of preferred waste management practices in section [115A.02, paragraph \(b\)](#), than the waste management practice selected for such waste in the county plan for the county in which the waste was generated, a public entity must:

(1) determine the potential liability to the public entity and its taxpayers for managing the waste in this manner;

(2) develop and implement a plan for managing the potential liability; and

(3) submit the information from clauses (1) and (2) to the agency.

(b) For the purpose of this subdivision, "public entity" means the state; an office, agency, or institution of the state; the Metropolitan Council; a metropolitan agency; the Metropolitan Mosquito Control District; the legislature; the courts; a county; a statutory or home rule charter city; a town; a school district; another special taxing district; or any other general or special purpose unit of government in the state.

History: [1995 c 247 art 1 s 9](#)

Minn Stat. §115A.551 RECYCLING.

Subdivision 1. Definitions.

(a) For the purposes of this section, "recycling" means, in addition to the meaning given in section [115A.03, subdivision 25b](#), yard waste and source-separated compostable materials composting and recycling that occurs through mechanical or hand separation of materials that are then delivered for use in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

(b) For the purposes of this section, "total solid waste generation" means the total by weight of:

(1) materials separated for recycling;

(2) materials separated for yard waste and source-separated compostable materials composting;

(3) mixed municipal solid waste plus motor and vehicle fluids and filters, tires, lead acid batteries, and major appliances; and

(4) residential waste materials that would be mixed municipal solid waste but for the fact that they are not collected as such.

Subd. 2

[Repealed, [2014 c 312 art 13 s 48](#)]

Subd. 2a. County recycling goals.

(a) By December 31, 2030, each county will have as a goal to recycle the following amounts:

(1) for a county outside of the metropolitan area, 35 percent by weight of total solid waste generation; and

(2) for a metropolitan county, 75 percent by weight of total solid waste generation.

(b) Each county will develop and implement or require political subdivisions within the county to develop and implement programs, practices, or methods designed to meet its recycling goal. Nothing in

this section or in any other law may be construed to prohibit a county from establishing a higher recycling goal.

(c) Any quantified recyclable materials that meet the definition in subdivision 1, paragraph (a), or section [115A.03, subdivision 25a](#), are eligible to be counted toward a county's recycling goal under this subdivision.

Subd. 3. Interim goals; nonmetropolitan counties.

The commissioner shall establish interim recycling goals for the nonmetropolitan counties to assist them in meeting the goals established in subdivision 2a.

Subd. 4. Interim monitoring.

The commissioner shall monitor the progress of each county toward meeting the recycling goals in subdivision 2a. The commissioner shall report to the senate and house of representatives committees having jurisdiction over environment and natural resources as part of the report required under section [115A.411](#). If the commissioner finds that a county is not progressing toward the goals in subdivision 2a, the commissioner shall negotiate with the county to develop and implement solid waste management techniques designed to assist the county in meeting the goals, such as organized collection, curbside collection of source-separated materials, and volume-based pricing.

Subd. 5. Failure to meet goal.

(a) A county failing to meet the interim goals in subdivision 3 shall, as a minimum:

- (1) notify county residents of the failure to achieve the goal and why the goal was not achieved; and
- (2) provide county residents with information on recycling programs offered by the county.

(b) If, based on the recycling monitoring described in subdivision 4, the commissioner finds that a county will be unable to meet the recycling goals established in subdivision 2a, the commissioner shall, after consideration of the reasons for the county's inability to meet the goals, recommend legislation for consideration by the senate and house of representatives committees having jurisdiction over environment and natural resources and environment and natural resources finance to establish mandatory recycling standards and to authorize the commissioner to mandate appropriate solid waste management techniques designed to meet the standards in those counties that are unable to meet the goals.

Subd. 6. County solid waste plans.

Each county shall include in its solid waste management plan described in section [115A.46](#), or its solid waste master plan described in section [473.803](#), a recycling implementation strategy for meeting the recycling goal established in subdivision 2a along with mechanisms for providing financial incentives to solid waste generators to reduce the amount of waste generated and to separate recyclable materials from the waste stream.

Subd. 7. Recycling implementation strategy.

Each county shall submit to the commissioner for approval the recycling implementation strategy required in subdivision 6. The recycling implementation strategy must be submitted by October 31, 1995, and must:

- (1) be consistent with the approved county solid waste management plan;

- (2) identify the materials that are being and will be recycled in the county to meet the goals under this section and the parties responsible and methods for recycling the material;
- (3) provide a budget to ensure adequate funding for needed county and local programs and demonstrate an ongoing commitment to spending the money on recycling programs; and
- (4) include a schedule for implementing recycling activities needed to meet the goals in subdivision 2a.

History:

1Sp1989 c 1 art 18 s 12; 1991 c 337 s 19-21; 1992 c 593 art 1 s 14-16, 54; 1993 c 249 s 13, 14, 61; 1994 c 639 art 5 s 3; 1995 c 247 art 1 s 14-17; art 2 s 15; 1996 c 470 s 27; 1999 c 73 s 4; 1Sp2005 c 1 art 2 s 161; 2012 c 272 s 67, 68; 2014 c 312 art 13 s 26, 27; 1Sp2015 c 4 art 4 s 108; 2016 c 158 art 1 s 26-28

Minn. Stat. §115A.552 OPPORTUNITY TO RECYCLE.

Subdivision 1. County requirement.

Counties shall ensure that residents, including residents of single and multifamily dwellings, have an opportunity to recycle. At least one recycling center shall be available in each county. Opportunity to recycle means availability of recycling and curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use. Counties shall also provide for the recycling of problem materials and major appliances. Counties shall assess the operation of existing and proposed recycling centers and shall give due consideration to those centers in ensuring the opportunity to recycle. To the extent practicable, the costs incurred by a county for collection, storage, transportation, and recycling of major appliances must be collected from persons who discard the major appliances.

Subd. 2. Recycling opportunities.

An opportunity to recycle must include:

- (1) a local recycling center in the county and sites for collecting recyclable materials that are located in areas convenient for persons to use them;
- (2) curbside pickup, centralized drop-off, or a local recycling center for at least four broad types of recyclable materials in cities with a population of 5,000 or more persons; and
- (3) monthly pickup of at least four broad types of recyclable materials in cities of the first and second class and cities with 5,000 or more population in the metropolitan area.

Subd. 3. Recycling information, education, and promotion.

(a) Each county shall provide information on how, when, and where materials may be recycled, including a promotional program that publishes notices at least once every three months and encourages source separation of residential, commercial, industrial, and institutional materials.

(b) The commissioner shall develop materials for counties to use in providing information on and promotion of recycling.

(c) The commissioner shall provide technical assistance to counties to help counties implement recycling programs.

Subd. 4 .Nonresidential recycling.

Each county shall encourage building owners and managers, business owners and managers, and collectors of commercial mixed municipal solid waste to provide appropriate recycling services and opportunities to generators of commercial, industrial, and institutional solid waste in the county.

History: [1Sp1989 c 1 art 18 s 13](#); [1991 c 337 s 22-24](#); [1994 c 639 art 5 s 3](#); [1Sp2005 c 1 art 2 s 161](#)

Minn. Stat. §115A.557 COUNTY WASTE REDUCTION AND RECYCLING FUNDING.

Subdivision 1. Distribution; formula.

Any funds appropriated to the commissioner for the purpose of distribution to counties under this section must be distributed each fiscal year by the commissioner based on population, except a county may not receive less than \$55,000 in a fiscal year. If the amount available for distribution under this section is less or more than the amount available in fiscal year 2001, the minimum county payment under this section is reduced or increased proportionately. For purposes of this subdivision, "population" has the definition given in section [477A.011, subdivision 3](#). A county that participates in a multicounty district that manages solid waste and that has responsibility for recycling programs as authorized in section [115A.552](#), must pass through to the districts funds received by the county in excess of the minimum county payment under this section in proportion to the population of the county served by that district.

Subd. 2. Permissible expenditures.

(a) A county receiving money distributed by the commissioner under this section may use the money only for the development and implementation of programs to:

- (1) reduce the amount of solid waste generated;
- (2) recycle the maximum amount of solid waste technically feasible;
- (3) create and support markets for recycled products;
- (4) remove problem materials from the solid waste stream and develop proper disposal options for them;
- (5) inform and educate all sectors of the public about proper solid waste management procedures;
- (6) provide technical assistance to public and private entities to ensure proper solid waste management;
- (7) provide educational, technical, and financial assistance for litter prevention;
- (8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;
- (9) compost source-separated compostable materials, including the provision of receptacles for residential composting;
- (10) prevent food waste or collect and transport food donated to humans or to be fed to animals; and
- (11) process source-separated compostable materials that are to be used to produce class I or class II compost, as defined in Minnesota Rules, part [7035.2836](#), after being processed in an anaerobic digester, but not to construct buildings or acquire equipment.

(b) Beginning in fiscal year 2015 and continuing thereafter, of any money distributed by the commissioner under this section to a metropolitan county, as defined in section [473.121, subdivision 4](#), that exceeds the amount the county was eligible to receive under this section in fiscal year 2014: (1) at

least 50 percent must be expended on activities in paragraph (a), clauses (9) to (11); and (2) the remainder must be expended on activities in paragraph (a), clauses (1) to (7) and (9) to (11), that advance the county toward achieving its recycling goal under section [115A.551](#).

Subd. 3. Eligibility.

(a) To be eligible to receive money distributed by the commissioner under this section, a county shall within one year of October 4, 1989:

- (1) create a separate account in its general fund to credit the money; and
- (2) set up accounting procedures to ensure that money in the separate account is spent only for the purposes in subdivision 2.

(b) In each following year, each county shall also:

(1) have in place an approved solid waste management plan or master plan including a recycling implementation strategy under section [115A.551, subdivision 7](#), and a household hazardous waste management plan under section [115A.96, subdivision 6](#), by the dates specified in those provisions;

(2) submit a report by April 1 of each year to the commissioner, which may be submitted electronically and must be posted on the agency's website, detailing for the previous calendar year:

(i) how the money was spent including, but not limited to, specific recycling and composting activities undertaken to increase the county's proportion of solid waste recycled in order to achieve its recycling goal established in section [115A.551](#); specific information on the number of employees performing SCORE planning, oversight, and administration; the percentage of those employees' total work time allocated to SCORE planning, oversight, and administration; the specific duties and responsibilities of those employees; and the amount of staff salary for these SCORE duties and responsibilities of the employees; and

(ii) the resulting gains achieved in solid waste management practices; and

(3) provide evidence to the commissioner that local revenue equal to 25 percent of the money sought for distribution under this section will be spent for the purposes in subdivision 2.

(c) The commissioner shall withhold all or part of the funds to be distributed to a county under this section if the county fails to comply with this subdivision and subdivision 2.

Subd. 4. Report.

The commissioner shall report on how the money was spent and the resulting statewide improvements in solid waste management to the senate and house of representatives committees having jurisdiction over ways and means, finance, environment and natural resources, and environment and natural resources finance. The report shall be included in the report required under section [115A.411](#).

History:

[1Sp1989 c 1 art 19 s 1](#); [1991 c 337 s 26](#); [1992 c 593 art 1 s 17,54](#); [1994 c 585 s 13](#); [1994 c 639 art 5 s 3](#); [1995 c 247 art 1 s 19,20](#); [1996 c 470 s 27](#); [2000 c 490 art 10 s 1](#); [1Sp2001 c 2 s 125](#); [2002 c 374 art 6 s 2](#); [2004 c 284 art 2 s 11](#); [1Sp2005 c 1 art 2 s 161](#); [2009 c 37 art 1 s 42](#); [2012 c 272 s 69](#); [2014 c 312 art 13 s 28,29](#); [1Sp2015 c 4 art 4 s 109](#)

Chapter 473 METROPOLITAN GOVERNMENT

Minn. Stat. §473.8441 LOCAL RECYCLING DEVELOPMENT PROGRAM.

Subdivision 1. Definitions.

"Number of households" has the meaning given in Minnesota Statutes 1992, section [477A.011, subdivision 3a](#).

Subd. 2. Program.

The commissioner shall encourage the development of permanent local recycling programs throughout the metropolitan area. The commissioner shall make grants to qualifying metropolitan counties as provided in this section.

Subd. 3. Grants; eligible costs.

Grants may be used to pay for planning, developing, and operating yard waste composting and recycling programs.

Subd. 4. Grant conditions.

The commissioner shall administer grants so that the following conditions are met:

(a) A county must apply for a grant in the manner determined by the commissioner. The application must describe the activities for which the grant will be used.

(b) The activities funded must be consistent with the metropolitan policy plan and the county master plan.

(c) A grant must be matched by equal local expenditures for the activities for which the grant is made. A local expenditure may include, but is not limited to, an expenditure by a local unit of government, tribal government, or private sector or nonprofit organization.

(d) All grant funds must be used for new activities or to enhance or increase the effectiveness of existing activities in the county. Grant funds shall not be used for research or development of a product that would be patented, copyrighted, or a subject of trade secrets.

(e) Counties shall provide support to maintain effective municipal recycling where it is already established.

Subd. 5. Grant allocation procedure.

(a) The commissioner shall distribute the funds annually so that each qualifying county receives an equal share of 50 percent of the allocation to the program described in this section, plus a proportionate share of the remaining funds available for the program. A county's proportionate share is an amount that has the same proportion to the total remaining funds as the number of households in the county has to the total number of households in all metropolitan counties.

(b) To qualify for distribution of funds, a county, by April 1 of each year, must submit to the commissioner for approval a report on expenditures and activities under the program during the preceding fiscal year and any proposed changes in its recycling implementation strategy or performance funding system. The report shall be included in the county report required by section [473.803, subdivision 3](#).

History: [1987 c 348 s 46](#); [1989 c 325 s 63](#); [1993 c 249 s 41](#); [1995 c 247 art 2 s 47-49](#); [1Sp2005 c 1 art 2 s 161](#); [2016 c 158 art 1 s 194](#); [2018 c 134 s 1](#)

Minn. Stat. § 473.848 RESTRICTION ON DISPOSAL.

Subdivision 1. Restriction.

(a) For the purposes of implementing the waste management policies in section [115A.02](#) and metropolitan area goals related to landfill abatement established under this chapter, a person may not dispose of unprocessed mixed municipal solid waste generated in the metropolitan area at a waste disposal facility unless the waste disposal facility meets the standards in section [473.849](#) and:

- (1) the waste has been certified as unprocessable by a county under subdivision 2; or
- (2)(i) the waste has been transferred to the disposal facility from a resource recovery facility;
- (ii) no other resource recovery facility serving the metropolitan area is capable of processing the waste; and
- (iii) the waste has been certified as unprocessable by the operator of the resource recovery facility under subdivision 3.

(b) For purposes of this section, mixed municipal solid waste does not include street sweepings, construction debris, mining waste, foundry sand, and other materials, if they are not capable of being processed by resource recovery as determined by the council.

Subd. 2. County certification; office approval.

(a) By April 1 of each year, each county shall submit an annual certification report to the office detailing:

- (1) the quantity of waste generated in the county that was not processed prior to transfer to a disposal facility during the year preceding the report;
- (2) the reasons the waste was not processed;
- (3) a strategy for development of techniques to ensure processing of waste including a specific timeline for implementation of those techniques; and
- (4) any progress made by the county in reducing the amount of unprocessed waste.

The report shall be included in the county report required by section [473.803, subdivision 3](#).

(b) The Pollution Control Agency shall approve a county's certification report if it determines that the county is reducing and will continue to reduce the amount of unprocessed waste, based on the report and the county's progress in development and implementation of techniques to reduce the amount of unprocessed waste transferred to disposal facilities. If the Pollution Control Agency does not approve a county's report, it shall negotiate with the county to develop and implement specific techniques to reduce unprocessed waste. If the Pollution Control Agency does not approve two or more consecutive reports from any one county, the Pollution Control Agency shall develop specific reduction techniques that are designed for the particular needs of the county. The county shall implement those techniques by specific dates to be determined by the Pollution Control Agency.

Subd. 3. Facility certification.

The operator of each resource recovery facility that receives waste from counties in the metropolitan area shall certify as unprocessable each load of mixed municipal solid waste it does not process. Certification must be made to each county that sends its waste to the facility at intervals specified by the county. Certification must include at least the number and size of loads certified as unprocessable and the reasons the waste is unprocessable. Loads certified as unprocessable must include the loads that would otherwise have been processed but were not processed because the facility was not in operation,

but nothing in this section relieves the operator of its contractual obligations to process mixed municipal solid waste.

Subd. 4. Pollution Control Agency report.

The Pollution Control Agency shall include, as part of its report to the Environment and Natural Resources Committees of the senate and house of representatives, the Finance Division of the senate Committee on Environment and Natural Resources, and the house of representatives Committee on Environment and Natural Resources Finance required under section 473.149, an accounting of the quantity of unprocessed waste transferred to disposal facilities, the reasons the waste was not processed, a strategy for reducing the amount of unprocessed waste, and progress made by counties to reduce the amount of unprocessed waste. The Pollution Control Agency may adopt standards for determining when waste is unprocessable and procedures for expediting certification and reporting of unprocessed waste.

Subd. 5. Definition.

For the purpose of this section, waste is "unprocessed" if it has not, after collection and before disposal, undergone separation of materials for resource recovery through recycling, incineration for energy production, production and use of refuse-derived fuel, composting, or any combination of these processes so that the weight of the waste remaining that must be disposed of in a mixed municipal solid waste disposal facility is not more than 35 percent of the weight before processing, on an annual average.

History:

1985 c 274 s 35; 1989 c 325 s 66; 1991 c 337 s 81,82; 1993 c 249 s 43,44; 1994 c 585 s 49,50; 1995 c 247 art 2 s 51,52; 1996 c 470 s 27; 1Sp2005 c 1 art 2 s 161

CHAPTER 16C. STATE PROCUREMENT

Minn. Stat. § 16C.05 CONTRACT MANAGEMENT; VALIDITY AND REVIEW.

Subdivision 1. Agency cooperation and delegation.

Agencies shall fully cooperate with the commissioner in the creation, management, and oversight of state contracts. Authority delegated to agencies shall be exercised in the name of the commissioner and under the commissioner's direct supervision and control. A delegation of duties may include, but is not limited to, allowing individuals within agencies to acquire goods, services, construction, and utilities within dollar limitations and for designated types of acquisitions. Delegation of contract management and review functions must be filed with the secretary of state. The commissioner may withdraw any delegation at the commissioner's sole discretion. The commissioner may require an agency head or subordinate to accept delegated responsibility to procure goods, services, or construction intended for the exclusive use of the agency receiving the delegation.

Subd. 2. Creation and validity of contracts.

(a) A contract and amendments are not valid and the state is not bound by them and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on them unless:

(1) they have first been executed by the head of the agency or a delegate who is a party to the contract;

(2) they have been approved by the commissioner; and

(3) the accounting system shows an encumbrance for the amount of the contract liability, except as allowed by policy approved by the commissioner and commissioner of management and budget for routine, low-dollar procurements and section 16B.98, subdivision 11.

(b) Grants, interagency agreements, purchase orders, work orders, and annual plans need not, in the discretion of the commissioner and attorney general, require the signature of the commissioner and/or the attorney general. A signature is not required for work orders and amendments to work orders related to Department of Transportation contracts. Bond purchase agreements by the Minnesota Public Facilities Authority do not require the approval of the commissioner.

(c) Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section [16C.03, subdivision 16](#), must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.

(d) A record must be kept of all responses to solicitations, including names of bidders and amounts of bids or proposals. A fully executed copy of every contract, amendments to the contract, and performance evaluations relating to the contract must be kept on file at the contracting agency for a time equal to that specified for contract vendors and other parties in subdivision 5. These records are open to public inspection, subject to section [13.591](#) and other applicable law.

(e) The attorney general must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws.

(f) Before executing a contract or license agreement involving intellectual property developed or acquired by the state, a state agency shall seek review and comment from the attorney general on the terms and conditions of the contract or agreement.

Subd. 2a. Emergency authorization.

The commissioner may grant an agency approval to authorize work to begin on a contract prior to the full execution of the contract in the event of an emergency as defined in section [16C.10. subdivision 2](#).

Subd. 3.

[Repealed by amendment, [2014 c 196 art 2 s 4](#)]

Subd. 4. Contract administration.

A contracting agency shall diligently administer and monitor any contract it has entered into. The commissioner may require an agency to report to the commissioner at any time on the status of any contracts to which the agency is a party.

Subd. 5. Subject to audit.

A contract or any pass-through disbursement of public funds to a vendor of goods or services or a grantee made by or under the supervision of the commissioner or any county or unit of local government must include, expressed or implied, an audit clause that provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the contracting agency is a local unit of government, and the governing body of the local unit of government requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this subdivision, the contracting agency shall be liable for the cost of the examination. If the contracting agency is a local unit of government, and the grantee, vendor, or other party requests that the state auditor examine all books, records, documents, and accounting procedures and practices related to the contract, the grantee, vendor, or other party that requested the examination shall be liable for the cost of the examination. An agency contract made for purchase, lease, or license of software and data from the state is not required to contain this audit clause.

Subd. 6. Authority of attorney general.

The attorney general may pursue remedies available by law to avoid the obligation of an agency to pay under a contract or to recover payments made if services performed or goods received under the contract are so unsatisfactory, incomplete, or inconsistent that payment would involve unjust enrichment. The contrary opinion of the contracting agency does not affect the power of the attorney general under this subdivision.

Subd. 7. Contracts with Indian tribes and bands.

Notwithstanding any other law, an agency may not require an Indian tribe or band to deny its sovereignty as a requirement or condition of a contract with an agency.

History:

[1994 c 632 art 3 s 33](#); [1998 c 386 art 1 s 6](#); [1999 c 86 art 1 s 11](#); [1999 c 230 s 1](#); [2000 c 488 art 2 s 1](#); [1Sp2001 c 8 art 2 s 10](#); [1Sp2001 c 10 art 2 s 37](#); [2003 c 130 s 12](#); [1Sp2003 c 1 art 2 s 48,49](#); [2004 c 206 s 7](#); [2007 c 148 art 2 s 35,36](#); [2009 c 101 art 2 s 109](#); [2014 c 187 s 3](#); [2014 c 196 art 1 s 5](#); [art 2 s 4](#)

Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2025* | Status: *Verified*

Member Name: *City of Ham Lake*

2026 Applications are due June 2, 2025.

City of Ham Lake is requesting the following funding for their 2026 Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2026, 2023 Met Council data has been used to determine the number of households for this application.

There are three sections in this funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. If a completed funding application isn't submitted by June 2, 2025, the municipality will not be eligible for funding.

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

Click [here](#) to download the full Eligible Expenses document.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click "Save" at the bottom of the form and if there are no errors, click the "Mark as Complete" option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Labor and staffing directly related to recycling program administration and implementation may be funded up to 75% of total funding allocation (not including Supplemental Funding). See Labor & Staffing section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement if municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

 Click here to view the previous years Application

 Click here to view the previous years Reimbursements

Click [here](#) to download the full Eligible Expenses document.

 Funding Allocation

Your Community has access to the following funds for 2026:

\$ 66,244.00

(An additional \$20,000 in discretionary funds may be available through the Supplemental Funding section.)

2026 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2022 Met Council estimates)

Municipality Name:

City of Ham Lake

HOUSEHOLDS ONLY

of households

5,892

Base Funding

\$ 10,000.00

Base Funding Additional (based on \$5/household)

\$ 29,460.00

Total Base Funding Allocation

\$ 39,460.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Click [here](#) to download the Curbside Collection Eligible Expenses document.

Collection Service Provider Expenses

\$ 32,510.00

Contamination Fees

\$ 0.00

Additional Expenses

\$ 0.00

Curbside Collection Expense Subtotal

\$ 32,510.00

Estimated Revenue

\$ 0.00

Curbside Collection Expenses

\$ 32,510.00

Negative values here will not carry forward to

other sections.

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Click [here](#) to download the General Operations of a Drop-off Center/Spring or Fall Recycling Days Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

DO NOT include any expenses for tires, oil, antifreeze & oil filters. These expenses should be listed in the Problem Materials section.

Collection Service Provider Expenses

\$ 3,200.00

Equipment

\$ 0.00

Facility Expenses

\$ 0.00

General Operations of a Drop-off Expense Subtotal

\$ 3,200.00

Estimated Revenue

\$ 1,900.00

General Operations of a Drop-off Expenses

\$ 1,300.00

Negative values here will not carry forward to

other sections.

Promotion -- Base Funding

Click [here](#) to download the Promotion Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Printing

\$ 0.00

Postage

\$ 0.00

Advertising

\$ 0.00

Volunteer Incentives \$ 0.00

Educational Entertainment \$ 0.00

Promotion -- Base Funding Expenses

\$ 0.00

Yard Waste/Tree Waste

Click [here](#) to download the Yard/Tree Waste Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \$ 10,000.00

Equipment \$ 0.00

Yard Waste/Tree Waste Expenses Subtotal

\$ 10,000.00

Estimated Revenue \$ 0.00

Yard Waste/Tree Waste Expenses

\$ 10,000.00

Negative values here will not carry forward to

other sections.

Problem Materials

(Tires, Oil, Antifreeze, and Oil Filters)

Click [here](#) to download the Problem Materials Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses \$ 150.00

Estimated Revenue \$ 0.00

Problem Material Expenses

\$ 150.00

Negative values here will not carry forward to

other sections.

Program Administration -- Base Funding

Click [here](#) to download the Program Administration Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies	\$ 0.00
Training	\$ 0.00
Mileage	\$ 0.00
Membership Dues, Periodicals	\$ 0.00
Professional Services	\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses

\$ 0.00

Total BASE Funding Requested

\$ 43,960.00

2026 Funding Remaining

\$ 22,284.00

(Funding allocation minus Base Funding Requested)

Complete ALL required fields below, If value is zero, enter "0.00".

2026 ENHANCEMENT Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Below are examples of materials that can be collected for reuse or recycling. Only list organics expenses in the organics section.

Additional Reusable or Recyclable Materials Collected at Permanent Drop-off Centers or Special Events:

Appliances, Electronics, Mattresses*, Confidential Document Destruction, Fluorescent Bulbs, Household Batteries, Fire Extinguishers, Propane Tanks, Bicycles**, and Clothing**.

Additional Items:

Block and Shape Polystyrene, Cell Phones, Film Plastic/Bags, Furniture* **, Household Goods**, String

Lights/Extension Cords, Printer Cartridges

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

MANAGE QM1

Drop-off Grant Amount Available

\$ 15,000.00

Click [here](#) to download the Drop-off Eligible Expenses document.

Permanent Drop-off Center Enhancements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \$ 1,950.00

New Equipment & Supplies \$ 0.00

New Construction \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Enhancement Expenses Subtotal

\$ 1,950.00

Estimated Revenue \$ 0.00

Permanent Drop-off Center Enhancement Expenses

\$ 1,950.00

Negative values here will not carry forward

to other sections.

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \$ 13,500.00

New Equipment & Supplies \$ 0.00

User Coupon Incentives \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal

\$ 13,500.00

Estimated Revenue \$ 0.00

Monthly or Quarterly Drop-off Event Expenses

\$ 13,500.00 *Negative values here will not carry forward to other sections.*

Total Drop-off Grant Requested

\$ 15,450.00

General Enhancement Grant

The grant amount available for this section is calculated using \$1.00/household.

General Enhancement Grant Amount Available

\$ 5,892.00

Click [here](#) to download the General Enhancement Eligible Expenses document.

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \$ 0.00

Recycling Containers \$ 0.00

Recycling Bags \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses

\$ 0.00

Special Municipal Programs or Events - Please list any organics expenses in the organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses \$ 1,884.00

Supplies & Containers \$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Program or Event Expenses

Subtotal

\$ 1,884.00

Estimated Revenue \$ 0.00

Special Municipal Program or Event Expenses

\$ 1,884.00

Negative values here will not carry forward

to other sections.

Special Curbside Recycling Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 0.00

Subsidy to Resident

\$ 0.00

Special Curbside Recycling Collection Expenses Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

Special Curbside Recycling Collection Expenses

\$ 0.00

Negative values here will not carry forward

to other sections.

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses

\$ 0.00

Promotion -- Enhancement Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing

\$ 0.00

Postage

\$ 0.00

Advertising

\$ 0.00

Volunteer Incentives

\$ 0.00

Educational Entertainment

\$ 0.00

Promotion -- Enhancement Funding Expenses

\$ 0.00

Total General Enhancement Grant Requested

\$ 1,884.00

Organics Program Grant

The grant amount for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

☐ Yes

☐ No

Amount Available

\$ 5,892.00

Click [here](#) to download the Organics Eligible Expenses document.

Organics Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses \$ 4,450.00

Organics Equipment \$ 0.00

Organics Only - Promotion \$ 500.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics Program Expenses Subtotal

\$ 4,950.00

Estimated Revenue \$ 0.00

Organics Program Expenses

\$ 4,950.00

Negative values here will not carry forward

to other sections.

Total ENHANCEMENT Funding Requested

\$ 22,284.00

Maximum Funding Available

\$ 66,244.00

(Base plus Enhancement NOT including

Supplemental)

Total Funding Requested

\$ 66,244.00

(not including Staffing)

Funding Remaining

\$ 0.00

(Total Requested minus Max Amount available)

Labor & Staffing (All Programs)

HIDDEN

Labor & Staffing Calculations

Maximum Available for Labor and Staffing based on 75% of total funding allocation:

\$ 49,683.00

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload 2026 Staffing Metric and Drop-off Calculator *

2026 Staffing Metric and Drop-off Calculator.xlsx

Upload a scanned pdf of recent promotion for your current curbside or drop-off opportunities. It can be from a brochure, newsletter or from your website, for how your special curbside collection program works, and/or what is accepted at your city or town offices (during business hours), spring recycling event, permanent drop-off centers or other drop-off events.

*

Ham Lake Reuse Flyer 2025.pdf

Click [here](#) to download the Curbside Collection Eligible Expenses document.

MANAGE ONLY

Admin only: The approved Labor and Staffing % from your 2024 Staffing Metric has been inserted to provide an estimate of typical Labor and Staffing costs for your community. In general, this percentage has not changed much over the last several years.

56 %

MANAGE ONLY

Labor & Staffing Maximum Funds Available

\$ 37,096.64

General Program Administration \$ 0.00

Program Implementation \$ 0.00

Total Labor & Staffing Expenses Requested:

\$ 0.00

 HIDDEN

Admin-Only- Additional Staff Funding \$

 HIDDEN

GRAND TOTAL LABOR & STAFFING FUNDING REQUESTED

\$ 0.00

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Supplemental Funding - may include:

- Collection service provider expenses for additional materials
- Additional expenses from construction and paving projects
- Large equipment purchases
- New program expenses

Do you need additional funds to grow existing waste abatement programs? *

Yes No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

 HIDDEN

Supplemental Funding - Maximum Amount Available	20,000.00
--	-----------

Project Budget

List all project elements that require funding. Use the ADD button to add elements to the chart.

Project Element *	Expense *
Budget Shortfalls in Base, Drop-off, Enhancement and Organics Sections	20,000.00

Total Supplemental Funding Requested

\$ 20,000.00

Summary of Funding Requested

Base Funding Requested

\$ 43,960.00

Enhancement Funding Requested

Drop-off Grant Requested \$ 15,450.00

General Enhancement Grant Requested \$ 1,884.00

Organics Program Grant Requested \$ 4,950.00

Total Enhancement Funding Requested

\$ 22,284.00

Labor & Staffing Funding Requested

\$ 0.00

Supplemental Funding Requested

\$ 20,000.00

Total Funding Requested

\$ 86,244.00

Date: * 05/23/2025

Name: * Nicole Wheeler

Title: * Recycling Coordinator

Total Funding Granted

MANAGE ONLY	
Base Funding Granted	43,960.00
MANAGE ONLY	
Drop-off Funding Granted	15,450.00
MANAGE ONLY	
General Enhancement Funding Granted	1,884.00
MANAGE ONLY	
Organics Program Funding Granted	4,950.00
MANAGE ONLY	
Labor & Staffing Funding Granted	
MANAGE ONLY	
Supplemental Funding Granted	20,000.00

Total Funding Granted \$ 86,244.00

MANAGE ONLY	
Office Use Only	
Received By:	Sue Doll

Date:

05/23/2025

Manager Notes for Reporters:

Municipality does not charge its residents for the curbside recycling program so \$32,510.00 of their SCORE allocation goes for this expense. This makes it difficult to reimburse all program expenses.

Created: May 2, 2025 at 04:00 PM CDT

Katie Hanson 

katie.hanson@anokacountymn.gov

Last Updated: Jul 30, 2025 at 04:13 PM CDT

Sue Doll 

Sue.doll@anokacountymn.gov

Contract# C0011701

**ANOKA COUNTY HUMAN SERVICES
CONTRACTOR INFORMATION SHEET**

Please review the following information for accuracy and completeness, indicate any changes, sign and return to:

Angie Rodine
Anoka County Human Services
2100 3rd Ave, Suite 500
Anoka, MN 55303

LEGAL NAME FOR CONTRACTOR: Ham Lake, City of

(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)

Doing Business As: Ham Lake, City of

Business/Corporate Address: 15544 Central Ave NE

Ham Lake, MN 55304

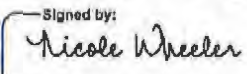
National Provider Identification (NPI) #: N/A

Federal Tax Identification #: 41-0973981

NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.

Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):

Name:	Phone:	Fax:	Email:
<u>Nicole Wheeler</u>	<u>763-434-9555</u>	<u>763-434-9599</u>	<u>nwheeler@hamlakemn.gov</u>

Signature (Required):  **Date:** 9/15/2025

Insurance Agency: _____ **Name of Agent:** _____

Telephone Number of Insurance Agent: _____

Person Completing this Form:

Name: Nicole Wheeler Title: Recycling Coordinator

Phone: 763-434-9555 Fax: 763-434-9599 Email: nwheeler@hamlakemn.gov

Certificate Of Completion

Envelope Id: 5A87001D-5672-4C68-B9B7-9C4C53C8F412

Subject: City of Ham Lake Contract# C0011701

Source Envelope:

Document Pages: 48

Certificate Pages: 5

AutoNav: Enabled

EnvelopeId Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:

Angie Rodine

Anoka County Government Center

2100 3rd Avenue

Anoka, MN 55303

angela.rodine@anokacountymn.gov

IP Address: 156.98.106.233

Record Tracking

Status: Original

9/9/2025 7:32:37 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Angie Rodine

angela.rodine@anokacountymn.gov

Pool: StateLocal

Pool: HS-Public Health & Environmental Services

Location: DocuSign

Location: DocuSign

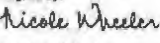
Signer Events

Nicole Wheeler

nwheeler@hamlakemn.gov

Security Level: Email, Account Authentication
(None)

Signature

Signed by:

A294B74E3308472.

Signature Adoption: Pre-selected Style

Using IP Address: 199.249.109.13

Timestamp

Sent: 9/9/2025 7:40:30 AM

Viewed: 9/15/2025 7:55:16 AM

Signed: 9/15/2025 8:02:03 AM

Electronic Record and Signature Disclosure:

Accepted: 9/15/2025 7:55:16 AM

ID: 45014f5e-9db0-41e5-a782-07b310f89d06

Company Name: Anoka County

Denise Webster

dwebster@hamlakemn.gov

Security Level: Email, Account Authentication
(None)

Sent: 9/15/2025 8:02:05 AM

Viewed: 9/15/2025 9:41:04 AM

Electronic Record and Signature Disclosure:

Accepted: 9/15/2025 9:41:04 AM

ID: bd2130af-7010-452b-861b-84585d56ec8c

Company Name: Anoka County

Brian Kirkham

bkirkham@hamlakemn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Scott Baumgartner

s.baumgartner@bbkglaw.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Cindy Cesare

Cindy.Cesare@anokacountymn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Signer Events

Accepted: 9/15/2025 8:51:26 AM
ID: a125be7d-b835-41a0-a418-d50406bb228b
Company Name: Anoka County

Signature**Timestamp**

Jlm Dickinson

Jlm.Dickinson@anokacountymn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 9/18/2024 11:28:17 AM
ID: bc9ccb33-25fc-44c4-b097-01e5af457ee6
Company Name: Anoka County

Kurt Delle

Kurt.Delle@anokacountymn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 2/2/2023 10:41:39 AM
ID: d9e5e25e-2da7-4076-90b4-c0aef4e53110
Company Name: Anoka County

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp**

Angie Rodine

angela.rodine@anokacountymn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 1/8/2021 1:44:58 PM
ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013
Company Name: Anoka County

Agent Delivery Events**Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Jennifer Bohr

jbohr@hamlakemn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jill Rykhus

Jill.Rykhus@anokacountymn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jill Rykhus

Jill.Rykhus@anokacountymn.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

COPIED

Sent: 9/9/2025 7:40:30 AM

Viewed: 9/9/2025 8:42:49 AM

Carbon Copy Events	Status	Timestamp
For Record Purposes RS-Atty-Civ-Contracts@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Katie Hanson Katie.Hanson@anokacountymn.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/9/2025 7:40:30 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us
Phone: (763) 324-4110
Address: Anoka County Government Center
Attn: Information Technology, #300
2100 3rd Avenue
Anoka, MN 55303

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

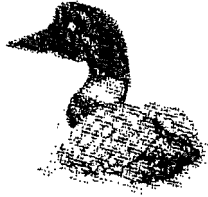
ACKNOWLEDGEMENT

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- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.

Meeting Date: October 6, 2025



CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Subject: Outdoor Streetlight Proposal for Elwell Farms

Introduction/Discussion:

Attached is the Energy and Maintenance Agreement with Connexus Energy for streetlights in Swedish Chapel Estates. The system includes 16 fixtures for the development in accordance with the requirements for street lighting in new subdivisions.

Recommendation:

I recommend approval of the Outdoor Lighting Energy and Maintenance Agreement for Elwell Farms.

Outdoor Lighting

your most powerful membership[®]

Energy and Maintenance Agreement

CITY OF HAM LAKE
15544 CENTRAL AVE NE
HAM LAKE MN 55304

Account #411023-240512

Location: ELWELL FARMS (Service order: SORD000W2502379) **REVISED**

Connexus Energy shall provide the energy and maintenance for the outdoor lighting system as detailed below:

- (16) LED Outdoor TRADITIONAIRE Light fixture installed on a smooth fiberglass pole

The current energy and maintenance rate for these fixtures is \$7.00 per month, per fixture. This rate adheres to Connexus Energy's published rate schedule and is subject to change.

Maintenance of the fixtures, including lamp replacement, will be provided by Connexus Energy for a period of 25 years (According to Connexus Energy's Outdoor Lighting Guidelines). If, in Connexus Energy's opinion, after 25 years, the condition of the outdoor lighting system is such that replacement or significant renovation is necessary (due to deterioration from age), the customer will be responsible for the replacement cost.

Please indicate your acceptance of this monthly Energy and Maintenance Agreement by signing on the line below and return in the envelope provided.

Sincerely,

Candi Swenson
Engineering Services Specialist

September 16, 2025

(Accepted By)

(Date)

(Print Name)

(Title)

Outdoor Lighting New Construction

Bill To: ELWELL FARMS LLC
1282 187TH LANE NE

EAST BETHEL MN 55011

Quote Number	LGT0001195
Date	9/16/2025
Customer ID	895391
Service Order	SORD000W2502383
Representative	candjohn
Page	1

Re: Outdoor Lighting System at: ELWELL FARMS

Thank you for your Outdoor Lighting request. Listed below are the estimated charges that includes the cost of all materials and labor. Payment is required upfront before construction will be scheduled. Installation of your outdoor lighting system is subject to the enclosed Conditions of Service. Please review the documents and include a signed copy along with your payment.

Winter construction fees may apply between November 1st and April 1st.

To avoid fees, requirements must be met prior to November 1st.

Payment must be made by check or money order.

Do not combine payment for this invoice with electric service payments or application may be delayed.

 **COPY**

Quantity	U of M	Unit Price	Description	Ext. Price
16	EA	\$1,847.00	COMPLETE LIGHT FIXTURE(S)	\$29,552.00
1,845	EA	\$3.20	LIGHTING CONDUCTOR	\$5,904.00
785	EA	\$10.05	LIGHTING CONDUCTOR	\$7,889.25
955	FT	\$12.00	BORING CHARGE	\$11,460.00
4.000	HOUR	\$80.00	ENGINEERING FEES	\$320.00



Subtotal:	\$55,125.25
Tax:	\$0.00
Total:	\$55,125.25

----- Detach Along Line -----

Please Remit with Payment!

Customer Number: 895391
Amount Due: \$55,125.25

Quote: LGT0001195
Service Order: SORD000W2502383
Due Date: Upon Receipt

ELWELL FARMS LLC
1282 187TH LANE NE
EAST BETHEL MN 55011

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

LIGHTING REVISED



INSTALL 16 TRADITIONAIRE LED LIGHTS ON
SMOOTH FIBERGLASS POLES AT LOCATIONS
PROVIDED BY DEVELOPER AND APPROVED BY CITY.
UM26.120-1, UM26.1010



14601 Ramsey Blvd.
Ramsey, MN 55303

THIS PRINT REPRESENTS THE LOCATION OF ELECTRICAL FACILITIES AS OF THE PRINTED DATE TO THE BEST OF OUR KNOWLEDGE. THIS INFORMATION IS INTENDED FOR GENERAL USE ONLY AND IS NOT TO BE USED FOR EXCAVATION PURPOSES. STATE LAW REQUIRES ANYONE DIGGING, GRADING OR EXCAVATING TO OBTAIN A FIELD LOCATION OF ALL UTILITIES. CALL GOPHER STATE ONE CALL FOR A FIELD LOCATION AT 1-800-252-1166

Project Name: ELWELL FARMS- LIGHTING

Addr: ELWELL FARMS

City: HAM LAKE

T/R/S:

Crew Signoff : _____

Date: _____



WO #: W2502383

Date: 9/16/2025 9:41:30 AM

Designer: Karl Schwarzkopf

Contact Info:

Page # 1 of 1

ORDINANCE NO. 25-XX

AN ORDINANCE AMENDING A PORTION OF CHAPTER 9 OF THE CITY OF HAM LAKE, COUNTY OF ANOKA, STATE OF MINNESOTA.

The City Council of the City of Ham Lake does hereby ordain as follows, pursuant to Article 9 of the Ham Lake City Code.

That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated from R-A (Rural Single Family Residential) to R-1 (Single Family Residential) for Elwell Farms in Section 36.

Lot 1, Block 1; Lots 1-5, Block 2; Lots 1-31, Block 3 and Lots 1-13, Block 4; All in the Plat of Elwell Farms, Anoka County, Minnesota.

Presented to the Ham Lake City Council on July 21, 2025 and adopted by a unanimous vote this 6th day of October, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: October 6, 2025



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

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Item/Title/Subject: Approval of a Resolution changing a street name – specifically 138th Avenue NE to be changed to 139th Avenue NE, between Frazier Street NE and Opal Street NE, specifically within the plat of Elwell Farms

Introduction/Discussion:

Upon review of the plat of Elwell Farms, it has been discovered that there has been an error in a designation of a street name. Specifically, 138th Avenue NE to be changed to 139th Avenue NE, between Frazier Street NE and Opal Street NE, specifically within the plat of Elwell Farms

Recommendation:

I recommend approval of Resolution 25-XX changing the name of 138th Avenue NE to 139th Avenue NE, between Frazier Street NE and Opal Street NE, specifically within the plat of Elwell Farms.

RESOLUTION NO. 25-XX

WHEREAS, certain streets within the City of Ham Lake are named inconsistent with the street names as shown on the City of Ham Lake map, and

THEREFORE, BE IT RESOLVED, by the City Council of the City of Ham Lake is changing the street name of 138th Avenue NE to 139th Avenue NE, between Fraizer Street NE and Opal Street NE, specifically within the plat of Elwell Farms, Anoka County Minnesota.

ADOPTED by the City Council of the City of Ham Lake this 6th day of October, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk



Map navigation controls including a search bar with the text "17115 NASSAU ST NE" and a "Show search results for 17115 ..." button.



Meeting Date: October 6, 2025

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Subject: Deferred Assessment \$7,272.00
17159 Highway 65 NE
PIN 08-32-23-13-0005
Fund # 86053

Introduction/Discussion:

The above listed property has a large acreage deferred assessment for the 1996 street improvement of Baltimore Street NE (previously Aberdeen Street NE), from 169th Avenue NE to 171st Avenue NE; and 171st Avenue NE from Baltimore Street NE (previously Aberdeen Street NE) to Chisholm Street NE. At that time, the assessment in the amount of \$7,272.00 was deferred for 20 years per Resolution Number 96-61 until the year 2017 or until the access to Trunk Highway 65 on 171st Avenue NE is closed. In 2017, the City Council extended the deferred assessment for an additional ten years per Resolution No. 17-49. Minnesota Statute 429.061, subd. 2, provides that the last payment for any deferred assessment must be paid within 30 years after the assessment is levied.

Therefore, the assessment amount must be paid in full, interest free, by November 15, 2025. If not paid by November 15, 2025 the deferred assessment will be certified to Anoka County to be collected with the 2026 municipal taxes and include interest for one year at the rate of 7%, which is the interest rate on the original assessment roll.

A notification letter was sent to Ryan Beltrand of NCM Properties LLC. on April 23, 2025 regarding the deferred assessment coming due and the City has not received a response.

Recommendation:

I recommend the adoption of a Resolution approving the deferred assessment in the amount of \$7,272.00 plus interest in the amount of \$573.19 for PIN 08-32-23-13-0005 to be certified to Anoka County for collection with the 2026 property taxes, unless the deferred assessment is paid in full by November 15, 2025.

RESOLUTION NO. 25-XX

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and passed upon all objections to the deferred assessment for the improvement of Aberdeen Street NE, from 169th Avenue NE to 171st Avenue NE; and 171st Avenue NE from Aberdeen Street NE to Chisholm Street NE by bituminous surfacing, (Improvement Project 1996-2),

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal and annual installments extending over a period of one year, the first of the installments to be payable on or before the first Monday in January, 2026 and shall bear interest at the rate of 7% per cent per annum from the date of the adoption of this assessment resolution.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk/Treasurer. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and they may, at any time thereafter, pay to the City Clerk/Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the same property tax lists of Anoka County. Such assessment shall be collected and paid in the same manner as other municipal taxes.

Adopted by a unanimous vote of the City Council of the City of Ham Lake this 6th day of October, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

CERTIFICATION OF ASSESSMENTS

November 15, 2025

This is to certify the attached assessment roll (Fund #86053) levied by the City Council of Ham Lake on October 6, 2025, under Minnesota Statutes, Chapter 429, for the improvement of Aberdeen Street NE, from 169th Avenue NE to 171st Avenue NE; and 171st Avenue NE from Aberdeen Street NE to Chisholm Street NE by bituminous surfacing, (Improvement Project 1996-2), over a period of one year and one installment with interest as provided in the attached statement is to be extended on the property tax lists of the County of Anoka as required under Minnesota Statutes, Section 429.061.

Dawnette Shimek, Deputy City Clerk

Seal

Drafted by:
City of Ham Lake
15544 Central Avenue NE
Ham Lake, MN 55304

Reactivated Deferred Assessment
FUND 86053
(Improvement Project 1996-2)

DESCRIPTION			PRINCIPAL	INTEREST	2026	receipt & date	
PIN	Legal	Address					
08-32-23-13-0005	Unplatted	17159 Highway 65 NE	\$7,272.00	\$573.19	\$7,845.19		
TOTAL			\$7,272.00	\$573.19	\$7,845.19		
Interest is 7% per annum from the date of adoption of Res No. 96-61 adopted on November 18, 1996 and deferred 20 years until 2017 .							
Deferred assessment extended an additional 10 years per Resolution No. 17-49 adopted on November 20, 2017 - Due and payable with 2026 property taxes.							
Interest charged is one year and 46 days (\$509.04 + \$64.15 = \$573.19)							
NO INTEREST DUE IF PAID PRIOR TO NOVEMBER 15, 2025							



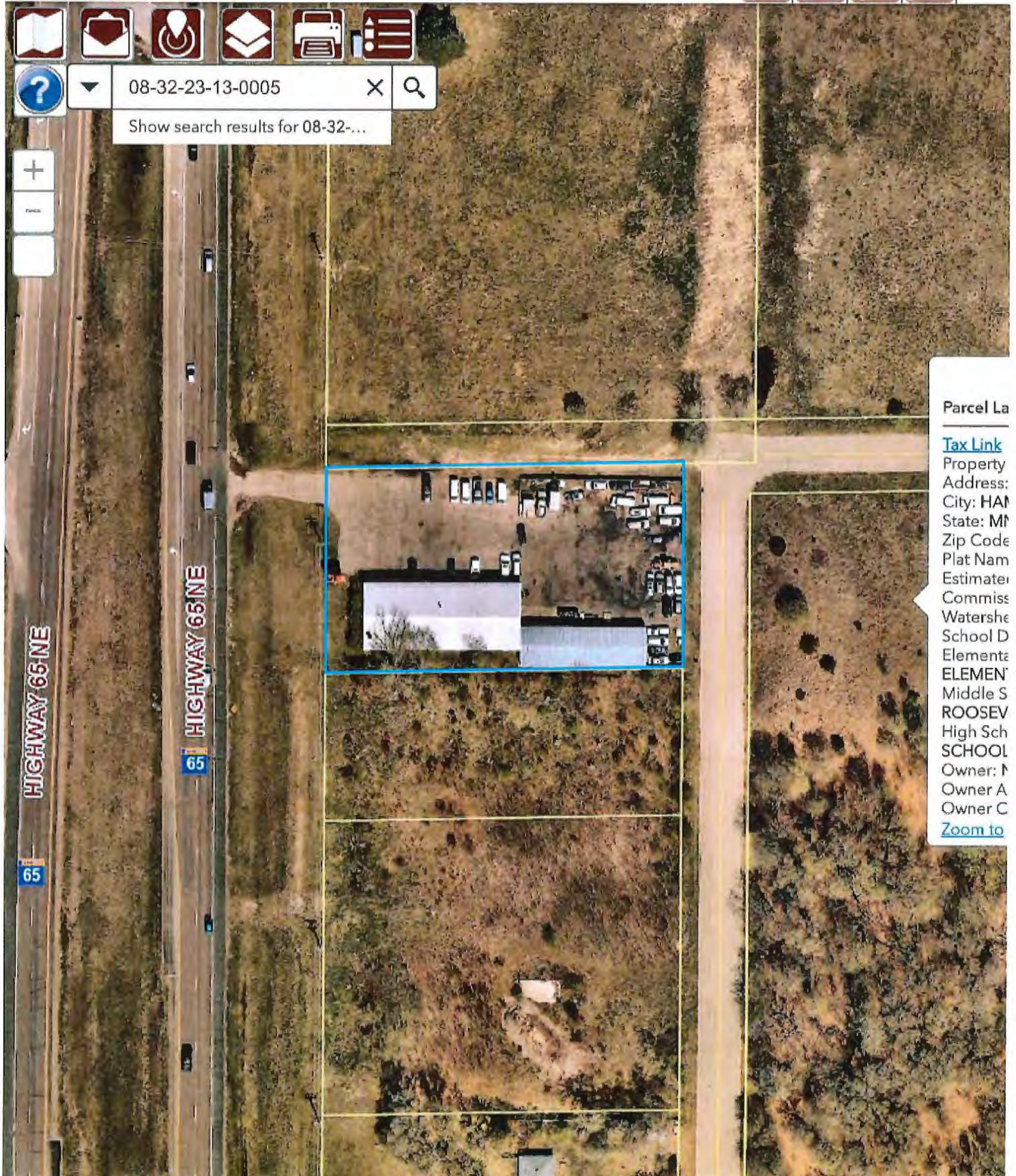
Anoka County Parcel Viewer



08-32-23-13-0005



Show search results for 08-32-...



Parcel La

[Tax Link](#)

Property

Address:

City: HAM

State: MN

Zip Code

Plat Nam

Estimate

Commiss

Watershe

School D

Elementa

ELEMEN

Middle S

ROOSEV

High Sch

SCHOOL

Owner: N

Owner A

Owner C

[Zoom to](#)

100ft

508,380.267 189,860.548 Feet



CITY OF HAM LAKE

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

April 23, 2025

NCM Properties LLC
Attn: Ryan Beltrand
17159 Highway 65 NE
Ham Lake, MN 55304

RE: Deferred Assessment Due
PIN 08-32-23-13-0005
17159 Highway 65 NE

Dear Mr. Beltrand:

The above listed property has a large acreage deferred assessment for the 1996 street improvement of Baltimore Street NE (previously Aberdeen Street NE), from 169th Avenue NE to 171st Avenue NE; and 171st Avenue NE from Baltimore Street NE (previously Aberdeen Street NE) to Chisholm Street NE, that was completed in 1996. At that time, the assessment in the amount of \$7,272.00 was deferred until the property was subdivided or for 20 years, whichever comes first.

Enclosed are copies of Resolutions No. 96-61 (adoption of assessment roll) and 17-49 (10-year extension of deferred assessment) for your information. Minnesota Statute 429.061, subd. 2, provides that the last payment for any deferred assessment must be paid within 30 years after the assessment is levied. Therefore, the assessment amount must be paid in full by October 1, 2025 which would be interest free; or a public hearing would be held to certify the assessment for collection with the 2026 taxes, which would include interest for one year at the rate of 7%, which is the interest rate on the original assessment roll.

Please let me know how you would like to proceed. If you have any questions, please feel free to contact me at 763-235-1673.

Sincerely,

Dawnette Shimek
Deputy City Clerk

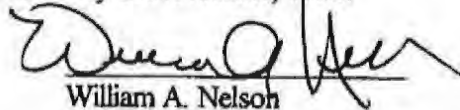
RESOLUTION NO. 96-61

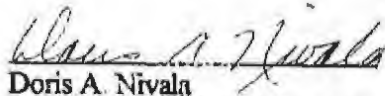
WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and passed upon all objections to the proposed assessment for the improvement of Aberdeen Street NE, from 169th Avenue NE to 171st Avenue NE; and 171st Avenue NE from Aberdeen Street NE to Chisholm Street NE by bituminous surfacing,

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal and annual installments extending over a period of eight years, the first of the installments to be payable on or before the first Monday in January, 1997 and shall bear interest at the rate of 7 per cent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 1996. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk/Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he may, at any time thereafter, pay to the City Clerk/Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.
4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the same property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.
5. PIN 08-32-23-12-0003 has been deferred until the year 2017 or until the property is subdivided.
6. PIN 08-32-23-13-0005 has been deferred until the year 2017 or until the access to Trunk Highway 65 on 171st Avenue NE is closed.

Adopted by the City Council of the City of Ham Lake this 18th day of November, 1996.


William A. Nelson
Mayor


Doris A. Nivala
City Administrator/Clerk/Treas.

RESOLUTION NO. 17-49

WHEREAS, on November 18, 1996, the Ham Lake City Council adopted and levied an assessment for the improvement of Aberdeen Street NE, from 169th Avenue NE to 171st Avenue NE; and 171st Avenue NE from Aberdeen Street NE to Chisolm Street NE, and

WHEREAS, in Resolution No. 96-61, the Ham Lake City Council deferred collection of the amount, \$7,272.00, assessed against PIN 08-32-23-13-0005, located at 17159 Highway 65 NE, Ham Lake, Anoka County, MN, and

WHEREAS, pursuant to Resolution No. 96-61, the assessment was deferred until the year 2017 or until the access to Trunk Highway 65 on 171st Avenue NE is closed, and

WHEREAS, the Ham Lake City Council held a Public Hearing on November 6, 2017, to consider whether the deferred assessment should be activated and certified to Anoka County for collection with the 2018 property taxes, and

WHEREAS, Joe Stafsholt, the current property owner at 17159 Highway 65 NE, appeared at the Public Hearing and submitted a written objection to the collection of the assessed amount, stating that he only accesses the property from Highway 65 NE, not from Aberdeen Street NE (which has now been re-named Baltimore Street NE), and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has proposed to eventually close this parcel's access to Highway 65, but the City has no information to determine when this may occur, and

WHEREAS, Minn. Stat. § 429.061, subd. 2, provides that the last payment for any deferred assessment must be paid within 30 years after the assessment is levied.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAM LAKE, ANOKA COUNTY, MINNESOTA, THAT THE CITY COUNCIL HEREBY DECLARES THAT:

- 1. The special assessment for PIN 08-32-23-13-0005 in the amount of \$7,272.00 shall be further deferred either (1) until October 1, 2025, to be collected with the 2026 property taxes, or (2) until access to Trunk Highway 65 on 171st Avenue NE is closed.**

ADOPTED BY THE HAM LAKE CITY COUNCIL THIS 20th DAY OF NOVEMBER, 2017.

Michael G. Van Kirk, Mayor

Denise Webster, City Clerk

Memorandum

Date: October 2, 2025
To: Planning Commissioners
From: David A. Krugler, City Engineer 
Subject: Hidden Forest East Park Improvements

Introduction:

Parkland located at 4447 143rd Avenue, east of the Hidden Forest East subdivisions, was jointly provided by the developer of the Hidden Forest East subdivisions and purchased by the City, resulting in a 27.1-acre site designated for a future park facility.

Discussion:

The 27.1-acre site, located at 4447 143rd Avenue, was established as parkland through a combined effort between the City and the developer of the Hidden Forest East subdivisions. In preparation for constructing a driveway access, parking lot, and playground, Public Works began site work to cut tall grass and clear the area.

During this process, it was determined that the site contains excessive muck, requiring soil correction before improvements could proceed. In addition, the Coon Creek Watershed District confirmed that the area lies within a floodplain, which prohibits the addition of fill material.

To address this, Designing Earth Contracting (DEC) and the Park Committee discussed a cooperative arrangement. DEC expressed its willingness to donate time and perform the necessary soil correction in exchange for the muck material removed from the site and provide clean fill. The project will involve excavating approximately 12,000 cubic yards (CY) of muck, stockpiling 2,000 CY of the 12,000 CY of muck material onsite for future Public Works use, and replacing the excavated material with an equivalent amount of clean fill.

This exchange provides a mutual benefit: the City gains the soil correction needed to move forward with park improvements, while DEC and the Elwell Farms development benefit from the usable muck material.

Recommendations:

It is recommended that the City Council approve the resolution to accept the donation provided by Designing Earth Contracting, which will directly support the development of Hidden Forest East Park.

RESOLUTION NO. 25-XX
RESOLUTION APPROVING CONTRIBUTIONS

WHEREAS, the City of Ham Lake is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statute Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts; and

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

<u>Name of Donor</u>	<u>Item</u>	<u>Value</u>
Designing Earth Contracting (DEC)	Prep Work at Hidden Forest East Park	\$200,000

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

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

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

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

Adopted by the City Council of the City of Ham Lake this 6th day of October, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Description
MUCK LOCATION AND REMOVAL

Project
HIDDEN FOREST EAST PARK IMPROVEMENTS

Dreams

Q&A

Date _____

10/01/25

Project No.

2502.016

Sheet No.

—

13635 Johnson Street
Helm Lake, WI 53304
Voice: 763.862.8000
Fax: 763.862.8042

中国质量管理协会
 中国质量管理协会

Memorandum

Date: October 1, 2025

To: Mayor and Councilmembers

From: David A. Krugler, City Engineer 

Subject: Highland Bluff Bridge – Waconia Street and Coon Creek

Introduction:

The twin 12-foot by 7-foot culverts were installed in 1996 as part of a City project. MnDOT classifies a bridge as any opening with a total span of 10 feet or wider. The Coon Creek Watershed District (CCWD) has granted the City a permit to cross Coon Creek at the Waconia Street location. Per district rules, any crossings are owned by the agency/private party while the ditch itself is owned by CCWD. The north culvert is approximately 50% plugged and requires cleaning.

Discussion:

During the routine inspection of the bridge located at Waconia Street and Coon Creek north of 141st Lane, it was determined that the north culvert has accumulated excessive sediment, rendering it unable to effectively convey water. CCWD was notified of the deficiency and requested that Stantec, the District engineer, provide a study to evaluate the condition and recommend corrective actions. The study is attached.

Stantec's study concludes that the channel approach to the twin culverts does not promote balanced flow. Instead, water is directed preferentially into the south culvert, while flow slows at the north culvert, contributing to sediment accumulation and partial blockage. To address this, CCWD has tasked their contractor with providing a cost estimate to (1) remove the sediment from the culvert and (2) adjust the side slopes of Coon Creek to improve flow distribution and allow for more effective flushing of both culverts.

Due to the low bridge clearance, City equipment and staff are not capable of performing the required sediment removal. The contractor's total estimate is \$21,295, which includes:

- **Box Culvert Sediment Removal and Haul** – \$10,000 (City responsibility)
- **Channel Side Slope and Alignment Corrections** – \$11,295 (CCWD responsibility)

Per CCWD, the City is responsible for the sediment removal within the culvert, while CCWD will be responsible for correcting the ditch slopes and alignment.

Recommendation:

It is recommended that the City enter into a Memorandum of Understanding (MOU) with CCWD to implement the corrective measures outlined in the Stantec study, including removal of sediment from the culvert and remediation of the ditch alignment deficiencies.



Estimate 252

RANDY WESP EXCAVATING LLC

Contract Name: Green Creek Watershed
Project Title: Deer Watershed St. Robert Issue 25-0-25
Project: Drainage Stipendium - Repair / Maintenance or Re-construction
Description:
Attention: Erik Lindgren 763-244-2110
Address: 15632 Van Buren St. N.E.
City/State/Zip: Horn Lake, MN 55301
Phone:
Date: 9/24/2025

Description	Quantity	Unit Price	Cost
Mobilization & Demobilization (EA)	3	\$500.00	\$1,500.00
Tree Branch Removal (1.5")	1	\$4,000.00	\$4,000.00
Box Culvert Sediment Removal & Haul (CY)	100	\$98.14	\$9,814.00
Upland Sediment Removal & Haul (CY)	61	\$298.76	\$18,125.36
Downstream Sediment Removal & Haul (CY)	62	\$298.76	\$18,523.12
Stream Vane (MNDOT Class II) (Tan)	4	\$152.00	\$608.00
MNDOT Seed Mix RL-261 & Category 25 Erosion Control Blanket (SF)	1000	\$1.00	\$1,000.00
Total			\$21,295.00

Randy Wesp
17619 Tulip St. NW
Andover, MN 55304
763-516-6050 drwesp@gmail.com

To: Coon Creek Watershed District

From: Eileen Weigel

Project/File: 227707625

Date: August 22, 2025

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

Background

The City of Ham Lake requested technical assistance from Coon Creek Watershed District (CCWD) to evaluate sediment accumulation in the north box culvert at the Waconia Street crossing of Coon Creek (Figure 1). Field observations indicate the north barrel is, on average, ~50% buried (7'×12'), while the south barrel shows minimal accumulation (≤10%). Historical inspection reports (2012, 2017, 2022) show gradual, consistent accretion in the north barrel. Vegetation is established at the downstream end of the north barrel, likely impeding flushing. In 2016 CCWD excavated and stabilized an upstream reach and removed sediment at the downstream end of the north barrel. The City seeks evaluation of the effects of accumulation on hydraulic capacity, determination of maintenance thresholds, and identification of upstream or downstream channel factors contributing to the observed sedimentation trend.

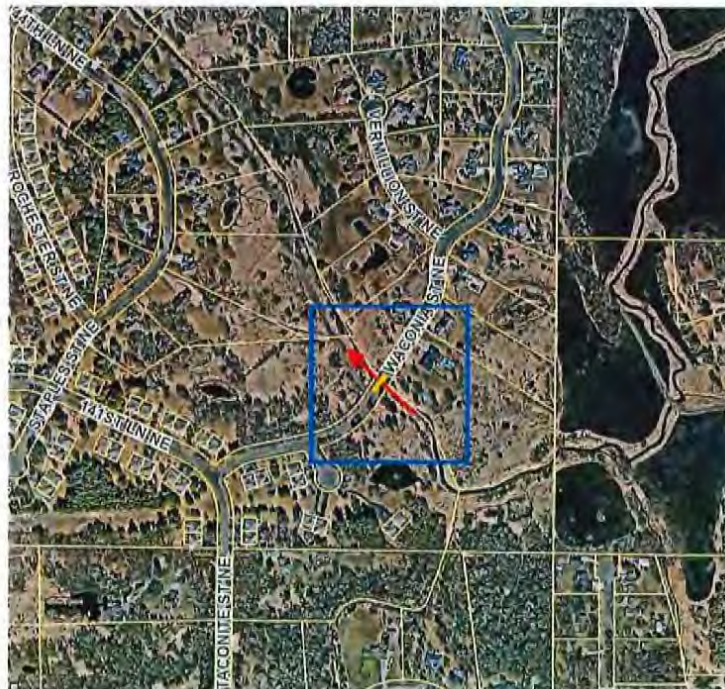


Figure 1: Study Area

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

Present Conditions

Per the 2012 inspection report there are two RCC box culverts (7'x12') at the Waconia St NE crossing. The north culvert has a slightly negative slope of -0.25% compared to the south culvert 0.32%. Per recent inspection reports, north barrel is currently about 50 percent buried with sediment, whereas the south barrel has minimal accumulation (≤ 10 percent). Vegetation has been established at the downstream end of the north barrel, which likely impedes flushing and contributes to further deposition.

Hydrology and Hydraulics

Per the existing XPSWMM model for Ditch 59 and Stream stats data, the culvert drains nearly 30.36 square miles of area from upstream (Figure 2).



Figure 2: Drainage Area

The resulting flow for different return periods in both XPSWMM model and streams stats is presented in Table 1:

Table 1: Discharge Summary

Return Period (yr)	XPSWMM (cfs)	XPSWMM WSE (ft)	Stream Stats (cfs)
2	293	885.6	265
10	437	886.9	601
25	888	887.7	799
100	1113	888.6	1120

The flows from XPSWMM model and Stream stats are similar for low and high ranges, so the resulting flow and WSE has been used as a benchmark to test flooding upstream.

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

Methodology

To assess the culvert capacity, identify the clogging threshold, and to investigate possible reasons for increase sedimentation, several modeling scenarios were selected.

First, to determine the maximum capacity at different clogging levels (i.e., capacity without road overtopping), HY-8 model was built and the maximum capacity through the north and south culvert was curated. Some assumptions were made to simplify the calculation process which is presented in Table 2. Secondly, to see the safe flow capacity which would prevent backyard flooding upstream, a limiting headwater of 888.6 ft was used per MN Topo DEM and XPSWMM floodplain modeling from upstream. Then, the outlet velocity was observed for multiple sensitivity model run cases, with or without clogging, change in entrance loss in north culvert (i.e., to see if there is a possible issue with wingwall configuration or alignment), change in tailwater channel dimension, changes in outlet invert, adjusting the Mannings n (i.e., to see the effect of vegetation growth).

To further pinpoint the reason for increased clogging in north culvert, the centerline elevation profile was plotted from (120+00 station upstream to 80+00 station downstream) using data from different year inspection (i.e., 2012~2022). The maintenance data was explored to see further sources of sediment and channel bottleneck upstream and downstream of the culvert. The 0.3 ft contours were created from MN Topo Lidar data to see if there is a possible thalweg (i.e., preferential flow alignment toward the south culvert which might reduce flow to north barrel).

Lastly, to understand the channel morphological changes satellite imagery was explored for different years from Anoka County GIS. The findings and recommendations are presented below.

Table 2: Assumptions made

Parameter	Value
Longitudinal Slope	0.06% (From survey data)
Critical Flooding Elevation	888.6 ft (WSE of 100 Yr XPSWMM model and safe upstream LFE)
Roadway Crest at Waconia St.	890 ft (From survey and DEM)
Downstream Channel TWE	888 ft (WSE of 100 Yr XPSWMM model at downstream node)
Channel Invert Downstream	879.3 (2012 survey data)
Channel Rating Curve	Created using flow and WSE at different return periods at downstream station from XPSWW data.
Channel Bottom Width	15 ft
Manning's constant for channel, n	0.03 (Per 2012 survey)
Manning's for embedment in culvert, n	0.03 (Considering same stream material)

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

Findings

Table 3 represents the capacity of Waconia culvert before overtopping the road (~890 ft) for different sedimentation levels.

Table 3: Capacity of culverts (Before road overtopping)

North Accumulation (%)	South Accumulation (%)	North Capacity (cfs)	South Capacity (cfs)	Full Capacity (cfs)	Max HW (ft)
0	0	757	757	1514	890
20	10	528	623	1151	890
25	10	490	623	1113	890
35	10	414	623	1037	890
40	10	376	623	999	890
50	10	300	623	923	890
100	10	0	626	626	890
100	0	0	760	760	890

Table 4 represents maximum capacity at different sedimentation levels for when the upstream backyards would not be flooded (LFE ~ 888.6 ft).

Table 4: Capacity of culverts (Before flooding backyard)

North Accumulation (%)	South Accumulation (%)	Safe North Flow (cfs)	Safe South Flow (cfs)	Total Safe Flow (cfs)	Max HW (ft)
0	0	422	422	843	888
20	10	294	347	641	888
25	10	273	347	619	888
35	10	230	347	577	888
40	10	209	347	556	888
50	10	167	347	514	888
100	10	0	347	347	888
100	0	0	422	422	888

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

Table 5 shows the outlet velocity and capacity for different changes in conditions:

Table 5: Capacity and velocity of culverts

North Accum (%)	South Accum (%)	North V (ft/s)	South V (ft/s)	North Culvert K_e	Channel Invert (ft)	Mann-ing's, n	North Culvert Q (cfs)	South Culvert Q (cfs)	Ditch bottom width, b	Side Slope (H:V)
0	0	2.5~6.6	2.4~6.6	0.5	879.3	0.030	575	575	15	1.72
0	0	2.7~7.1	2.6~7.1	0.5	879.0	0.030	600	600	15	1.72
0	0	2.9~7.3	2.8~7.3	0.5	878.8	0.030	615	615	15	1.72
0	0	1.8~4.8	1.8~4.8	0.5	879.3	0.050	400	400	15	1.72
0	0	2.4~6.6	2.5~7.0	0.7	879.3	0.030	558	591	15	1.72
0	0	2.9~7.0	2.8~7.0	0.5	879.3	0.030	590	590	20	1.72
50	10	3.6~9.4	5.5~9.7	0.5	879.3	0.030	372	690	15	1.72
50	10	3.4~9.6	6.2~9.9	0.5	879.0	0.030	350	650	15	1.72
50	10	3.5~9.7	6.7~10	0.5	878.8	0.030	350	650	15	1.72
50	10	3.4~7.3	3.3~7.5	0.5	879.3	0.050	245	455	15	1.72
50	10	3.5~9.0	5.5~9.8	0.7	879.3	0.030	304	596	15	1.72
50	10	3.5~9.9	6.6~10.2	0.5	879.3	0.030	385	714	20	1.72

Discussion

This evaluation considered four main questions requested by the District:

- (1) assess current conditions with the north barrel 50% obstructed and the south barrel 10% obstructed;
- (2) evaluate total blockage of the north barrel;
- (3) determine the clogging threshold at which maintenance is required to maintain flood flows; and
- (4) investigate upstream and downstream conditions that could be contributing to sediment accumulation and whether ditch maintenance could extend culvert service life.

Per Table 3 and Table 4, under current conditions (50% north clogging, 10% south clogging), the crossing cannot convey the full 100-year flow without roadway overtopping. The maximum capacity before overtopping is 923 cfs where the north barrel conveys 300 cfs and the south one conveys 623 cfs. For a total blockage of the north barrel, the south barrel can convey about 760 cfs before roadway overtopping but only 422 cfs before backyard flooding occurs. This capacity is insufficient to pass even the 25-year flow without exceeding safe headwater levels.

Again, per Table 3, the clogging trend and capacity curves show that once the north barrel exceeds ~25% clogging (with the south at 10%), the crossing's capacity for both road overtopping and safe headwater conditions declines sharply.

Further investigation about the possible cause of increased clogging in north culvert. It is true geometrically the north culvert is slightly disadvantageous since it has a negative slope. However, sensitivity analysis (Table 5) shows that mild negative slope cannot alone answer the question for higher deposition in north barrel. The sensitivity analysis confirms that in a fully open condition, the north and south barrels perform nearly identically, with similar velocities and capacities.

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

However, minor changes to entrance loss (K_e) or roughness (n) in the north barrel, consistently shift flow toward the south barrel, especially at low–moderate flows where sediment flushing is most effective. In practice, these changes can arise from subtle wingwall misalignments, lip protrusions, or vegetation buildup at the inlet, which slightly reduce north velocities and begin the process of sediment deposition. Once partial clogging develops, the discharge imbalance between barrels increases sharply. At 50% north clogging and 10% south clogging, the south barrel consistently carries 250–300 cfs more flow than the north. This imbalance means the north barrel experiences fewer effective flushing events, allowing accumulated sediment to persist and expand. Sensitivity analysis also shows that increases in culvert K_e or tailwater n in the clogged state further reduces north velocities and capacity, accelerating the loss of self-cleaning potential.

Approach and outlet conditions can play a reinforcing role in this cycle. Narrowing of the approach channel at the north inlet, vegetation and deposition at the outlet, and slight Invert differences all contribute to sustained sediment retention.

While widening the channel at tailwater improves total capacity, the flow split remains biased toward the south barrel once clogging is established. Targeted improvements to the north-side approach conveyance, outlet channel section, and entrance alignment would be more effective in preventing sediment buildup than broad geometric changes alone.

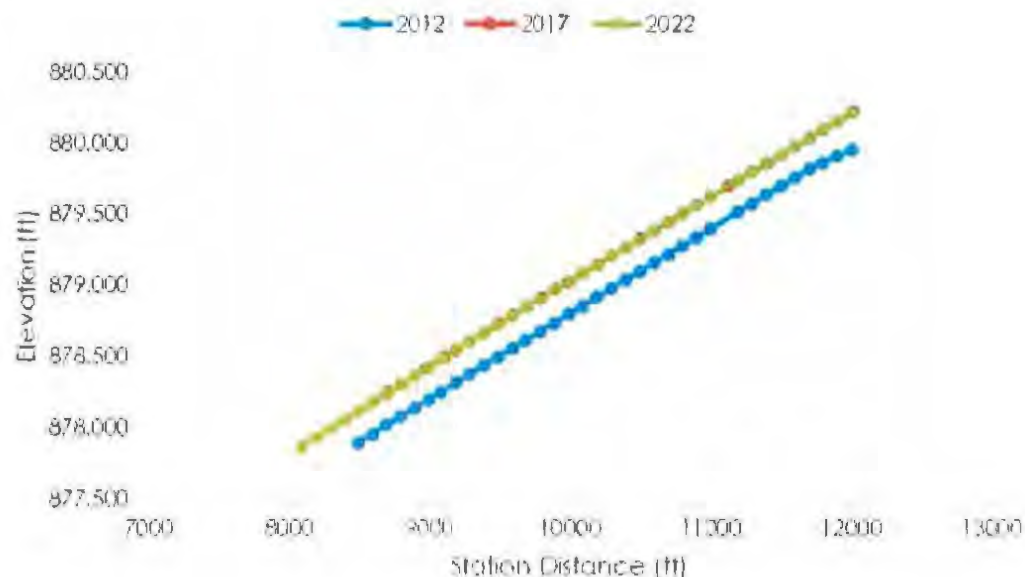


Figure 3| Channel elevation profile from 120+00 to 80+00

Longitudinal elevation profile comparisons from Inspections (2012–2022) indicate no substantial changes in channel bed elevation except slightly lower values in 2012 (Figure 3). MnTopo LiDAR analysis found no distinct preferential thalweg toward the south barrel (likely because of Lidar resolution; high-res DEM need for further analysis), suggesting that hydraulics and channel narrowing may play a role. However, this may

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

not be the sole driver of sedimentation. Instead, a combination of upstream sediment supply, vegetation growth at the outlet, and reduced low-flow flushing appears to be the primary cause.



Figure 4: Change in channel morphology from satellite imagery

The upstream and downstream channel assessment revealed that channel narrowing over the last decade - visible in aerial imagery - has reduced the width of the approach to the north barrel (Figure 4). In 2011, a wide opening in front of the north barrel existed; by 2025, it had narrowed substantially, likely reducing approach flow. Imagery from 2020 also shows deposition immediately downstream of the north barrel, suggesting reduced outlet velocities and flushing.

Considerations

Based on the modeling results and inspection data, maintenance should be scheduled before north barrel clogging exceeds ~25%, as capacity declines sharply beyond this point. **Inspection reports from 2012 to 2022 indicate that sediment accumulates gradually, with approximately 4% sedimentation occurring each year. Therefore, the culvert reaches about 25% sediment accumulation after 5 to 6 years under current conditions.**

Immediate actions should include removal of vegetation and sediment from within and immediately downstream of the north barrel, along with selective excavation upstream to restore the approach

Reference: Evaluation of Waconia St NE Culvert Capacity and Sedimentation

cross-section. These steps will help rebalance flows between barrels and restore velocities needed for self-cleaning.

To further pinpoint sediment sources and optimize long-term maintenance, the following investigations are recommended:

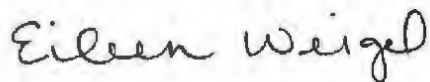
- Conduct detailed cross-section surveys within 500 ft upstream and downstream to assess approach and departure conditions.
- Perform sediment gradation analyses (D_{50}) from deposits within the culvert, at downstream bars, and from upstream sources to identify likely sediment origins.
- Inspect the north culvert to make sure that the wing wall is properly placed as they were designed because it seems to have a significant impact on the resulting outlet velocity with an increase in K_a .
- Inspect upstream banks for erosion, debris sources, and signs of instability that could contribute to sediment supply.

For long-term sediment management, consider:

- Modest re-grading or installation of guide vans to improve approach hydraulics.
- Assess upstream and downstream cross sections at Waconia to improve creek alignment with culvert entrances.
- Implementing a recurring inspection and maintenance program tied to measured clogging percentages, ensuring timely interventions before critical capacity loss occurs.

Thank you,

Stantec Consulting Services Inc.



Eileen Weigel PE
Senior Associate, Senior Water Resources Engineer
Phone: (612) 712-2007
eileen.weigel@stantec.com

[stantec.com](https://www.stantec.com)

Memorandum

Date: October 1, 2025
To: Mayor and Councilmembers
From: David A. Krugler, City Engineer
Subject: 2025 Bituminous Overlay Project



Introduction:

The low bid in the amount of \$752,725.14 from North Valley for completion of the 2025 bituminous overlay project was approved at the January 21st Council meeting. The project consisted of the overlay of the residential subdivisions of Braastad Farms, Ravenwood Estates, Woodland Bluffs, Woodland Bluffs 2nd Addition, Pinger's Plaza Addition including 7th Street from 168th Avenue to 169th Avenue, 170th Avenue from the west plat border to the east plat border, Pingers Plaza Metes and Bounds including 7th Street from 169th Avenue to 170th Avenue excluding 3rd Street and MSA McKay Drive from 606 feet east of Jackson Street to 100 feet west of Taylor Street. The project also included the contractor to deliver millings for Island Drive.

Discussion:

The total amount of work completed for the original contract is \$752,725.14 and was increased by a field change in the amount of \$6,565.65 for an overall total of \$759,290.79. The total construction cost of work completed was \$706,634.14 which is \$52,656.65 (6.93%) under the contract amount. The reduction in cost was due to fewer SQ YDs of bituminous being milled on Pinger's Plaza due to drainage issues around driveways and fewer CU YDs of millings being hauled away as a result of the reduction in milled bituminous area.

The project was expanded as a field change as directed by the Public Works Superintendent to reclaim the existing Island Drive roadway which increased the project cost by \$6,565.65. It was determined that reclaiming the existing roadway and installing the millings over the reclaimed material would provide a better product and the cost of renting a milling machine was not cost effective compared to the contractor providing the service.

Recommendation:

It is recommended that the project be accepted and the attached contractor payment to North Valley be approved. Approval will commence the one-year warranty that the overlay project is free from all defects due to faulty workmanship or defective materials.

Date September 23, 2025

To: Honorable Mayor and Councilmembers
City of Ham Lake
15544 Central Avenue NE
Ham Lake, Minnesota 55304

Re: 2025 Bituminous Overlay Project

Contractor North Valley

Final Contractor Payment

Bituminous Overlay Original Contract

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST QTY	UNIT PRICE	TOTAL	UNITS THIS EST	UNITS TO DATE	AMOUNT TO DATE
2021 503	MOBILIZATION	LUMP SUM	1	\$16,764.09	\$16,764.09	1	1	\$16,764.09
2212 501	6-FOOT WIDE EDGE MILL BITUMINOUS SURFACE	SQ YD	621.00	\$9.44	\$5,862.24	2,352.91	2,352.91	\$22,211.47
2331 604	MILL BITUMINOUS SURFACE	SQ YD	60,126.00	\$1.10	\$66,138.60	33,276.59	33,276.59	\$36,604.25
2501 609	HAUL BITUMINOUS PAVEMENT RECLAMATION	CU YD	1,744.00	\$4.99	\$8,702.56	558.97	558.97	\$2,789.26
2501 609	HAUL BITUMINOUS PAVEMENT RECLAMATION PUBLIC WORKS	CU YD	25	\$14.11	\$352.75	162	162	\$2,285.82
2501 609	HAUL BITUMINOUS PAVEMENT RECLAMATION ISLAND DRIVE	CU YD	657	\$8.48	\$5,571.36	1,165	1,165	\$9,879.20
2360 501	TYPE SPWBE240C WEARING COURSE MIXTURE	TON	7,274.00	\$86.54	\$629,491.96	6,811.16	6,811.16	\$589,437.79
2357 502	BITUMINOUS MATERIAL FOR TACK COAT	SQ YD	60,126	\$0.33	\$19,841.58	61,918	61,918	\$20,432.94
2215 504	CHANGE ORDER #1 RECLAIM ISLAND DRIVE	SQ YD	5,915	\$1.11	\$6,565.65	5,612	5,612	\$6,229.32
TOTAL					\$759,290.79			\$706,634.14

SUMMARY

Original Contract Amount	\$752,725.14
Change Order Contract Amount	\$6,565.65
Total Contract Amount	\$759,290.79
Value Completed to Date	\$706,634.14
Amount Retained - 0%	\$0.00
AMOUNT DUE THIS ESTIMATE	\$706,634.14

CERTIFICATION OF THE CONTRACTOR

I hereby certify that the work performed and the materials supplied under the terms of the Contract for the referenced project, and all authorized changes to the Contract have an actual value under the Contract of the amounts shown on this estimate (and the final quantities of the final estimate are correct) and that this estimate is just and correct and no part of the "Amount Due This Estimate" has been received.

By


Contractor's Authorized Representative (Title)

Date

9-24-25

CERTIFICATION OF THE ENGINEER

I hereby certify that I have prepared or examined this estimate and that the Contractor is entitled to payment of this estimate under the Contract for the referenced project.

By

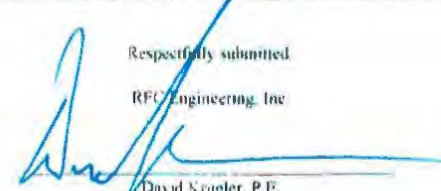

RFC Engineering, Inc.

Date

9-24-25

Respectfully submitted,

RFC Engineering, Inc.


David Krugler, P.E.
Ham Lake City Engineer

Memorandum

Date: October 1, 2025

To: Mayor and Councilmembers

From: David A. Krugler, City Engineer 

Subject: Trunk Highway 65 East Frontage Road from 171st Avenue to 334 feet South of Crosstown Boulevard (CSAH 18)

Introduction:

The existing well at Jake's Auto Mall is located within the proposed roadway alignment for the new frontage road and requires relocation.

Discussion:

In the purchase agreement for the right-of-way on the west side of Jake's Auto Mall, the existing well was required to be sealed and a new well is to be drilled in a location outside of the projects construction limits as approved by the well driller and land owner. After the well driller and land owner selected a new on-site location, it was determined that the horizontal distance from the building needed to increase from the contract specified distance from 100 feet to 200 feet. The well driller was required to drill the new well an additional 5 feet deeper than specified in the project bid, increasing the vertical depth from 100 feet to 105 feet.

Because the pay item "Develop Well" was bid as "EACH", the unit price for the pay item will have to be adjusted to account for the increased horizontal and vertical dimensions. This adjustment of \$3,500 in the unit price will cover full cost of the labor and material needed to properly install the new well and not disrupt service for Jake's Auto Mall.

Recommendation:

It is recommended to approve Change Order #1 to adjust the unit price for the Develop Well item pay item for the East Frontage Road from 171st Avenue and Baltimore Street to Chisholm Street.



STATE AID FOR LOCAL TRANSPORTATION

Rev. December 2024

CHANGE ORDER

SP/SAP(s)	0208-170 /197-119-003	MN Project No.:		Change Order No.	1
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Project Location	East Frontage Road from 171 st Avenue to 334 ft south of Crosstown Boulevard				
Local Agency	City of Ham Lake	Local Project No.	2111		
Contractor	A-1 Excavating	Contract No.	1053661		
Address/City/State/Zip	17255 Highway 65 NE, Ham Lake, MN 55304				
Total Change Order Amount \$	\$3,500				

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.2 - Differing Site Conditions.

Resolution:

1. The Agency will adjust the Contract Unit Price of Item 2504.602 Develop Well to reflect the additional vertical 5 ft and the additional horizontal 100 ft required for the new private well to be installed beyond the initial vertical 100 feet and horizontal 100 feet listed within the project Spec Develop Well 2504.2 - Materials. The new lengths will be 105 ft vertical and 200 ft horizontal.
2. The Contractor will fully install the new private well as described in project Spec 2504 Develop Well and provide the required vertical and horizontal lengths needed to fully connect the new private well into the existing business located on the property.

Entitlement: Payment for this work will be at: Contract Unit Prices as shown in the estimate of cost. The additional compensation will be accomplished by changing the Contract Unit Price to include the cost of the additional vertical and horizontal lengths.

This document does not change Contract Time.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
**Group/funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Non-Participating	2504.602	Develop Well	EACH	\$15,000	-1	-\$15,000
Non-Participating	2504.602	Develop Well	EACH	\$18,500	1	+\$18,500
Net Change this Change Order						+\$3,500

****Group/funding category is required for federal aid projects**

Project Engineer:

Date:

9/29/25

Print Name:

DAVID KRUGLER

Phone:

763-862-8000

Contractor:

A1 Excavating Jacob Wald

Date:

9/29/25

Print Name:

JACOB WALD

Phone:

715-481-0003

Date September 29, 2025

To: Mayor and Councilmembers
City of Ham Lake
15544 Central Avenue NE
Ham Lake, Minnesota 55304

Re: East Frontage Road from 171st Avenue to 334 ft south of Crosstown Boulevard

Contractor: A-1 Excavating LLC
P.O. Box 90
Bloomer, WI 54724

Pay Estimate No. 1

STATEMENT OF WORK

ITEM NUMBER	ITEM DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	TOTAL	PRIOR UNITS	UNITS THIS EST.	UNITS TO DATE	AMOUNT TO DATE
2021.501	MOBILIZATION	LUMP SUM	1	\$110,350.00	\$110,350.00	0	0.5	0.5	\$55,175.00
2101.502	CLEARING	EACH	19	\$160.00	\$3,040.00	0	19	19	\$3,040.00
2101.502	GRUBBING	EACH	19	\$160.00	\$3,040.00	0	19	19	\$3,040.00
2101.505	CLEARING (P)	ACRE	4.51	\$3,000.00	\$13,530.00	0	4.51	4.51	\$13,530.00
2101.505	GRUBBING (P)	ACRE	4.51	\$2,200.00	\$9,922.00	0	4.51	4.51	\$9,922.00
2104.502	REMOVE SIGN	EACH	6	\$105.00	\$630.00	0	2	2	\$210.00
2104.502	SALVAGE CASTING	EACH	2	\$530.00	\$1,060.00	0	0	0	\$0.00
2104.502	SALVAGE LIGHT POLE	EACH	4	\$780.00	\$3,120.00	0	4	4	\$3,120.00
2104.502	SALVAGE SIGN	EACH	6	\$105.00	\$630.00	0	2	2	\$210.00
2104.502	SALVAGE MAIL BOX SUPPORT AND MAILBOX	EACH	1	\$340.00	\$340.00	0	0	0	\$0.00
2104.502	ABANDON AND SEAL WELL SHAFT	EACH	1	\$5,000.00	\$5,000.00	0	1	1	\$5,000.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	8	\$11.00	\$88.00	0	4	4	\$44.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	601	\$3.00	\$2,073.00	0	60	60	\$180.00
2104.503	REMOVE CONCRETE CULVERT	LIN FT	4	\$76.00	\$304.00	0	0	0	\$0.00
2104.503	REMOVE METAL CULVERT	LIN FT	29	\$32.00	\$928.00	0	29	29	\$928.00
2104.503	REMOVE CURB AND GUTTER	LIN FT	142	\$7.00	\$994.00	0	0	0	\$0.00
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	1036	\$6.00	\$6,216.00	0	61	61	\$366.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	1000	\$6.00	\$6,000.00	0	0	0	\$0.00
2106.507	EXCAVATION - COMMON (P)	CU YD	4787	\$12.00	\$57,444.00	0	2,250	2,250	\$27,000.00
2106.507	EXCAVATION - MUCK (P)	CU YD	2111	\$17.00	\$35,887.00	0	1,200	1,200	\$20,400.00
2106.507	EXCAVATION - CHANNEL AND POND (P)	CU YD	17843	\$4.00	\$71,372.00	0	13,000	13,000	\$52,000.00
2106.507	COMMON EMBANKMENT - STOCKPILE (CV) (P)	CU YD	5460	\$5.00	\$27,300.00	0	500	500	\$2,500.00
2106.507	COMMON EMBANKMENT (CV) (P)	CU YD	12982	\$3.00	\$38,946.00	0	7,000	7,000	\$21,000.00
2108.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	2040	\$3.00	\$6,120.00	0	0	0	\$0.00
2211.509	AGGREGATE BASE CLASS 5	TON	3302	\$28.00	\$92,456.00	0	0	0	\$0.00
2211.604	AGGREGATE BASE (CV) CLASS 5 6.0" THICK-DRIVEWAY	SQ YD	245	\$13.00	\$3,185.00	0	0	0	\$0.00
2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (3.C) 1.0" THICK-DRIVEWAY	SQ YD	154	\$29.00	\$4,466.00	0	0	0	\$0.00
2360.504	TYPE SP 12.5 WEARING COURSE MIXTURE (3.C) 2.0" THICK-DRIVEWAY	SQ YD	154	\$36.00	\$5,544.00	0	0	0	\$0.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3.C)	TON	985	\$112.00	\$110,320.00	0	0	0	\$0.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3.C)	TON	985	\$92.00	\$90,620.00	0	0	0	\$0.00
2411.604	MODULAR BLOCK RETAINING WALL	SQ YD	80	\$1,400.00	\$112,000.00	0	0	0	\$0.00
2501.502	15" GS PIPE APRON	EACH	1	\$470.00	\$470.00	0	0	0	\$0.00
2501.502	18" GS PIPE APRON	EACH	2	\$560.00	\$1,120.00	0	0	0	\$0.00
2501.502	24" GS PIPE APRON	EACH	3	\$740.00	\$2,220.00	0	0	0	\$0.00
2501.502	30" GS PIPE APRON	EACH	2	\$1,100.00	\$2,200.00	0	0	0	\$0.00
2501.502	36" GS PIPE APRON	EACH	1	\$1,500.00	\$1,500.00	0	0	0	\$0.00
2501.502	18" RC PIPE APRON	EACH	8	\$1,170.00	\$9,360.00	0	0	0	\$0.00
2501.602	POND OUTLET BAFFLE	EACH	5	\$5,000.00	\$25,000.00	0	0	0	\$0.00
2501.602	TRASH GUARD FOR 15" PIPE APRON	EACH	1	\$300.00	\$300.00	0	0	0	\$0.00
2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	10	\$350.00	\$3,500.00	0	0	0	\$0.00
2501.602	TRASH GUARD FOR 24" PIPE APRON	EACH	3	\$470.00	\$1,410.00	0	0	0	\$0.00
2501.602	TRASH GUARD FOR 30" PIPE APRON	EACH	2	\$780.00	\$1,560.00	0	0	0	\$0.00
2501.602	TRASH GUARD FOR 36" PIPE APRON	EACH	1	\$1,000.00	\$1,000.00	0	0	0	\$0.00
2503.503	15" CP PIPE SEWER (SMOOTH)	LIN FT	16	\$115.00	\$1,840.00	0	0	0	\$0.00
2503.503	18" CP PIPE SEWER (SMOOTH)	LIN FT	51	\$100.00	\$5,100.00	0	0	0	\$0.00
2503.503	24" CP PIPE SEWER (SMOOTH)	LIN FT	117	\$107.00	\$12,519.00	0	0	0	\$0.00
2503.503	30" CP PIPE SEWER (SMOOTH)	LIN FT	38	\$140.00	\$5,320.00	0	0	0	\$0.00
2503.503	36" CP PIPE SEWER (SMOOTH)	LIN FT	36	\$175.00	\$6,300.00	0	0	0	\$0.00
2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	126	\$101.00	\$12,726.00	0	0	0	\$0.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	497	\$90.00	\$44,730.00	0	0	0	\$0.00
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	613	\$104.00	\$63,752.00	0	0	0	\$0.00
2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	567	\$118.00	\$66,906.00	0	0	0	\$0.00
2503.503	36" RC PIPE SEWER DESIGN 3006 CLASS IV	LIN FT	209	\$195.00	\$40,755.00	0	0	0	\$0.00

2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$3,500.00	\$3,500.00	0	0	0	\$0.00
2503.602	18" PIPE PLUG	EACH	4	\$480.00	\$1,920.00	0	0	0	\$0.00
2504.602	DEVELOP WELL	EACH	1	\$18,500.00	\$18,500.00	0	1	1	\$18,500.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL-2X3	EACH	5	\$2,600.00	\$13,000.00	0	0	0	\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1-48"	EACH	6	\$3,700.00	\$22,200.00	0	0	0	\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2-60"	EACH	1	\$5,700.00	\$5,700.00	0	0	0	\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 3-84"	EACH	1	\$9,300.00	\$9,300.00	0	0	0	\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 4-60" SUMP	EACH	3	\$7,200.00	\$21,600.00	0	0	0	\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 5-72" SUMP	EACH	1	\$9,100.00	\$9,100.00	0	0	0	\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 6-96" SUMP	EACH	2	\$16,500.00	\$33,000.00	0	0	0	\$0.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 7-48"	EACH	6	\$5,500.00	\$33,000.00	0	0	0	\$0.00
2506.502	INSTALL SALVAGED CASTING	EACH	2	\$1,300.00	\$2,600.00	0	0	0	\$0.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	315	\$4.00	\$1,260.00	0	0	0	\$0.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	86	\$160.00	\$13,760.00	0	0	0	\$0.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	187	\$29.00	\$5,423.00	0	0	0	\$0.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	4900	\$20.00	\$98,000.00	0	0	0	\$0.00
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	72	\$103.00	\$7,416.00	0	0	0	\$0.00
2531.603	CONCRETE GUTTER DESIGN - TRENCH DRAIN	LIN FT	440	\$330.00	\$145,200.00	0	0	0	\$0.00
2540.602	INSTALL MAIL BOX SUPPORT WITH MAILBOX	EACH	1	\$400.00	\$400.00	0	0	0	\$0.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$7,500.00	\$7,500.00	0	0	0	\$0.00
2564.502	RIGHT OF WAY MARKER	EACH	1	\$100.00	\$100.00	0	0	0	\$0.00
2564.518	SIGN PANELS TYPE C	SQ FT	69	\$55.00	\$3,795.00	0	0	0	\$0.00
2564.602	INSTALL SALVAGED SIGNS	EACH	2	\$330.00	\$660.00	0	0	0	\$0.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$1,000.00	\$1,000.00	0	0	0	\$0.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	25	\$150.00	\$3,750.00	0	0	0	\$0.00
2573.502	CULVERT END CONTROLS	EACH	20	\$150.00	\$3,000.00	0	0	0	\$0.00
2573.503	SILT FENCE, TYPE MS	LIN FT	6621	\$2.00	\$13,242.00	0	6,911	6,911	\$13,822.00
2575.605	TURF ESTABLISHMENT (25-131 SEEDING MIX)	ACRE	5.16	\$1,900.00	\$9,804.00	0	0	0	\$0.00
2575.605	TURF ESTABLISHMENT (33-261 SEEDING MIX)	ACRE	2.86	\$1,700.00	\$4,862.00	0	0	0	\$0.00
2582.503	4" WHITE SOLID LINE EPOXY PAINT	LIN FT	89	\$26.00	\$2,314.00	0	0	0	\$0.00
2582.503	4" DOUBLE YELLOW SOLID LINE PAINT	LIN FT	2400	\$1.50	\$3,600.00	0	0	0	\$0.00
TOTAL CONTRACT AMOUNT					\$1,631,019.00				\$249,987.00

SUMMARY

Original Contract Amount	\$1,631,019.00
Value Completed To Date	\$249,987.00
Material on Hand	\$0.00
SUBTOTAL	\$249,987.00
Amount Retained - 5%	\$12,499.35
AMOUNT DUE THIS ESTIMATE	\$237,487.65

CERTIFICATION OF THE CONTRACTOR

I hereby certify that the work performed and the materials supplied under the terms of the Contract for the referenced project, and all authorized changes to the Contract have an actual value under the Contract of the amounts shown on this estimate (and the final quantities of the final estimate are correct) and that this estimate is just and correct and no part of the "Amount Due This Estimate" has been received.

By

Jaedon Wald Project Manager.
Contractor's Authorized Representative (Title)

Date

9/29/25

CERTIFICATION OF THE ENGINEER

I hereby certify that I have prepared or examined this estimate and that the Contractor is entitled to payment of this estimate under the Contract for the referenced project.

By

Steve Miller Project Engineer
RFC Engineering, Inc.

Date

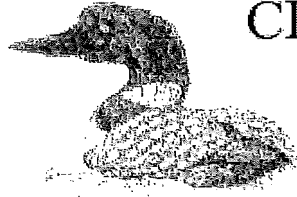
9/29/25

Respectfully submitted,

RFC Engineering, Inc.

David A. Krugler

David A. Krugler, P.E.
Ham Lake City Engineer



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, SEPTEMBER 22, 2025

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: September 8, 2025

PUBLIC HEARING:

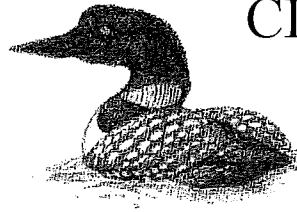
6:01 p.m. Adam Bradley of Enthusiast Car Co., requesting a Conditional Use Permit to operate an automobile repair shop at 1353 172nd Lane NE.

NEW BUSINESS:

1. None

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, SEPTEMBER 22, 2025

The Ham Lake Planning Commission met for its regular meeting on Monday, September 22, 2025, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Commissioner Kyle Lejonvarn

OTHERS PRESENT: Building and Zoning Clerk Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Dixon, seconded by Ross, to approve the minutes of the September 8, 2025, Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Adam Bradley of Enthusiast Car Co., requesting a Conditional Use Permit to operate an automobile repair shop at 1353 172nd Lane NE

Mr. Joe Johnson and Mr. Damon Brown, employees of Enthusiast Car Co., were present on behalf of Mr. Adam Bradley. Mr. Johnson stated light mechanical work, such as brakes, fluid and tire changes, will be done on cars purchased for sale and for customers. Commissioner Entsminger completed the inspection, a copy which is on file. Commissioner Entsminger stated he drove to the site; the site looked the same as it did for his previous inspection two weeks ago. Commissioner Entsminger stated the new asphalt parking lot has not yet been constructed. Commissioner Entsminger stated the owner has greatly improved the site. Chair Pogalz asked Commissioner Entsminger if he had reviewed Building Official Jones's memo with the owner, or the employees in attendance. Commissioner Entsminger stated he had spoken with Mr. Bradley about the conditions during his previous inspection.

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

Motion by Entsminger, seconded by Fisher, to recommend approval of a Conditional Use Permit, as requested by Adam Bradley, of Enthusiast Car Co., to operate an automobile repair shop at 1353 172nd Lane NE subject to:

- 1. Auto repair being limited to vehicle maintenance and mechanical repair only. No auto-body repair allowed.**
- 2. No outside storage of liquids, tires, parts, etc.**
- 3. All repair work needs to be done inside the building.**
- 4. All fluids are to be contained and disposed of according to State and County requirements.**
- 5. All auto sales activities be kept separate from the auto repair, and all requirements of Article 7-900 be adhered to for auto sales.**
- 6. Business hours of Monday through Friday 7:00 am to 4:00 pm.**
- 7. Meeting all City, County, and State requirements.**

All present in favor, motion carried. *This application will be placed on the City Council's Monday, October 6, 2025, agenda.*

NEW BUSINESS: None

COMMISSION BUSINESS:

City Council Update

Chair Pogalz informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the Commercial Site Plan for Enthusiast Car Co. and the Preliminary Plat and Rezoning of Kohler Farms. There will not be a Planning Commissioner present at the October 6, 2025, City Council meeting.

ADJOURNMENT:

Motion by Dixon, seconded by Fisher, to adjourn the Planning Commission meeting at 6:08 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk

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

**APPROVAL OF CONDITIONAL USE PERMIT
1353 172ND LANE NE**

WHEREAS, Adam Bradley (“Applicant”), filed an application dated August 22, 2025, Receipt #103501, requesting a Conditional Use Permit to operate Enthusiast Car Co., on property legally described as follows:

PID# 08-32-23-21-0002 (the “Property”)

LOT 1, BLOCK 1, LANDBORG INDUSTRIAL PARK

WHEREAS, the Property is located in the Industrial Park (I-P) Zoning District; and

WHEREAS, I-P Zoning Districts are intended to apply to mercantile parcels which are intended for manufacturing, warehousing, machining, tooling, fabricating, assembly, processing, equipment storage, storage of raw materials or supplies, and the like, as opposed to mercantile parcels used primarily for office or retail activities. Limited office space activity may occur in an Industrial Park, but only as incidental to the main industrial usage of a given parcel.

WHEREAS, the intended use of the Property is for the operation of an automobile repair shop; and

WHEREAS, under Section 9-220.6 (d) of the Ham Lake City Code, an automobile repair shop is a conditional use in I-P Zoning Districts; and

WHEREAS, pursuant to Section 9-310.2 of the Ham Lake City Code, the Ham Lake Planning Commission reviewed the conditional use application and held a public hearing at their regular meeting on September 22, 2025, and recommended approval of the Conditional Use Permit with conditions;

WHEREAS, the Ham Lake Planning Commissions meeting minutes and materials from its September 22, 2025 meeting shall be used to support the Ham Lake City Council’s findings of fact.

NOW, THEREFORE, BE IT RESOLVED that the Ham Lake City Council hereby approves the Conditional Use Permit for the property located at 1353 172nd Lane NE subject to the conditions and approval as recommended by the Planning Commission to wit:

1. Auto repair will be limited to vehicle maintenance and mechanical repair only. No auto-body repair allowed.
2. No outside storage of liquids, tires, parts, etc.
3. All repair work needs to be done inside the building.
4. All fluids are to be contained and disposed of according to State and County requirements.
5. All auto sales activities are kept separate from the auto repair, and all requirements of Article 7-900 be adhered to for auto sales.

6. Business hours of Monday through Friday, 7:00 a.m. to 4:00 p.m.
7. That the applicant and business meet all City, County, and State requirements.
8. Any change of use to the parcel or Conditional Use Permit will require review by the Planning Commission and approval of the City Council.

FURTHERMORE, the Ham Lake City Council hereby approves the Conditional Use Permit for 1353 172nd Lane NE subject to the following additional conditions:

1. Written receipt by the City, and approval by the City Attorney, of acknowledgement and approval of the Conditional Use Permit by the owner of the Property located at 1353 172nd Lane NE.
2. Ongoing and complete compliance with all applicable Ham Lake City Code requirements.

Adopted by the Ham Lake City Council this the 6th day of October, 2025.

ATTEST:

Denise Webster, City Clerk

Brian Kirkham, Mayor



CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 8.22.25

Date of Receipt 8.22.25

Receipt # 103501/103502 Amount \$ 400/750

Meeting Appearance Dates:

Planning Commission

9-8-25-CSP

City Council

9-15-25-CSP

9-22-25-CUP

10-6-25-CUP

Please check request(s):

☐ Metes & Bounds Conveyance

☒ Commercial Building Permit (9-8-25)

☐ Sketch Plan

☐ Certificate of Occupancy

☐ Preliminary Plat Approval*

☐ Home Occupation Permit

☐ Final Plat Approval

☒ Conditional Use Permit (New)* (9-22-25)

☐ Rezoning*

☐ Conditional Use Permit (Renewal)

☐ Multiple Dog License*

☐ Other

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

Development/Business Name: Enthusiast Car Co.

Address/Location of property: 1353 172nd LN NE Ham Lake, MN 55304

Legal Description of property:

PIN # _____ Current Zoning IP Proposed Zoning _____

Notes: Request to construct asphalt parking lot + CUP for auto repair

Applicant's Name: Adam Bradley

Business Name: Enthusiast Car Co.

Address 1353 172nd LN NE

City Ham Lake

State MN

Zip Code 55304

Phone 763 269 1307 Cell Phone _____

Fax _____

Email address _____

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

SIGNATURE _____

DATE 8.22.25

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission

CSP 9/8/25 / CUP 9/22/25

PROPERTY TAXES CURRENT YES NO

City Council

CSP 9/15/25 / CUP

Any Active/Deferred Assessments YES NO

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, September 22, 2025 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE, for the purpose of considering the application of Adam Bradley, of Enthusiast Car Co., requesting a Conditional Use Permit to operate an automobile repair shop, at 1353 172nd Lane NE, such land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

LOT 1 BLOCK 1 LANDBORG INDUSTRIAL PARK

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

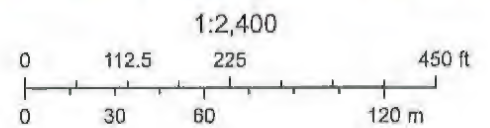
DATED: September 12, 2025

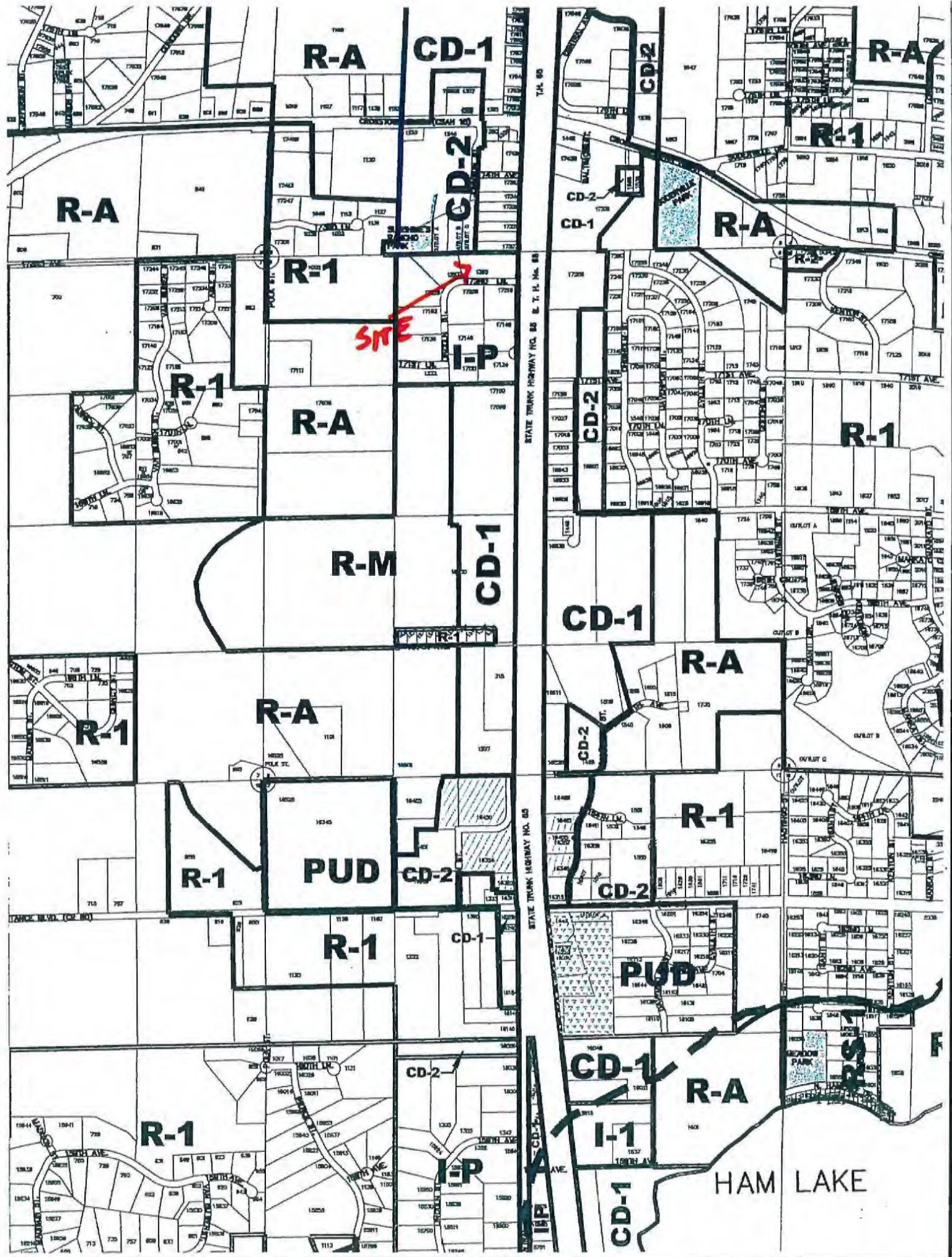
Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake

ArcGIS Web Map



9/5/2025, 7:39:57 AM





September 22, 2025

CITY OF HAM LAKE

STAFF REPORT

To: Members of the Planning Commission

From: Mark Jones, Building Official

Subject: Conditional Use Permit for Enthusiast Car Co. at 1353 172nd Lane NE

Introduction/Discussion:

Enthusiast Car Co. is requesting a Conditional Use Permit (CUP) for auto repair. The property is in the I-P (Industrial Park) zoning district, and per Article 9-220.6(d), the property owner must apply for a CUP to do auto repair at this location. Enthusiast Car Co. will provide light-duty mechanical repair and maintenance services such as oil changes, brake service, minor suspension work, basic diagnostics and engine-related services, battery, filter and belt replacements, performance bolt-on part installation, wheel/tire swaps and seasonal changeovers to the public and internal repair and prep services for vehicles purchased for resale onsite. (Enthusiast Car Co. has been issued a city Motor Vehicle Sales Lot License) Enthusiast Car Co. will employ one full-time mechanic. Hours of operation are stated to be Monday through Friday from 7:00 am to 4:00 pm. Service will be provided, by appointment only, to two outside customers per day. Vehicle sales will also be by appointment only to minimize customer traffic.

Recommendation:

I recommend approval of the Conditional Use Permit (CUP) for Enthusiast Car Co. with the following conditions:

1. Auto repair be limited to vehicle maintenance and mechanical repair only. No auto-body repair allowed.
2. No outside storage of liquids, tires, parts, etc.
3. All repair work needs to be done inside the building.
4. All fluids are to be contained and disposed of according to State and County requirements.
5. That all auto sales activities be kept separate from the auto repair, and all requirements of Article 7-900 be adhered to for auto sales.
6. Business hours, of Monday through Friday 7:00 am to 4:00 pm.
7. Meeting all City, County, and State requirements.



Business Narrative – Enthusiast Car Co.

1353 172nd Lane NE, Ham Lake, MN

Phone: (763) 269-1307

Email: adam@ecarcomn.com

Hours: Monday–Friday, 7:00 AM to 4:00 PM

Owner: Adam Bradley

Business Type: Automotive Service & Retail Sales

Number of Employees: 1 Full-Time Mechanic (W-2)

Business Description

Enthusiast Car Co. is an automotive service and retail operation located at 1353 172nd Lane NE in Ham Lake, MN. The business provides light-duty mechanical repair and maintenance services to the public, along with internal repair and prep services for vehicles that are bought and sold on-site.

The facility includes two lift bays:

- One bay is dedicated to light mechanical services for customers.
- One bay is reserved for servicing and preparing dealer-owned inventory for resale.

The shop is staffed by one full-time ASE-certified mechanic, capable of completing approximately two customer vehicles per day. This allows for high-quality, detailed work and supports internal service needs for retail inventory.

All services and sales are limited to passenger vehicles only. We do not service or sell commercial vehicles, RVs, trailers, or heavy-duty trucks.

Scope of Services

- Oil changes and fluid flushes
- Brake service and minor suspension work
- Basic diagnostics and engine-related services
- Battery, filter, and belt replacements
- Performance bolt-on part installation
- Wheel/tire swaps and seasonal changeovers

No heavy engine or transmission work is performed on-site. There is no fabrication or bodywork performed. All work is completed during operating hours, and vehicles are stored indoors or within designated outdoor parking during business hours.

Customer Volume & Traffic

- The shop services up to 2 outside customers per day, Monday through Friday.
- This limited volume helps reduce traffic impact on the area.
- Appointments are scheduled in advance; there are no walk-in or emergency services.
- Vehicle test drives (when applicable) are conducted on local roads within legal and safe limits.

Retail Vehicle Sales

In addition to mechanical work, the business also buys and sells enthusiast-style and performance passenger vehicles. All vehicles are prepped on-site and listed for sale online. Vehicle sales are by appointment only and handled entirely on the property.

Proposed Lower Lot – Vehicle Sales Parking

Enthusiast Car Co. proposes the development of a 90' x 90' lower lot located on the property to accommodate vehicle inventory for sale. The lot will be designed for efficient parking, organized layout, and safe customer access.

Each parking stall will measure 9 feet in width by 20 feet in length, which aligns with industry standards for passenger vehicle parking. A central 20-foot-wide drive aisle will provide safe and convenient circulation for both employees and customers.

With these dimensions, the lot can accommodate approximately 30–35 passenger vehicles, depending on final striping and circulation layout.

This designated sales area will:

- Keep dealer-owned vehicles organized and separate from customer service vehicles.
- Provide clear space for customer parking and viewing of vehicles.
- Maintain a professional and efficient appearance.
- Reduce congestion in and around the main service bays.

The lower lot will be maintained with appropriate surfacing, striping, and signage to ensure a clean and safe layout for both employees and customers.

Noise, Waste, and Environmental Controls

- Normal shop noise (e.g., pneumatic tools) is limited to business hours only.
- Used oil and fluids are collected and disposed of by a certified waste hauler.
- No painting or hazardous chemical use occurs on-site beyond standard lubricants and cleaners.
- The business complies with all relevant environmental and zoning requirements.

Conclusion

Enthusiast Car Co. is a low-traffic, specialty automotive shop that offers light repair and maintenance for the Ham Lake community while maintaining a small, focused car resale

operation. Our intent is to contribute to the local economy, offer reliable service, and create minimal disruption to the surrounding area.

Ulysses St NE

Ulysses St NE

Ulysses St NE

cust pull in

Drop off Rental Park

1353 172nd Lane Northeast



cust. park

HANDICAP

56' 5"

25' 4"

Employee Park 35' 4"

172nd Ln NE

172nd Ln NE

172nd Ln NE

172nd Ln NE