# CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
info@hamlakemn.gov


**CITY OF HAM LAKE**
**CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA**
**MONDAY, NOVEMBER 2, 2026**

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

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

4.1 Approval of minutes of October 19, 2026
4.2 Approval of claims
4.3 Approval of scheduling the Board of Canvass for Thursday, November 12, 2026 at 7:30 a.m.
4.4 Approval of accepting McGlover Farms/15155 University Avenue NE project and commencing the one-year warranty period
4.5 Approval of a Resolution accepting a donation from the Ham Lake Chamber of Commerce
4.6 Approval of the contract with Embedded Systems for the maintenance and monitoring of the radio equipment for the outdoor warning sirens
4.7 Approval of the Snow Plow/Ice Control Policy for the 2026-2027 season
4.8 Approval of the 2027 Residential Recycling Agreement with Anoka County

**5.0 PLANNING COMMISSION RECOMMENDATIONS** – None
**6.0 ECONOMIC DEVELOPMENT AUTHORITY** – None
**7.0 APPEARANCES**
7.1 Finance Director Andrea Murff, 3rd Quarter Financial Report

**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

# CITY OF HAM LAKE

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**CITY OF HAM LAKE**
**CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES**
**MONDAY, OCTOBER 19, 2026**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, October 19, 2026 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

**MEMBERS PRESENT:** Acting Mayor Al Parranto and Councilmembers Jim Doyle, Andrew Hallberg and Mike Van Kirk (via interactive technology due to being out of state)

**MEMBERS ABSENT:** Mayor Brian Kirkham

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Engineer, Dave Krugler; Administrator, Denise Webster; Building Official, Mark Jones; and Administrative Assistant, Nicole Wheeler

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

**2.0 PUBLIC COMMENT** – None

**3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**

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

3.2 Joseph Radach, Contour Development, LLC – discussion of the parking lot at Elwell Farms Clubhouse and Pool

Jesse Neumann, Joe Radach and Jeremey Skogquist presenting Elwell Farms were present before the City Council to address the parking lot requirements for the Clubhouse and Pool. Mr. Radach stated that other developments, in other cities don't provide any parking spaces for a facility of this type; Ham Lake requiring 50 parking spaces and that doesn't pass the smell test. Mr. Radach stated that they have proposed 19 parking spaces which is more than adequate because the people coming to this facility live in the neighborhood and would walk or bike to the facility. Councilmember Van Kirk stated that 19 parking spaces is not adequate for a facility of the size that they are proposing to build. Councilmember Van Kirk stated that if there is a wedding, family reunion, or graduation party, there will be family and friends coming from outside the neighborhood. City Code states the requirement is 120 parking spaces, and the city is compromising by requiring 50 parking spaces. Councilmember Van Kirk stated this needs to go before the Planning Commission. Building Official Jones stated Mr. Radach is not comparing apples to apples and the developments being compared are in high density areas and have sidewalks throughout the development allowing people to safely walk and bike from their homes. Building Official Jones stated that the lots in Ham Lake are much greater in size and this would require people to walk up to half a mile to get to the clubhouse. Building Official Jones also stated that the size of the pool is significantly larger than the other referenced pools. Building

Official Jones added that the pool design also requires review and approval by the State of Minnesota. Building Official Jones stated that when you add up the number of people allowed in the pool, the arcade, the multi-purpose room, and the gathering room, the occupancy load would be approaching 500 people. Building Official Jones added that on-street parking is not allowed, making 19 parking spaces inadequate for this facility. Mr. Radach stated that this is a residential building, not commercial. Acting Mayor Parranto stated this needs to go before the Planning Commission to make sure everything is done correctly. Attorney Berglund explained that the development of Elwell Farms is zoned PUD (Planned Unit Development) and even though the Clubhouse and Pool are PUD, the underlying use for the building is Commercial and needs to meet commercial requirements. Attorney Berglund stated that because the property is zone PUD, the city has flexibility on the requirements for the property and that per City Code the number of parking spaces required is 120 and the city is trying to work with the developer to allow 50 parking spaces as 19 spaces is not adequate. Mr. Skogquist stated that he is a builder and similar facilities located in Plymouth, MN have no more than 5 paved parking spaces. Mr. Skogquist stated that the pond will have a sidewalk around it. Councilmember Doyle asked where the number of 19 parking spots came from. Mr. Neumann stated they used the occupancy number of 75 people because the Homeowners Association (HOA) can limit the facility to that number, then divide it by 4 to come up with 19 parking spots. Mr. Neumann also stated that the Coon Creek Watershed District (CCWD) asked them why they are paving all these spaces because they want to see green areas/space. Building Official Jones stated the first septic design submitted was to accommodate 75 people, then he received a second design that the septic would accommodate 150 people. Building Official Jones stated that the City Code designates 1 parking space for every 4 people and using a maximum occupancy load of 200 people would require 50 parking spaces. Building Official Jones stated the developer can accommodate 50 parking spaces on the current lot while still meeting the 10 foot setback from the property line. Councilmember Hallberg stated that an occupancy of 75 people for a facility of this size is not realistic, the likely occupancy would be closer to 150 people. Engineer Krugler explained that the reason this had not gone before the Planning Commission for review is that he has given feedback to the developer and is waiting for answers before this can be moved to the Planning Commission. Councilmember Van Kirk stated that the Code Committee met and felt that 50 parking spaces is a good compromise. Councilmember Van Kirk stated that the city loves what they are doing and this is going to be a beautiful development, but the city doesn't need a future problem in 10 years with parking. Mr. Neumann asked if the permit to construct the clubhouse can be issued without the State issuing the permit for the pool because it will take 6-8 months to build the clubhouse. Building Official Jones stated that he would not be able to issue the building permit before the pool is approved, due to not knowing what will be required for the dressing room, bathrooms, etc., which could change the plumbing. Councilmember Van Kirk said the next step would be to submit a Commercial Site Plan that meets City requirements and go before the Planning Commission.

**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 October 5, 2026
4.2 Approval of claims in the amount of $707,037.96
4.3 Approval of scheduling a Budget Meeting on Monday, November 2, 2026, at 5:30 p.m.

4.4 Approval of accepting the Assistance to Firefighters (AFG) Grant for thermal imaging cameras for the Fire Department

4.5 Approval of the re-appointment of District Chief's to the Fire Department

4.6 Approval of Resolution No. 26-44 scheduling a public hearing to vacate the road easement of the temporary cul-de-sac located at PIN #05-32-23-43-0021

4.7 Approval of Resolution No. 26-45 scheduling a public hearing to vacate the road easements within PIN #08-32-23-12-0003

4.8 Approval of Resolution No. 26-46 scheduling a public hearing to vacate the road easements within PIN #08-32-23-12-0020

4.9 Approval of Resolution No. 26-47 scheduling a public hearing to vacate the road and drainage and utility easements over Lots 7, 8, and 9, Block 2 of Meadow Park

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

## 5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Kennedy Okonkwo of Relief Auto LLC, requesting a Conditional Use Permit for an automotive repair shop and site plan approval for a motor vehicle sales lot located at 1354 McKay Drive NE and adoption of Resolution No. 26-48

**Motion by Van Kirk, seconded by Hallberg, to recommend approval of the request of Kennedy Okonkwo requesting a Conditional Use Permit to operate Relief Autobody LLC, an auto repair shop and commercial site plan approval to operate a motor vehicle sales lot at 1354 McKay Drive NE, and adoption of Resolution No. 26-48 with the following conditions:**

1. **All parking must be maintained on-site. Driveways and Fire lanes are to be maintained. Allocating eight (8) parking spaces, including one (1) designated handicap spot. Also designating a minimum of five (5) parking spaces for display of vehicles for sale. All spaces to be on hard surfaces and striped.**
2. **Parking and driving isles to area for cars waiting to be worked on must be surfaced with a minimum of class 5 material.**
3. **Parking area for cars waiting to be worked on must be screened. Current tree cover and fence sections are to be reviewed with the City Building Official to meet conformance with City Code.**
4. **A revised site plan to be drafted, submitted to the city, and approved by the City Building Official shall become a permanent part of the file.**
5. **Allowing one additional employee.**
6. **All work and repairs to be done inside the building including, but not limited to general auto maintenance, mechanical work including replacing brakes, headlights, bulb, body work, cleaning and detailing.**
7. **No automobile painting on-site**
8. **No outside storage of any kind is permitted. All automotive parts must be stored indoors.**
9. **All refuse containers shall be stored in a location that is completely screened from outside view. All fluids and hazardous materials shall be stored and disposed of according to County and State requirements.**
10. **Hours of operation: Open to the public Monday through Sunday, 9:00 a.m. to 6:00 p.m. Any work not involving the public is limited to inside the building area only and from 9:00 a.m. to 10:00 p.m.**
11. **Any security lighting is required to meet the 4-foot candle meter reading as measured at the residential property line. Existing lights that are non-conforming shall be replaced.**

**12. Motor vehicle sales lot licenses must be obtained through the State of Minnesota and the City of Ham Lake.**
**13. No on-street parking is allowed.**
**14. Must meet all City, County and State requirements.**

**All present in favor, motion carried.**

5.2 T.E.S. Construction requesting Sketch Plan approval for Acre Hills, a 2-lot Single-Family Residential (R-1) and Rural Single Family (R-A) development in Section 23

**Motion by Parranto, seconded by Doyle, to concur with the Planning Commission and approve the Sketch Plan as presented by T.E.S. Construction for Acre Hills, an R-1 (single family residential) / R-A (rural single family residential) minor two lot plat subject to taking money in lieu of parkland, rezoning Lot 2 to R-1 Single-Family Residential, and subject to meeting the requirements of the City Engineer and all State, County and City requirements. All present in favor, motion carried.**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY** – None
**7.0 APPEARANCES** – None
**8.0 CITY ATTORNEY** – None
**9.0 CITY ENGINEER** – None
**10.0 CITY ADMINISTRATOR** – None

**11.0 COUNCIL BUSINESS**
11.1 Committee Reports – None

11.2 Announcements and future agenda items
Councilmember Hallberg stated that he would not be in attendance for the next two meetings but would be able to join via interactive technology.

**Motion by Parranto, seconded by Hallberg, to adjourn the City Council meeting at 6:56 p.m. All present in favor, motion carried.**

_____
Nicole Wheeler, Administrative Assistant

**CITY OF HAM LAKE**
**CLAIMS SUBMITTED TO COUNCIL**
**November 2, 2026**

**CITY OF HAM LAKE**

| | | | |
|---|---|---|---|
| **EFTS, CHECKS, AND BANK DRAFTS** | | **10/20/26 - 11/02/26** | |
| **EFT** | **# 2675 - 2683** | $ | 5,506.58 |
| **REFUND CHECKS** | **# 68622 - 68629** | $ | 71,625.00 |
| **CHECKS** | **# 68630 - 68652** | $ | 60,845.74 |
| **BANK DRAFTS** | **DFT0003160 - DFT0003167** | $ | 37,579.81 |
| **TOTAL EFTS, CHECKS, AND BANK DRAFTS** | | $ | 175,557.13 |
| **PAYROLL CHECKS** | | | |
| **10/30/26** | **Direct Deposits** | $ | 54,255.54 |
| **TOTAL PAYROLL CHECKS** | | $ | 54,255.54 |
| **VOID CHECKS** | | | |
| **CHECKS** | **# 64923, 66006, 66356, 66851, 67116** | $ | (1,064.31) |
| **ZERO CHECKS** | **#68651** | $ | - |
| **ZERO EFT** | | $ | - |
| **BANK DRAFT NOT USED** | | $ | - |
| **TOTAL VOIDS** | | $ | (1,064.31) |
| **TOTAL OF ALL PAYMENTS** | | $ | 228,748.36 |

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 2ND DAY OF NOVEMBER 2026

_____
MAYOR

_____
COUNCILMEMBER

_____
COUNCILMEMBER

_____
COUNCILMEMBER

_____
COUNCILMEMBER

# Refund Check Register

City of Ham Lake, MN

Packet: ARPKT01894 - 10/22/26 TRUST REFUNDS

## Refund Detail

| Account Number | Name | Check Date | Check Number | Amount |
|---|---|---|---|---|
| 00811 | JACK WILLMAN | 10/22/2026 | 68622 | 2,500.00 |
| 00826 | HEARTH DEVELOPMENT | 10/22/2026 | 68623 | 64,875.00 |
| 00911 | PAMELA GILLUND | 10/22/2026 | 68624 | 150.00 |
| 00936 | ANNETTE CARSON | 10/22/2026 | 68625 | 150.00 |
| | | | Total Refund Amount: | 67,675.00 |

## Revenue Totals

| Revenue Code | | Total Distribution |
|---|---|---|
| TRUST DEPOSITS - TRUST DEPOSITS | | 67,675.00 |
| | Revenue Totals: | 67,675.00 |

## General Ledger Distribution

Posting Date: 10/22/2026

| | Account Number | Account Name | | Posting Amount | IFT |
|---|---|---|---|---|---|
| **Fund:** | 890 - TRUST FUND | | | | |
| | 890-10101 | Cash-claim on pooled cash | | -67,675.00 | Yes |
| | 890-11501 | Misc receivables | | 67,675.00 | |
| | | | **890 Total:** | 0.00 | |
| **Fund:** | 999 - POOLED CASH | | | | |
| | 999-10100 | Pooled Cash | | -67,675.00 | |
| | 999-20702 | Due to other funds | | 67,675.00 | Yes |
| | | | **999 Total:** | 0.00 | |
| | | | **Distribution Total:** | 0.00 | |

# Refund Check Register

City of Ham Lake, MN

Packet: ARPKT01901 - 10/28/26 TRUST REFUNDS

## Refund Detail

| Account Number | Name | Check Date | Check Number | Amount |
|---|---|---|---|---|
| 00659 | RICHARD KAPPELHOFF III | 10/28/2026 | 68626 | 150.00 |
| 00823 | TH CONSTRUCTION OF ANOKA | 10/28/2026 | 68627 | 3,500.00 |
| 00908 | LAURIE HAYES | 10/28/2026 | 68628 | 150.00 |
| 00939 | KRISTI PEARSON | 10/28/2026 | 68629 | 150.00 |
| | | | Total Refund Amount: | 3,950.00 |

## Revenue Totals

| Revenue Code | Total Distribution |
|---|---|
| TRUST DEPOSITS - TRUST DEPOSITS | 3,950.00 |
| Revenue Totals: | 3,950.00 |

## General Ledger Distribution

Posting Date: 10/28/2026

| | Account Number | Account Name | | Posting Amount | IFT |
|---|---|---|---|---|---|
| Fund: | 890 - TRUST FUND | | | | |
| | 890-10101 | Cash-claim on pooled cash | | -3,950.00 | Yes |
| | 890-11501 | Misc receivables | | 3,950.00 | |
| | | | **890 Total:** | 0.00 | |
| Fund: | 999 - POOLED CASH | | | | |
| | 999-10100 | Pooled Cash | | -3,950.00 | |
| | 999-20702 | Due to other funds | | 3,950.00 | Yes |
| | | | **999 Total:** | 0.00 | |
| | | | **Distribution Total:** | 0.00 | |



City of Ham Lake, MN

# Council Approval List

By (None)

Payment Dates 10/20/2026 - 11/2/2026

| Payment Number | Vendor Name | Description (Item) | Account Name | Account Number | Amount |
|---|---|---|---|---|---|
| 2675 | BLAINE BROTHERS INC | #78 PURGE VALVE KIT | Vehicle parts & supplies | 100-43101-2340 | 70.18 |
| 2675 | BLAINE BROTHERS INC | #78 PURGE VALVE CORE | Vehicle parts & supplies | 100-43101-2340 | 23.00 |
| 2676 | BRODIN PRESS | NOV HAM LAKER | Editing | 211-41704-3125 | 900.00 |
| 2677 | CINTAS CORP | UNIFORMS | Clothing & personal protectiv | 100-43101-2210 | 118.81 |
| 2677 | CINTAS CORP | UNIFORMS | Clothing & personal protectiv | 100-44101-2210 | 87.06 |
| 2677 | CINTAS CORP | UNIFORMS | Clothing & personal protectiv | 100-43101-2210 | 118.81 |
| 2677 | CINTAS CORP | UNIFORMS | Clothing & personal protectiv | 100-44101-2210 | 87.06 |
| 2677 | CINTAS CORP | FIRE #1 - DISINFECT SERVICE | Safety supplies | 100-42201-2240 | 8.03 |
| 2678 | CMT JANITORIAL SERVICES | CITY HALL CLEANING | Cleaning service | 100-41702-3430 | 612.00 |
| 2678 | CMT JANITORIAL SERVICES | SHERIFF'S OFFICE CLEANING | Cleaning service | 100-41702-3430 | 153.00 |
| 2678 | CMT JANITORIAL SERVICES | FIRE #1 CLEANING | Cleaning service | 100-42202-3430 | 161.00 |
| 2678 | CMT JANITORIAL SERVICES | FIRE #2 CLEANING | Cleaning service | 100-42202-3430 | 151.00 |
| 2678 | CMT JANITORIAL SERVICES | FIRE #3 | Cleaning service | 100-42202-3430 | 387.00 |
| 2678 | CMT JANITORIAL SERVICES | PW CLEANING | Cleaning service | 100-43104-3430 | 148.00 |
| 2678 | CMT JANITORIAL SERVICES | SR CENTER CLEANING | Cleaning service | 100-44202-3430 | 300.00 |
| 2679 | DELTA DENTAL PLAN OF MINN | NOV COBRA - DK | COBRA receivable | 100-11502 | 52.06 |
| 2679 | DELTA DENTAL PLAN OF MINN | NOV DENTAL | Dental Insurance | 100-21711 | 999.88 |
| 2680 | HEALTH PARTNERS INC | OCT EAP | Other professional services | 100-41701-3190 | 22.95 |
| 2681 | MSTS RECEIVABLES | MANUAL PUSH BEHIND SWEE | Operating supplies | 100-43101-2290 | 113.99 |
| 2682 | O'REILLY AUTOMOTIVE STORE | AIR FITTING | Building repair & maintenanc | 100-43104-2310 | 12.49 |
| 2682 | O'REILLY AUTOMOTIVE STORE | 20A CIRCUT BREAKER | Building repair & maintenanc | 100-43104-2310 | 7.99 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #93 HOSE GUARD, WIPER MO | Vehicle parts & supplies | 100-43101-2340 | 165.28 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #56 BATTERY & CORE | Vehicle parts & supplies | 100-43101-2340 | 22.00 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #56 BATTERY & CORE | Vehicle parts & supplies | 100-43101-2340 | 96.49 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #56 CORE | Vehicle parts & supplies | 100-43101-2340 | -22.00 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #89 BATTERIES | Vehicle parts & supplies | 100-43101-2340 | 310.24 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #89 BATTERY CORES | Vehicle parts & supplies | 100-43101-2340 | 44.00 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #89 CORE RETURNS | Vehicle parts & supplies | 100-43101-2340 | -44.00 |
| 2682 | O'REILLY AUTOMOTIVE STORE | DISCONNECT | Operating supplies | 100-43101-2290 | 4.91 |
| 2682 | O'REILLY AUTOMOTIVE STORE | #59 WIRE HARNESS, RECEIVE | Vehicle parts & supplies | 100-43101-2340 | 83.98 |
| 2682 | O'REILLY AUTOMOTIVE STORE | BATTERY | Vehicle parts & supplies | 100-43101-2340 | 155.12 |
| 2682 | O'REILLY AUTOMOTIVE STORE | BATTERY CORE | Vehicle parts & supplies | 100-43101-2340 | 22.00 |
| 2682 | O'REILLY AUTOMOTIVE STORE | BATTERY CORE | Vehicle parts & supplies | 100-43101-2340 | -22.00 |
| 2683 | UNLIMITED SUPPLIES INC | FASTENERS | Operating supplies | 100-43101-2290 | 156.25 |
| 68630 | ALEX AIR APPARATUS 2 LLC | FIRE #2 ANNUAL COMPRESSO | Equipment repair & maintena | 100-42201-3440 | 1,021.12 |
| 68631 | ANOKA COUNTY TREASURY D | BROADBAND CITY HALL | Internet & website | 100-41707-3220 | 50.00 |
| 68631 | ANOKA COUNTY TREASURY D | BROADBAND FIRE #1 | Internet | 100-42201-3220 | 50.00 |
| 68631 | ANOKA COUNTY TREASURY D | BROADBAND FIRE #2 | Internet | 100-42201-3220 | 150.00 |
| 68631 | ANOKA COUNTY TREASURY D | BROADBAND PW | Internet & website | 100-43101-3220 | 50.00 |
| 68632 | CITY OF COLUMBUS | MAY SIGNAL LEXINGTON & BR | Electricity | 100-43401-3610 | 25.09 |
| 68632 | CITY OF COLUMBUS | JUNE SIGNAL LEXINGTON & B | Electricity | 100-43401-3610 | 25.92 |
| 68632 | CITY OF COLUMBUS | JULY SIGNAL LEXINGTON & BR | Electricity | 100-43401-3610 | 29.61 |
| 68632 | CITY OF COLUMBUS | AUGUST SIGNAL LEXINGTON | Electricity | 100-43401-3610 | 26.55 |
| 68633 | COMCAST BUSINESS | NOVEMBER FIRE #1 ADD'L CA | Rentals-other | 100-42201-3390 | 11.34 |
| 68634 | DEARBORN LIFE INS CO | NOV VOL LIFE | Life Insurance | 100-21714 | 160.20 |
| 68634 | DEARBORN LIFE INS CO | NOV LIFE | Life Insurance | 100-21714 | 58.56 |
| 68635 | DEHN OIL CO | 100 GAL DIESEL | Fuel | 100-43101-2230 | 519.73 |
| 68635 | DEHN OIL CO | 330 GAL GASOLINE | Fuel | 100-43101-2230 | 1,239.84 |
| 68636 | EJ EQUIPMENT INC | #61 MOTOR CHANNEL, TENSI | Equipment parts & supplies | 100-43101-2320 | 770.22 |
| 68637 | GOODYEAR TIRE | #84 TIRES | Vehicle parts & supplies | 100-43101-2340 | 609.64 |
| 68637 | GOODYEAR TIRE | #91 TIRE TRADE IN | Vehicle parts & supplies | 100-43101-2340 | -1,000.00 |
| 68637 | GOODYEAR TIRE | #91 TIRES | Vehicle parts & supplies | 100-43101-2340 | 1,255.32 |
| 68638 | GUY BLECHINGER | #104 DOT BRAKE TEST | Inspections | 100-43101-3460 | 388.00 |
| 68639 | IGF COATINGS LLC | FIRE #3 FLOOR REPAIR | Building repair & maintenanc | 100-42202-3420 | 760.00 |

| Payment Number | Vendor Name | Description (Item) | Account Name | Account Number | Amount |
|---|---|---|---|---|---|
| 68640 | KINGS III EMERGENCY COMM | NOVEMBER ELEVATOR PHONE | Phones/radios/pagers | 100-41701-3210 | 39.17 |
| 68641 | LEPAGE & SONS INC | 10/13 YARDWASTE | Waste management & recycli | 231-43601-3630 | 462.00 |
| 68642 | MCCLELLAN SALES INC | HARD HATS, CAP ASSY FACE S | Clothing & personal protectiv | 100-43101-2210 | 373.50 |
| 68643 | MENARDS-BLAINE | SPRAYER REPAIR SUPPLIES | Equipment parts & supplies | 100-44101-2320 | 22.78 |
| 68643 | MENARDS-BLAINE | SHOP REPAIR SUPPLIES | Building repair & maintenanc | 100-43104-2310 | 45.06 |
| 68643 | MENARDS-BLAINE | HEX KEY SET, ANTIFREEZE | Operating supplies | 100-44101-2290 | 31.93 |
| 68643 | MENARDS-BLAINE | TREATED POSTS & BOARDS, F | Operating supplies | 100-44101-2290 | 842.72 |
| 68643 | MENARDS-BLAINE | TREATED BOARDS - HOCKEY R | Operating supplies | 100-44101-2290 | 48.20 |
| 68644 | MIDWAY FORD | G-2 | Capital assets | 420-42201-5110 | 48,027.00 |
| 68645 | MINNESOTA EQUIPMENT | #61 KNOBS | Equipment parts & supplies | 100-43101-2320 | 42.22 |
| 68646 | OCCUPATIONAL HEALTH CENT | DRUG TESTING | Personnel testing & recruitme | 100-43101-3150 | 76.00 |
| 68646 | OCCUPATIONAL HEALTH CENT | DRUG TESTING | Personnel testing & recruitme | 100-44101-3150 | 214.00 |
| 68647 | PTL TIRE INC | #53 TIRE MOUNT | Equipment repair & maintena | 100-44101-3440 | 100.41 |
| 68648 | SUMMIT CONSTRUCTION GR | DUPLICATE PERMIT #2024-00 | Surcharge | 100-22801 | 1.00 |
| 68648 | SUMMIT CONSTRUCTION GR | DUPLICATE PERMIT #2024-00 | Building permits | 100-32201 | 60.00 |
| 68649 | TOP TIER HEATING & AIR CON | CANCEL DUPLICATE PERMIT # | Surcharge | 100-22801 | 1.00 |
| 68649 | TOP TIER HEATING & AIR CON | CANCEL DUPLICATE PERMIT # | Other construction permits | 100-32202 | 60.00 |
| 68650 | US BANK CORPORATE PAYME | U OF M-Septic Class - MH-NW | Prepaid expense | 100-15501 | 965.00 |
| 68650 | US BANK CORPORATE PAYME | PRICELINE-SEPTIC LODGING - | Prepaid expense | 100-15501 | 452.10 |
| 68650 | US BANK CORPORATE PAYME | PRICELINE-SEPTIC LODGING - | Prepaid expense | 100-15501 | -452.10 |
| 68650 | US BANK CORPORATE PAYME | PRICELINE-SEPTIC LODGING - | Prepaid expense | 100-15501 | 560.72 |
| 68650 | US BANK CORPORATE PAYME | SAI-NOV SUBSCRIPTION-JC | A/P adjustment | 100-20202 | 91.99 |
| 68650 | US BANK CORPORATE PAYME | IIMC-IIMC - DW-NW | Dues & subscriptions | 100-41201-3920 | 205.00 |
| 68650 | US BANK CORPORATE PAYME | ZOOM-zoom-NW | Dues & subscriptions | 100-41201-3920 | 14.69 |
| 68650 | US BANK CORPORATE PAYME | IIMC-IIMC-DS-NW | Dues & subscriptions | 100-41301-3920 | 135.00 |
| 68650 | US BANK CORPORATE PAYME | IOS-3 ring binders-NW | Office supplies | 100-41302-2110 | 15.31 |
| 68650 | US BANK CORPORATE PAYME | IOS-toner SK-NW | Office supplies | 100-41401-2110 | 187.26 |
| 68650 | US BANK CORPORATE PAYME | CRAGUNS-GFOA CONFERENC | Training/conferences/schools | 100-41401-3510 | 147.43 |
| 68650 | US BANK CORPORATE PAYME | AMAZON-letterhead paper-N | Office supplies | 100-41701-2110 | -21.51 |
| 68650 | US BANK CORPORATE PAYME | AMAZON-letterhead paper-N | Office supplies | 100-41701-2110 | -21.51 |
| 68650 | US BANK CORPORATE PAYME | AMAZON-letterhead paper-N | Office supplies | 100-41701-2110 | 43.02 |
| 68650 | US BANK CORPORATE PAYME | IOS-clips, paper clips, folders- | Office supplies | 100-41701-2110 | 76.62 |
| 68650 | US BANK CORPORATE PAYME | IOS-trash bags, paper towels- | Operating supplies | 100-41701-2290 | 140.41 |
| 68650 | US BANK CORPORATE PAYME | PANTHEON-website-NW | Internet & website | 100-41707-3220 | 350.00 |
| 68650 | US BANK CORPORATE PAYME | AMAZON-window cranks-NW | Operating supplies | 100-42201-2290 | -10.60 |
| 68650 | US BANK CORPORATE PAYME | AMAZON-window cranks-NW | Operating supplies | 100-42201-2290 | -10.60 |
| 68650 | US BANK CORPORATE PAYME | MFSCB-Certificates renewal- | Professional licenses & certific | 100-42201-3520 | 517.75 |
| 68650 | US BANK CORPORATE PAYME | AMAZON-window cranks-NW | Building repair & maintenanc | 100-42202-2310 | 18.92 |
| 68650 | US BANK CORPORATE PAYME | AMAZON-lavender paper-NW | Office supplies | 100-42401-2110 | 20.28 |
| 68650 | US BANK CORPORATE PAYME | IOS-calendars-NW | Office supplies | 100-42401-2110 | 52.09 |
| 68650 | US BANK CORPORATE PAYME | IOS-calendars-NW | Office Supplies | 100-43101-2110 | 25.18 |
| 68650 | US BANK CORPORATE PAYME | HARBOR FREIGHT-GLOVES, TU | Operating supplies | 100-43101-2290 | 70.97 |
| 68652 | VERIZON WIRELESS | AM | Phones/radios/pagers | 100-41701-3210 | 38.43 |
| 68652 | VERIZON WIRELESS | MR | Phones/radios/pagers | 100-42201-3210 | 38.43 |
| 68652 | VERIZON WIRELESS | TD, MJ & 2 LAPTOPS | Phones/radios/pagers | 100-42401-3210 | 156.88 |
| 68652 | VERIZON WIRELESS | JK, JW, JC, CS, & 2 LAPTOPS | Phones/radios/pagers | 100-43101-3210 | 236.73 |
| 68652 | VERIZON WIRELESS | DH, AC, JS, DP | Phones/radios/pagers | 100-44101-3210 | 153.72 |
| DFT0003160 | MN STATE DEPT OF REVENUE- | 3RD QTR MN TAX PENALTY | Penalties & interest | 100-31901 | 0.28 |
| DFT0003161 | MN DEPT OF EMPLOYMENT & | 3RD QTR MNPL-NUE TAX ADJ | MNPFML | 100-21708 | -0.16 |
| DFT0003161 | MN DEPT OF EMPLOYMENT & | MNPL - NUE EE | MNPFML | 100-21708 | 18.80 |
| DFT0003161 | MN DEPT OF EMPLOYMENT & | MNPL - NUE EE | MNPFML | 100-21708 | 1.74 |
| DFT0003161 | MN DEPT OF EMPLOYMENT & | MNPL - NUE EE | MNPFML | 100-21708 | 113.86 |
| DFT0003161 | MN DEPT OF EMPLOYMENT & | MNPL - NUE EE | MNPFML | 100-21708 | 1.74 |
| DFT0003161 | MN DEPT OF EMPLOYMENT & | MNPL - NUE EE | MNPFML | 100-21708 | 18.80 |
| DFT0003162 | MN DEPT OF EMPLOYMENT & | MNPL - UE EE | MNPFML | 100-21708 | 554.62 |
| DFT0003162 | MN DEPT OF EMPLOYMENT & | MNPL - UE EE | MNPFML | 100-21708 | 702.12 |
| DFT0003162 | MN DEPT OF EMPLOYMENT & | MNPL - UE EE | MNPFML | 100-21708 | 541.46 |
| DFT0003162 | MN DEPT OF EMPLOYMENT & | MNPL - UE EE | MNPFML | 100-21708 | 636.80 |
| DFT0003162 | MN DEPT OF EMPLOYMENT & | MNPL - UE EE | MNPFML | 100-21708 | 548.02 |
| DFT0003162 | MN DEPT OF EMPLOYMENT & | MNPL - UE EE | MNPFML | 100-21708 | 667.36 |

| Payment Number | Vendor Name | Description (Item) | Account Name | Account Number | Amount |
|---|---|---|---|---|---|
| DFT0003163 | US POSTMASTER | SR CENTER POSTAGE | Postage Liability | 100-20204 | 52.60 |
| DFT0003164 | IRS-Payroll Tax | Federal Withholding | Federal WH/FICA/MC | 100-21701 | 1.30 |
| DFT0003164 | IRS-Payroll Tax | Medicare Payable | Federal WH/FICA/MC | 100-21701 | 0.16 |
| DFT0003164 | IRS-Payroll Tax | Federal Withholding | Federal WH/FICA/MC | 100-21701 | 6,685.77 |
| DFT0003164 | IRS-Payroll Tax | Medicare Payable | Federal WH/FICA/MC | 100-21701 | 2,244.60 |
| DFT0003164 | IRS-Payroll Tax | Social Security Payable | Federal WH/FICA/MC | 100-21701 | 8,967.46 |
| DFT0003165 | MN STATE DEPT OF REVENUE- | MN State Withholding | State W/H | 100-21702 | 0.36 |
| DFT0003165 | MN STATE DEPT OF REVENUE- | MN State Withholding | State W/H | 100-21702 | 3,059.84 |
| DFT0003166 | VOYA-DEF COMP | Deferred Compensation | Deferred compensation | 100-21704 | 2,735.00 |
| DFT0003166 | VOYA-DEF COMP | Roth IRA | Deferred compensation | 100-21704 | 300.00 |
| DFT0003167 | PERA | Retirement-Coordinated | PERA | 100-21703 | 8,308.16 |
| DFT0003167 | PERA | Retirement-Elected Officials | PERA | 100-21703 | 40.84 |
| DFT0003167 | PERA | Retirement-Police & Fire | PERA | 100-21703 | 1,378.28 |
| | | | | **Grand Total:** | **103,932.13** |

# Report Summary

## Fund Summary

| Fund | Payment Amount |
|---|---|
| 100 - GENERAL | 54,543.13 |
| 211 - HAM LAKER | 900.00 |
| 231 - RECYCLING | 462.00 |
| 420 - FIRE EQUIPMENT | 48,027.00 |
| **Grand Total:** | **103,932.13** |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-11502 | COBRA receivable | 52.06 |
| 100-15501 | Prepaid expense | 1,525.72 |
| 100-20202 | A/P adjustment | 91.99 |
| 100-20204 | Postage Liability | 52.60 |
| 100-21701 | Federal WH/FICA/MC | 17,899.29 |
| 100-21702 | State W/H | 3,060.20 |
| 100-21703 | PERA | 9,727.28 |
| 100-21704 | Deferred compensation | 3,035.00 |
| 100-21708 | MNPFML | 3,805.16 |
| 100-21711 | Dental Insurance | 999.88 |
| 100-21714 | Life Insurance | 218.76 |
| 100-22801 | Surcharge | 2.00 |
| 100-31901 | Penalties & interest | 0.28 |
| 100-32201 | Building permits | 60.00 |
| 100-32202 | Other construction per | 60.00 |
| 100-41201-3920 | Dues & subscriptions | 219.69 |
| 100-41301-3920 | Dues & subscriptions | 135.00 |
| 100-41302-2110 | Office supplies | 15.31 |
| 100-41401-2110 | Office supplies | 187.26 |
| 100-41401-3510 | Training/conferences/sc | 147.43 |
| 100-41701-2110 | Office supplies | 76.62 |
| 100-41701-2290 | Operating supplies | 140.41 |
| 100-41701-3190 | Other professional servi | 22.95 |
| 100-41701-3210 | Phones/radios/pagers | 77.60 |
| 100-41702-3430 | Cleaning service | 765.00 |
| 100-41707-3220 | Internet & website | 400.00 |
| 100-42201-2240 | Safety supplies | 8.03 |
| 100-42201-2290 | Operating supplies | -21.20 |
| 100-42201-3210 | Phones/radios/pagers | 38.43 |
| 100-42201-3220 | Internet | 200.00 |
| 100-42201-3390 | Rentals-other | 11.34 |
| 100-42201-3440 | Equipment repair & mai | 1,021.12 |
| 100-42201-3520 | Professional licenses & c | 517.75 |
| 100-42202-2310 | Building repair & mainte | 18.92 |
| 100-42202-3420 | Building repair & mainte | 760.00 |
| 100-42202-3430 | Cleaning service | 699.00 |
| 100-42401-2110 | Office supplies | 72.37 |
| 100-42401-3210 | Phones/radios/pagers | 156.88 |
| 100-43101-2110 | Office Supplies | 25.18 |
| 100-43101-2210 | Clothing & personal prot | 611.12 |
| 100-43101-2230 | Fuel | 1,759.57 |
| 100-43101-2290 | Operating supplies | 346.12 |
| 100-43101-2320 | Equipment parts & suppl | 812.44 |
| 100-43101-2340 | Vehicle parts & supplies | 1,769.25 |
| 100-43101-3150 | Personnel testing & recr | 76.00 |
| 100-43101-3210 | Phones/radios/pagers | 236.73 |
| 100-43101-3220 | Internet & website | 50.00 |
| 100-43101-3460 | Inspections | 388.00 |
| 100-43104-2310 | Building repair & mainte | 65.54 |

## Account Summary

| Account Number | Account Name | Payment Amount |
|---|---|---|
| 100-43104-3430 | Cleaning service | 148.00 |
| 100-43401-3610 | Electricity | 107.17 |
| 100-44101-2210 | Clothing & personal prot | 174.12 |
| 100-44101-2290 | Operating supplies | 922.85 |
| 100-44101-2320 | Equipment parts & suppl | 22.78 |
| 100-44101-3150 | Personnel testing & recr | 214.00 |
| 100-44101-3210 | Phones/radios/pagers | 153.72 |
| 100-44101-3440 | Equipment repair & mai | 100.41 |
| 100-44202-3430 | Cleaning service | 300.00 |
| 211-41704-3125 | Editing | 900.00 |
| 231-43601-3630 | Waste management & r | 462.00 |
| 420-42201-5110 | Capital assets | 48,027.00 |
| | **Grand Total:** | **103,932.13** |

## Project Account Summary

| Project Account Key | Payment Amount |
|---|---|
| **None** | 103,470.13 |
| 231004009 | 462.00 |
| **Grand Total:** | **103,932.13** |



City of Ham Lake, MN

# EFT Payroll Check Register

## Report Summary

Pay Period: 10/11/2026-10/24/2026

**Packet: PYPKT01981 - PPE 10/24/26 PAID 10/30/26**
**Payroll Set: City of Ham Lake - 01**

| Type | Count | Amount |
|---|---|---|
| Regular Checks | 0 | 0.00 |
| Manual Checks | 0 | 0.00 |
| Reversals | 0 | 0.00 |
| Voided Checks | 0 | 0.00 |
| Direct Deposits | 78 | 54,255.54 |
| **Total** | **78** | **54,255.54** |



City of Ham Lake, MN

# Adjustment Register

Sequence By: Account Number

Packet: ARPKT01889 - VOID CK#64923 - SCHOENROCK #00210

## Other Adjustments Detail

| Account Number | Adjustment Reference | Name | Payment Amount | Invoice Number | Revenue Code | Amount |
|---|---|---|---|---|---|---|
| **REV REFUND CHECK - REVERSE REFUND CHECK** | | | | | | |
| 00210<br>Check: 64923 | VOID CK#64923 | SCHOENROCK HOLDINGS LLC | -32.31 | | TRUST DEPOSITS - TRUST DEPOSITS | -32.31 |
| | | Other Adjustments Detail Totals: | -32.31 | | | |

## Revenue Totals

| Revenue Code | Total Distributed |
|---|---|
| TRUST DEPOSITS - TRUST DEPOSITS | -32.31 |
| Revenue Totals: | -32.31 |

## General Ledger Distribution

Posting Date: 10/19/2026

| | Account Number | Account Name | | Posting Amount | IFT |
|---|---|---|---|---|---|
| **Fund:** | 890 - TRUST FUND | | | | |
| | 890-10101 | Cash-claim on pooled cash | | 32.31 | Yes |
| | 890-11501 | Misc receivables | | -32.31 | |
| | | | **890 Total:** | 0.00 | |
| **Fund:** | 999 - POOLED CASH | | | | |
| | 999-10100 | Pooled Cash | | 32.31 | |
| | 999-20702 | Due to other funds | | -32.31 | Yes |
| | | | **999 Total:** | 0.00 | |
| | | | **Distribution Total:** | 0.00 | |



City of Ham Lake, MN

# Payment Reversal Register

APPKT02564 - VOID CK#66851, 66006, 66356 TO BE REISSUED

## Payables Left To Pay Again

**Vendor Set:** 01 - Vendor Set 01
**Bank:** APBNK - A/P BANK

| Vendor Number | Vendor Name | | | | Total Vendor Amount |
|---|---|---|---|---|---|
| IGF | IGF COATINGS LLC | | | | -760.00 |
| **Payment Type** | **Payment Number** | **Original Payment Date** | **Reversal Date** | | **Payment Amount** |
| Check | 66851 | 01/21/2025 | 10/28/2026 | | -760.00 |
| **Payable Number:** | **Description** | | **Payable Date** | **Due Date** | **Payable Amount** |
| 1395 | FIRE #3 FLOOR REPAIR | | 11/11/2024 | 12/31/2024 | 760.00 |

| Vendor Number | Vendor Name | | | | Total Vendor Amount |
|---|---|---|---|---|---|
| SUMMITCONST | SUMMIT CONSTRUCTION GROUP | | | | -61.00 |
| **Payment Type** | **Payment Number** | **Original Payment Date** | **Reversal Date** | | **Payment Amount** |
| Check | 66006 | 04/15/2024 | 10/28/2026 | | -61.00 |
| **Payable Number:** | **Description** | | **Payable Date** | **Due Date** | **Payable Amount** |
| 2024-00222 | DUPLICATE PERMIT #2024-00222 REFUND | | 03/27/2024 | 03/31/2024 | 61.00 |

| Vendor Number | Vendor Name | | | | Total Vendor Amount |
|---|---|---|---|---|---|
| TOPTIER | TOP TIER HEATING & AIR CONDITIONING | | | | -61.00 |
| **Payment Type** | **Payment Number** | **Original Payment Date** | **Reversal Date** | | **Payment Amount** |
| Check | 66356 | 08/05/2024 | 10/28/2026 | | -61.00 |
| **Payable Number:** | **Description** | | **Payable Date** | **Due Date** | **Payable Amount** |
| 2024-00618 | CANCEL DUPLICATE PERMIT #2024-00618 | | 07/16/2024 | 07/31/2024 | 61.00 |

## Bank Code Summary

| Bank Code | Canceled Payables | Payables Left To Pay Again | Total |
|---|---|---|---|
| APBNK | 0.00 | -882.00 | -882.00 |
| **Report Total:** | **0.00** | **-882.00** | **-882.00** |



City of Ham Lake, MN

# Adjustment Register

Sequence By: Account Number

Packet: ARPKT01899 - VOID CK#67116

## Other Adjustments Detail

| Account Number | Adjustment Reference | Name | Payment Amount | Invoice Number | Revenue Code | Amount |
|---|---|---|---|---|---|---|
| **REV REFUND CHECK - REVERSE REFUND CHECK** | | | | | | |
| 00659<br>Check: 67116 | VOID CK#67116 & RE-ISSUE | RICHARD KAPPELHOFF III | -150.00 | | TRUST DEPOSITS - TRUST DEPOSITS | -150.00 |
| | | Other Adjustments Detail Totals: | -150.00 | | | |

## Revenue Totals

| Revenue Code | Total Distributed |
|---|---|
| TRUST DEPOSITS - TRUST DEPOSITS | -150.00 |
| Revenue Totals: | -150.00 |

## General Ledger Distribution

Posting Date: 10/28/2026

| | 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 | |

Engineering, Inc.

13635 Johnson Street NE
Ham Lake, MN 55304
Office (763) 862-8000
Fax (763) 862-8042

# Memorandum

Date: October 27, 2026

To: Mayor and Councilmembers

From: David A. Krugler, City Engineer

Subject: McGlover Farm

---

**Introduction:**
An inspection of the McGlover Farm project was completed October 26th 2026.

**Discussion:**
All of the Development Agreement Work Items that were guaranteed by the performance security have been completed.

**Recommendation:**
It is recommended that the project be accepted and that the one-year maintenance period commence. It is also recommended that the Letter of Credit performance security, in the amount of $73,100 be released after the developer has provided the required maintenance security, in the amount of $12,200 to the City.

RESOLUTION NO. 26-XX
RESOLUTION APPROVING CONTRIBUTIONS

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

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

| Name of Donor | Amount |
|---|---|
| Ham Lake Chamber of Commerce<br>*(for the 2027 Freedom Festival)* | $6,000.00 |

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

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

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

1. The contributions described above are hereby accepted by the City of Ham Lake and shall be used to establish and operate programs within the City's corporate limits either alone or in cooperation with others, as allowed by law.

2. That the City Clerk is hereby directed to issue receipts to each donor acknowledging the City's receipt of the donor's contribution.

Adopted by the City Council of the City of Ham Lake this 2nd day of November, 2026.

_____
Brian Kirkham, Mayor

_____
Denise Webster, City Clerk

MINNESOTA LAWFUL GAMBLING 02/16

# LG555 Government Approval or Acknowledgment for Use of Gambling Funds

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

## ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: Ham Lake Chamber of Commerce | License Number: 02948

Address: 15544 Central Ave. NE | City/State/Zip: Ham Lake, MN. 55304

1. Amount of proposed lawful purpose expenditure: $ 6000.—
2. Check one expenditure category:
   - [X] A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
   - [ ] B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
   - [ ] C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
   - [ ] D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
   - [ ] E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.
3. Describe the proposed expenditure, including vendors:

   Freedom Festival 2027

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

Chief Executive Officer's Signature | Date: 9-15-26

Print Name: Timothy Sofie | Daytime Phone: 612-396-9763

## GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: $ 6,000.00. Government use of contribution (check one):

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

Unit of Government: City of Ham Lake | Phone: 763-434-9555

Address: 15544 Central Ave NE | City/State/Zip: Ham Lake, MN 55304

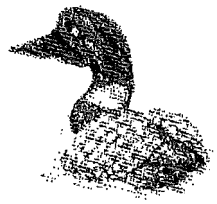
By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature | Date: 10/21/26

Print Name: Nicole Wheeler | Title: Admin Assistant

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

**Meeting Date: November 2, 2026**



***CITY OF HAM LAKE***

*STAFF REPORT*

**To:** **Mayor and Councilmembers**

**From:** **Denise Webster, City Administrator**

**Subject:** **Embedded Systems, Inc.**

**Introduction/Discussion:** Attached is the renewal contract with Embedded Systems for 2027 for the maintenance and monitoring of the radio equipment for our outdoor warming system. This contract also includes replacement of batteries for the system every three years, and they were replaced two years ago. We have contracted with them since 1996 for this service.

The contract price for 2027 will not increase from 2026. The pricing will be $49.97 per siren, per month. This is a budgeted expenditure for 2027.

**Recommendation: I recommend approval of the contract with Embedded Systems at $49.97 per siren, per month for a total cost of $7,795.32 in 2027.**

Embedded Systems, Inc.

Tel. (763) 757-3696
www.embedsys.com

11931 Hwy 65 NE, Minneapolis, MN 55434

Fax: (763) 767-2817
phowe@embedsys.com

## Contract Renewal

October 12, 2026

City of Ham Lake
Accounts Payable
Mike Raczkowski, J Witkowski
15544 Central Ave. NE
Ham Lake, MN 55304

We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2027 will be **$49.97** per siren, per month.

The decoder batteries for your city are currently being replaced in 2026 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 25, 2026** to enable us to continue to provide our best service through the end of 2027. Feel free to fax the signed contract renewal to (763) 767-2817 or email it to phowe@embedsys.com.

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions, feel free to contact me directly.

Thank you,

Peggy Howe
Embedded Systems, Inc.

---

Contract terms accepted:

_____
Signature Date

_____
Phone

_____
Email

For continuation of services through the end of the year 2027



# CITY OF HAM LAKE
# SNOW PLOWING/ICE CONTROL POLICY

## I. PURPOSE AND NEED FOR POLICY

The City of Ham Lake, being a growing City, needs to annually review and adopt a policy regarding efficient and timely removal of snow and control of ice in order to best provide for safe travel for the greatest number of persons. This policy outlines the responsibility within the Public Works Department in order to accomplish this goal.

## II. POLICY

Each year the Public Works Department prepares a map of the City showing the public street system. This map clearly delineates thoroughfare and local residential streets. The map is then divided into routes for purposes of snow and ice control.

Within each of the areas, the City has classified city streets based on the street function, relative traffic volume, and importance to the welfare of the community. Those streets classified as priority "A" streets will be plowed first. These are higher volume streets, which connect major sections of the city and provide access for emergency fire, police and medical services. The second priority streets (priority "B") are those streets providing access to schools and commercial businesses. The third priority streets (priority "C") are low volume residential streets. The fourth priority (priority "D") is cul-de-sacs and gravels. The fifth priority (priority "E") is City Park parking lots. (See Exhibit A).

## III. PROCEDURES

The Public Works Superintendent or designated representative monitors the street conditions and notifies Public Works personnel of snow and ice conditions needing attention. Public Works personnel are notified in accordance with the Public Works Department Schedule for Emergency Calls. (See Exhibit B).

The Public Works Superintendent or designated representative monitors street conditions and is responsible for making the decision to call out personnel and equipment to begin snow and ice control operations.

## IV. RESPONSIBILITY

The Public Works Superintendent or designated representative monitors the street conditions to determine the timing and amount of equipment and personnel necessary to clear the streets.

The Public Works Superintendent or designated representative has the responsibility of determining plow routes and sequencing of operations in accordance with priorities as established in Exhibit A. The superintendent shall retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability and/or other conditions warranting changes.

It is the responsibility of each Snow Plow Operator in the Public Works Department to be aware of the department guidelines for Snow Plow Operators. (See Exhibit C). It is the Public Works Superintendents responsibility to discuss these guidelines as well as the entire Snow Plowing/Ice Control Policy with all Public Works personnel on an annual basis.

## V. COMMENCEMENT OF OPERATIONS

Snow plowing and/or ice control operations shall commence under the direction of the Public Works Superintendent. In his absence a designated representative will consult and determine when and what operations will begin in accordance with provisions of Exhibit B attached.

In general, operations shall commence as follows:

A. Snow accumulation of 2 inches, with continual snowfall, warrants commencement of plowing operations.

B. Drifting of snow may warrant commencement of partial or full operations depending upon conditions.

C. Icing of pavements may warrant partial or full operation depending upon extent and conditions.

## VI. HOW SNOW WILL BE PLOWED

Snow shall be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right with the discharge going onto the boulevard area of the right-of-way. It is the goal of Public Works to have the street system cleaned after a "typical" snowfall in approximately 12 hours. Depending on snowfall conditions and duration of the storm, cleanup operations can widely fluctuate.

## VII. USE OF SAND AND SALT

The City is concerned about the effect of sand and salt on the environment and will limit its use for that reason and will not require bare pavement during winter conditions on streets other than priority "A". Application of the sand/salt mixture is generally limited to priority "A" routes, steep grades and high-volume intersections. Application is limited on lower volume streets and cul-de-sac The City cannot be responsible for damage to grass caused by the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas in the street right-of-way.

## VIII. SUSPENSION OF OPERATIONS

Generally, operations shall continue until all roads are passable. Widening and clean up operations may continue immediately or on the following working day depending upon conditions and circumstances. Safety of the plow operators and the public is important. Therefore, snow plowing/removal operations may be terminated after 10-12 hours to allow personnel adequate time for rest. There may be instances when this is not possible depending on storm conditions and other circumstances. Factors that may delay snow and ice control operations include: severe cold, significant winds and limited visibility. Any decision to suspend operations shall be made by the Public Works Superintendent or designated representative and shall be based on the conditions of the storm. The City will still provide access for emergency fire, police and medical services during a major snow or ice storm.

## IX. PROPERTY DAMAGE

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right-of-way, which extends approximately 15' beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities and other City uses. However, certain private improvements such as mailboxes are required within this area. Therefore, the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it shall be the responsibility of the resident. The City accepts responsibility for mailboxes, which are allowed to be placed in the road right-of-way, if the damage is by physically being struck by a plow blade, wing, or other piece of equipment. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or a wing. Therefore, damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage. To be properly placed, a mailbox should be installed so its bottom edge is 45" to 47" above street level; with the post 36" back from the curb or front of the box. That amount of clearance is needed to keep the plow's wing from hitting the box. If there are any plastic newspaper tubes attached to the mailbox, they must be above 45" height requirement. Any mailbox installed or replaced

by the City shall use a swinging or swing away post system designed to minimize the risk of damage from snowplows. Sprinkler/Irrigation Systems placed in the curb right-of-way are not the responsibility of the City if damaged during snowplowing operations. Anything placed in the right-of-way will be at the owner's expense/risk.

Placement of Garbage/Recycling cans should be 2 feet behind the curb at the end of the driveway, not in the roadway.

In instances where there is a disagreement as to the source of the damage and the responsibility therefore, the Administrator and/or City Council shall determine the responsibility.

## X. DRIVEWAYS AND SIDEWALKS

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. The driver's make every attempt to minimize the amount of snow deposited in driveways, but the amount can still be significant. City personnel does not provide driveway cleaning. All residents must be prepared to clear their own driveways. The City shovels sidewalks for government buildings and does not shovel and/or plow any other sidewalks or trails within the city.

**Minnesota Highway Traffic Regulations**

160.27 Sub (5) Misdemeanors:

It shall be unlawful to obstruct any highway or to deposit snow or ice thereon.

Do not plow, shovel, or blow snow onto or across any public street.

169.42 Sub (1)

No person shall throw, deposit, place, or dump upon any street or highway, any snow, ice, etc.

## XI. MAIL DELIVERY

The snowplow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the Postal Department. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

### A. MAILBOX DAMAGE

The responsibility to replace and repair damaged mailboxes shall be that of the homeowner unless the Public Works or Street Superintendent determines that the City was negligent. Any mailbox installed or replaced by the City shall use a swinging or swing away post system designed to minimize the risk of damage from snowplows. Any homeowner desiring a different style or design of mailbox must repair or replace the mailbox entirely at the homeowner's expense with no contribution from the City.

## XII. COMPLAINTS

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.

## EXHIBIT A
## PLOWING/SANDING PRIORITIES

PRIORITY "A"

Streets with greatest priority, including government buildings, emergency fire, police and medical services

PRIORITY "B"

Streets providing access to schools and commercial property

PRIORITY "C"

Lower volume residential streets

PRIORITY "D"

Cul-de-sacs and gravels roads

Since there are a high number of cul-de-sacs in the city, it takes a while for the smaller equipment to completely remove snow from them. The large snowplow may clear a portion of the street first, then the cul-de-sac equipment will complete the clean-up. Main city streets are cleared first with large plows before the smaller equipment begins clearing cul-de-sacs. Reminder to keep cul-de-sacs clear of all sports equipment such as hockey nets and basketball hoops. Plow operators cannot leave the vehicle to move objects left in the road.

PRIORITY "E"

City Park parking lots are NOT required to stay open during winter months and most will not be plowed. The outdoor ice rink is cleared and maintained as quickly as possible after a snow event. Plowing streets is our priority before clearing the ice rink.

## EXHIBIT B
## SNOW AND ICE REMOVAL

SNOW PLOWING/WIDE-SPREAD HAZARDOUS ROAD CONDITIONS - EMERGENCY NOTIFICATION OF PUBLIC WORKS

In the event of snowfall in excess of 2" or widespread hazardous road conditions where plowing or sanding throughout the community is necessary, the Public Works Superintendent shall call public works personnel as follows:

A. For snowfall accumulation exceeding 2", by 3:00 A.M. for a 4:00 A.M. commencement of snow plowing operation.
B. By 5:00 A.M. for a 6:00 A.M. commencement of citywide sanding operations.

This will allow the Public Works Department to prepare the streets for morning rush hour traffic.

Public Works will attempt every day to leave the streets in good winter driving condition when they go out of service at 4:30 P.M.

Public Works personnel are also on-call 24 hours a day to respond to salt/sand because of ice or snowfalls of 2 inches or less as directed by the Public Works Superintendent or designated representative.

## EXHIBIT C
## GUIDELINES FOR SNOW PLOW OPERATORS

1. Operators will be required to be on stand-by and able to report to work within one and one-half hours' notice from November 15th to March 15th unless arrangements are made with the Public Works Superintendent or designated representative.

2. Operators will be responsible for the vehicle they are assigned to. This includes completing a daily maintenance and equipment check before and after each shift and reporting all deficiencies to the Public Works Superintendent. During snowplowing operations any and all downtime or breakdowns will be reported to the Public Works Superintendent or designated representative.

3. No snow removal vehicles shall be parked with less than three-quarters tank of fuel.

4. Operators shall not assist stranded vehicles by pushing, pulling or jump-starting. Operators may assist by calling for help, offering sand, or offering a helping hand.

5. To minimize damage, no equipment will exceed twenty miles per hour in residential areas.

6. The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets and highways, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on streets or highways have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating or rotating amber or blue light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees. The foregoing provisions do not relieve the driver of an authorized snow removal or ice control vehicle from the duty to drive with due regard for the safety of all persons.

7. Operators will report all damage to the Public Works Superintendent or designated representative at the end of each shift.

8. When plowing and sanding is complete after each storm, salt/sand should be emptied from all trucks and all equipment should be cleaned and washed.

9. If the operator has completed assigned route, the operator will contact the Public Works Superintendent and will be assigned to assist with other routes.

10. Before the employee leaves at the end of their shift, they must wait until all employees have returned and are dismissed by the Public Works Superintendent or designated supervisor.

11. No plowing of private property or towing of vehicles will be permitted unless it directly affects traffic. Any questions should be directed to the Public Works Superintendent.

12. Every effort will be made not to damage mailboxes and trash containers or other structures in the right-of-way.

Adopted by the City Council November 19, 1990
Revised December 8, 1992
Revised November 1, 1993
Revised November 1, 1994
Revised November 1, 1995 (truck numbers and assignments)
Revised October 20, 1997

Revised October 13, 1998 (truck numbers and assignments)
Revised October 20, 1999 (truck numbers and assignments)
Revised November 3, 2000 (truck numbers and assignments)
Revised October 25, 2001 (truck numbers assignments and mailbox requirements)
Revised Fall 2002, 2003, 2004, 2005, 2006
Revised Fall 2007 (guidelines for snow plow operators: Exhibit C 6.)
Revised Fall 2008, 2009, 2010, 2011, 2012, 2013,2014, 2015, 2016, 2017, 2018, 2019
Revised Winter 2023-2024
Revised Winter 2024-2025
Revised Winter 2025-2026 – No changes
Revised Winter 2026-2027 – No changes

Meeting Date: November 2, 2026

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

To: Mayor and Councilmembers

From: Nicole Wheeler, Recycling Coordinator

Item/Title/Subject: 2027 Recycling Dates/Residential Recycling Agreement

Introduction:

In 2027, the City will host two citywide recycling days on Saturday, May 1st and September 11th from 8:00 a.m. until noon. The items that will be accepted at the citywide event are electronics, appliances, propane tanks, mattresses and box springs and tires. Public Works will take in scrap metal, car batteries, bicycles and brush.

Other recycling events for residents will be held at Recycle Technologies, Inc., in Blaine on the following dates:

March 6
July 24
December 4

The only change to the contract from 2026 is:

1. FUNDING SOURCE CONTINGENCY. The terms and conditions of this Agreement are contingent upon receiving funds from the State of Minnesota. If the County and State do not reach an agreement as to funding, the County is under no obligation to provide any funding outlined in this Agreement, and this Agreement shall become null and void.

Attorney Berglund has reviewed the contract and if there is a funding issue between the County and State, the agreement can be terminated either party, with or without cause, by giving not less than seven (7) days' written notice.

Recommendation:
Approve the 2027 Recycling dates and the attached Residential Recycling Agreement.

Docusign Envelope ID: C19CB582-9C39-8109-806B-288FC20E916E

# Anoka County
## HUMAN SERVICES DIVISION
Community Social Services and Behavioral Health

October 15, 2026

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

Dear Mr. Kirkham:

Enclosed is your 2027 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

Docusign Envelope ID: C19CB582-9C39-8109-806B-288FC20E916E

Anoka County Contract # SCON26-000011203

# 2027 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

**THIS AGREEMENT** made and entered into on the 1st day of January 2027, 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 anticipates 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 2027 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 also anticipates receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2027; 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 $1,647,568.50; and

**WHEREAS,** the current County Solid Waste Management Plan (SWMP) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2022-2042 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. **FUNDING SOURCE CONTINGENCY.** The terms and conditions of this Agreement are contingent upon receiving funds from the State of Minnesota. If the County and the State do not reach an agreement as to funding, the County is under no obligation to provide any funding outlined in this Agreement, and this Agreement shall become null and void.

2. **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.**

3. **TERM.** The term of this Agreement is from January 1, 2027, through December 31, 2027, unless earlier terminated as provided herein.

4. **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.

5. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2027, 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 $86,069.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2027 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.**

6. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 1,813 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 utilizes social media to promote waste reduction, reuse, recycling, source-separated compostable materials programs and events throughout the year, plus at least one of the following components:

         (1) One promotional mailing to each household focused exclusively on the Municipality's waste reduction, 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.

7. **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, 2027 – Deadline for submitting via Re-TRAC the 2028 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments

b. July 15, 2027 – Deadline for submitting via Re-TRAC the 2027 January – June Anoka County Municipal Reimbursement Report Form and all required attachments

c. August 2, 2027 – Deadline for submitting via Re-TRAC the 2027 January – June Anoka County Municipal Tonnage Report Form and all required attachments

d. November 15, 2027 – Deadline for submitting via DocuSign the signed 2028 Agreement for Residential Recycling Program

e. January 7, 2028 – Deadline for submitting via Re-TRAC the 2027 July – December Anoka County Municipal Reimbursement Report Form and all required attachments

f. January 31, 2028 – Deadline for submitting via Re-TRAC the 2027 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 2027 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 2027 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 <u>all</u> 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.

8. **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.

9. **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.

10. **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.

11. **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.

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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.

12. **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)***

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**IN WITNESS WHEREOF,** the parties hereunto set their hands.

**CITY OF HAM LAKE**

By: _____
Brian Kirkham
Mayor

Date: _____

By: _____
Denise Webster
City Administrator

Date: _____

Approved as to form and legality:

By: _____
Scott Baumgartner
City Attorney

Date: _____

**COUNTY OF ANOKA**

By: _____
Kate Heffernan
Chief Human Services Officer

Date: _____

By: _____
Jim Dickinson
County Administrator

Date: _____

Approved as to form and legality:

By: _____
Kurt Deile
Assistant County Attorney

Date: _____

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# 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.

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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.

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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.

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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.

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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.

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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.

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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.

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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*

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*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:

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(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

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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*

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## 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

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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;

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(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.

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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

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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*

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# 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*

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# 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 unprocessible 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 unprocessible 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 unprocessible 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 unprocessible and the reasons the waste is unprocessible. Loads certified as unprocessible must include the loads that would otherwise have been processed but were not processed because the facility was not in operation,

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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 unprocessible 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*

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# 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.

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(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*

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# Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2026* | Status: *Verified*

Member Name: *City of Ham Lake*

2027 Applications are due June 1, 2026.

City of Ham Lake is requesting the following funding for their 2027 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 2027, 2024 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 1, 2026, 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.

# 2027 Total Funding Allocation

MANAGE ONLY

**Your Community has access to the following funds for 2027:**

**$** 66,069.00

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

# 2027 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

MANAGE ONLY

| | |
|---|---|
| **# of households** | 5,867 |

**Base Funding**

**$** 10,000.00

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

**$** 29,335.00

**Total Base Funding Allocation**

**$** 39,335.00

## 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** $ 5,000.00

**Equipment** $ 500.00

**Facility Expenses** $ 0.00

**General Operations of a Drop-off Expense Subtotal**

$ 5,500.00

**Estimated Revenue** $ 1,200.00

**General Operations of a Drop-off Expenses**

$ 4,300.00 *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** $ 1,300.00

**Postage** $ 1,000.00

**Advertising** $ 0.00

**Volunteer Incentives** $ 0.00

**Educational Entertainment** $ 0.00

**Promotion -- Base Funding Expenses**

$ 2,300.00

## 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** $ 4,000.00

**Equipment** $ 0.00

**Yard Waste/Tree Waste Expenses Subtotal**

$ 4,000.00

**Estimated Revenue** $ 0.00

**Yard Waste/Tree Waste Expenses**

$ 4,000.00 *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** $ 1,000.00

**Estimated Revenue** $ 0.00

**Problem Material Expenses**

$ 1,000.00 *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**

$ 44,110.00

**Funding Remaining**

$ 21,959.00 *(Funding allocation minus Base Funding Requested)*

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

## 2027 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 ONLY

**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** | $ 3,609.00 |
| **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**

$ 3,609.00

**Estimated Revenue** $ 0.00

**Permanent Drop-off Center Enhancement Expenses**

$ 3,609.00 *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** | $ 7,500.00 |
| **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**

$ 7,500.00

**Estimated Revenue** $ 0.00

**Monthly or Quarterly Drop-off Event Expenses**

$ 7,500.00 *Negative values here will not carry forward to other sections.*

**Total Drop-off Grant Requested**

$ 11,109.00

## General Enhancement Grant

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

**General Enhancement Grant Amount Available**

$ 5,867.00

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** $ 350.00

**Recycling Containers** $ 0.00

**Recycling Bags** $ 0.00

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

**Park Recycling Expenses**

$ 350.00

### 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** $ 0.00

**Supplies & Containers** $ 0.00

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

**Special Municipal Program or Event Expenses Subtotal**

$ 0.00

**Estimated Revenue** $ 0.00

**Special Municipal Program or Event Expenses**

$ 0.00 *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**

$ 350.00

## 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** $ 5,867.00

Click here to download the Oranics Eligible Expenses document.

### Organics Program Expenses

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

| | |
|---|---|
| **Collection Service Provider Expenses** | $ 4,000.00 |
| **Organics Equipment** | $ 0.00 |
| **Organics Only - Promotion** | $ 500.00 |

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

**Organics Program Expenses Subtotal**

$ 4,500.00

| | |
|---|---|
| **Estimated Revenue** | $ 0.00 |

**Organics Program Expenses**

$ 4,500.00 *Negative values here will not carry forward to other sections.*

**Total ENHANCEMENT Funding Requested**

$ 15,959.00

**Maximum Funding Available**

$ 66,069.00 *(Base plus Enhancement NOT including Supplemental)*

**Total Funding Requested**

$ 60,069.00 *(not including Staffing)*

**Funding Remaining**

$ 6,000.00 *(Total Requested minus Max Amount available)*

## 2027 Labor & Staffing (All Programs)

HIDDEN

Labor & Staffing Calculations

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

$ 49,551.75

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 2027 Staffing Metric and Drop-off Calculator** *
Ham Lake 2027 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.** *
Recycling Event Pricing May 2026.pdf

Click here to download the Curbside Collection Eligible Expenses document.

MANAGE ONLY

**Admin only: The approved Labor and Staffing % from your 2025 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**

$ 36,998.64

**General Program Administration** $ 3,000.00

**Program Implementation** $ 3,000.00

**Total Labor & Staffing Expenses Requested:**

$ 6,000.00

HIDDEN

**Admin-Only- Additional Staff Funding** $

HIDDEN

**GRAND TOTAL LABOR & STAFFING FUNDING REQUESTED**

$ 6,000.00

## 2027 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 |
|---|---|
| Collection costs for yard waste dumpster. | 10,000.00 |
| Collection costs for additional recycling days. | 10,000.00 |

**Total Supplemental Funding Requested**

$ 20,000.00

# 2027 Summary of Funding Requested

## Base Funding Requested

$ 44,110.00

## Enhancement Funding Requested

| | |
|---|---|
| **Drop-off Grant Requested** | $ 11,109.00 |
| **General Enhancement Grant Requested** | $ 350.00 |
| **Organics Program Grant Requested** | $ 4,500.00 |

## Total Enhancement Funding Requested

$ 15,959.00

### Labor & Staffing Funding Requested

$ 6,000.00

### Supplemental Funding Requested

$ 20,000.00

## Total Funding Requested

$ 86,069.00

**Date:** * 05/18/2026

**Name:** * Nicole Wheeler

**Title:** * Recycling Coordinator

## 2027 Total Funding Granted

MANAGE ONLY

| | |
|---|---|
| **Base Funding Granted** | 44,110.00 |

MANAGE ONLY

| | |
|---|---|
| **Drop-off Funding Granted** | 11,109.00 |

MANAGE ONLY

| | |
|---|---|
| **General Enhancement Funding Granted** | 350.00 |

MANAGE ONLY

| | |
|---|---|
| **Organics Program Funding Granted** | 4,500.00 |

MANAGE ONLY

| | |
|---|---|
| **Labor & Staffing Funding Granted** | 6,000.00 |

MANAGE ONLY

| | |
|---|---|
| **Supplemental Funding Granted** | 20,000.00 |

**Total Funding Granted** $ 86,069.00

MANAGE ONLY

***Office Use Only***

**Received By:** Sue Doll

**Date:** 05/18/2026

**Manager Notes for Reporters:**

Shifted some expenses around so the request was closer to typical reimbursement requests.

**Last Updated: Jun 12, 2026 at 05:33 PM CDT**

**Sue Doll**

Sue.doll@anokacountymn.gov

**Created: Apr 29, 2026 at 06:24 PM CDT**

**Sue Doll**

Sue.doll@anokacountymn.gov

Docusign Envelope ID: C19CB582-9C39-8109-806B-288FC20E916E

Contract# SCON26-00001203

**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: |
|---|---|---|---|
| Nicole Wheeler | 763-434-9555 | 763-434-9599 | nwheeler@hamlakemn.gov |

**Signature (Required):** Signed by: Nicole Wheeler A794B74E330B472... **Date:** 10/19/2026

**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

docusign

## Certificate Of Completion

Envelope Id: C19CB582-9C39-8109-806B-288FC20E916E
Subject: City of Ham Lake SCORE Contract# SCON26-00001203
Source Envelope:
Document Pages: 48
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Signatures: 1
Initials: 0

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
10/15/2026 12:51:12 PM
Security Appliance Status: Connected

Holder: Angie Rodine
angela.rodine@anokacountymn.gov
Pool: StateLocal

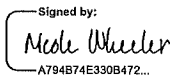
Location: DocuSign

## Signer Events

Nicole Wheeler
nwheeler@hamlakemn.gov
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**
Accepted: 10/19/2026 8:07:56 AM
ID: 0d09d3b3-3a4c-4488-ab75-12582ce63c6c
Company Name: Anoka County

## Signature




Signature Adoption: Pre-selected Style
Using IP Address: 199.249.109.13

## Timestamp

Sent: 10/15/2026 12:55:49 PM
Viewed: 10/19/2026 8:07:56 AM
Signed: 10/19/2026 8:23:18 AM

Denise Webster
dwebster@hamlakemn.gov
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**
Accepted: 9/15/2025 9:41:04 AM
ID: bd2130af-7010-452b-861b-84585d56ec8c
Company Name: Anoka County

Sent: 10/19/2026 8:23:21 AM

Brian Kirkham
bkirkham@hamlakemn.gov
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**
Accepted: 10/7/2025 3:37:37 PM
ID: fa7c547d-124a-42bb-b11c-30d83e7fc146
Company Name: Anoka County

Scott Baumgarter
sbaumgartner@bbg.law
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**
Not Offered via Docusign

Kate Heffernan
Kate.Heffernan@anokacountymn.gov
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**

| Signer Events | Signature | Timestamp |
|---|---|---|
| Accepted: 6/24/2025 4:43:59 PM<br>ID: b4fc652f-9d4b-4e54-a4d1-ff9ae31ef687<br>Company Name: Anoka County | | |
| Jim Dickinson<br>Jim.Dickinson@anokacountymn.gov<br>Security Level: Email, Account Authentication (None) | | |
| **Electronic Record and Signature Disclosure:**<br>Accepted: 9/18/2024 11:28:17 AM<br>ID: bc9ccb33-25fc-44c4-b097-01e5af457ee6<br>Company Name: Anoka County | | |
| Kurt Deile<br>Kurt.Deile@anokacountymn.gov<br>Security Level: Email, Account Authentication (None) | | |
| **Electronic Record and Signature Disclosure:**<br>Accepted: 2/2/2023 10:41:39 AM<br>ID: d9e5e25e-2da7-4076-90b4-c0aef4e53110<br>Company Name: Anoka County | | |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|
| Angie Rodine<br>angela.rodine@anokacountymn.gov<br>Security Level: Email, Account Authentication (None) | | |
| **Electronic Record and Signature Disclosure:**<br>Accepted: 1/8/2021 1:44:58 PM<br>ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013<br>Company Name: Anoka County | | |

| Agent Delivery Events | Status | Timestamp |
|---|---|---|

| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Jill Rykhus<br>Jill.Rykhus@anokacountymn.gov<br>Security Level: Email, Account Authentication (None) | | |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |
| Jill Rykhus<br>Jill.Rykhus@anokacountymn.gov<br>Security Level: Email, Account Authentication (None) | | |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |
| For Record Purposes<br>RS-Atty-Civ-Contracts@anokacountymn.gov<br>Security Level: Email, Account Authentication (None) | | |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |

| Carbon Copy Events | Status | Timestamp |
| --- | --- | --- |
| Katie Hanson<br>Katie.Hanson@anokacountymn.gov<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |

| Witness Events | Signature | Timestamp |
| --- | --- | --- |

| Notary Events | Signature | Timestamp |
| --- | --- | --- |

| Envelope Summary Events | Status | Timestamps |
| --- | --- | --- |
| Envelope Sent | Hashed/Encrypted | 10/15/2026 12:55:50 PM |

| Payment Events | Status | Timestamps |
| --- | --- | --- |

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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.

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To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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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: November 2, 2026**

*CITY OF HAM LAKE*
*STAFF REPORT*

**To:** **Mayor and Councilmembers**

**From:** **Andrea Murff, Finance/Human Resource Director**

**Item/Title/Subject:** **2026 3rd Quarter Financials**

## INTRODUCTION/DISCUSSION:

Bank accounts have been reconciled through September 30, 2026, as well as a review of all activity in all funds has been performed. The following is a summary of my observations on the City's financial position at the end of the 3rd Quarter of 2026. All information presented is unaudited and is subject to end-of-year adjustments.

### Cash and Investments

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

| | 09/30/2026 | 12/31/2025 | Increase/ (Decrease) |
|---|---|---|---|
| Checking | $ 83,085 | $ 2,027,954 | $ (1,944,930) |
| Investments (at Market Value) | 12,480,905 | 10,051,834 | 2,429,071 |
| Total Cash and Investments | $ 12,563,990 | $ 12,079,788 | $ 484,141 |

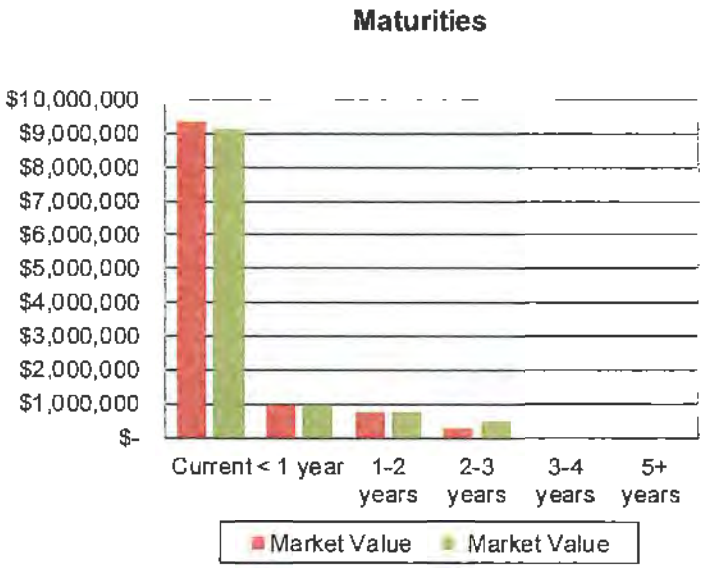
| Investment Type | 09/30/2026 | 12/31/2025 | Increase/ (Decrease) |
|---|---|---|---|
| Checking | $ 83,085 | $ 2,027,954 | $ (1,944,930) |
| Money Market | 9,006,111 | 5,234,649 | 3,771,462 |
| Negotiable CDs | 1,986,404 | 3,368,473 | (1,382,069) |
| Municipal Bond | - | - | - |
| Government Agency Securities | 1,488,389 | 1,448,712 | 39,677 |
| Total Cash and Investments | $ 12,563,990 | $ 12,079,788 | $ 484,141 |

# Investment Summary
## As of 9/30/2026 (unaudited)

| Institution | Description | Type | Market Value 1/1/2026 | Deposits - Purchases | Expenditures - Sales | Transfers | Interest | Unadjusted Market Value 9/30/2026 | Market Value 9/30/2026 | Unrealized gain / loss |
|---|---|---|---|---|---|---|---|---|---|---|
| RBC | RBC | Money Market | - | - | - | (0.01) | 0.01 | - | - | - |
| RBC | Texas Exchange Bk Crowley | Brokered CD | 244,560.33 | - | (249,000.00) | (1,160.43) | 1,160.43 | (4,439.67) | - | 4,439.67 |
| RBC | Malaga BK Palos Verdes Calf | Brokered CD | 236,298.51 | - | - | (931.20) | 931.20 | 236,298.51 | 240,185.40 | 3,886.89 |
| | | | 480,858.84 | - | (249,000.00) | (2,091.64) | 2,091.64 | 231,858.84 | 240,185.40 | 8,326.56 |
| US Bank | US Bank | Money Market | 660,273.61 | 488,000.00 | - | 67,554.61 | 25,361.65 | 1,241,189.87 | 1,241,189.87 | - |
| US Bank | US Treasury Bill | Government Securities | 740,822.91 | - | - | (11,355.00) | 11,355.00 | 740,822.91 | 750,111.30 | 9,288.39 |
| US Bank | US Treasury Bill | Government Securities | 750,150.00 | - | - | (26,250.00) | 26,250.00 | 750,150.00 | 737,985.00 | (12,165.00) |
| US Bank | Bank of America - cd | Brokered CD | 244,141.52 | - | (244,000.00) | (5,781.80) | 5,781.80 | 141.52 | - | (141.52) |
| US Bank | Flagstar Bank Natl Assn - CD | Brokered CD | 245,305.40 | - | - | (11,314.92) | 11,314.92 | 245,305.40 | - | (245,305.40) |
| US Bank | Nicolet Nat'l Bk - Greenbay WI | Brokered CD | 252,411.30 | - | (244,000.00) | (7,944.13) | 7,944.13 | 8,411.30 | 245,396.97 | 236,985.67 |
| US Bank | Riverside CA Cmnty College Dist | Brokered CD | 256,825.25 | - | - | (4,908.76) | 4,908.76 | 256,825.25 | 250,822.00 | (6,003.25) |
| | | | 3,149,929.99 | 488,000.00 | (488,000.00) | (0.00) | 92,916.26 | 3,242,846.25 | 3,225,505.14 | (17,341.11) |
| Falcon National Bank | Falcon National Bank | Money Market | 18,470.71 | - | - | 6,430.46 | 20.01 | 24,921.18 | 24,921.18 | - |
| Falcon National Bank | CD 88834 (renewed) | Brokered CD | 200,000.00 | - | - | (600.56) | 600.56 | 200,000.00 | 200,000.00 | - |
| Falcon National Bank | CD 90484 (renewed) | Brokered CD | 150,000.00 | - | - | (5,829.90) | 5,829.90 | 150,000.00 | 150,000.00 | - |
| Falcon National Bank | Intra-Fi Account | Brokered CD | 900,000.00 | - | - | - | - | 900,000.00 | 900,000.00 | - |
| | | | 1,268,470.71 | - | - | (0.00) | 6,450.47 | 1,274,921.18 | 1,274,921.18 | - |
| 21st CENTURY BANK | ICS | Money Market | 612,118.04 | 5,974,208.73 | (5,996,539.40) | - | 17,664.23 | 607,451.60 | 607,451.60 | - |
| | | | 612,118.04 | 5,974,208.73 | (5,996,539.40) | - | 17,664.23 | 607,451.60 | 607,451.60 | - |
| 4 M | 4M Liquid Assets-101 | Money Market | 97,418.36 | - | - | - | 2,676.22 | 100,094.58 | 100,094.58 | - |
| 4 M | 4M Plus Fund-101 | Money Market | 6,389,852.16 | 6,021,049.43 | (2,550,000.00) | (2,998,908.36) | 170,460.98 | 7,032,454.21 | 7,032,454.21 | - |
| | | | 6,487,270.52 | 6,021,049.43 | (2,550,000.00) | (2,998,908.36) | 173,137.20 | 7,132,548.79 | 7,132,548.79 | - |
| 21st CENTURY BANK | General/Checking | Checking | 100,021.23 | 9,336,783.39 | (13,086,971.11) | 3,750,000.00 | 187.04 | 100,020.55 | 100,020.55 | (0.00) |
| | | | 100,021.23 | 9,336,783.39 | (13,086,971.11) | 3,750,000.00 | 187.04 | 100,020.55 | 100,020.55 | (0.00) |
| | | | $ 12,098,669.33 | $ 21,820,041.55 | $ (22,370,510.51) | $ 749,000.00 | $ 292,446.84 | $ 12,589,647.21 | $ 12,580,632.66 | $ (9,014.55) |

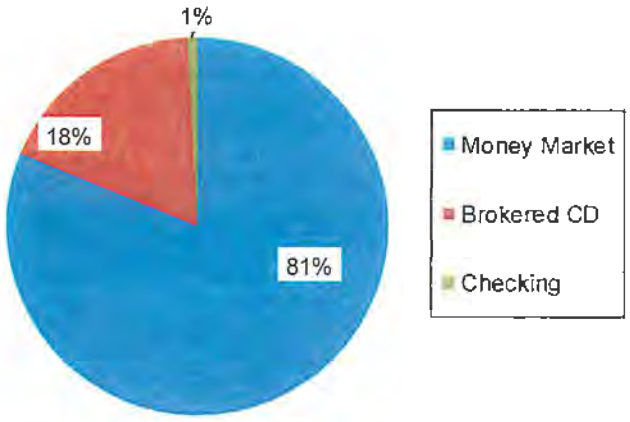
| | |
|---|---|
| Deposits in Transi | 194,967.01 |
| O/S Checks | (211,609.28) |
| Total | $ 12,563,990.39 |

## Investment Summary (continued)
## As of 9/30/2026 (unaudited)




| Maturity | Unadjusted Market Value 9/30/2026 | Market Value 9/30/2026 | Variance 9/30/2026 |
|---|---|---|---|
| Current | $ 9,347,139.24 | $ 9,106,131.99 | $ (241,007.25) |
| < 1 year | 977,121.42 | 990,296.70 | 13,175.28 |
| 1-2 years | 750,150.00 | 737,985.00 | (12,165.00) |
| 2-3 years | 265,236.55 | 496,218.97 | 230,982.42 |
| 3-4 years | - | - | - |
| 5+ years | - | - | - |
| | $ 11,339,647.21 | $ 11,330,632.66 | $ (9,014.55) |

| | | |
|---|---|---|
| Weighted average Rate of return | 0.20% | 9/30/2026 |
| Average Maturity (years) | 0.05 | 9/30/2026 |




| Investment Type | Market Value 9/30/2026 |
|---|---|
| Money Market | $ 9,006,111.44 |
| Brokered CD | $ 1,986,404.37 |
| Savings | $ - |
| Government Securities | $ 1,488,096.30 |
| Municipal Securities | $ - |
| Checking | $ 100,020.55 |
| | $ 12,580,632.66 |

**Operating Account**

| | |
|---|---|
| O/S Deposits | $ 194,967.01 |
| O/S Checks | $ (211,609.28) |
| Reconciled Balance | $ 12,563,990.39 |

## Investment Summary (continued)

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

Treasury Yields

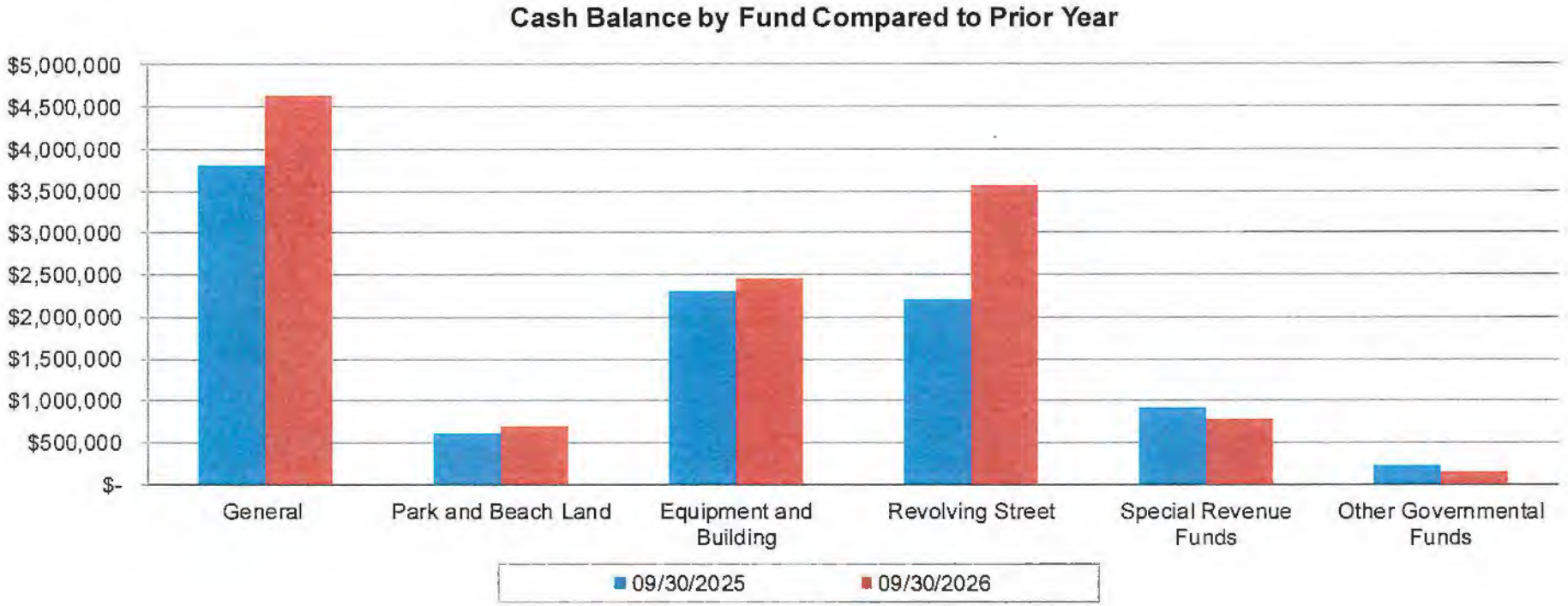
| Date | 1 mo | 3 mo | 6 mo | 1 yr | 2 yr | 3 yr | 5 yr | 7 yr | 10 yr |
|---|---|---|---|---|---|---|---|---|---|
| 09/30/2021 | 0.07 | 0.04 | 0.05 | 0.09 | 0.28 | 0.53 | 0.98 | 1.32 | 1.52 |
| 12/31/2021 | 0.06 | 0.06 | 0.19 | 0.39 | 0.73 | 0.97 | 1.26 | 1.44 | 1.52 |
| 03/31/2022 | 0.17 | 0.52 | 1.06 | 1.63 | 2.28 | 2.46 | 2.42 | 2.40 | 2.32 |
| 06/30/2022 | 1.28 | 1.72 | 2.51 | 2.80 | 2.92 | 2.99 | 3.01 | 3.04 | 2.98 |
| 09/30/2022 | 2.79 | 3.33 | 3.92 | 4.05 | 4.22 | 4.25 | 4.06 | 3.97 | 3.83 |
| 12/31/2022 | 4.12 | 4.42 | 4.76 | 4.73 | 4.41 | 4.22 | 3.99 | 3.96 | 3.88 |
| 03/31/2023 | 4.74 | 4.85 | 4.94 | 4.64 | 4.06 | 3.81 | 3.60 | 3.55 | 3.48 |
| 06/30/2023 | 5.24 | 5.43 | 5.47 | 5.40 | 4.87 | 4.49 | 4.13 | 3.97 | 3.81 |
| 09/30/2023 | 5.55 | 5.55 | 5.53 | 5.46 | 5.03 | 4.80 | 4.60 | 4.61 | 4.59 |
| 12/31/2023 | 5.60 | 5.40 | 5.26 | 4.79 | 4.23 | 4.01 | 3.84 | 3.88 | 3.88 |
| 03/31/2024 | 5.49 | 5.46 | 5.38 | 5.03 | 4.59 | 4.40 | 4.21 | 4.20 | 4.20 |
| 06/30/2024 | 5.47 | 5.48 | 5.33 | 5.09 | 4.71 | 4.52 | 4.33 | 4.33 | 4.36 |
| 09/30/2024 | 4.93 | 4.73 | 4.38 | 3.98 | 3.66 | 3.58 | 3.58 | 3.67 | 3.81 |
| 12/31/2024 | 4.40 | 4.37 | 4.24 | 4.16 | 4.25 | 4.27 | 4.38 | 4.48 | 4.58 |
| 03/31/2025 | 4.38 | 4.32 | 4.23 | 4.03 | 3.89 | 3.89 | 3.96 | 4.09 | 4.23 |
| 06/30/2025 | 4.28 | 4.41 | 4.29 | 3.96 | 3.72 | 3.68 | 3.79 | 3.98 | 4.24 |
| 09/30/2025 | 4.20 | 4.02 | 3.83 | 3.68 | 3.60 | 3.61 | 3.74 | 3.93 | 4.16 |
| 12/31/2025 | 3.74 | 3.67 | 3.59 | 3.48 | 3.47 | 3.55 | 3.73 | 3.94 | 4.18 |
| 03/31/2026 | 3.74 | 3.70 | 3.72 | 3.68 | 3.79 | 3.81 | 3.92 | 4.11 | 4.30 |
| 06/30/2026 | 3.70 | 3.87 | 4.01 | 3.98 | 4.14 | 4.15 | 4.19 | 4.30 | 4.44 |
| 09/30/2026 | 4.02 | 4.20 | 4.33 | 4.54 | 4.88 | 5.00 | 5.09 | 5.19 | 5.29 |

https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type=daily_treasury_yield_curve&field

# Cash Balance Summary by Fund
## 9/30/2025, 12/31/2025, and 9/30/2026 (unaudited)

| | | Balance 09/30/2025 | Balance 12/31/2025 | Balance 09/30/2026 | YTD Change From 12/31/2025 | |
|---|---|---|---|---|---|---|
| 100 | General Fund | $ 3,805,784 | $ 5,195,055 | $ 4,639,468 | $ (555,587) | (1) |
| 210 | Cable TV Fund | 74,505 | 73,999 | 89,077 | 15,078 | |
| 211 | Ham Laker Fund | (6,910) | 5,004 | (24,789) | (29,793) | |
| 212 | Lawful Gambling Contributions Fund | 205,589 | 213,670 | 208,200 | (5,471) | |
| 213 | VOTER Account | - | - | 7,873 | 7,873 | |
| 230 | Future Drainage Fund | 143,618 | 127,250 | 115,172 | (12,078) | |
| 231 | Recycling Fund | 33,585 | 38,244 | 21,873 | (16,371) | |
| 232 | Street Light Fund | 261,080 | 287,265 | 284,198 | (3,067) | |
| 233 | Sunrise Watershed | (84) | 5,370 | 4,097 | (1,272) | |
| 234 | Upper Rum River Watershed | (814) | 48 | 2,200 | 2,153 | |
| 250 | Oakwilt Fund | 12,366 | 12,469 | 12,745 | 275 | |
| 261 | Economic Development Fund | 1,860 | 1,876 | 1,920 | 45 | |
| 262 | Ham Lake EDA Fund | 183,774 | 188,081 | 37,287 | (150,794) | (2) |
| 263 | Lodging Tax Fund | 3,239 | 10,109 | 2,838 | (7,271) | |
| 370 | 2010 Cip Bond Debt Service Fund | 233,606 | 339,141 | 141,568 | (197,573) | (3) |
| 371 | 2016 Go Capital Note Debt Service Fund-Nmtc | 26 | 26 | 11,751 | 11,725 | |
| 410 | General Govt Equipment Fund | 85,362 | 87,336 | 91,635 | 4,299 | |
| 411 | Election Equipment Fund | 9,297 | 10,380 | 13,695 | 3,315 | |
| 412 | Building Fund | 304,487 | 309,556 | 321,443 | 11,887 | |
| 420 | Fire Department Equipment Fund | 909,375 | 990,674 | 1,197,822 | 207,148 | (4) |
| 421 | Emergency Operations Center Fund | 45,509 | 45,890 | 47,130 | 1,239 | |
| 422 | Siren Replacement Fund | 43,225 | 44,091 | 46,650 | 2,559 | |
| 428 | Building Inspection Equipment Fund | 27,820 | 30,568 | 38,896 | 8,328 | |
| 430 | Public Works Equipment Fund | 633,206 | 527,240 | 384,541 | (142,700) | (5) |
| 431 | Revolving Street Fund | 2,214,437 | 2,399,606 | 3,564,906 | 1,165,300 | (6) |
| 440 | Park And Beach Land Fund | 615,948 | 670,108 | 696,112 | 26,005 | |
| 441 | Parks Equipment Fund | 256,389 | 269,101 | 303,108 | 34,008 | |
| 890 | Trust | 457,683 | 198,245 | 302,575 | 104,330 | (7) |
| | Total | $ 10,553,960 | $ 12,080,401 | $ 12,563,990 | $ 483,590 | |

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

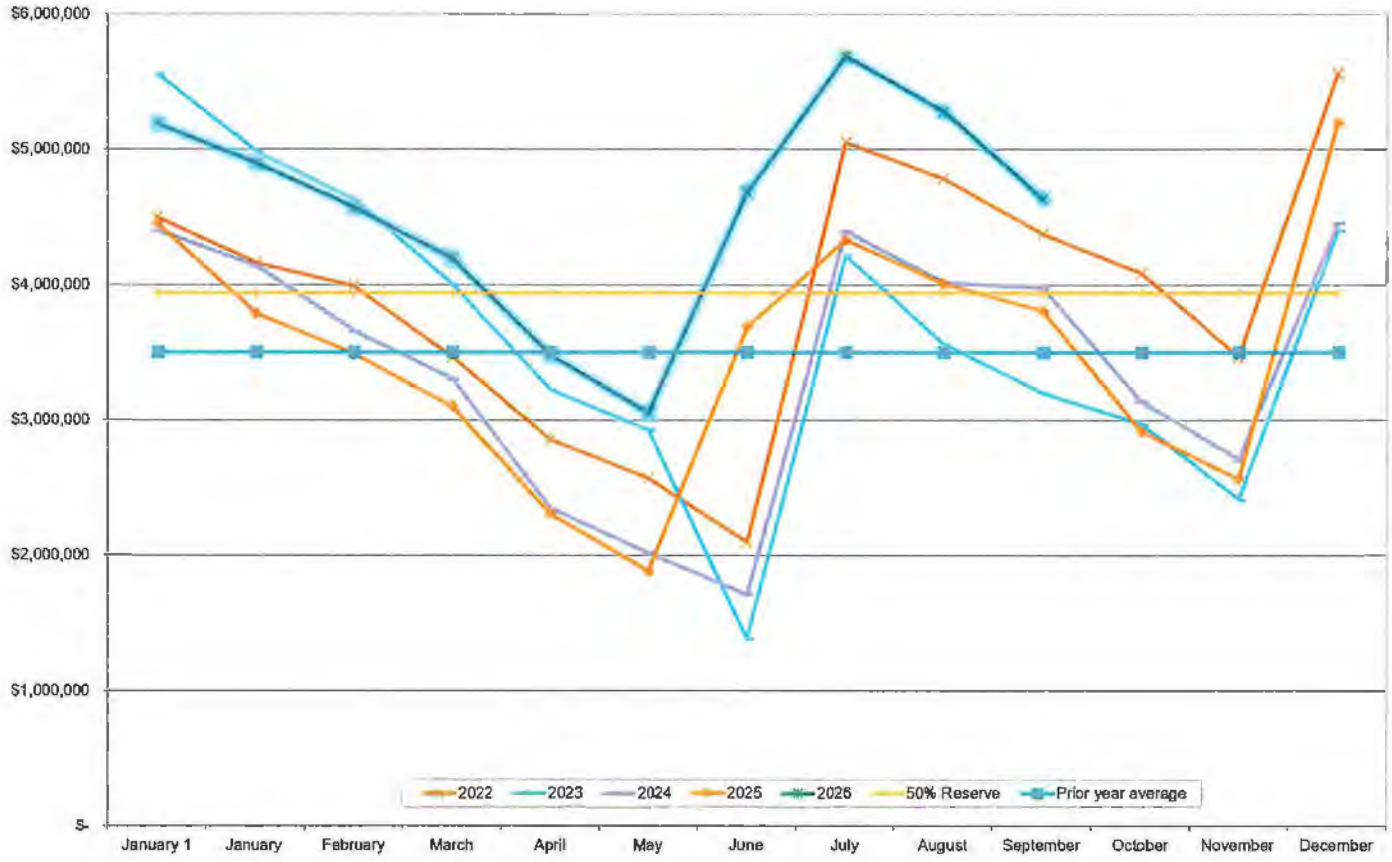



| Fund |
|---|
| General |
| Park and Beach Land |
| Equipment and Building |
| Revolving Street |
| Special Revenue Funds |
| Other Governmental Funds |

| Key |
|---|
| Balance increased by more than 10% over prior year |
| Balance decreased by more than 10% over prior year |
| Balance within 10% of prior year |

# General Fund Budget Cash Summary (unaudited)

General Fund Cash Balances 2022-2026




| Receipts | YTD Budget | YTD Actual | Percent of YTD Budget | |
|---|---|---|---|---|
| Taxes | $ 5,172,320 | $ 3,630,867 | 70.2 % | |
| Special Assessments | - | - | 100.0 | |
| Licenses and permits | 329,775 | 564,964 | 171.3 | |
| Intergovernmental | 190,125 | 296,876 | 156.1 | |
| Charges for services | 141,551 | 146,677 | 103.6 | |
| Fines and forfeitures | 30,750 | 24,834 | 80.8 | |
| Interest on investments | 22,500 | 92,571 | 411.4 | |
| Misc Rev | 16,500 | 18,216 | 110.4 | |
| Transfers in | 1,500 | - | - | |
| | $ 5,905,022 | $ 4,775,005 | 80.9 % | |

Key

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

| Disbursements | YTD Budget | YTD Actual | Percent of YTD Budget | |
|---|---|---|---|---|
| Council | $ 83,572 | $ 52,010 | 62.2 % | |
| Ordinances | $ 17,700 | $ 15,393 | 87.0 % | |
| Administration | $ 146,333 | $ 171,081 | 116.9 % | |
| City Clerk | $ 134,934 | $ 67,118 | 49.7 % | |
| Elections | $ 30,680 | $ 20,921 | 68.2 % | |
| Finance | $ 231,128 | $ 221,583 | 95.9 % | |
| Auditing | $ 26,494 | $ 29,400 | 111.0 % | |
| Assessing | $ 64,500 | $ 62,683 | 97.2 % | |
| Prosecutions | $ 67,703 | $ 64,001 | 94.5 % | |
| Planning & Zoning | $ 96,739 | $ 75,750 | 78.3 % | |
| General Government | $ 67,951 | $ 72,914 | 107.3 % | |
| General Government Building | $ 33,975 | $ 29,652 | 87.3 % | |
| City Sign | $ 2,969 | $ 2,988 | 100.7 % | |
| Information Technology | $ 40,808 | $ 38,353 | 94.0 % | |
| Police Protection | $ 1,243,862 | $ 1,258,644 | 101.2 % | |
| Fire Department | $ 468,955 | $ 477,046 | 101.7 % | |
| Fire Stations | $ 41,971 | $ 32,204 | 76.7 % | |
| EOC | $ - | $ - | - % | |
| Sirens | $ 6,848 | $ 8,621 | 125.9 % | |
| Building Department | $ 311,192 | $ 263,626 | 84.8 % | |
| Animal Control | $ 3,750 | $ 5,889 | 157.0 % | |
| Public Works | $ 752,030 | $ 553,903 | 73.7 % | |
| Snow & Ice Removal | $ 50,700 | $ 86,556 | 170.7 % | |
| Public Works Stormwater | $ 8,475 | $ 5,150 | 60.8 % | |
| Public Works Building | $ 36,413 | $ 25,314 | 69.5 % | |
| Signs & Signals | $ 16,800 | $ 12,795 | 76.2 % | |
| Utility/ROW | $ 45,150 | $ 35,622 | 78.9 % | |
| Parks Department | $ 271,433 | $ 223,454 | 82.3 % | |
| Parks Buildings | $ 11,588 | $ 11,099 | 95.8 % | |
| Senior Center | $ 3,605 | $ 2,979 | 82.6 % | |
| Senior Center Building | $ 10,868 | $ 10,165 | 93.5 % | |
| Misc Exp | $ 137,400 | $ 3,865 | 2.8 % | |
| Transfers Out | 1,438,500 | 1,438,500 | 100.0 % | |
| | $ 5,905,022 | $ 5,379,488 | 91.1 | |

# General Fund Budget Summary
## As of 9/30/2026 (unaudited)

| | Annual Budget | Budget Thru 9/30/2026 75% | Actual Thru 9/30/2026 | Variance - Favorable (Unfavorable) | Percent Received or Expended Based on Budget thru 9/30/2026 |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Taxes | $ 6,896,427 | $ 5,172,320 | $ 3,630,867 | $ (1,541,453) * | 70.20 % |
| Special Assessments | - | - | - | - | N/A |
| Licenses and permits | 439,700 | 329,775 | 564,964 | 235,189 (1) | 171.32 |
| Intergovernmental | 253,500 | 190,125 | 296,876 | 106,751 (2) | 156.15 |
| Charges for services | 188,735 | 141,551 | 146,677 | 5,126 | 103.62 |
| Fines and forfeitures | 41,000 | 30,750 | 24,834 | (5,916) | 80.76 |
| Interest on investments | 30,000 | 22,500 | 92,571 | 70,071 (3) | 411.43 |
| Misc Rev | 22,000 | 16,500 | 18,216 | 1,716 | 110.40 |
| Sale of fixed assets | - | - | - | - | - |
| **Total Revenues** | 7,871,362 | 5,903,522 | 4,775,005 | (1,128,517) | |
| **Expenditures** | | | | | |
| Council | $ 111,429 | $ 83,572 | $ 52,010 | $ 31,562 (4) | 62.23 % |
| Ordinances | 23,600 | 17,700 | 15,393 | 2,307 | 86.97 |
| Administration | 195,111 | 146,333 | 171,081 | (24,748) (5) | 116.91 |
| City Clerk | 179,912 | 134,934 | 67,118 | 67,816 (5) | 49.74 |
| Elections | 40,906 | 30,680 | 20,921 | 9,759 | 68.19 |
| Finance | 308,170 | 231,128 | 221,583 | 9,545 | 95.87 |
| Auditing | 35,325 | 26,494 | 29,400 | (2,906) | 110.97 |
| Assessing | 86,000 | 64,500 | 62,683 | 1,817 | 97.18 |
| Prosecutions | 90,270 | 67,703 | 64,001 | 3,702 | 94.53 |
| Planning & Zoning | 128,985 | 96,739 | 75,750 | 20,989 (6) | 78.30 |
| General Government | 90,601 | 67,951 | 72,914 | (4,963) | 107.30 |
| General Government Building | 45,300 | 33,975 | 29,652 | 4,323 | 87.27 |
| City Sign | 3,958 | 2,969 | 2,988 | (20) | 100.67 |
| Information Technology | 54,410 | 40,808 | 38,363 | 2,445 | 94.01 |
| Police Protection | 1,658,483 | 1,243,862 | 1,258,644 | (14,782) | 101.19 |
| Fire Department | 625,273 | 468,955 | 477,046 | (8,091) | 101.73 |
| Fire Stations | 55,961 | 41,971 | 32,204 | 9,766 | 76.73 |
| EOC | - | - | - | - | - |
| Sirens | 9,131 | 6,848 | 8,621 | (1,773) | 125.88 |
| Building Department | 414,923 | 311,192 | 263,826 | 47,366 (7) | 84.78 |
| Animal Control | 5,000 | 3,750 | 5,889 | (2,139) | 157.04 |
| Public Works | 1,002,706 | 752,030 | 553,903 | 198,126 (8) | 73.65 |
| Snow & Ice Removal | 67,600 | 50,700 | 86,556 | (35,856) (9) | 170.72 |
| Public Works Stormwater | 11,300 | 8,475 | 5,150 | 3,325 | 60.77 |
| Public Works Building | 48,550 | 36,413 | 25,314 | 11,099 | 69.52 |
| Signs & Signals | 22,400 | 16,800 | 12,795 | 4,005 | 76.16 |
| Utility/ROW | 60,200 | 45,150 | 35,622 | 9,528 | 78.90 |
| Parks Department | 361,911 | 271,433 | 223,454 | 47,979 (10) | 82.32 |
| Parks Buildings | 15,450 | 11,588 | 11,099 | 489 | 95.78 |
| Senior Center | 4,807 | 3,605 | 2,979 | 626 | 82.62 |
| Senior Center Building | 14,490 | 10,868 | 10,165 | 702 | 93.54 |
| Misc Exp | 183,200 | 137,400 | 3,865 | 133,535 (11) | 2.81 |
| **Total Expenditures** | 5,955,362 | 4,466,522 | 3,940,989 | 525,533 | 88.23 |
| **Excess Revenues (Expenditures)** | 1,916,000 | 1,437,000 | 834,016 | (602,984) | |
| **Other Financing Sources (Uses)** | | | | | |
| Transfers in | 2,000 | 1,500 | - | - | - |
| Transfers out | (1,918,000) | (1,438,500) | (1,438,500) | 0 | 100.00 |
| **TOTAL OTHER FINANCING SOURCES (USES)** | (1,916,000) | (1,437,000) | (1,438,500) | 0 | |
| **Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses** | $ - | $ - | $ (604,484) | $ (602,984) | |

# General Fund Budget Summary Explanation
# As of 9/30/2026 (unaudited)

| Item | Explanation of items percentage received/expended less than 90% or greater than 110% and $ variance greater than $20,000. |
|---|---|
| (1) | A combination of Permit Fees increases the beginning of 2026 and new luxury homes permits being received has cause the City to collect more revenue than anticipated. |
| (2) | The Fire Pension Aid was received the last day of September. However, other Fire Grants for the year have been lower than anticipated. |
| (3) | A mix of conservative budgeting and higher than anticipated money market rates. |
| (4) | There have been less Attorney and Engineering fees than anticipated for the year. |
| (5) | The Administrative Assistant was budgeted under the City Clerk, but has been doing more Administration tasks causing the Administration budget to be over and the City Clerk budget to be under. |
| (6) | There was an open position in the Planning department resulting in less personnel expenditures as well as less than anticipated Engineering Fees. |
| (7) | The support invoice for PermitWorks has not been received as well as less than anticipated expenditures. |
| (8) | Less than budgeted uses of Blacktop Maintenance, Fuel, Street Sweeping, Engineering, Vehicle Maintenance Services, and Capital Assets. |
| (9) | Snowplowing personnel costs by full-time employees is budgeted to Public Works and Parks departments. |
| (10) | Less than budgeted for personnel costs for full-time employees due to activities being done in the Public Works, Snow Plowing, and Stormwater departments. |
| (11) | The Fire Pension Aid has not been received nor paid out yet this year. |

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

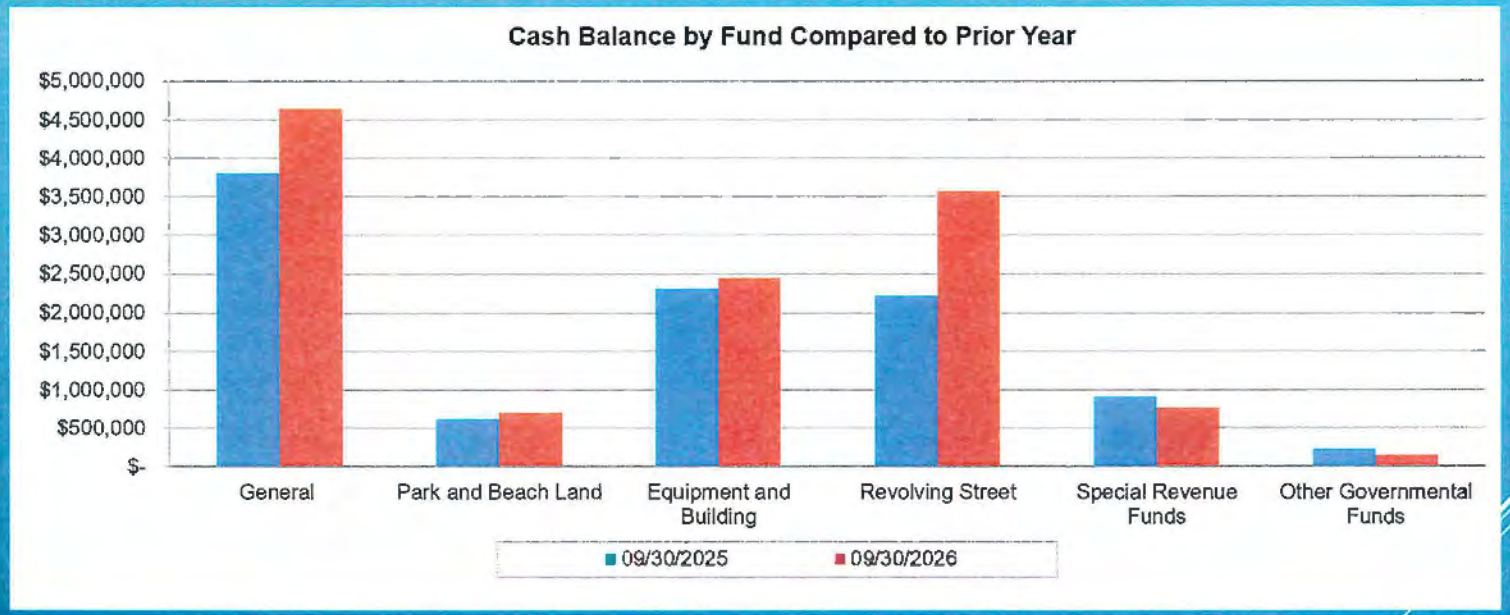
# CITY OF HAM LAKE 3RD QUARTER REPORT

Presented by Finance/Human Resource Director, Andrea Murff

# OVERALL CASH POSITION

| | | Balance 09/30/2025 | Balance 12/31/2025 | Balance 09/30/2026 | YTD Change From 12/31/2025 | |
|---|---|---|---|---|---|---|
| 100 | General Fund | $ 3,805,784 | $ 5,195,055 | $ 4,639,468 | $ (555,587) | (1) |
| 210 | Cable TV Fund | 74,505 | 73,999 | 89,077 | 15,078 | |
| 211 | Ham Laker Fund | (6,910) | 5,004 | (24,789) | (29,793) | |
| 212 | Lawful Gambling Contributions Fund | 205,589 | 213,670 | 208,200 | (5,471) | |
| 213 | VOTER Account | - | - | 7,873 | 7,873 | |
| 230 | Future Drainage Fund | 143,618 | 127,250 | 115,172 | (12,078) | |
| 231 | Recycling Fund | 33,585 | 38,244 | 21,873 | (16,371) | |
| 232 | Street Light Fund | 261,080 | 287,265 | 284,198 | (3,067) | |
| 233 | Sunrise Watershed | (84) | 5,370 | 4,097 | (1,272) | |
| 234 | Upper Rum River Watershed | (814) | 48 | 2,200 | 2,153 | |
| 250 | Oakwilt Fund | 12,366 | 12,469 | 12,745 | 275 | |
| 261 | Economic Development Fund | 1,860 | 1,876 | 1,920 | 45 | |
| 262 | Ham Lake EDA Fund | 183,774 | 188,081 | 37,287 | (150,794) | (2) |
| 263 | Lodging Tax Fund | 3,239 | 10,109 | 2,838 | (7,271) | |
| 370 | 2010 Cip Bond Debt Service Fund | 233,606 | 339,141 | 141,568 | (197,573) | (3) |
| 371 | 2016 Go Capital Note Debt Service Fund-Nmtc | 26 | 26 | 11,751 | 11,725 | |
| 410 | General Gov't Equipment Fund | 85,362 | 87,336 | 91,635 | 4,299 | |
| 411 | Election Equipment Fund | 9,297 | 10,380 | 13,695 | 3,315 | |
| 412 | Building Fund | 304,487 | 309,556 | 321,443 | 11,887 | |
| 420 | Fire Department Equipment Fund | 909,375 | 990,674 | 1,197,822 | 207,148 | (4) |
| 421 | Emergency Operations Center Fund | 45,509 | 45,890 | 47,130 | 1,239 | |
| 422 | Siren Replacement Fund | 43,225 | 44,091 | 46,650 | 2,559 | |
| 428 | Building Inspection Equipment Fund | 27,820 | 30,568 | 38,896 | 8,328 | |
| 430 | Public Works Equipment Fund | 633,206 | 527,240 | 384,541 | (142,700) | (5) |
| 431 | Revolving Street Fund | 2,214,437 | 2,399,606 | 3,564,906 | 1,165,300 | (6) |
| 440 | Park And Beach Land Fund | 615,948 | 670,108 | 696,112 | 26,005 | |
| 441 | Parks Equipment Fund | 256,389 | 269,101 | 303,108 | 34,008 | |
| 890 | Trust | 457,683 | 198,245 | 302,575 | 104,330 | (7) |
| | Total | $ 10,553,960 | $ 12,080,401 | $ 12,563,990 | $ 483,590 | |

# GRAPH OF OVERALL CASH POSITION BY FUND TYPE

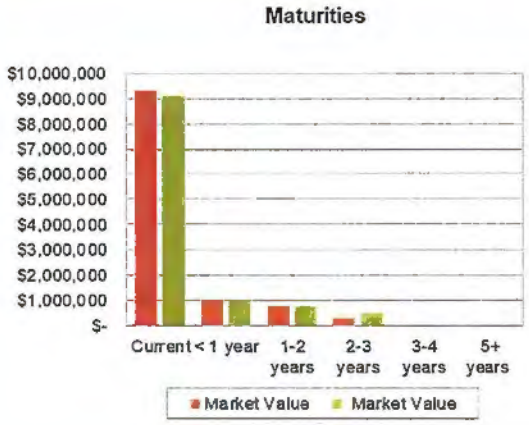


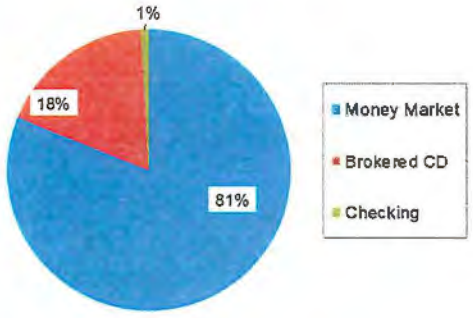
# INVESTMENT SUMMARY

| Institution | Description | Type | Market Value 1/1/2026 | Deposits - Purchases | Expenditures - Sales | Transfers | Interest | Unadjusted Market Value 9/30/2026 | Market Value 9/30/2026 | Unrealized gain / loss |
|---|---|---|---|---|---|---|---|---|---|---|
| RBC | RBC | Money Market | - | - | - | (0.01) | 0.01 | - | - | - |
| RBC | Texas Exchange Bk Crowley | Brokered CD | 244,560.33 | - | (249,000.00) | (1,160.43) | 1,160.43 | (4,439.67) | - | 4,439.67 |
| RBC | Malaga BK Palos Verdes Calf | Brokered CD | 236,298.51 | - | - | (931.20) | 931.20 | 236,298.51 | 240,185.40 | 3,886.89 |
| | | | 480,858.84 | - | (249,000.00) | (2,091.64) | 2,091.64 | 231,858.84 | 240,185.40 | 8,326.56 |
| US Bank | US Bank | Money Market | 660,273.61 | 488,000.00 | - | 67,554.61 | 25,361.65 | 1,241,189.87 | 1,241,189.87 | - |
| US Bank | US Treasury Bill | Government Securities | 740,822.91 | - | - | (11,355.00) | 11,355.00 | 740,822.91 | 750,111.30 | 9,288.39 |
| US Bank | US Treasury Bill | Government Securities | 750,150.00 | - | - | (25,250.00) | 25,250.00 | 750,150.00 | 737,985.00 | (12,165.00) |
| US Bank | Bank of America - cd | Brokered CD | 244,141.52 | - | (244,000.00) | (5,781.80) | 5,781.80 | 141.52 | - | (141.52) |
| US Bank | Flagstar Bank Natl Assn - CD | Brokered CD | 245,305.40 | - | - | (11,314.92) | 11,314.92 | 245,305.40 | - | (245,305.40) |
| US Bank | Nicolet Nat'l Bk - Greenbay WI | Brokered CD | 252,411.30 | - | (244,000.00) | (7,944.13) | 7,944.13 | 8,411.30 | 245,396.97 | 236,985.67 |
| US Bank | Riverside CA Cmnty College Dist | Brokered CD | 256,825.25 | - | - | (4,908.76) | 4,908.76 | 256,825.25 | 250,822.00 | (6,003.25) |
| | | | 3,149,929.99 | 488,000.00 | (488,000.00) | (0.00) | 92,916.26 | 3,242,846.25 | 3,225,505.14 | (17,341.11) |
| Falcon National Bank | Falcon National Bank | Money Market | 18,470.71 | - | - | 6,430.46 | 20.01 | 24,921.18 | 24,921.18 | - |
| Falcon National Bank | CD 88834 (renewed) | Brokered CD | 200,000.00 | - | - | (600.56) | 600.56 | 200,000.00 | 200,000.00 | - |
| Falcon National Bank | CD 90484 (renewed) | Brokered CD | 150,000.00 | - | - | (5,829.90) | 5,829.90 | 150,000.00 | 150,000.00 | - |
| Falcon National Bank | Intra-Fi Account | Brokered CD | 900,000.00 | - | - | - | - | 900,000.00 | 900,000.00 | - |
| | | | 1,268,470.71 | - | - | (0.00) | 6,450.47 | 1,274,921.18 | 1,274,921.18 | - |
| 21st CENTURY BANK | ICS | Money Market | 612,118.04 | 5,974,208.73 | (5,996,539.40) | - | 17,664.23 | 607,451.60 | 607,451.60 | - |
| | | | 612,118.04 | 5,974,208.73 | (5,996,539.40) | - | 17,664.23 | 607,451.60 | 607,451.60 | - |
| 4 M | 4M Liquid Assets-101 | Money Market | 97,418.36 | - | - | - | 2,676.22 | 100,094.58 | 100,094.58 | - |
| 4 M | 4M Plus Fund-101 | Money Market | 6,389,852.16 | 6,021,049.43 | (2,550,000.00) | (2,998,908.36) | 170,460.98 | 7,032,454.21 | 7,032,454.21 | - |
| | | | 6,487,270.52 | 6,021,049.43 | (2,550,000.00) | (2,998,908.36) | 173,137.20 | 7,132,548.79 | 7,132,548.79 | - |
| 21st CENTURY BANK | General/Checking | Checking | 100,021.23 | 9,336,783.39 | (13,086,971.11) | 3,750,000.00 | 187.04 | 100,020.55 | 100,020.55 | (0.00) |
| | | | 100,021.23 | 9,336,783.39 | (13,086,971.11) | 3,750,000.00 | 187.04 | 100,020.55 | 100,020.55 | (0.00) |
| | | | $ 12,098,669.33 | $ 21,820,041.55 | $ (22,370,510.51) | $ 749,000.00 | $ 292,446.84 | $ 12,589,647.21 | $ 12,580,632.66 | $ (9,014.55) |

| | |
|---|---|
| Deposits in Transi | 194,957.01 |
| O/S Checks | (211,609.28) |
| Total | $ 12,563,990.39 |

# INVESTMENT SUMMARY



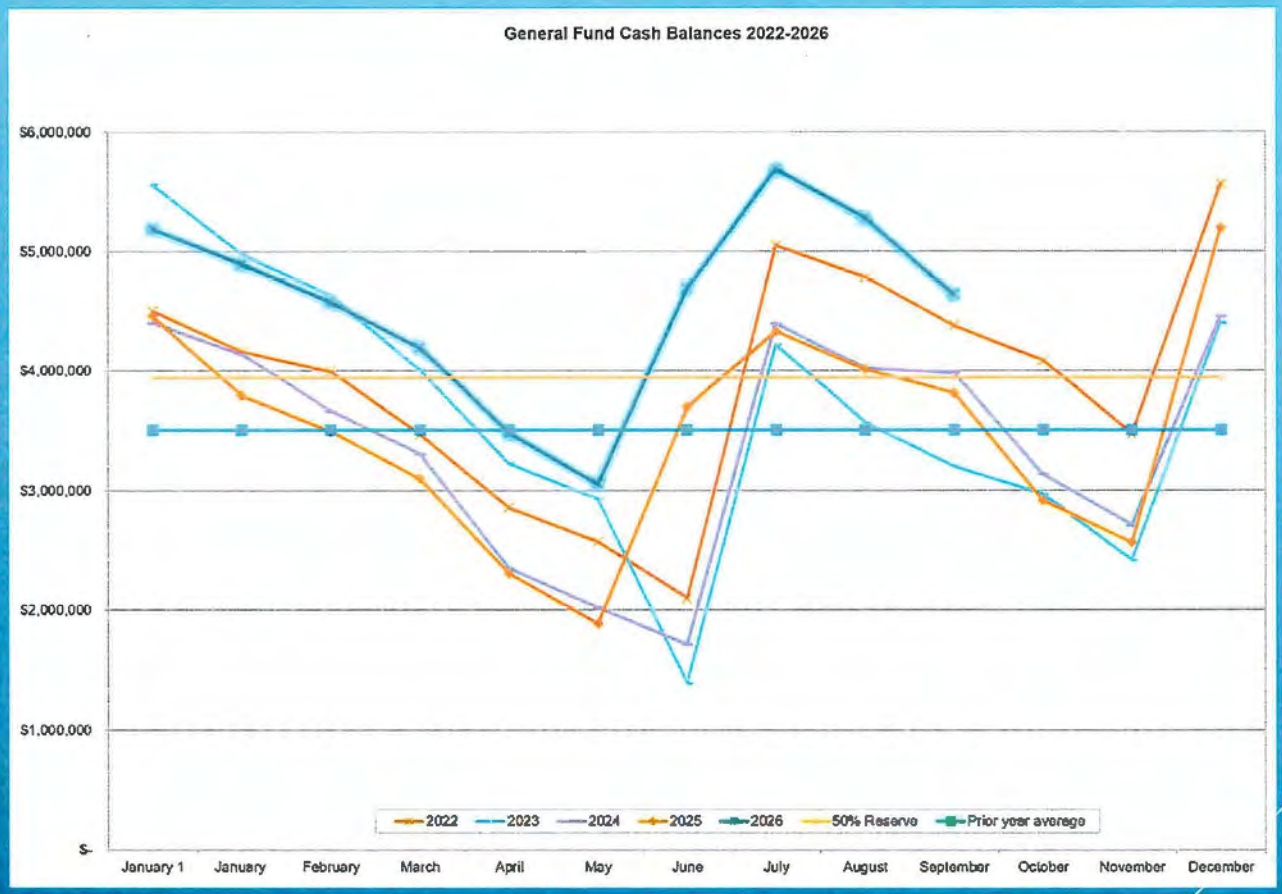




| Maturity | Unadjusted Market Value 9/30/2026 | Market Value 9/30/2026 | Variance 9/30/2026 |
|---|---|---|---|
| Current | $ 9,347,139.24 | $ 9,106,131.99 | $ (241,007.25) |
| < 1 year | 977,121.42 | 990,296.70 | 13,175.28 |
| 1-2 years | 750,150.00 | 737,985.00 | (12,165.00) |
| 2-3 years | 265,236.55 | 496,218.97 | 230,982.42 |
| 3-4 years | - | - | - |
| 5+ years | - | - | - |
| | $ 11,339,647.21 | $ 11,330,632.66 | $ (9,014.55) |

| | | |
|---|---|---|
| Weighted average Rate of return | 0.20% | 9/30/2026 |
| Average Maturity (years) | 0.05 | 9/30/2026 |

| Investment Type | Market Value 9/30/2026 |
|---|---|
| Money Market | $ 9,006,111.44 |
| Brokered CD | $ 1,986,404.37 |
| Savings | $ - |
| Government Securities | $ 1,468,096.30 |
| Municipal Securities | $ - |
| Checking | $ 100,020.55 |
| | $ 12,580,632.66 |

| | |
|---|---|
| **Operating Account** | |
| O/S Deposits | $ 194,967.01 |
| O/S Checks | $ (211,609.28) |
| Reconciled Balance | $ 12,563,990.39 |


General Fund Cash Balances 2022-2026
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$-
January 1
January
February
March
April
May
June
July
August
September
October
November
December
2022
2023
2024
2025
2026
50% Reserve
Prior year average

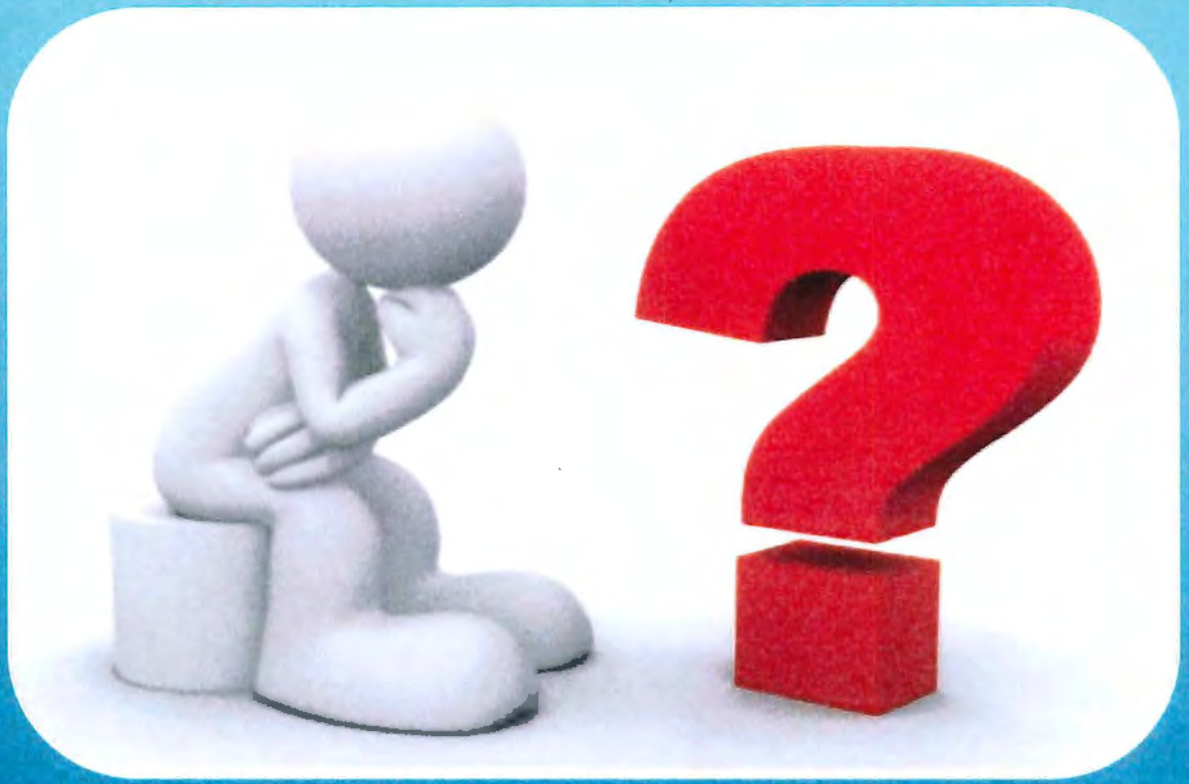
# GENERAL FUND BUDGET TO ACTUAL
## (REVENUES)

| | Annual Budget | Budget Thru 9/30/2026 75% | Actual Thru 9/30/2026 | Variance - Favorable (Unfavorable) | Percent Received or Expended Based on Budget thru 9/30/2026 |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Taxes | $ 6,896,427 | $ 5,172,320 | $ 3,630,867 | $ (1,541,453) * | 70.20 % |
| Special Assessments | - | - | - | - | N/A |
| Licenses and permits | 439,700 | 329,775 | 564,964 | 235,189 (1) | 171.32 |
| Intergovernmental | 253,500 | 190,125 | 296,876 | 106,751 (2) | 156.15 |
| Charges for services | 188,735 | 141,551 | 146,677 | 5,126 | 103.62 |
| Fines and forfeitures | 41,000 | 30,750 | 24,834 | (5,916) | 80.76 |
| Interest on investments | 30,000 | 22,500 | 92,571 | 70,071 (3) | 411.43 |
| Misc Rev | 22,000 | 16,500 | 18,216 | 1,716 | 110.40 |
| Sale of fixed assets | - | - | - | - | - |
| **Total Revenues** | 7,871,362 | 5,903,522 | 4,775,005 | (1,128,517) | |

# GENERAL FUND BUDGET TO ACTUAL

## (EXPENDITURES)

| | Annual Budget | Budget Thru 9/30/2026 75% | Actual Thru 9/30/2026 | Variance - Favorable (Unfavorable) | | Percent Received or Expended Based on Budget thru 9/30/2026 |
|---|---|---|---|---|---|---|
| **Expenditures** | | | | | | |
| Council | $ 111,429 | $ 83,572 | $ 52,010 | $ 31,562 | (4) | 62.23 % |
| Ordinances | 23,600 | 17,700 | 15,393 | 2,307 | | 86.97 |
| Administration | 195,111 | 146,333 | 171,081 | (24,748) | (5) | 116.91 |
| City Clerk | 179,912 | 134,934 | 67,118 | 67,816 | (5) | 49.74 |
| Elections | 40,906 | 30,680 | 20,921 | 9,759 | | 68.19 |
| Finance | 308,170 | 231,128 | 221,583 | 9,545 | | 95.87 |
| Auditing | 35,325 | 26,494 | 29,400 | (2,906) | | 110.97 |
| Assessing | 86,000 | 64,500 | 62,683 | 1,817 | | 97.18 |
| Prosecutions | 90,270 | 67,703 | 64,001 | 3,702 | | 94.53 |
| Planning & Zoning | 128,985 | 96,739 | 75,750 | 20,989 | (6) | 78.30 |
| General Government | 90,601 | 67,951 | 72,914 | (4,963) | | 107.30 |
| General Government Building | 45,300 | 33,975 | 29,652 | 4,323 | | 87.27 |
| City Sign | 3,958 | 2,969 | 2,988 | (20) | | 100.67 |
| Information Technology | 54,410 | 40,808 | 38,363 | 2,445 | | 94.01 |
| Police Protection | 1,658,483 | 1,243,862 | 1,258,644 | (14,782) | | 101.19 |
| Fire Department | 625,273 | 468,955 | 477,046 | (8,091) | | 101.73 |
| Fire Stations | 55,961 | 41,971 | 32,204 | 9,766 | | 76.73 |
| EOC | - | - | - | - | | - |
| Sirens | 9,131 | 6,848 | 8,621 | (1,773) | | 125.88 |
| Building Department | 414,923 | 311,192 | 263,826 | 47,366 | (7) | 84.78 |
| Animal Control | 5,000 | 3,750 | 5,889 | (2,139) | | 157.04 |
| Public Works | 1,002,706 | 752,030 | 553,903 | 198,126 | (8) | 73.65 |
| Snow & Ice Removal | 67,600 | 50,700 | 86,556 | (35,856) | (9) | 170.72 |
| Public Works Stormwater | 11,300 | 8,475 | 5,150 | 3,325 | | 60.77 |
| Public Works Building | 48,550 | 36,413 | 25,314 | 11,099 | | 69.52 |
| Signs & Signals | 22,400 | 16,800 | 12,795 | 4,005 | | 76.16 |
| Utility/ROW | 60,200 | 45,150 | 35,622 | 9,528 | | 78.90 |
| Parks Department | 361,911 | 271,433 | 223,454 | 47,979 | (10) | 82.32 |
| Parks Buildings | 15,450 | 11,588 | 11,099 | 489 | | 95.78 |
| Senior Center | 4,807 | 3,605 | 2,979 | 626 | | 82.62 |
| Senior Center Building | 14,490 | 10,868 | 10,165 | 702 | | 93.54 |
| Misc Exp | 183,200 | 137,400 | 3,865 | 133,535 | (11) | 2.81 |
| **Total Expenditures** | 5,955,362 | 4,466,522 | 3,940,989 | 525,533 | | 88.23 |
| **Excess Revenues (Expenditures)** | 1,916,000 | 1,437,000 | 834,016 | (602,984) | | |
| **Other Financing Sources (Uses)** | | | | | | |
| Transfers in | 2,000 | 1,500 | - | - | | - |
| Transfers out | (1,918,000) | (1,438,500) | (1,438,500) | 0 | | 100.00 |
| **TOTAL OTHER FINANCING SOURCES (USES)** | (1,916,000) | (1,437,000) | (1,438,500) | 0 | | |
| **Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses** | $ - | $ - | $ (604,484) | $ (602,984) | | |



# QUESTIONS?