

CITY OF HAM LAKE

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

CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY AGENDA MONDAY, NOVEMBER 17, 2025

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

2.0 PUBLIC COMMENT

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

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

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 November 3, 2025 and Budget Meeting minutes of November 3, 2025

4.2 Approval of claims

4.3 Approval of updating the Employee Handbook

4.4 Approval of hiring part-time Snowplow drivers

4.5 Approval of an Ordinance rezoning Ruds Skogsted in Section 23

4.6 Approval of the First Reading an Ordinance establishing Permit Fees and Service Charges to be collected by the City of Ham Lake

4.7 Approval of an Off-Site Gambling Permit for the Way of the Shepherd to conduct a raffle on January 30, 2026 at Majestic Oaks Golf Club (701 Bunker Lake Boulevard NE)

4.8 Approval of a Resolution scheduling a public hearing to vacate drainage and utility easements lying over, under, and across Outlot A, Harmony Estates 2nd Addition

4.9 Approval of extending Conditional Offers to paid on-call Firefighter Candidates

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Joseph Radach of Contour Development LLC, requesting rezoning for Elwell Farms in Section 36 from R-A (Rural Single Family Residential) and R-1 (Single Family Residential) to Planned Unit Development (PUD) (this is considered the First Reading of a Rezoning Ordinance)

5.2 Jeff Entsminger of Nova Development, LLC, requesting Final Plat Approval of Harmony Estates 3rd Addition (21 Single Family Residential lots and 3 outlots) in Section 22

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY

9.0 CITY ENGINEER

10.0 CITY ADMINISTRATOR

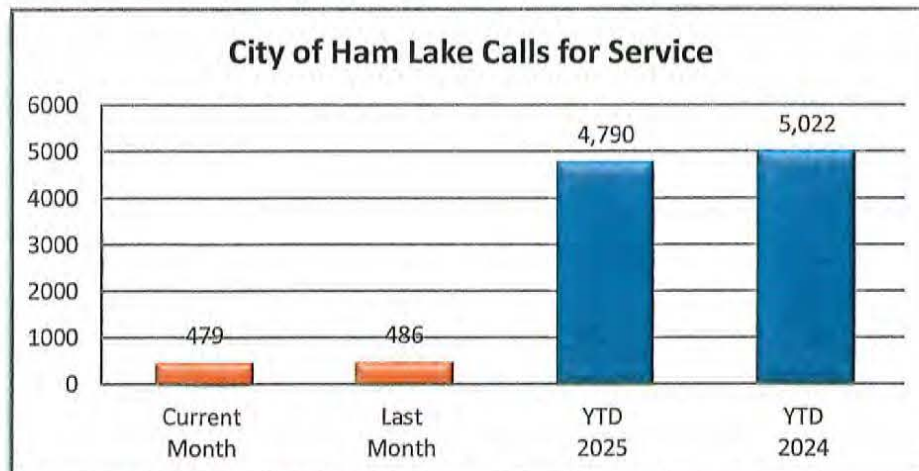
11.0 COUNCIL BUSINESS

11.1 Committee Reports

11.2 Announcements and future agenda items

PATROL DIVISION
CITY OF HAM LAKE - OCTOBER 2025

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2025	YTD 2024
Call for Service	433	411	434	429	507	517	598	496	486	479			4,790	5,022
Burglaries	1	1	0	2	6	0	0	1	2	0			13	12
Thefts	8	4	3	8	10	7	7	13	6	9			75	99
Crim Sex Conduct	0	0	2	1	1	0	0	0	2	1			7	1
Assault	3	1	1	1	4	1	3	1	1	3			19	17
Dam to Property	0	1	3	2	0	4	2	2	1	7			22	42
Harass Comm	0	0	0	0	0	1	0	0	0	0			1	1
PI Accidents	3	4	7	2	12	9	8	8	10	6			69	73
PD Accidents	26	20	16	32	29	21	19	23	28	41			255	276
Medical	67	71	70	49	70	72	60	60	59	55			633	625
Animal Complaint	24	21	20	26	23	37	23	20	38	29			261	285
Alarms	30	39	34	30	31	35	24	22	19	35			299	275
Felony Arrests	3	1	8	1	3	1	0	1	4	1			23	28
GM Arrests	5	2	6	5	3	5	7	2	2	3			40	38
Misd Arrests	7	10	5	5	3	9	2	5	3	6			55	55
DUI Arrests	5	3	4	3	1	2	4	2	1	4			29	25
Drug Arrests	0	1	4	0	0	1	0	0	1	0			7	13
Domestic Arrests	3	1	1	0	4	1	1	1	0	2			14	10
Warrant Arrests	4	0	2	3	2	1	5	4	3	3			27	42
Traffic Stops	134	103	197	167	127	112	133	120	134	109			1,336	2354
Traffic Arrests	27	38	74	60	41	28	36	35	38	18			395	751



CITY OF HAM LAKE

YEAR TO DATE - OCTOBER 2020-2025

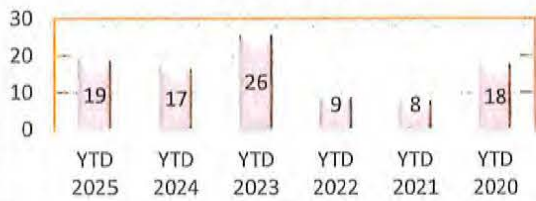
BURGLARIES



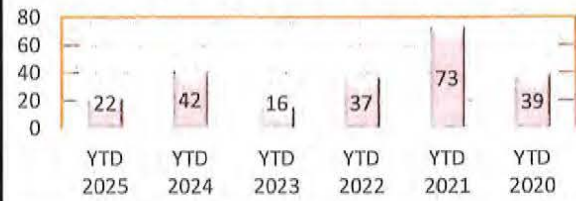
THEFTS



ASSAULTS



DAMAGE TO PROPERTY



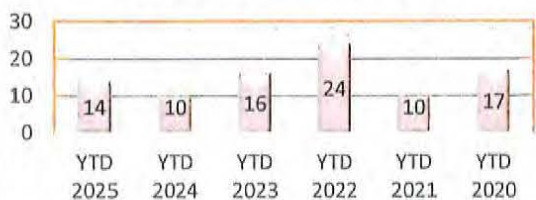
DUI ARRESTS



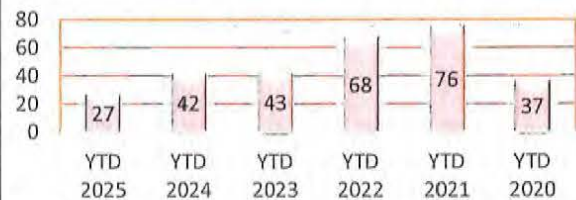
DRUG ARRESTS



DOMESTIC ARRESTS



WARRANT ARRESTS



TRAFFIC STOPS



TRAFFIC ARRESTS



Problem Type Summary

1:19 PM 11/12/2025

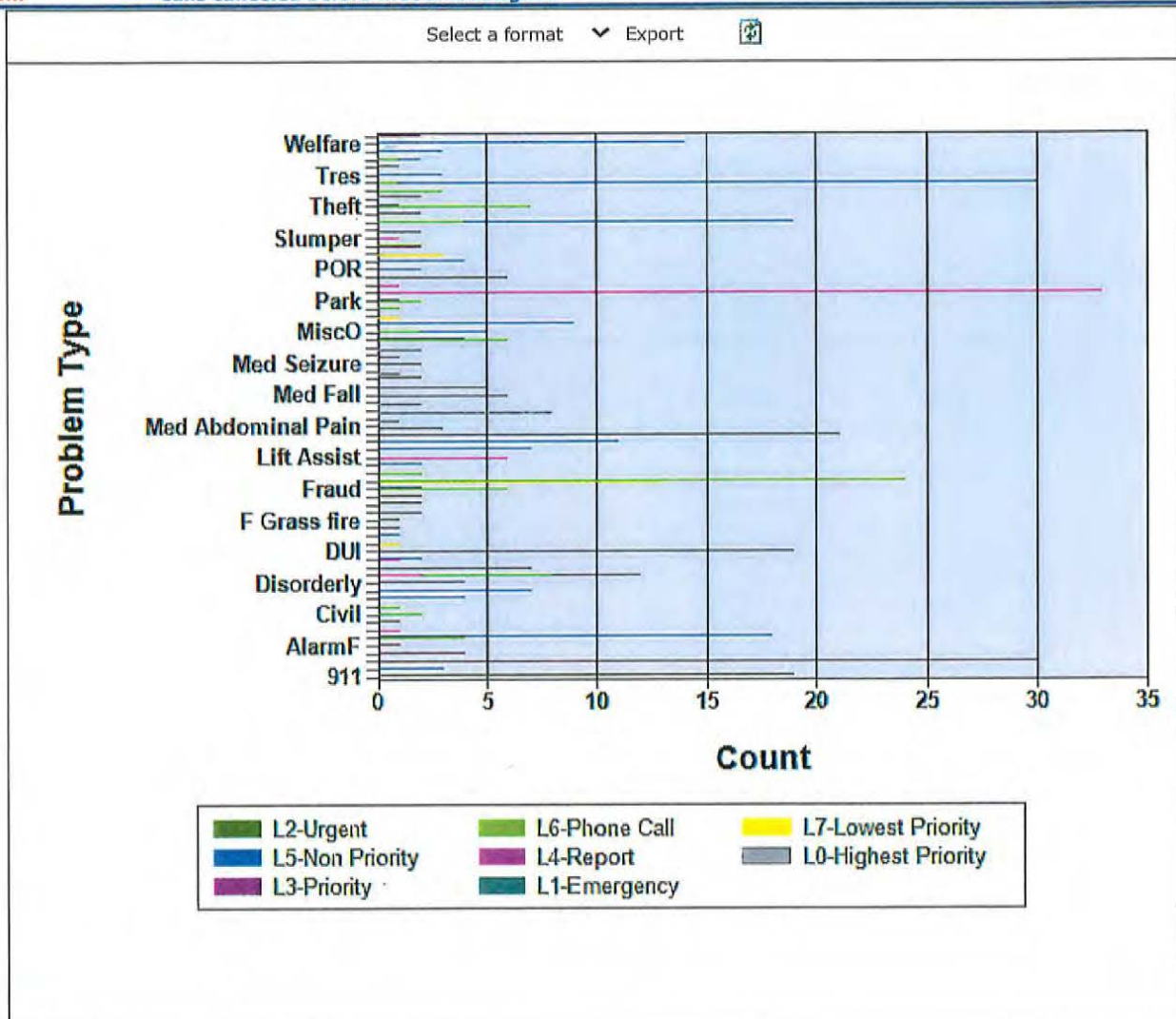
Data Source: Data Warehouse

Agency: LAW ENFORCEMENT

Division: Ham Lake Law

Day Range: Date From 10/1/2025 To 10/31/2025

Exclusion: • Calls canceled before first unit assigned



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

Problem Type	0	1	2	3	4	5	6	7	Total
911			19						19
Abandon						3			3
Abuse									
AbuseP									
AlarmB				30					30

AlarmCO			4					4
AlarmCOIII								
AlarmF			1					1
AlarmFsmoke								
AlarmHoldup								
AlarmV								
AlarmWF								
Animal					18	4		22
AnimalResc								
Arson								
Assault				1				1
AssaultP								
Boat Assist								
Bomb								
BombP								
Broadcast								
Burg								
BurgP		1						1
Civil						2		2
CivilP								
CSC						1		1
Debris					4			4
Deer					7			7
Disorderly			4					4
Dom			12	2		8		22
DomP	7							7
Drugs				1	2			3
DUI			19					19
Dumping								
Escort								
ExPat							1	1
F Aircraft								
F Assist					1			1
F CleanUp								
F Collapse								
F Dump								
F Elec Smell								
F Expl								
F Gas Odor In			1					1
F Gas Odor Out								
F Grass fire		1						1
F Illegal			2					2
F Misc								
F Mutual Aid								
F Oven								
F Powerlines								
F SmokeIn								
F SmokeOut								
F Structure		2						2
F Train								
F Veh		2						2
F Water Rescue								
Fight								
Flood in								
Flood out								
Fraud					2	6		8
FraudP								
FU					1	24	13	38
FW								
Gun								
Harass						2		2
Info					2			2
Lift Assist				6				6
Liq								
Lockout					7			7
LockoutP								

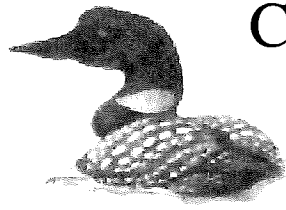
MA					11			11
MASS								
Med -	21							21
Med Abdominal Pain	3							3
Med Alarm								
Med Allergic								
Med Assault								
Med Bleed	1							1
Med Breathing Diff	8							8
Med Breathing Not	2							2
Med Choking								
Med Drown								
Med Electro								
Med Fall	6							6
Med Heart	5							5
Med Hold		2						2
Med Info								
Med OB	1							1
Med Priority								
Med Seizure	2							2
Med Stab-Gunshot								
Med Stroke	1							1
Med Uncon	2							2
Medex								
Misc					4	6		10
MiscO					5	2		7
Noise					9			9
NoTag							1	1
Ord								
Other						1		1
Park					1	2		3
PD				33		8		41
Person				1				1
PI	6							6
POR					2			2
Property					4			4
PW								
REPO-TOW							3	3
RJ								
RoadClosure								
Robbery								
RobberyP								
Shots			1	2		2		5
Slumper				1				1
StolenProp								
Suicide								
SuicideP	2							2
Susp					19	4		23
SuspP			2					2
Theft					1	7		8
TheftP		2						2
Threat						3		3
ThreatP								
Traf					30	1		31
Tres					3			3
UNK		1						1
Unsecure								
Vand					2	1		3
VandP								
VehTheft					3			3
VehTheftP								
Weapon								
Weather								
Welfare					14			14
WelfareP								
WT			2					2

Total

14	53	30	78	47	155	84	18	479
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Go Back

Close



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CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, NOVEMBER 3, 2025

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, November 3, 2025 at 6:00 p.m. in the Council Chambers at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Councilmembers Andrew Hallberg and Mike Van Kirk

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

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

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

2.0 PUBLIC COMMENT

Mike Bell, Minnesota Equipment at 14802 Aberdeen Street NE, stated that he has 200 feet of property on Highway 65 NE, and wants to add a display pad. Mr. Bell stated that he would like to use guardrail for fencing to secure the equipment on display; or wrought iron which is not as strong. Mr. Bell stated he would also be adding lighting and cameras for security. It was discussed that the display area would be required to be hard surfaced. Attorney Berglund stated that Mr. Bell should work with Building Official Jones and staff regarding his request.

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 20, 2025
- 4.2 Approval of claims in the amount of \$730,029.23
- 4.3 Approval of the dates for the contract with Minnesota Pyrotechnics for the fireworks display dates being June 27, 2026, June 26, 2027, and June 24, 2028
- 4.4 Approval of the Snow Plow/Ice Control Policy for 2025-2026 season

- 4.5 Approval of an escrow payment to Coon Creek Watershed District for the Hidden Forest East Park Permit
- 4.6 Approval of Resolution No. 25-43 supporting the City of Blaine in their pursuit of 2025 Local Road Improvement Program (LRIP) Funding for the Highway 65 NE & Bunker Lake Boulevard NE interchange project
- 4.7 Approval of the Purchase Agreement entered into by the City of Ham Lake (seller) and C2M2, LLC (Cool Air Mechanical, Inc.) (buyer) purchasing vacate property - Pin #32-32-23-43-0026
- 4.8 Approval of recommendation to Chief Judge of the 10th Judicial District to reappoint Dwight McCullough, Bill Vokovan and Gary Kirkeide to the Ham Lake Charter Commission for a term of February 4, 2026 to February 4, 2030
- 4.9 Approval of releasing the Maintenance Security for Hidden Forest East Fourth Addition
- 4.10 Approval of a Joint Powers Agreement (JPA) with the City of Blaine for monitoring wells located within Patricia's Park

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

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

7.1 Finance Director Andrea Murff, 3rd Quarter Financial Report

Finance Director Murff gave the financial report for the 3rd Quarter of 2025. Finance Director Murff reported on the Overall Cash Position by Fund Type increasing by approximately \$234,000 from December 31, 2024. Finance Director Murff stated this is due to the General Fund's operation revenues & expenditures and the annual bond payment. Finance Director Murff stated the Cash Balances by Fund Compared to Prior Year with the General Fund have decreased due to spending the American Rescue Plan Act funds last year. Finance Director Murff stated the Park and Beach Fund is unchanged due to receiving additional Parkland Dedication Fees from new developments that was offset by replacing two new parks and other various projects, Equipment and Building Fund is up due to transfers into the funds and no large expenditures to date, and the Revolving Street Fund has increased due to receiving State Aid for completed and newly started projects. Finance Director Murff stated the overall General Fund had expenditures in excess of revenues due to not receiving the December tax settlement from Anoka County and the overall expenditures were favorable by coming in under budget for the quarter. Finance Director Murff stated that the city investments continue to rebound from previous years and are coming in higher than budgeted. The City Council thanked Finance Director Murff.

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

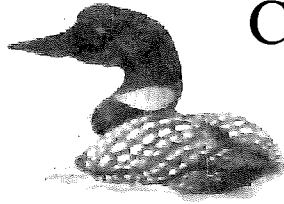
11.1 Committee Reports – None

11.2 Announcements and future agenda items

Mayor Kirkham stated that on October 28, 2025 he, along with Administrator Webster, Deputy City Clerk Shimek, and Fire Chief Raczkowski, met at Falcon Bank to meet with Senator Kruen and members for the Senate Capital Investment Lending Tour. Mayor Kirkham stated the meeting was regarding the Highway 65 NE and Bunker Lake Boulevard NE road improvement project and the funding gap of 4.3 million dollars that is needed to complete the project. The improvement project is projected to begin in 2028.

Motion by Parranto, seconded by Doyle, to adjourn the City Council meeting at 6:15 p.m. All present in favor, motion carried.

Dawnette Shimek, Deputy City Clerk



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CITY OF HAM LAKE CITY COUNCIL BUDGET WORKSHOP MINUTES MONDAY, NOVEMBER 3, 2025

The Ham Lake City Council met for a budget workshop meeting on Monday, November 3, 2025 at 5:00 p.m. in the Conference Room at the Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Councilmembers Mike Van Kirk and Andrew Hallberg

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

1.0 Call to Order

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

2.0 Discussion of the Proposed 2026 Budget and CIP Review

Finance Director Murff explained she was able to reduce expenditures another \$15,000 due to having to purchase two new computers in 2025 that were slated for 2026, health insurance coming in about 5.00 percent lower than anticipated at the creation of the 2026 budget and hiring a new Public Works Streets/Parks Maintenance Worker at a lower step than previously budgeted and that all other revenues and expenditures remained the same from Preliminary Budget. Finance Director Murff presented three options for the 2026 Final Budget Levy; a 7.0 percent increase to the tax levy that would add about \$28,3890 to the reserves, a balanced budget that would use nor add to reserves, or a 6.50 percent tax levy that would take \$3,900 to the reserves. Finance Director Murff stated all of the option do bring the tax levy rate down from 2025. Finance Director Murff then discussed the Ham Laker Fund and potentially doing another transfer from the Cable Funds to have it breakeven for the year as well as presented the Capital Improvement Plan. **It was the Consensus of the City Council to have the Balanced Budget option presented for the 2026 Final Budget Levy.**

3.0 Discussion of increasing Permit Fee and Service Charges

City Administrator Webster presented changes to the Permit Fees and Services Charges to the City Council and stated increases were needed to help offset administrative and other costs relating to permitting and services provided by the City. City Administrator Webster stated we did look at other local cities to ensure we were still aligned with the fees and that we could analyze the fees again next year and adjust as needed. **It was the Consensus of the City Council to go forward with final approval the new fees.**

4.0 Discussion of the Ham Lake Haulers Contract

Finance Director Murff stated she had a meeting with the Ham Lake Haulers about the new contract, and they are proposing no change in rates from 2026 and then all other rates would increase at the rate of the Consumer Price Index (CIP) under the category Water, Electric, and Waste. Finance Director Murff stated they would like to set up a meeting with the Ham Lake Hauler Liaisons to go over any questions or concerns they may have about the proposed contract. **It was the Consensus of the City Council to have Finance Director Murff schedule a meeting with the Ham Lake Haulers and the Liaisons Mayor Kirkham and Councilmember Doyle.**

Motion by Kirkham, seconded by Parranto, to adjourn the meeting at 5:38 p.m. All present in favor, motion carried.

Andrea Murff, Finance Director

CITY OF HAM LAKE
CLAIMS SUBMITTED TO COUNCIL
November 17, 2025

CITY OF HAM LAKE

EFTS, CHECKS, AND BANK DRAFTS		10/21/25 - 11/03/2025	
EFT	# 2414 - 2425	\$	43,851.17
REFUND CHECKS	# 67641 - 67643	\$	4,942.35
CHECKS	# 67644 - 67678	\$	33,770.55
BANK DRAFTS	DFT0002981	\$	500.00
BANK DRAFTS	DFT0002983 - DFT0002984	\$	1,606.11
BANK DRAFTS	DFT0002982, DFT0002985 - DFT0002989	\$	29,726.66
TOTAL EFTS, CHECKS, AND BANK DRAFTS		<u>\$</u>	<u>114,396.84</u>
PAYROLL CHECKS			
11/07/25	Direct Deposits	\$	39,280.29
TOTAL PAYROLL CHECKS		<u>\$</u>	<u>39,280.29</u>
VOID CHECKS			
CHECKS	# 67656, 67657		
ZERO CHECKS		\$	-
ZERO EFT	# 2422	\$	-
BANK DRAFT REVERSAL			
TOTAL VOIDS		<u>\$</u>	<u>-</u>
TOTAL OF ALL PAYMENTS		<u>\$</u>	<u>153,677.13</u>

APPROVED BY THE HAM LAKE CITY COUNCIL THIS 17TH DAY OF NOVEMBER 2025

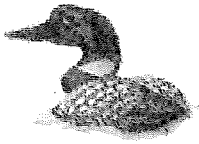
MAYOR

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER

COUNCILMEMBER



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01576 - 11/04/25 TRUST REFUNDS

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00639	ERNEST RUD	11/4/2025	67641	792.35
00760	BLAINE WRESTLING ASSOCIATION	11/4/2025	67642	150.00
			Total Refund Amount:	942.35

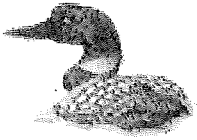
Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	942.35
Revenue Totals:	942.35

General Ledger Distribution

Posting Date: 11/04/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	890 - TRUST FUND			
	890-10101	Cash-claim on pooled cash	-942.35	Yes
	890-11501	Misc receivables	942.35	
	890 Total:		0.00	
Fund:	999 - POOLED CASH			
	999-10100	Pooled Cash	-942.35	
	999-20702	Due to other funds	942.35	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



City of Ham Lake, MN

Refund Check Register

Packet: ARPKT01581 - 11/07/25 TRUST REFUND

Refund Detail

Account Number	Name	Check Date	Check Number	Amount
00613	TWIN TOWN DEMOLITION	11/7/2025	67643	4,000.00
Total Refund Amount:				4,000.00

Revenue Totals

Revenue Code	Total Distribution
TRUST DEPOSITS - TRUST DEPOSITS	4,000.00
Revenue Totals:	4,000.00

General Ledger Distribution

Posting Date: 11/07/2025

Account Number	Account Name	Posting Amount	IFT
Fund: 890 - TRUST FUND			
890-10101	Cash-claim on pooled cash	-4,000.00	Yes
890-11501	Misc receivables	4,000.00	
890 Total:		0.00	
Fund: 999 - POOLED CASH			
999-10100	Pooled Cash	-4,000.00	
999-20702	Due to other funds	4,000.00	Yes
999 Total:		0.00	
Distribution Total:		0.00	



City of Ham Lake, MN

Journal Entry Report

Posted Date Range: -

Journal Range: JN06721 - JN06721

JE Number	Packet	Description	Controlling Fund	Posting Date	Transaction Date	Accrual Date	Adjusting Entry
JN06721	GLPKT07508 - OCTOBER '25 RECLASS AND CASH T		999	10/31/2025	11/05/2025		N
Created By							
Susan Knouse							
Account	Account Name	Description	PA Key	JE Type: <None>	Debits	Credits	
<u>100-41701-2120</u>	Postage	REPLENISH POSTAGE METER		IFT	500.00		
<u>999-10100</u>	Pooled Cash	REPLENISH POSTAGE METER				-500.00	
	Cash Type: Bank Draft	Number: DFT0002981	Check Stock:				
<u>100-10101</u>	Cash	REPLENISH POSTAGE METER		Y		-500.00	
<u>999-20702</u>	Due to other funds	REPLENISH POSTAGE METER		Y	500.00		



City of Ham Lake, MN

Check Register

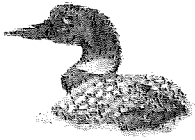
Packet: APPKT02337 - OCTOBER '25 FUEL TAX & PERMIT
POSTAGE

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-A/P BANK						
MNSTATETAX	MN STATE DEPT OF REVENUE-PAYR	11/14/2025	Bank Draft	0.00	33.39	DFT0002982
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025-10	Invoice	10/31/2025	OCTOBER FUEL TAX	0.00	33.39	
100-43101-2230		Fuel		OCTOBER FUEL TAX	33.39	
USPOSTMASTER	US POSTMASTER	10/28/2025	Bank Draft	0.00	1,562.84	DFT0002983
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025-11	Invoice	10/28/2025	NOV HAM LAKER POSTAGE	0.00	1,562.84	
211-41704-2120		Postage		NOV HAM LAKER POSTAGE	1,562.84	
USPOSTMASTER	US POSTMASTER	10/24/2025	Bank Draft	0.00	43.27	DFT0002984
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Account Number		Account Name	Project Account Key	Item Description	Dist Amount	
2025-10 SR	Invoice	10/24/2025	OCT SR CENTER POSTAGE	0.00	43.27	
100-20204		Postage Liability		OCT SR CENTER POSTAGE	43.27	

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	1,639.50
EFT's	0	0	0.00	0.00
	3	3	0.00	1,639.50



City of Ham Lake, MN

Council Approval List

By (None)

Payment Dates 11/4/2025 - 11/17/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2414	ACCESS	OCT SHREDDING	Waste management & recycli	231-43601-3630	156.34
2415	BERGLUND, BAUMGARTNER,	BLAINE WELL MONITORING -	Attorney	100-41101-3110	407.38
2415	BERGLUND, BAUMGARTNER,	10/6 COUNCIL MEETING	Attorney	100-41101-3110	451.45
2415	BERGLUND, BAUMGARTNER,	SCHOENROCK/GOODFELLAS	Attorney	100-41101-3110	118.82
2415	BERGLUND, BAUMGARTNER,	10/20 COUNCIL MEETING	Attorney	100-41101-3110	95.00
2415	BERGLUND, BAUMGARTNER,	CELL TOWER	Attorney	100-41101-3110	169.74
2415	BERGLUND, BAUMGARTNER,	JARVI LAWSUIT	Attorney	100-41101-3110	169.74
2415	BERGLUND, BAUMGARTNER,	CANNABIS ORDINANCE	Attorney	100-41102-3110	271.58
2415	BERGLUND, BAUMGARTNER,	WILLOWS JPA	Attorney	100-41401-3110	356.45
2415	BERGLUND, BAUMGARTNER,	CODE ENFORCEMENT	Attorney	100-42401-3110	84.87
2415	BERGLUND, BAUMGARTNER,	CLAYTON KERNS - EVENT	Attorney	100-42401-3110	101.84
2415	BERGLUND, BAUMGARTNER,	HUSICK DANGEROUS DOG	Attorney	100-42401-3110	135.79
2415	BERGLUND, BAUMGARTNER,	10/20 STAFF MEETING	Attorney	100-42401-3110	169.74
2415	BERGLUND, BAUMGARTNER,	ANOKA COUNTY RECYCLING	Attorney	231-43601-3110	67.90
2415	BERGLUND, BAUMGARTNER,	10/20 ROAD COMMITTEE MEE	Attorney	431-43301-3110	169.74
2415	BERGLUND, BAUMGARTNER,	CRAWFORD PROPERTY	Attorney	431-43301-3110	168.04
2415	BERGLUND, BAUMGARTNER,	COOL AIR	Attorney	890-90001-3110	1,856.99
2415	BERGLUND, BAUMGARTNER,	ELWELL COMMERCIAL	Attorney	890-90001-3110	1,684.87
2415	BERGLUND, BAUMGARTNER,	ELWELL FARMS	Attorney	890-90001-3110	746.85
2415	BERGLUND, BAUMGARTNER,	NORTH METRO STORAGE	Attorney	890-90001-3110	678.96
2415	BERGLUND, BAUMGARTNER,	ENTHUSIAST CAR CO	Attorney	890-90001-3110	101.84
2415	BERGLUND, BAUMGARTNER,	OCT PROSECUTIONS	Attorney	100-41501-3110	6,895.85
2416	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2416	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2416	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-43101-2210	141.73
2416	CINTAS CORP	UNIFORMS	Clothing & personal protectiv	100-44101-2210	59.08
2417	GREATAMERICA FINANCIAL SE	NOV MAILING MACHINE LEAS	Equipment rentals	100-41701-3320	160.95
2418	LITTLE FALLS MACHINE INC	#75 PUSH BLOCK, STRAIGHT P	Vehicle parts & supplies	100-43101-2340	246.28
2418	LITTLE FALLS MACHINE INC	#93 CHAIN LIFT ASSEMBLY	Vehicle parts & supplies	100-43101-2340	103.42
2418	LITTLE FALLS MACHINE INC	#75 OUTER & INNER BUFFER	Vehicle parts & supplies	100-43101-2340	1,215.55
2419	MARK KOLLMANN	FIRE#1 6 HOURS LABOR - REP	Building repair & maintenanc	100-42202-3420	103.86
2420	O'REILLY AUTOMOTIVE STORE	INTERIOR CLEANER & AIR FRE	Operating supplies	100-43101-2290	43.93
2420	O'REILLY AUTOMOTIVE STORE	#84 AIR FILTER	Vehicle parts & supplies	100-43101-2340	14.25
2420	O'REILLY AUTOMOTIVE STORE	E-3 CAPSULE	Vehicle parts & supplies	100-42201-2340	46.61
2421	RFC ENGINEERING, INC.	CROSSTOWN BUSINESS PARK	Engineering	262-46101-3135	3,080.10
2421	RFC ENGINEERING, INC.	CROSSTOWN SHOPPING CENT	Engineering	431-43301-3135	95.61
2421	RFC ENGINEERING, INC.	COUNCIL MEETING	Engineering	100-41101-3135	45.43
2421	RFC ENGINEERING, INC.	PLANNING/POTENTIAL DEVEL	Engineering	100-41601-3135	151.42
2421	RFC ENGINEERING, INC.	145TH AVENUE VACATION W	Engineering	100-41601-3135	45.43
2421	RFC ENGINEERING, INC.	ZONING MAP	Engineering	100-41601-3135	95.61
2421	RFC ENGINEERING, INC.	THOROUGHFARE PLAN	Engineering	100-43101-3135	60.57
2421	RFC ENGINEERING, INC.	HAM LAKE STORM NETWORK	Engineering	100-43103-3135	2,681.76
2421	RFC ENGINEERING, INC.	WACONIA STREET/COON CRE	Engineering	100-43201-3135	15.14
2421	RFC ENGINEERING, INC.	CSAH 116/NAPLES STREET RO	Engineering	431-43301-3135	45.43
2421	RFC ENGINEERING, INC.	CSAH 116/BUNKER LAKE BOU	Engineering	431-43301-3135	15.14
2421	RFC ENGINEERING, INC.	2026 REHAB	Engineering	431-43301-3135	514.83
2421	RFC ENGINEERING, INC.	COUNTY DITCH #58	Engineering	431-43301-3135	76.49
2421	RFC ENGINEERING, INC.	HIDDEN FOREST EAST PARK -	Engineering	440-44103-3135	283.42
2421	RFC ENGINEERING, INC.	KOHLER SKETCH	Engineering	890-90001-3135	2,822.36
2421	RFC ENGINEERING, INC.	HARMONY ESTATES 3RD	Engineering	890-90001-3135	4,807.17
2421	RFC ENGINEERING, INC.	COOL AIR MECHANICAL	Engineering	890-90001-3135	188.85
2421	RFC ENGINEERING, INC.	ELWELL COMMERCIAL PARK	Engineering	890-90001-3135	1,493.91
2421	RFC ENGINEERING, INC.	SOUTH SHORE ESTATES 2ND	Engineering	890-90001-3135	1,059.94
2421	RFC ENGINEERING, INC.	ELWELL FARMS LABELS	Engineering	890-90001-3135	35.00

Council Approval List

Payment Dates: 11/4/2025 - 11/17/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
2421	RFC ENGINEERING, INC.	NORTH METRO STORAGE - RO	Engineering	890-90001-3135	741.95
2421	RFC ENGINEERING, INC.	15155 UNIVERSITY AVE LOT LI	Engineering	890-90001-3135	564.09
2421	RFC ENGINEERING, INC.	HIDDEN FOREST EAST 4TH	Engineering	890-90001-3135	498.75
2421	RFC ENGINEERING, INC.	ELWELL FARMS	Engineering	890-90001-3135	492.40
2421	RFC ENGINEERING, INC.	ELWELL FARMS 2ND	Engineering	890-90001-3135	239.03
2421	RFC ENGINEERING, INC.	SOUTH SHORE ESTATES	Engineering	890-90001-3135	75.71
2421	RFC ENGINEERING, INC.	SWEDISH CHAPEL ESTATES	Engineering	890-90001-3135	889.17
2421	RFC ENGINEERING, INC.	GROUP PERMIT BILLING	Engineering	100-43501-3135	3,512.96
2421	RFC ENGINEERING, INC.	MSA GROUP BILLING	Engineering	431-43301-3135	302.84
2421	RFC ENGINEERING, INC.	143RD AVENUE	Engineering	431-43301-3135	95.61
2421	RFC ENGINEERING, INC.	W FRONT RD S OF CONSTANC	Engineering	431-43301-3135	638.33
2423	STAR TRIBUNE MEDIA COMPA	ELWELL FARMS REZONING	Legal notices/publications/bid	890-90001-3950	53.72
2424	UNLIMITED SUPPLIES INC	BATTERIES, CABLE TIES, CLIVIS	Operating supplies	100-43101-2290	170.25
2425	WRUCK SEWER & PORTABLE	WISEN'S PARK TOILET RENTAL	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	BLUEGRASS ESTATES TOILET R	Rentals-other	100-44101-3390	12.50
2425	WRUCK SEWER & PORTABLE	SBAA PINGER'S PARK TOILET R	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	PINGER'S PARK TOILET RENTA	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	CONSTANCE ESTATES PARK TO	Rentals-other	100-44101-3390	12.50
2425	WRUCK SEWER & PORTABLE	SBAA PATRICIA'S WILDERNESS	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	SODERVILLE PARK TOILET REN	Rentals-other	100-44101-3390	13.50
2425	WRUCK SEWER & PORTABLE	SBAA SODERVILLE PARK TOILE	Rentals-other	100-44101-3390	13.50
2425	WRUCK SEWER & PORTABLE	HAM LAKE BALL FIELD TOILET	Rentals-other	100-44101-3390	19.75
2425	WRUCK SEWER & PORTABLE	SBAA HAM LAKE BALL FIELD T	Rentals-other	100-44101-3390	19.75
2425	WRUCK SEWER & PORTABLE	GRANT PARK TOILET RENTAL	Rentals-other	100-44101-3390	12.50
2425	WRUCK SEWER & PORTABLE	TENNIS COURT TOILET RENTA	Rentals-other	100-44101-3390	84.00
2425	WRUCK SEWER & PORTABLE	LION'S PARK TOILET RENTALS	Rentals-other	100-44101-3390	79.00
2425	WRUCK SEWER & PORTABLE	PATRICIA'S WILDERNESS TOILE	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	SBAA TWIN BIRCH PARK TOILE	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	HAM LAKE BOAT LANDING TO	Rentals-other	100-44101-3390	79.00
2425	WRUCK SEWER & PORTABLE	LION'S PARK PLAYGROUND TO	Rentals-other	100-44101-3390	79.00
2425	WRUCK SEWER & PORTABLE	SBAA LION'S PARK TOILET REN	Rentals-other	100-44101-3390	79.00
2425	WRUCK SEWER & PORTABLE	TWIN BIRCH PARK TOILET REN	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	SBAA WISEN'S PARK TOILET R	Rentals-other	100-44101-3390	6.25
2425	WRUCK SEWER & PORTABLE	LARSON'S HERITAGE OAKS TOI	Rentals-other	100-44101-3390	12.50
67644	A.R. WELDING	#75 PLOW FRAME	Vehicle repair & maintenance	100-43101-3470	300.00
67644	A.R. WELDING	#89 ANGLE	Vehicle repair & maintenance	100-43101-3470	40.00
67644	A.R. WELDING	#59 PLOW MOUNT	Vehicle repair & maintenance	100-43101-3470	450.00
67644	A.R. WELDING	#93 HOOK ARM	Vehicle repair & maintenance	100-43101-3470	550.00
67644	A.R. WELDING	#93 PLOW MOUNT	Vehicle repair & maintenance	100-43101-3470	450.00
67645	ACE SOLID WASTE INC	NOV ORGANICS	Waste management & recyccli	231-43601-3630	385.84
67646	ANOKA COUNTY PROPERTY	ENTHUSIAST CAR CO	Filing fees	890-90001-3980	46.00
67647	ARCHITECT MECHANICAL INC	SR CTR RTRM BOARD & BLOW	Building repair & maintenanc	100-44202-3420	1,170.00
67648	ASPEN MILLS INC	POLO SHIRTS	Clothing & personal protectiv	100-42201-2210	362.64
67649	ASTLEFORD INT'L TRUCKS INC	#93 DOOR MIRROR GLASS	Vehicle parts & supplies	100-43101-2340	32.61
67649	ASTLEFORD INT'L TRUCKS INC	#59 DOOR MIRROR GLASS	Vehicle parts & supplies	100-43101-2340	32.61
67650	BLUE CROSS BLUE SHIELD OF	DEC VISION	Vision Insurance	100-21715	37.00
67651	BUREAU OF CRIMINAL APPRE	CHILD PROTECTION BACKGRO	Personnel testing & recruitme	100-44101-3150	15.00
67652	CENTERPOINT ENERGY	CITY HALL	Natural gas	100-41702-3620	93.61
67652	CENTERPOINT ENERGY	FIRE #2	Natural gas	100-42202-3620	34.03
67652	CENTERPOINT ENERGY	FIRE #1	Natural gas	100-42202-3620	38.35
67652	CENTERPOINT ENERGY	PW	Natural gas	100-43104-3620	122.01
67652	CENTERPOINT ENERGY	H.L. PARK BUILDING	Natural gas	100-44102-3620	154.38
67652	CENTERPOINT ENERGY	H.L. PARK PAVILION	Natural gas	100-44102-3620	31.25
67652	CENTERPOINT ENERGY	SR CENTER	Natural gas	100-44202-3620	50.40
67653	CITY OF COLUMBUS	SIGNAL LEXINGTON & BROAD	Electricity	100-43401-3610	27.52
67654	COMCAST BUSINESS-INTERNE	NOV FIRE #3 INTERNET	Internet	100-42201-3220	369.68
67655	CONNEXUS ENERGY	GARAGE	Electricity	100-41702-3610	38.55
67655	CONNEXUS ENERGY	CITY HALL	Electricity	100-41702-3610	890.17
67655	CONNEXUS ENERGY	SOUTH WELCOME	Electricity	100-41703-3610	16.62
67655	CONNEXUS ENERGY	CITY SIGN	Electricity	100-41703-3610	233.03

Council Approval List

Payment Dates: 11/4/2025 - 11/17/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67655	CONNEXUS ENERGY	FIRE #1	Electricity	100-42202-3610	557.35
67655	CONNEXUS ENERGY	FIRE #2	Electricity	100-42202-3610	210.05
67655	CONNEXUS ENERGY	FIRE #3	Electricity	100-42202-3610	237.88
67655	CONNEXUS ENERGY	SIRENS	Electricity	100-42302-3610	70.20
67655	CONNEXUS ENERGY	PW	Electricity	100-43104-3610	841.21
67655	CONNEXUS ENERGY	HWY 65/BUNKER SIGNALS	Electricity	100-43401-3610	88.28
67655	CONNEXUS ENERGY	HWY 65/ANDOVER BLVD SIGN	Electricity	100-43401-3610	84.08
67655	CONNEXUS ENERGY	BUNKER/LEXINGTON SIGNALS	Electricity	100-43401-3610	69.20
67655	CONNEXUS ENERGY	RADISSON/BUNKER SIGNALS	Electricity	100-43401-3610	79.37
67655	CONNEXUS ENERGY	LEXINGTON/CROSSTOWN SIG	Electricity	100-43401-3610	51.45
67655	CONNEXUS ENERGY	STREET LIGHTS #1	Electricity	100-43401-3610	24.90
67655	CONNEXUS ENERGY	BUNKER/JEFFERSON SIGNALS	Electricity	100-43401-3610	69.79
67655	CONNEXUS ENERGY	STREET LIGHTS #2	Electricity	100-43401-3610	289.19
67655	CONNEXUS ENERGY	HWY 65/CONSTANCE SIGNALS	Electricity	100-43401-3610	126.39
67655	CONNEXUS ENERGY	CROSSTOWN/HWY 65 SIGNAL	Electricity	100-43401-3610	80.36
67655	CONNEXUS ENERGY	SODERVILLE PARK	Electricity	100-44101-3610	38.79
67655	CONNEXUS ENERGY	SODERVILLE PARK WELL	Electricity	100-44101-3610	15.50
67655	CONNEXUS ENERGY	HAM LAKE AERATOR	Electricity	100-44101-3610	15.50
67655	CONNEXUS ENERGY	HAM LAKE WELL	Electricity	100-44101-3610	30.49
67655	CONNEXUS ENERGY	HAM LAKE PARK	Electricity	100-44101-3610	111.84
67655	CONNEXUS ENERGY	HAM LAKE PARK BUILDING	Electricity	100-44102-3610	220.76
67655	CONNEXUS ENERGY	LION'S PARK PAVILION	Electricity	100-44102-3610	121.76
67655	CONNEXUS ENERGY	HAM LAKE PARK CONCESSION	Electricity	100-44102-3610	68.92
67655	CONNEXUS ENERGY	LION'S PARK CONCESSION	Electricity	100-44102-3610	50.21
67655	CONNEXUS ENERGY	HAM LAKE PARK SHELTER	Electricity	100-44102-3610	29.87
67655	CONNEXUS ENERGY	SR CENTER	Electricity	100-44202-3610	479.32
67655	CONNEXUS ENERGY	STREET LIGHTS	Electricity	232-43701-3610	4,930.36
67658	DEHN OIL CO	200 GAL GASOLINE	Fuel	100-43101-2230	467.36
67658	DEHN OIL CO	320 GAL DIESEL	Fuel	100-43101-2230	900.26
67659	DOUGLAS NETHING	VOID PERMIT #2025-01129	Surcharge	100-22801	1.00
67659	DOUGLAS NETHING	VOID PERMIT #2025-01129	Other construction permits	100-32202	60.00
67660	HAM LAKE HARDWARE INC	SPRAY PAINT FOR SNOW PLO	Operating supplies	100-43102-2290	23.98
67660	HAM LAKE HARDWARE INC	BLACK SPRAY PAINT	Operating supplies	100-43102-2290	15.98
67660	HAM LAKE HARDWARE INC	HOLE SAW & HOLE DOZER	Small tools	100-43101-2410	54.98
67661	HEALTH PARTNERS INC	NOV EAP	Other professional services	100-41701-3190	22.95
67662	LEPAGE & SONS INC	10/20 YARDWASTE	Waste management & recycli	231-43601-3630	482.00
67662	LEPAGE & SONS INC	YARDWASTE	Waste management & recycli	231-43601-3630	482.00
67663	LINCOLN NATIONAL LIFE INSU	DEC ST DISABILITY	STD/LTD	100-21713	898.87
67663	LINCOLN NATIONAL LIFE INSU	DEC LT DISABILITY	STD/LTD	100-21713	991.01
67664	MACQUEEN EQUIPMENT/MA	#52 WATER SPRAY HAND GUN	Vehicle parts & supplies	100-43101-2340	422.63
67665	MENARDS-BLAINE	MOUSE TRAPS, PVC PLUG, M	Operating supplies	100-43101-2290	17.27
67665	MENARDS-BLAINE	LATH, SPRAY PAINT - SNOW PL	Operating supplies	100-43102-2290	58.21
67665	MENARDS-BLAINE	LATH, SPRAY PAINT - SNOW PL	Operating supplies	100-43102-2290	45.85
67665	MENARDS-BLAINE	#52 FLAPPER, LEVER, SS NIPPL	Vehicle parts & supplies	100-43101-2340	23.45
67665	MENARDS-BLAINE	LATH - SNOWPLOW MARKING	Operating supplies	100-43102-2290	25.98
67666	METRO - INET	ADOBE PRO LICENSE - AM	Software licenses & upgrades	100-41401-2510	161.00
67666	METRO - INET	ADOBE PRO LICENSE - NW	Software licenses & upgrades	100-42201-2510	161.00
67667	MINNESOTA EQUIPMENT	MOWERS - OIL FILTERS, FUEL	Equipment parts & supplies	100-44101-2320	113.26
67668	MN FIRE SERVICE CERT BOAR	FIRE INVESTIGATOR EXAM - J	Training/conferences/schools	100-42201-3510	75.00
67669	MN PEIP	DEC HEALTH INSURANCE	Health Insurance	100-21710	10,728.82
67670	NCPERS GROUP LIFE INSURAN	DEC LIFE	Life Insurance	100-21714	96.00
67671	OCCUPATIONAL HEALTH CENT	DRUG TESTING	Personnel testing & recruitme	100-44101-3150	73.00
67672	PREMIUM WATERS INC	NOV WATER COOLER RENTAL	Equipment rentals	100-41701-3320	14.00
67672	PREMIUM WATERS INC	OCT WATER	Equipment rentals	100-41701-3320	38.16
67673	S & S INDUSTRIAL SUPPLY INC	MISC PARTS	Operating supplies	100-43101-2290	37.64
67674	SCHAEFFER MANUFACTURIN	WEIGHTS & MEASURES ADJU	Operating supplies	100-43101-2290	-25.00
67674	SCHAEFFER MANUFACTURIN	OIL ANAYLSIS KITS	Operating supplies	100-43101-2290	154.56
67674	SCHAEFFER MANUFACTURIN	15W-40	Operating supplies	100-43101-2290	1,493.27
67675	THE MPX GROUP	NOV HAM LAKER DELIVERY	Other services and charges	211-41704-3990	400.00
67676	TRANSWEST TRUCKS ST. MICH	G-2 BATTERY	Vehicle parts & supplies	100-42201-2340	150.28

Council Approval List

Payment Dates: 11/4/2025 - 11/17/2025

Payment Number	Vendor Name	Description (Item)	Account Name	Account Number	Amount
67677	WRIGHT-HENNEPIN COOPERA	NOV ELEVATOR MONITORING	Monitoring	100-41702-3145	10.00
67677	WRIGHT-HENNEPIN COOPERA	NOV SECURITY MONITORING	Monitoring	100-41702-3145	33.95
67677	WRIGHT-HENNEPIN COOPERA	NOV PW FIRE PANEL MONITO	Monitoring	100-43104-3145	52.95
67678	XCEL ENERGY	OCT FIRE #3 NATURAL GAS	Natural gas	100-42202-3620	44.56
DFT0002982	MN STATE DEPT OF REVENUE-	OCTOBER FUEL TAX	Fuel	100-43101-2230	33.39
DFT0002985	COMPENSATION CONSULTAN	Health Savings Account	HSA Account	100-21712	150.00
DFT0002986	IRS-Payroll Tax	Federal Withholding	Federal WH/FICA/MC	100-21701	6,453.15
DFT0002986	IRS-Payroll Tax	Medicare Payable	Federal WH/FICA/MC	100-21701	1,760.66
DFT0002986	IRS-Payroll Tax	Social Security Payable	Federal WH/FICA/MC	100-21701	6,974.18
DFT0002987	MN STATE DEPT OF REVENUE-	MN State Withholding	State W/H	100-21702	2,787.30
DFT0002988	PERA	Retirement-Coordinated	PERA	100-21703	7,564.06
DFT0002988	PERA	Retirement-Police & Fire	PERA	100-21703	1,318.92
DFT0002989	VOYA	Deferred Compensation	Deferred compensation	100-21704	2,635.00
DFT0002989	VOYA	Roth IRA	Deferred compensation	100-21704	50.00
Grand Total:					<u>107,348.38</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	75,880.80
211 - HAM LAKER	400.00
231 - RECYCLING	1,574.08
232 - STREET LIGHT	4,930.36
262 - HAM LAKE EDA	3,080.10
431 - REVOLVING STREET	2,122.06
440 - PARK & BEACH LAND	283.42
890 - TRUST FUND	19,077.56
Grand Total:	107,348.38

Account Summary

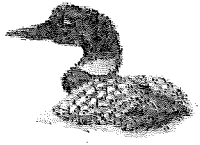
Account Number	Account Name	Payment Amount
100-21701	Federal WH/FICA/MC	15,187.99
100-21702	State W/H	2,787.30
100-21703	PERA	8,882.98
100-21704	Deferred compensation	2,685.00
100-21710	Health Insurance	10,728.82
100-21712	HSA Account	150.00
100-21713	STD/LTD	1,889.88
100-21714	Life Insurance	96.00
100-21715	Vision Insurance	37.00
100-22801	Surcharge	1.00
100-32202	Other construction per	60.00
100-41101-3110	Attorney	1,412.13
100-41101-3135	Engineering	45.43
100-41102-3110	Attorney	271.58
100-41401-2510	Software licenses & upgr	161.00
100-41401-3110	Attorney	356.45
100-41501-3110	Attorney	6,895.85
100-41601-3135	Engineering	292.46
100-41701-3190	Other professional servi	22.95
100-41701-3320	Equipment rentals	213.11
100-41702-3145	Monitoring	43.95
100-41702-3610	Electricity	928.72
100-41702-3620	Natural gas	93.61
100-41703-3610	Electricity	249.65
100-42201-2210	Clothing & personal prot	362.64
100-42201-2340	Vehicle parts & supplies	196.89
100-42201-2510	Software licenses & upgr	161.00
100-42201-3220	Internet	369.68
100-42201-3510	Training/conferences/sc	75.00
100-42202-3420	Building repair & mainte	103.86
100-42202-3610	Electricity	1,005.28
100-42202-3620	Natural gas	116.94
100-42302-3610	Electricity	70.20
100-42401-3110	Attorney	492.24
100-43101-2210	Clothing & personal prot	283.46
100-43101-2230	Fuel	1,401.01
100-43101-2290	Operating supplies	1,891.92
100-43101-2340	Vehicle parts & supplies	2,090.80
100-43101-2410	Small tools	54.98
100-43101-3135	Engineering	60.57
100-43101-3470	Vehicle repair & mainten	1,790.00
100-43102-2290	Operating supplies	170.00
100-43103-3135	Engineering	2,681.76
100-43104-3145	Monitoring	52.95
100-43104-3610	Electricity	841.21

Account Summary

Account Number	Account Name	Payment Amount
100-43104-3620	Natural gas	122.01
100-43201-3135	Engineering	15.14
100-43401-3610	Electricity	990.53
100-43501-3135	Engineering	3,512.96
100-44101-2210	Clothing & personal prot	118.16
100-44101-2320	Equipment parts & suppl	113.26
100-44101-3150	Personnel testing & recr	88.00
100-44101-3390	Rentals-other	566.50
100-44101-3610	Electricity	212.12
100-44102-3610	Electricity	491.52
100-44102-3620	Natural gas	185.63
100-44202-3420	Building repair & mainte	1,170.00
100-44202-3610	Electricity	479.32
100-44202-3620	Natural gas	50.40
211-41704-3990	Other services and charg	400.00
231-43601-3110	Attorney	67.90
231-43601-3630	Waste management & r	1,506.18
232-43701-3610	Electricity	4,930.36
262-46101-3135	Engineering	3,080.10
431-43301-3110	Attorney	337.78
431-43301-3135	Engineering	1,784.28
440-44103-3135	Engineering	283.42
890-90001-3110	Attorney	5,069.51
890-90001-3135	Engineering	13,908.33
890-90001-3950	Legal notices/publicatio	53.72
890-90001-3980	Filing fees	46.00
Grand Total:		107,348.38

Project Account Summary

Project Account Key	Payment Amount
None	100,288.72
202111-100	3,080.10
202205-100	95.61
202302.032-130	168.04
202302.038-101	76.49
20250502.036-100	283.42
202505-100	95.61
202509-100	638.33
231004009	964.00
231009001	385.84
231010001	156.34
231011053	67.90
MISC-100	1,047.98
Grand Total:	107,348.38



City of Ham Lake, MN

EFT Payroll Check Register Report Summary

Pay Period: 10/26/2025-11/8/2025

Packet: PYPKT01819 - PPE 11/08/25 PAID 11/14/25

Payroll Set: City of Ham Lake - 01

Type	Count	Amount
Regular Checks	0	0.00
Manual Checks	0	0.00
Reversals	0	0.00
Voided Checks	0	0.00
Direct Deposits	28	39,280.29
Total	28	39,280.29

Meeting Date: November 17, 2025

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: Andrea Murff, Finance/HR Director, on behalf of the Personnel Liaisons Councilmembers, Doyle and Van Kirk

Subject: 2025 Update to Employee Handbook

Introduction/Discussion:

City Administrator Webster and Finance/HR Director Murff reviewed the current Employee Handbook and made several changes due to changes in Minnesota State Statutes that included new and updated employment law as well as to changes to the scheduling of City Offices during holidays and Paid Time Off (PTO) payout to a deceased employee. The changes have been presented to the Personnel Committee, and it was their consensus to proceed with final City Council approval.

Following this memo is an updated Employee Handbook with highlighted areas to show where changes were needed. Below are a list of the changes and the reasoning for the change:

- Due to changes in break requirements from the State, lunch breaks are now required after working 6 hours instead of 8 hours. I also will need something in writing if an employee wants to skip a break for liability reasons.
- A policy relating to Nursing and Lactating Employees has been added due to State Law creation.
- The Holiday City Office Schedules were updated to include the process when the 4th of July is on a Friday and when Christmas Day and New Year's Day are on a Thursday. This was not included before but has since been past practice after approval from the Council.
- The explanation of how PTO will be paid out if an employee passes away while being employed for the City.
- The MN Pregnancy and Parenting Law was outdated and needed to reflect current State Statutes.
- Due to the new Minnesota Paid Leave (MNPL), I had to update how the Family Medical Leave Act (FMLA) would run currently if employee took MNPL with language that if just FLMA was taken it could not be taken without pay. (MNPL gives employees the option to use leave banks, FMLA does not, and the City Policy has deemed it appropriate to have employees take all available leave banks when on FMLA.)
- FLMA's Intermittent leave to be a smaller of increment of time due to the capability of our payroll system.
- The Emergency Safe and Sick Time (ESST) policy to include State changes and made it a smaller increment of time.
- The creation of the Minnesota Paid Leave Policy (MNPL) due to its new requirements.
- Short-Term Disability Insurance (STD) Policy was removed since it no longer provided a benefit to most employees in the City with the creation of MNPL. STD only covered up to 60% of an employee's wages with this benefit. Most employees will get more than 60% of their wages through MNPL and will no longer require the STD coverage. We cannot have this be an optional coverage through our current provider, meaning it is an all or nothing policy, so we are opting out. Employees can use leave banks to get up top-off MNPL up to 90 percent of their wages.

Recommendations:

Approve the 2025 Updates to the Employee Handbook.

Section 1.

PURPOSE, ADOPTION, AMENDMENT, AND SCOPE

Section 1.1

Purpose

The purpose of this Employee Handbook is to establish uniform and equitable policies that will provide for an efficient system of personnel administration for employees of the City of Ham Lake. This Handbook serves as a guide for administrative actions concerning City personnel matters and shall not be construed as contractual provisions.

Section 1.2

Scope

The Employee Handbook applies to all Employees of the City of Ham Lake. Department Heads may implement more specific guidelines and procedures than outlined in this handbook for their individual Departments, provided they are not in conflict with these policies. Such Departmental procedures shall be approved by the City Administrator prior to implementation.

This Handbook does not apply to the following:

- Elected Officials;
- Members of Commissions, Boards, and Committees; and
- Consultants, independent contractors and others rendering temporary services for the City.

No provision of this Handbook is intended to violate, supersede or conflict with any Federal or State Statute or regulation. In the event that a provision in the Handbook is in conflict with State or Federal Law, the applicable law shall apply.

Any provision contained in contracts between the City Council and an individual employee shall be exempt from any of the provisions in this Handbook that are in direct conflict.

Section 1.3

Amendments

This City Council will approve the new or revised policies before they become effective. The City Administrator may direct the preparation of new or revised policies. When a new or revised policy is approved by the City Council, it will become part of the rules. Deletions to the Handbook will be approved by the City Council.

Section 1.4

Interpretation

The City Administrator is responsible for the interpretation of this Handbook.

Section 1.5

Data Practices Advisory

Numerous types of data are categorized as private, non-public, or confidential under the Minnesota Government Data Practices Act. In many circumstances, data may not be disclosed except with authorization of the subject of the data or pursuant to court order. To ensure that the Data Practices Act is not violated, employees are strictly prohibited from disclosing to a third party, within or outside the City the following without the express authorization of the City's Responsible Authority.

- personnel data;
- data relating to pending civil legal actions;
- any other data that might be classified as private, non-public, or confidential.

Pursuant to the Minnesota Government Data Practices Act, the City Council shall appoint a Responsible Authority to administer the requirements for the collection, storage, use and dissemination of data on individuals within the City.

Section 1.6

Disclaimer

This Handbook summarizes the various policies and benefits currently provided by the City of Ham Lake. Nothing contained in this manual or in any other City document, and nothing said or done by a City employee, is intended as an employment contract between the City and an Employee or as a guarantee of continued employment, property right or liberty interest.

The City reserves the right to modify, revoke, suspend, terminate, or change the language and contents of this Handbook, in whole or in part, at any time, with or without notice.

Employment with the City is at-will, except as otherwise provide by law or contract. Employment may be terminated, with or without cause, at any time at the option of either the Employee or the City. No representative of the City has authority to enter into any agreement to the contrary, unless approved by the City Council.

Section 2.

DEFINITIONS

Section 2.1

Definitions

As used in this Handbook, the following words and terms, unless the context clearly indicates otherwise, will have the meaning as defined herein:

Anniversary Date – The start date of full-time or benefits eligible employment. Generally, the Anniversary Date is used to compute accrual increases, and begin participation in the City's benefits plans. Part-time Employees will use the date of part-time hire for anniversary date.

Benefits Eligible Employees will use the date they became benefits eligible as their Anniversary Date for the purposes of computing benefits accruals and increases.

Benefits Eligible – An Employee regularly scheduled to work 30 or more hours per week, on a year-round basis, as opposed to being on-call, seasonal or temporary.

Benefits Eligible Employees shall receive City Contribution toward eligible benefits, accruals and paid leave benefits at a pro-rated percentage of the amount of Full-time Employees. Flexible spending contributions, for those eligible, and holidays shall not be pro-rated.

Child – A biological, adopted, foster child, step child or legal ward that is considered a dependent by IRS regulations.

City – The City of Ham Lake, a municipality in the County of Anoka, State of Minnesota.

Compensatory Time – Employees not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) will accrue compensatory time at one and one-half times the number of overtime hours worked, provided the Employee is eligible to elect compensatory time. Employees exempt from overtime will accrue compensatory time for overtime hours worked at a one to one ratio.

Department Heads – Employees appointed to be the heads of departments responsible to the City Administrator for the effective administration and operations of their respective departments.

Exempt – A person who is exempt from earning overtime according to the provisions of the Fair Labor Standards Act (FLSA).

Full-time Employee – An employee regularly scheduled to work a minimum of 40 hours per week, on a year-round basis, as opposed to being on-call, seasonal or temporary. Full-time Employees shall receive City Contribution toward eligible insurance benefits, accruals and paid leave benefits at 100% of the amounts as approved by the City Council.

Hire Date – The date a person begins employment in a position.

Job Classification System – A classification encompasses a group of duties and responsibilities, knowledge, skills and abilities; education, and experience requirements; and special requirements for one or more positions to which the same selection standards and rates of pay can be applied. It is the primary mechanism for categorizing work performed by Employees. The City's classification system generally includes all positions with the exception of those positions that are temporary, part-time and paid on-call.

Non-Exempt – A person who is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Paid On-call – An Employee hired to work on an on-call basis and not having a regular schedule.

Part-time Employee – An Employee who is regularly scheduled to work less than 30 hours per week, as opposed to being on-call and not having a regular schedule.

Posting – Actual display of a document on bulletin boards that are located in a conspicuous place within a public facility.

Probationary Employee – An Employee's first six months of employment.

Reclassification – The movement of an Employee from one job class to another, one position to another. Reclassifications may be to a higher, equivalent or lower job class.

Seasonal Employee – An Employee who works in a part-time or full-time position during part of the year in a seasonal program such as snow plowing, mowing, etc. Seasonal Employees are not eligible for benefits and no credit is given toward seniority.

Temporary Employee – An Employee hired to work on a temporary basis for a specific period of time or to complete a specific project. Temporary Employees are not eligible for benefits and no credit is given toward seniority.

Section 3.

RECRUITMENT and SELECTION

Section 3.1

General Statement

Appointment and promotion to positions in the City shall be based upon merit. Selection methods will be based solely on job related factors.

Regardless of the number of applicants, selection methods shall be deemed competitive when:

- A. The qualifications required are based on job relevant factors established by the City;
- B. A reasonable opportunity is afforded for qualified persons to apply; and
- C. All persons being considered compete against the same standards.

Section 3.2

Equal Employment Opportunity

The City of Ham Lake is an equal opportunity employer. No individual shall be discriminated against because of race (including traits associated with race, including, but not limited to hair texture and hair styles), color, creed, sex, religion, age, national origin, sexual orientation, marital status, physical or mental disability, veterans status, source of income, or any other group or class which discrimination is prohibited by State or Federal Law.

Employees who participate in discrimination of any kind are subject to discipline, up to and including termination.

Any person who feels that he or she has been discriminated against should contact their Supervisor or the City Administrator. Employees and applicants are protected from coercion, intimidation, interference, and discrimination for filing complaints or assisting in investigations.

The objective of the recruitment and selection process is to retain the best qualified applicant available. The Department Head and City Administrator are responsible for making a recommendation to the City Council for the hiring of the candidate that they determine will best meet the needs of the Department. The City Council retains absolute authority in all matters of personnel administration.

Section 3.3

Recruitment and Selection Process

The City shall take whatever measures necessary to seek out and encourage properly qualified individuals to apply for positions.

1. Position Vacancy Announcement

The City, at its sole discretion, will determine how a vacant position is posted.

- A. Internal-only postings are those vacancies that are limited to current City of Ham Lake Employees.

- B. External postings are those vacancies that are open to current City of Ham Lake Employees and outside applicants.

Temporary and Seasonal positions may be filled by re-hiring Employees who have previously worked for the City in the same capacity during the past twenty-four (24) months.

2. Selection of Candidates

The City may use written, oral or performance tests, an evaluation of training and experience, or any combination of these.

Appointment to a position in the City shall not be construed to be a property right of the Employee. All Employees are appointed by and serve at the sole discretion of the City.

An Employee may **not** hold both a full-time and part-time position within the City simultaneously except for the Fire Chief who is authorized to be an on-call firefighter

3. Pre-employment Checks

Reference Check – The City reserves the right to conduct reference checks for all employees before making an offer of employment. Reference checks may be conducted during the selection and/or interview process.

Background Check – The City reserves the right to conduct background checks after a conditional offer of employment has been made.

Credit Check – Certain positions, due to the nature of their responsibilities, may require the City conduct a credit check. If a position warrants a credit check, the City will obtain the necessary authorizations and comply with the Fair Credit Reporting Act of 1970 (FCRA).

Fit-for-Duty Exam – Certain positions may require candidates to undergo a pre-employment fit-for-duty or psychological testing. These exams will only be conducted after a conditional offer of employment has been extended.

Drug and Alcohol Testing – Certain candidates, after a conditional offer of employment has been extended, shall have a pre-employment drug and alcohol test in accordance with the City's Drug and Alcohol Testing Policy or the Federal Department of Transportation (DOT) Regulation 49 CR § 40.25.

If something in the applicant's pre-employment checks makes them ineligible for employment, the City will withdraw the offer of employment at that time.

Section 3.4

False Information

Any applicant who gives false or misleading information, cheats on an examination, or falsifies a statement, certificate, or evaluation will not be considered for employment.

Should the City discover false information was provided by the applicant after starting employment with the City, the Employee may be subject to immediate termination.

Section 3.5

Residency Requirement

Employees are not required to maintain residency within City limits. However, Employees in designated positions must comply with response time provisions established by the City.

Section 3.6

Relatives: Appointment and Placement of

For the purposes of Section 3.6, the terms "*family member or relative*" shall mean spouse, parent, child (by birth, adoption or legal guardian), brother, sister, grandparent, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew and niece.

The City of Ham Lake does not restrict employment of more than one member of a family or persons related by blood or marriage. However, to avoid conflict of interest, the following shall apply:

- A. No City Employee may be appointed to the same Department as his/her spouse, family member or relative.
- B. No City Employee shall take part in decisions to hire, retain, promote or determine the salary of his/her family member or relative.
- C. No City Employee is to be assigned responsibility for supervising, directing or auditing the work or performance of his/her family member or relative.
- D. Provision A, above, shall not apply to the hiring of Paid, On-call Fire Department Employees.

Section 4.

RECORDS AND REPORTS

Section 4.1

Employment Records

The Finance/HR Director maintains employment records for all Employees in accordance with the Minnesota Government Data Practices Act. It is important that Employees' permanent personnel records are kept accurate and up-to-date.

It is the Employee's responsibility to promptly notify the Finance/HR Director when there is a change in any of the following:

- Name (through marriage or otherwise)
- Mailing Address
- Life Events (marriage, divorce, birth/adoption of child, etc.)
- Beneficiaries for life insurance, pension benefits, etc.
- Telephone Numbers
- Emergency Contact Information

Most of the data is considered private information and is not revealed without the Employee's permission.

Employees may view their employment records, upon written request, by making an appointment with the Finance/HR Director.

Section 4.2

Performance Evaluations

Performance evaluations are an opportunity for the Employee, Supervisor, and the City to assess an individual's job performance. These are performed as needed at the discretion of the City Administrator.

The performance evaluation is designed to:

- A. ensure that quality services are provided to the public at the least possible cost;
- B. motivate and develop Employees to their fullest potential;
- C. clarify roles and mutual expectations of Supervisors and Employees; and
- D. ensure open and on-going communication between Employees at all levels, including feedback from subordinates to Supervisors.

Written performance evaluations will be maintained in the Employee's personnel file.

The Employee's immediate Supervisor shall conduct a performance evaluation on an annual basis or more frequently if needed.

The performance evaluation will be used for reviewing areas in an Employee's performance (such as: problem areas, further training and development, future goals, etc.). All performance evaluations will be discussed with the Employee.

The performance evaluation shall be in writing and signed by both the Employee and Supervisor, then submitted to the City Administrator to be retained in the Employee's Personnel File.

Section 5.

WORK SCHEDULE

Section 5.1

Work Schedule

The hours of work shall be those established by the City for the efficient conduct of City business. The normal workweek for full-time Employees shall consist of forty (40) hours. The regular workweek starts 12:01 a.m. Sunday and ends 12:00 a.m. Saturday, seven consecutive 24-hour periods.

Generally, work hours are 7:00 a.m. to 4:30 p.m., Monday through Thursday and 7:00 a.m. to 11:00 am on Friday, except as directed by the City Council, and City Hall shall be open to the public during those hours except for Holidays and emergencies. These hours are to be observed by full-time Employees. However, work hours may vary based on the needs of the City. The Department Head, with the approval of the City Administrator, shall establish work hours for the Department and its Employees.

In case of inclement weather, the Mayor or Acting Mayor may authorize employees to leave work early without compensation, or use PTO or any other accumulated leave. If City Hall is closed, all employees scheduled to work that day will have the option of using accumulated compensation time, PTO or may choose to take it as unpaid leave. If the City Administrator or Department Head determines that hourly employees must work, they will be paid their regular rate of pay.

All Employees are subject to call back in the event of a declaration of an emergency by the City. The City Council, City Administrator or Department Head are the only authorities that may grant an excuse from call back.

Section 5.2

Breaks

In accordance with MN Statute, Chapter 177, for each consecutive four (4) hours of work, Employees shall be granted a rest break ~~not to exceed~~ of at least 15 minutes away from job duties.

Employees working ~~eight (8)~~ six (6) or more consecutive hours shall be permitted a 30-minute ~~one-half (1/2) hour~~ meal period. Meal periods, unless required by law, are not paid; not included in computation of overtime; nor included in the computation of a normal work shift or payroll period. In order to provide for continuity in City operations, the timing of these breaks is subject to the approval of the Supervisor in charge.

With the Employee's Supervisor's approval, Employees working at least an eight (8) hour day, may elect to take a one-hour (1) lunch break by combining their ~~1/2 hour~~ 30-minute unpaid lunch break and their 15-minute ~~morning and afternoon~~ breaks.

An employee wishing to skip any of their breaks should notify their supervisor in writing.

Employees who choose to smoke must do so on their regularly scheduled breaks or lunch periods. No additional time will be allowed for smoking.

Service to the public may require the establishment of regular shifts for some Employees on a daily, weekly, seasonal or annual basis other than the normal work schedule. Employees will be given as much notice as practicable for any changes in shifts.

Section 5.3

Reasonable Work Time for Nursing Mothers and Lactating Employees

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk.

The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Section 6.

OUTSIDE EMPLOYMENT

Section 6.1

Outside Employment

The City of Ham Lake does not restrict Employees from engaging in outside employment. However, the City expects full-time and Benefits Eligible Employees to consider the City their primary employer. The City will not condone outside employment that interferes with the performance of an Employee's duties with the City or which represents a conflict of interest. The City will not change an Employee's work hours to facilitate the scheduling of any outside employment.

Section 7.

CLASSIFICATION PLAN

Section 7.1

Purpose

The purpose of the classification plan shall be to:

- A. establish reasonable compensation relationships between job classifications.
- B. establish qualification standards for recruiting and testing purposes.
- C. provide the appointing authority with means of analyzing work distribution, areas of responsibility, lines of authority and other relationships between positions.
- D. assist the appointing authority in determining budget requirements.
- E. provide the basis for developing standards of work performance.
- F. establish lines of promotion.
- G. indicate training needs.
- H. provide uniform titles to positions.

Section 7.2

Classification Plan

The City will establish and maintain a Classification Plan so that all positions substantially similar with respect to type, difficulty, and responsibility of work that they are included in the same class. For each class of positions there shall be:

- A. a position title description of essential job duties and responsibilities;
- B. written description that explains the nature of the work responsibilities for the position;
- C. examples of work which are illustrative of the duties of the position;
- D. position requirements such as the knowledge, abilities, and skills necessary for performance of the work; and
- E. a statement of experience and training desirable for recruitment into the position.

When a new position is created or when duties of a position change substantially, the City Administrator may initiate a review of the duties of the position. Based on the results of the review, the City Administrator may recommend to reclassify the position and shall require an appropriate position description to be written.

The City Administrator shall review the Position Classification Plan with Department Heads and City Council as necessary to ensure correct classification of positions. The City Administrator shall make recommendations to adjust the Classification Plan as appropriate.

Section 8.

COMPENSATION

Section 8.1

FLSA Status

All positions shall be designated as exempt or non-exempt according to the Fair Labor Standards Act (FLSA).

Section 8.2

Administration of Pay

Employees shall be compensated according to the Compensation Plan approved by the City Council. The City Administrator shall develop and maintain a classification plan based on equitable compensation relationships for all positions in accordance with federal and state laws. This plan is reviewed periodically to ensure that responsibility levels and salaries are commensurate with the work performed.

Wages are paid according to the wage schedules approved by the City Council.

Section 8.3

Starting Salary

A new Employee may start at a salary higher than the minimum salary for the position based on their qualifications and experience at the time of appointment.

Section 8.4

Step Adjustment

Step adjustments will be made in accordance with the approved Compensation Plan.

Section 8.5

Demotion

An employee demoted to a lower job class shall have their wage rates reviewed at that time to determine the appropriate rate of pay.

Section 8.6

Overtime Pay/Compensatory Time

The City's overtime Policy complies with applicable State and Federal laws governing accrual and use of overtime. The City determines whether each Employee is designated as "exempt" or "non-exempt" from earning overtime. In general, Employees in executive, administrative, and professional job classes, as defined by the Fair Labor Standards Act (FLSA), are exempt and all others are non-exempt.

1. Non-Exempt (overtime-eligible) Employees

Only Employees to whom the overtime provisions of the FLSA apply are required to be compensated for overtime work. The City Administrator determines whether each Employee is designated as "exempt" or "non-exempt" from earning overtime.

All overtime must be authorized in advance by the Employee's Supervisor. An Employee who works overtime without prior approval may be subject to disciplinary action, up to and including termination.

All non-exempt Employees will be compensated at the rate of one and one-half (1½) times their base hourly rate for any hours worked over 40 hours in one workweek. All Paid hours that are not actually worked; including PTO, compensatory time, and floating holidays shall not count as "hours worked" for the purposes of calculating overtime. Non-exempt Employees who are not regularly scheduled to work on an observed Holiday, but are authorized to do so by their Supervisor due to a City emergency, shall receive compensatory time at one and one-half (1½) times the hours worked that day in addition to their holiday pay.

Overtime earned will be accumulated as compensatory time for all non-exempt employees.

Non-exempt wage employees who are called out for emergency response shall be compensated for a minimum of two (2) hours.

Non-exempt wage employees' attendance at evening meetings shall be compensated for a minimum of two (2) hours which includes one-half (½) hour preparation time before the scheduled meeting time. Required attendance at Council, Planning Commission, Park and Tree Commission, Charter Commission, Fire Department meetings, etc. shall constitute a part of the regularly scheduled work week and time off shall be taken during the week to maintain a regularly scheduled work week as authorized by the City Administrator.

2. Compensatory Time Off

Accrued compensatory time must be used before PTO. A maximum of eighty (80) hours of compensatory time off may be carried at any one time. When an employee's Compensatory time balance reaches 80 hours, the amount of Compensatory time in excess of 40 hours will be paid to the non-exempt employee on the next regular pay date.

Compensatory time earned but not yet used will be paid out at the last pay period in December of each year. Request for earlier payouts can be submitted in writing to the Human Resource Department and will be evaluated by the City Administrator.

All compensatory time shall be marked as such on official timesheets, both when it is earned and when it is taken. The Finance Department's computerized accounting system is the official record of compensatory time balances.

Employees may request and use compensatory time off in the same manner as other leave requests. Compensatory time must be used in minimum increments of 15 minutes. Supervisors will normally grant such requests, unless it causes an undue disruption in business operations.

All compensatory time accrued will be paid when the non-exempt Employee leaves City employment at the hourly rate the Employee is earning at the time of termination.

3. Exempt (non-overtime eligible) Employees

Exempt Employees are expected to work whatever hours are necessary in order to meet the performance expectations in their departments. Generally, to meet these expectations, an exempt employee may need to work more than 40 hours in a week to accomplish the job without the expectation of overtime pay.

Exempt Employees are paid on a salary basis, which is a predetermined amount of pay each pay period and are not paid by the hour. Exempt Employees are expected to record a minimum of 40 hours per week.

For reasons of accountability, exempt employees track all hours worked, including the hours worked in excess of 40 hours per week. For those additional hours worked, exempt employees will accrue compensatory time on an hour for hour basis. Accrued banked time will not be paid out to exempt employees.

When an Employees is absent due to City closures or leave causing less than 40 hours worked, the employee must use compensatory time, PTO (Paid Time Off), or floating holiday hours. The City will make deductions from the weekly salary of an exempt employee in the following situations:

- The employee has exhausted all leave banks and is absent due to personal reasons, illness, or injury.
- The employee has requested an unpaid leave and it has been approved by the City Administrator.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or worker's compensation wage loss benefit, and is absent due to sickness or disability, but the Employee either has not yet qualified for the paid leave or has exhausted all leave banks.
- The very first workweek and the very last workweek of employment with the City in which the employee does not work a full week.

4. Requirements to Work Overtime

All Employees, in all departments, may be required to work overtime as requested by their Supervisor. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to distribute overtime work fairly and balance the personal needs of Employees when assigning overtime work.

5. Deductions/Withholdings

Payroll deductions shall automatically be made as required for federal and state income taxes, FICA, Medicare, and Public Employees Retirement Association (PERA), and as elected for medical, dental, life, disability, long-term care, the MBA auto and homeowners insurance plans, the Flexible Spending Account Plan, and the Minnesota State Deferred Compensation Plan.

Section 8.7**Pay periods, Paydays and Pay Distribution**

The City shall establish pay periods and paydays.

As permitted by Minn. Stat. 471.426, direct deposit of payroll is required for all employees.

Section 8.8**Timesheets**

It is the Employee's responsibility to ensure that their timesheet is completed accurately through the Employee Self-Serve (ESS) System and submitted at the end of each week, or the last day worked within that week, to their Supervisor.

Supervisors shall be responsible for verifying employee timesheets through ESS and submitting properly authorized timesheets to the Finance Department on a weekly basis.

Failure to submit a timesheet in a timely manner, by either the Employee or Supervisor, will result in a delay in pay for the Employee until the next regularly scheduled payday. The City will not process a payroll outside of the regular payroll cycle to accommodate late timesheets.

All time-off requests must be submitted through the Employee Self-Serve (ESS) System for approval by your Supervisor. If you need to use time-off unexpectedly, you will still need to add the time-off request through ESS for approval by your Supervisor.

Section 9.

EMPLOYMENT STATUS

Section 9.1

Active Employee

Any person currently employed by the City.

Section 9.2

Resignation

Non-exempt, non-supervisory Employees wishing to leave employment within the City in good standing shall submit a written resignation to their Supervisor a minimum of ten (10) work days prior to their anticipated separation date.

Department Head Employees shall submit a written resignation to the City Administrator a minimum of twenty (20) work days prior to their anticipated separation date, in order to leave employment in good standing.

Employees may not use PTO during the 10 or 20 work days prior to separation, unless prior authorization is granted by the Department Head or City Administrator.

Employees who terminate employment with the City after giving proper written notice will have up to 80 hours of Paid Time Off (PTO) paid out on their the last pay check and any Paid Time Off (PTO) in excess of 80 hours will be deposited into a Post-Retirement Health Care Savings Plan, following termination of employment, provided all City property (equipment, supplies, keys, etc.) has been returned. The rate of pay will be the Employee's normal base rate of pay, at straight time, in effect on the Employee's date of separation.

Employees leaving employment in good standing are eligible for re-hire.

Section 9.3

Retirement

For most Employees, the Public Employees Retirement Association (PERA) is a mandatory program authorized by Minnesota State Statutes.

A retiring Employee is one that resigns and meets the PERA eligibility requirements for determining retirement.

A retiring Paid, On-call Fire Department Employee is one that resigns and meets the criteria to receive a payment for the Ham Lake Fire Relief Association.

Section 9.4

Advance Resignation/Retirement Notice Program

The City's Advance Resignation Notice Program is designed to improve the efficiency and stability of the City's workforce by encouraging employees to give the City advance notice of

their intent to resign. The purpose of this program is to begin the process of replacing an employee who is leaving the City as soon as possible after notice is received. This will reduce the time that the position remains unfilled.

This program is available to:

- Department Heads who have been employed for a minimum of three years; and
- Active full-time employees, who have been employed in a full-time position for a minimum of ten years.

The City reserves the right to not replace any employee who resigns, and/or to modify the position and duties prior to hiring a new employee. This decision will not affect a current employee's eligibility for an Advance Notice payment.

In order to be eligible for an Advance Notice payment an employee must give at least 90 calendar days' notice in writing to the employee's Department Head before his or her last day of work. The last day of work is defined for this program as the last day that an employee will be actively working for the City. The City reserves the right to approve or deny requests for use of accrued PTO or comp time for a planned medical procedure during the 90-180 day period. It is the policy and intent that an employee requesting an Advance Notice Incentive remains actively working for the City and limits the use of PTO or comp time during the final 90-180 day period.

In order to be eligible for the one-time payment noted below, the departing employee will be expected to train the replacement or new hire to the extent possible by transferring knowledge and preparing documentation of the position as necessary.

An Advance Resignation Notice will be drafted by the Human Resource Department and must be signed by the employee, the Department Head, and the City Administrator to be effective. For purposes of this policy, the term day(s) shall mean calendar day(s).

The City will provide the following one-time payment for advance notice:

- Ninety (90) days - \$500
- One Hundred Twenty (120) days - \$1,000
- One Hundred Eighty (180) days - \$1,500

An employee has ten (10) calendar days from the date the employee signs the Advance Resignation Notice to rescind notice. After the City has accepted the resignation and after the duration of the Employee's 10-day rescission period, the resignation becomes irrevocable and the Employee may no longer rescind it without the City's agreement to either permit rescission or defer the resignation. Refusing to accept the Advance Notice payment will not void the Agreement. In the event the Employee breaches this Agreement by terminating employment with the City in advance of the agreed upon resignation date, the Employee forfeits all eligibility for any advance resignation incentive.

Section 9.5

Reduction in Work Force

A reduction in work force may require the separation, involuntary demotion, reassignment, or reduction in work hours by City Employees. A reduction in work force does not apply to probationary employees, temporary employees, or seasonal employees.

It is the policy of the City, whenever feasible, to use attrition when it is necessary to reduce the number of employees. In the event that attrition is not feasible or sufficient, the City Administrator in conjunction with Department Heads will determine the most effective mix of job classifications necessary for continued operations in their department. Thereafter, any reductions in force that are necessary will be determined on the basis of documented performance, critical skill levels of the affected employees, and/or length of service.

Each employee terminated by a reduction in work force will be given two (2) weeks notification in writing. Before terminating an employee pursuant to a reduction in work force, an attempt will be made to place the affected employee in a vacant position if one exists, subject to the employee's qualifications or subject to meeting the position requirements.

Employees laid off by the City for reasons other than misconduct will have up to 80 hours of Paid Time Off (PTO) paid out on their last pay check and any Paid Time Off (PTO) in excess of 80 hours will be deposited into a Post-Retirement Health Care Savings Plan, following termination of employment, provided all City property (equipment, supplies, keys, etc.) has been returned. The rate of pay will be the Employee's normal base rate of pay, at straight time, in effect on the Employee's date of separation.

Section 9.6

Discharge

Discharge of an employee is City-initiated termination of employment for reasons other than a lay-off. The City may dismiss any employee at any time for misconduct, incompetence, violation of work rules, or for any other reasons not prohibited by law.

Employees who are involuntarily terminated will be paid through their termination date. Employees discharged by the City will not receive pay for any accrued, unused PTO or floating holidays.

Section 9.7

Veteran's Preference

In the event that a discharged employee is a veteran, the City will follow applicable Federal and State laws.

Section 9.8

Good Standing

Employees leaving employment with the City in good standing will have up to 80 hours of Paid Time Off (PTO) paid out on their last pay check and any Paid Time Off (PTO) in excess of 80 hours will be deposited in a Post-Retirement Health Care Savings Plan and are eligible for re-hire

with the City at the normal base rate of pay in effect on the Employee's date of separation at straight time.

Section 9.9

Probationary Period

Every newly hired, rehired or every promotional appointment is subject to a probationary period of six months after appointment.

A probationary employee may be terminated without notice at any time during the probationary period at the sole discretion of the City Council. If employment is terminated by either the employer or the employee during the probationary period, there shall be no PTO or other benefits, except accrued compensatory time, due to the employee. A probationary employee will be notified of COBRA continuation coverage of their health, dental, and life insurance which must be paid for by the employee.

An employee terminated during the probationary period from a position to which they were promoted or transferred shall be reinstated to a position in the class from which they were promoted or transferred if an opening exists.

An employee who has completed the period of probationary services and who has not received a written notice from the Administrator or City Council before completion of that period that their services are terminated shall be considered to have successfully completed the probationary period.

During the probationary period following an original appointment, an employee is not entitled to use PTO or floating holiday leave. After the end of the probationary period, an employee is entitled to use PTO or floating holiday leave accrued from the start of the probationary period.

Section 10.

ATTENDANCE and LEAVES

Section 10.1

Attendance

Regular attendance and punctuality is an essential component of Employee performance and may be considered when making recommendations for promotions, professional development, and outside training and conference participation.

If an Employee cannot report for work due to illness or an emergency, the Employee should contact their Supervisor as early as possible, within one hour of the start of the scheduled work day. Department Heads may implement more specific guidelines for their employees. Supervisors should always be informed of an Employee's expected date of return to work.

All Employees are hired to do a job that is important to the operations of the City of Ham Lake. Therefore, it is critical to the City's success that Employees strive for the best attendance possible.

An absence of two (2) consecutive work days without notifying the Supervisor may be considered as job abandonment and may result in disciplinary action, up to and including termination.

Tardiness, unauthorized absences, abuse of breaks and lunches may result in disciplinary action, up to and including termination.

All Employees are required to correctly report time worked and absences and see that the distribution of hours worked is charged to the proper activity. Supervisors are responsible for verifying the accuracy of timesheet entries for their Employees.

Section 10.2

Holiday Leave

Full-time and Benefit Eligible Employees will receive the following holidays off with pay:

New Year's Day	January 1 st
Martin Luther King Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	last Monday in May
Juneteenth Day	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve	½ day on December 24 th
Christmas Day	December 25 th
New Year's Eve	½ day on December 31 st

Two Floating Days

To be eligible for the two Floating Days during the first year of employment, an employee must be on paid status as of June 30. Employees hired after June 30 will be eligible for one floating holiday. **The floating holidays must be used by the last pay period of the year.**

To be eligible for holiday pay, an Employee must be on paid status with the City, the workday before and the workday after the Holiday.

City Hall will be closed as shown here for certain holiday situations:

Independence Day

- If Independence Day falls on a Tuesday, City Hall will be closed on both Monday and Tuesday that week. The closure on Monday will not be a paid holiday.
- If Independence Day falls on a Thursday, City Hall will be closed on both Thursday and Friday that week. The closure on Friday will not be a paid holiday.
- If Independence Day falls on a Friday, City Hall will be closed at noon on Thursday and all-day Friday that week. The closure on Thursday will not be a paid holiday.

Christmas Eve/Day (The same closing schedule will be followed for the New Year's Eve/Day holiday.)*

- If Christmas Day/New Year's Day is on a Sunday or Monday, City Hall will be closed the preceding Friday and on Monday. Friday will be 4 hours of holiday pay and Monday will be 8 hours of holiday pay.
- If Christmas Day/New Year's Day is on a Tuesday, City Hall will be closed all day on Monday and Tuesday that week. Monday will be 4 hours of holiday pay and Tuesday 8 hours of holiday pay.
- If Christmas Day/New Year's Day is on a Wednesday, City Hall will be closed that day and at noon on the preceding day. Christmas Day/ New Year's Day will be 8 hours of holiday pay and the preceding day will be 4 hours holiday pay.
- If Christmas Day/New Year's Day is on a Thursday, City Hall will be closed that Thursday and following Friday as well as at noon on the preceding Wednesday. Christmas Day/ New Year's Day will be 8 hours of holiday pay, the preceding Wednesday will be 4 hours holiday pay and the following Friday will not have holiday pay.
- If Christmas Day/New Year's Day is on a Friday, City Hall will be closed all day on Thursday and Friday that week. Thursday will be 4 hours of holiday pay and Friday 8 hours of holiday pay.
- If Christmas Day/New Year's Day is on a Saturday, City Hall will be closed all day the preceding Friday, and at noon the preceding Thursday. Friday will be 8 hours of holiday pay and Thursday will be 4 hours holiday pay.

As needed during certain holiday weeks, hourly employees will have the option of using accumulated compensation time, PTO (Paid Time Off), floating holiday, or may choose to take unpaid leave (to achieve 40 hours for the week). Exempt employees will need to use accumulated compensation time, PTO (Paid Time Off), floating holiday for the unpaid time.

*Public Works may observe a different holiday schedule based on seasonal needs (or adjustments).

Non-exempt Employees who are called in to work on an observed Holiday, due to a City emergency, shall receive compensatory time at one and one-half (1 ½) times the hours worked that day in addition to their holiday pay.

Section 10.3

Paid Time Off

Full-time and Benefits Eligible Employees will participate in the Paid Time Off (PTO) benefit.

PTO can be used for any purpose, subject only to normal request/approval procedures consistent with this Employee Handbook.

Requests for leave for reasons other than illness or injury shall be granted according to seniority when requested 60 days or more in advance of the time requested. PTO requested shall be granted on a first-come, first-served basis when requested under 60 days in advance of the time requested at the discretion of the supervisor.

PTO time is accrued bi-weekly on an hourly basis. The maximum amount of PTO that can be accrued and carried over to the next year will be 480 hours. **No further time will be accrued past 480 hrs. and it is the responsibility of the employee to know how many hours they have accrued.**

Once during the calendar year, Full-time and Benefits Eligible Employees may cash out up to forty PTO hours which will be paid into the Post-Retirement Health Care Saving Plan (HCSP) at the employee's current rate of pay.

An employee that leaves the city in good standing, after giving proper notice, will have up to 80 hours of Paid Time Off (PTO) paid out on their last pay check and any Paid Time Off (PTO) in excess of 80 hours will be deposited into a Post-Retirement Health Care Savings Plan at the normal base rate of pay in effect on the Employee's date of separation at straight time. **In the event of the employee's death, earned, unused Paid Time Off (PTO) will be paid to the employee's surviving spouse directly.**

Employees using PTO leave will be considered to be working for the purpose of accumulating additional PTO time.

PTO Accrual Schedule For Full-time Employees and Benefits Eligible Employees:

	40 Hour Employee	36 Hour Employee	30 Hour Employee
During years 1-2	128 hrs./yr. (16 days/yr.)	115.20 hrs./yr.	96 hrs./yr.
During years 3-4	144 hrs./yr. (18 days/yr.)	129.60 hrs./yr.	108 hrs./yr.
During years 5-6	160 hrs./yr. (20 days/yr.)	144 hrs./yr.	120 hrs./yr.
During years 7-8	176 hrs./yr. (22 days/yr.)	158.40 hrs./yr.	132 hrs./yr.
During years 9-10	192 hrs./yr. (24 days/yr.)	172.80 hrs./yr.	144 hrs./yr.
During years 11-12	208 hrs./yr. (26 days/yr.)	187.20 hrs./yr.	156 hrs./yr.
During years 13-14	224 hrs./yr. (28 days/yr.)	201.60 hrs./yr.	168 hrs./yr.
During years 15-19	240 hrs./yr. (30 days/yr.)	216 hrs./yr.	180 hrs./yr.
During years 20 +	256 hrs./yr. (32 days/yr.)	230.40 hrs./yr.	192 hrs./yr.

Section 10.4

Injury on Duty Pay

An Employee who is temporarily unable to work due to an injury or illness sustained in the performance of the Employee's work with the City may be eligible for Workers' Compensation benefits, subject to the provisions of the State of MN Workers' Compensation Law. Full accruals will continue while the employee is out on Workers' Compensation.

An Employee who becomes eligible to receive Workers' Compensation benefits will receive the total amount of the Workers' Compensation check and may receive the difference between their Workers' Compensation payment and the Employee's regular gross salary through the use of accrued paid leaves, if eligible. The total of Workers' Compensation benefits and paid leave compensation may not exceed the Employee's gross pay.

Section 10.5

Military Leave

Military leaves of absence with or without pay will be granted as provided in Minnesota Statutes 192.26 or 192.261, as amended, and U.S.C.A., Title 38, Section 2021.

Section 10.6

Jury and Witness Duty

Full-time and Benefits Eligible Employees will be granted a paid leave of absence for jury duty. Benefits Eligible Employees paid leave will be pro-rated for the hours they would regularly be scheduled to work.

In order to receive pay for the time served on jury duty, Employees must submit their jury duty pay to the Finance Department. Employees are authorized to keep reimbursable mileage, parking, or eligible day care expenses received during jury duty.

When an Employee is subpoenaed as a witness in a court case relating to City business or serves voluntarily in a case relating to City business, the Employee will receive pay at their regular pay rate.

Employees subpoenaed as a witness in a case which is not related to City business must use PTO, compensatory time, floating holiday, or take unpaid leave (if the Employee has no PTO or other accrued time) for the time spent participating in the case.

Section 10.7

Leave Without Authorization

Any leave of an Employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific leave or time off under the provisions of this Handbook will be deemed to be Leave Without Authorization. Any such leave shall be without pay and may be subject to disciplinary action, up to and including termination.

Any Employee who is absent without authorization for two (2) consecutive work days may be deemed to have abandoned their job and voluntarily resigned their employment with the City, and have left not in good standing.

Employees that are not in good standing at the time of termination are not eligible to receive pay out of any unused PTO balance or other accrued time and are not eligible for re-hire.

Section 10.8

Unpaid Leave

All requests for unpaid leave must be submitted in writing to the City Administrator. The written request by the Employee should state the length of time and reason for the request for unpaid leave.

An unpaid leave of absence, not to exceed a maximum of thirty-one (31) calendar days, may be granted at the discretion of the City Administrator based on consideration of, but not limited to, the following factors:

- City's staffing needs;
- Employee's performance record and length of service;
- Reason for request;
- Any other relevant information.

Unless prohibited by law, all eligible paid leaves must be exhausted before any unpaid leave is taken.

Benefits, including but not limited to: PTO, Holiday pay or any other forms of indirect compensation shall not accrue during a period of unpaid leave.

Employees may continue on the City's group insurance coverages during the period of unpaid leave, but shall be responsible for paying one hundred percent (100%) of the premium costs. Premium costs shall be pro-rated hourly for any unpaid leave that is less than a full calendar month.

Section 10.9

School Conference and Activities Leave

In accordance with MN 181.9412, Full-time, Benefits Eligible and Part-time Employees, regularly scheduled to work at least twenty (20) hours per week and who have been employed with the City for the past twelve (12) consecutive months, may take up to sixteen (16) hours unpaid leave during any twelve (12) month period to attend school-related activities for the Employee's child which cannot be scheduled during non-work hours. The Employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt City operations.

Section 10.10

Voting Leave

In accordance with MN Statute 204C.04, every Employee who is eligible to vote in an election has the right to be absent from work for a reasonable time during the morning of an election for the purpose of voting.

Elections covered by this section include a regularly scheduled state primary or general election, an election to fill a vacancy for a U.S. senator or representative, or an election to fill a vacancy for a state senator or representative.

Section 10.11

Bone Marrow Donation Leave

In accordance with MN Statute 181.945, Full-time, Benefits Eligible and Part-time Employees, those regularly scheduled to work at least twenty (20) hours per week, who seek to undergo a medical procedure to donate bone marrow are eligible to receive up to 40 hours of additional paid leave. The City may require verification by a physician of the purpose and length of each leave requested.

Section 10.12

Organ Donation Leave

In accordance with MN Statute 181.9456, Full-time, Benefits Eligible and Part-time Employees, those regularly scheduled to work at least twenty (20) hours per week, who seek to undergo a medical procedure to donate an organ are eligible to receive up to 40 hours of additional paid leave. The City may require verification by a physician of the purpose and length of each leave requested.

Section 10.13

MN Pregnancy and Parenting Leave

~~In accordance with MN Statute 181.940 & 181.941, Full-time, Benefits Eligible and Part-time Employees, those regularly scheduled to work at least twenty (20) hours per week, who have been employed by the City for the past twelve (12) consecutive months, and are a natural or adoptive parent in conjunction with the birth or adoption of a child, will be granted, upon written request to the City Administrator, an unpaid leave of absence for a period up to a maximum of six (6) weeks.~~

~~Parenting Leave must start by six (6) weeks after the child is adopted or born. In the event a newborn has to spend more time in the hospital than the mother spends, then the Parenting Leave begins no later than six (6) weeks after the child comes home from the hospital.~~

~~When an Employee desires to return from Parenting Leave, the Employee will advise the City in writing at least two (2) weeks prior to the Employee's intended date of return. The Employee will be returned to the position which the Employee vacated at the commencement of leave or to a position of like status and pay.~~

~~In most cases, the Federal Family Medical Leave Act (FMLA) and the MN Parenting Leave will run concurrently. When a conflict exists between FMLA and the MN Parenting Leave law, the~~

Employee will receive the benefit guaranteed by the most generous provision of State or Federal law.

Overview & Eligibility

All employees are entitled to take an unpaid pregnancy and/or parenting leave of absence under the Minnesota Women's Economic Security Act (WESA). Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with the birth or adoption of a child, are eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Additionally, leave under this section must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Interaction with Other Laws and Paid Leave

Leave under this section runs concurrently with FMLA when the leave is for the same purpose.

Additionally, employees may choose, but are not required, to use any accrued vacation leave or Sick Leave/Earned Sick and Safe Time leave during this leave when the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact Finance/HR Director.

Job Reinstatement

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.

Group insurance coverage, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits.

The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Section 10.14

Family Medical Leave Act (FMLA)

In accordance with the FMLA, effective August 5, 1993, and as amended, the City will grant job protected, unpaid family and medical leave to eligible employees.

1. Eligible Employees

Full-time, Benefits Eligible and Part-time Employees are eligible for Family or Medical Leave provided they meet the following criteria:

- Has worked for the City for at least 12 months; AND
- Has worked at least 1,250 hours during the 12 months preceding the start of the leave.

National Guard members and reservists returning to civilian jobs will have their active-duty time counted toward FMLA eligibility.

2. Definitions

- A. 12-Month Period: A rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- B. Spouse: Does not include unmarried, domestic partners. If both spouses are Employees with the City, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for the birth of child, placement of a child for adoption or foster care, or to care for a sick parent.
- C. Child: A child either under 18 years of age, or 18 years of age; or older who is incapable of self-care because of a mental or physical disability; or a child that meets the criteria established by the IRS. An Employee's "child" is one for whom the Employee has actual day-to-day responsibility for care and includes biological, adopted, foster or stepchild.
- D. Serious Health Condition: An illness, injury, impairment, or a physical or mental condition that involves;
 - 1. Inpatient care; or
 - 2. Any period of incapacity, requiring absence from work for more than three (3) calendar days AND involves continuing treatment by a health care provider; or
 - 3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three (3) calendar days; or
 - 4. Prenatal care by a health care provider.
- E. Continuing Treatment:
 - 1. Two or more visits to a health care provider; or
 - 2. Two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
 - 3. A single visit to a health care provider that results in a regimen of continuing treatment; or
 - 4. In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.

3. Qualifying Events

The City will grant up to a maximum of 12 weeks per 12-month rolling calendar period for any one or more of the following reasons:

- Birth and care of a newborn child or for placement with the Employee of a child or for a newly placed foster child; leave for these reasons must be taken on a consecutive basis within the 12-month period following the child's birth or placement with the Employee;
- Care for a spouse, child, or parent with a serious health condition as defined under 29 C.F.R. 825.113; parent means a biological parent or an individual who stands or stood in loco parentis; this term does not include parents "in-law";

- Care for the Employee's own serious health condition that makes the Employee unable to perform their job functions.
- In accordance with the National Defense Authorization Act of 2008, employers must grant eligible employees FMLA leave for family members called to active military duty and additional leave (up to 26 weeks) to care for family members injured while on active military duty.

4. Serious Health Conditions

A serious health condition includes:

- An illness, impairment, or physical or mental condition that involves either in-patient care (overnight stay in a hospital, hospice, or residential care facility) or continuing treatment by a health care provider for more than three (3) consecutive days;
- Any period of incapacity because of pregnancy or for prenatal care (even without treatment by a health care provider and even if the absence is less than three (3) days; e.g., morning sickness);
- Any period of incapacity because of a chronic serious condition (even without treatment by a health care provider and even if the absence is less than three (3) days; e.g., an asthma attack);
- Any period of absence to receive multiple treatments by health care providers for restorative surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.) [29 C.F.R. 825.114]

5. Health Care Providers

Generally, these include doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (within certain limitations), nurse practitioners, nurse-midwives, and clinical social workers (within certain limitations). [Refer to 29 C.F.R. 825.118 for a complete list.]

6. Medical Certification

The employee must submit Medical Certification to support a request for leave. The City will provide the Medical Certification form. The Employee must return the completed Medical Certification form to the City Administrator within fifteen (15) days after requested by the City, or as soon as is reasonably possible.

The City may require a second or third opinion (at its own expense), periodic reports on the Employee's status and intent to return to work, and a fitness-for-duty report to return to work.

All documentation related to the Employee's or family member's medical condition will be held in strict confidence and maintained in the Employee's medical records file.

7. Use of Paid Leaves and Interaction with Other Laws and Benefits

Employees are required to use all accrued paid leaves during the period of FMLA before it becomes an unpaid leave if not using it concurrently with Minnesota Paid Leave (MNPL). When PTO, floating holidays, and compensatory time have been exhausted, any remaining time will be unpaid. Unpaid hours will not count towards seniority.

FMLA will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include Minnesota Paid Leave (MNPL) or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

If you are receiving MN Paid Leave (MNPL) benefits while you are out on FMLA, you have the option to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and employer-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the Finance/HR Director.

8. Intermittent/Reduced Schedule Leave

Leave requested because of a serious health condition of either a family member or the Employee may be taken intermittently or on a reduced schedule if such leave is deemed to be medically necessary. Intermittent leave may be used in the smallest increment of time tracked by the city's payroll system of .25 hours.

For Benefits Eligible and Part-time Employees, FMLA entitlement is calculated on a pro-rated basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave will be used for calculating the Employee's regular workweek.

Intermittent leave or a reduced schedule is not permitted for the birth, placement, or adoption of a child.

9. 30-Day Notice Requirement

In either case of continuous or intermittent leave, an Employee must provide a written 30-day notice to the City Administrator before the date the requested leave is to begin. In cases where the qualifying event will occur within 30 days, the Employee must provide written notice as soon as practicable. Notice forms to request an FMLA leave are available from the City Administrator.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.

10. Married Employees

Married couples, where both spouses work for the City, are entitled to a combined total of 12 weeks for birth, placement, or care of a child. For the Employee's own serious health condition, each is entitled to 12 weeks.

11. FMLA Request Procedure

The following procedures will be used in the administration of an FMLA leave request:

- a. The employee must provide the City Administrator at least 30 days advance written notice before FMLA leave is to begin if the need for a leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the Employee or of a family member. If a 30-day written notice is not feasible, notice must be given as soon as possible.
- b. The City Administrator will provide the Employee a *Medical and Family Leave Medical Certification Form*.
- c. The Employee will complete and sign the request form and forward it to the identified health care provider for completion.

- d. Upon receipt of the request, the City Administrator will review the request form for complete medical information. The status and circumstances of the requesting Employee, related payroll information, and respective findings of the health care provider will be considered.
- e. Upon approval or disapproval, the City Administrator will notify the Employee in writing and the respective Supervisor will be advised of the FMLA Leave.

12. Record Maintenance

The City Administrator will keep and maintain FMLA information, in accordance with 29 C.F.R. 825.500.

13. Return to Work Medical Certification

The Employee is required to submit Medical Certification to support their fitness for duty before returning to work if the leave was for the Employee's own serious health condition.

14. Leave Accrual

An Employee will not accrue paid leave benefits during an unpaid leave covered by FMLA.

15. Pay Adjustments

An Employee will be entitled to any pay adjustments which occurred during the unpaid leave covered by FMLA.

16. Insurance Benefits

- A. An Employee granted a leave under FMLA will continue to be covered under the City's group insurance plans under the same conditions as coverage would have been provided if the Employee had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deduction or by direct payment to the City's Finance Department. The Employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If an Employee's contribution is more than 30 calendar days late, the City may terminate the employee's insurance coverages.
- D. If the City pays the Employee contributions missed by the Employee while on leave, the employee will be required to reimburse the Employer for delinquent payments (on a payroll deduction schedule) upon return from leave. The Employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
- E. If the Employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member, or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City may seek reimbursement from the Employee for the portion of the premiums paid by the City on behalf of that Employee (also known as the Employer contribution) during the period of leave.

17. Premium Payment

An Employee on unpaid leave who wishes to continue insurance benefits may pay their share of premium payments in any of the following ways:

- Pay the City at the same time the Employee would be paid if by payroll deduction;

- Pay the City the premiums on a monthly basis following the same schedule as COBRA payments;
- Prepay premiums through increased payroll deductions before the FMLA leave.

If any Employee's contribution is more than 30 days late, the City may terminate the Employee's insurance benefits.

18. Holiday Exclusions

An Employee on an unpaid leave immediately preceding and immediately following a Holiday will receive no Holiday pay.

19. Job Reinstatement

Upon return from FMLA leave, an Employee is entitled to be returned to the same position the Employee held when the leave commenced, or to an equivalent position with same pay, benefits, and other terms and conditions of employment [29 C.F.R. 285.215]. An exception would be if the Employee's position would have been eliminated or the Employee would have been discharged before the leave. In this case, the Employee would not have the right to be reinstated upon return from leave [29 C.F.R. 285.216].

20. Failure to Return from FMLA Leave

If the Employee fails to return from FMLA leave for reasons other than the continuation of the serious health condition of the Employee or covered family member, the City may seek reimbursement for the premiums paid for group insurance benefits on behalf of the Employee during the period of unpaid leave.

Failure of an Employee to return to work upon the expiration of all eligible leaves of absence will be cause for discipline, up to and including separation from employment. If the absence continues for three (3) or more days without permission, the City may deem an Employee to have voluntarily resigned.

21. Coordination With Other Leave Provisions

If an Employee is eligible for Parental Leave or any other leave as provided for in City policies, this leave will also count towards the FMLA leave. FMLA may also run concurrently with a Workers' Compensation absence when the injury or illness is one that meets the criteria for a FMLA.

Section 10.15

Return to Work from Medical Leave

When an Employee requests to return to work after an illness or injury, pregnancy, delivery, or postpartum recuperation, including a workers' compensation injury or any other medical leave of absence, the City may require a return to work statement from the Employee's physician. The statement will contain any limitations and/or restrictions that may apply to the Employee performing the normal work duties of the Employee's job.

The City may require the Employee to be examined by the City's designated physician, at City expense, prior to the Employee returning to work.

Section 10.16

Earned Sick and Safe Time

“Earned Sick and Safe Leave” is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for the city.

The following positions are not eligible for leave under this policy:

1. Volunteer firefighter or paid on-call firefighter;
2. Elected officials or a person who is appointed to fill a vacancy in an elected office.

(a) Earned Sick and Safe Leave Use

The leave may be used as it is accrued in the smallest increment of time tracked by the city’s payroll system of .25 + hour for the following circumstances:

- An employee’s own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a

communicable disease, whether or not the family member has actually contracted the communicable disease

- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Bereavement for family member

(b) **For Earned Sick and Safe Leave purposes, family member includes an employee's:**

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) **Advance Notice and Documentation for use of Earned Sick and Safe Leave**

If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice to **Finance/HR Director**. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable to **Finance/HR Director**. When an employee uses Earned Sick and Safe time for more than **two** consecutive **workdays**, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

Employers must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories, and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records should be maintained confidentially and apart from personnel files.

Employers must comply with the ESST recordkeeping requirements outlined in Minn. Stat. § 181.9447. Among other provisions, cities must preserve the required ESST documentation for a minimum of three years and ensure the documentation is readily accessible by the Commissioner within 72 hours from the Commissioner's request.

(d) Accrual and Carry Over of Earned Sick and Safe Leave

Employees will accrue one hour of ESST for every 30 hours worked up to a maximum of 48 hours per calendar year.

Employees are eligible to carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

(e) Retaliation prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(f) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

(h) Separation from employment

Upon separation from employment, Earned Sick and Safe Leave previously accrued but not used will not be paid out.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Section 10.16

Minnesota Paid Leave (MNPL)

Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Ham Lake is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the city and employee as follows: The City of Ham Lake will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026. The premium will be deducted after taxes.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to Finance/HR Director of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of .25 hours. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- **Family member** includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim with the State, employees should reach out to the Finance/HR Director to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

How to Apply for Minnesota Paid Leave

After the City of Ham Lake has received your notice to take leave, you may apply for MNPL through the Minnesota Paid Leave's portal online at <https://mn.gov/deed/paidleave/employees/> or via their phone at (651) 556-7777.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW) determined by the Minnesota Department of Employment and Economic Development (DEED). For more information, contact the Finance/HR Director.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions (out of pre-taxed wages);
2. arranged to write a check every 2 weeks for the duration that the employee may be out (out of post-tax wages);
3. if supplementing leave with accrued, unused paid leave, having it deducted from that pay (out of pre-taxed wages)

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Section 11.

INSURANCE BENEFITS

Section 11.1

Insurance Benefits

The City, at its sole discretion, will determine what insurance benefits, if any, are offered to City Employees.

Should the City decide to offer insurance benefits to its Employees, any City contribution towards those benefits will be at the sole discretion of the City and established by Council resolution.

If insurance benefits are offered, eligibility requirements and benefits shall be specified in materials provided by the respective insurance provider. All benefits Eligible employees not enrolled in another Group Plan will participate in the City's Group Plan.

Should a conflict exist between the Handbook and the insurance provider's eligibility and benefits requirements, the insurance providers' eligibility requirements shall prevail.

For Benefits Eligible employees hired after September 3, 2013, the City will cover single health and dental insurance premiums. For coverage with dependents, the City will contribute \$1,255 month for health and dental.

Section 11.2

Group Insurance Enrollment

Enrollment eligibility in group insurance is subject to the terms of the contract with the insurance provider.

Section 11.3

Flexible Spending Account Plan

Every Benefits Eligible employee shall have the option of participating in the Flexible Spending Account Plan as authorized in the plan documents.

Section 11.4

Voluntary Benefits

The City, at its sole discretion, may offer voluntary benefits to its Employees. 100% of voluntary benefit premiums are paid by the Employee.

Section 11.5

Insurance Continuation (COBRA)

The City will administer insurance continuation benefits in accordance with the Federal Consolidated Omnibus Reconciliation Act (COBRA). COBRA gives Employees and their qualified beneficiaries the opportunity to continue health, dental and life insurance coverage under

any of the City's group plans when a "qualifying event" would normally result in the loss of eligibility.

Under COBRA, the Employee (or beneficiary) pays the full cost of premium charge at the City's group insurance rate. Insurance coverage extended by COBRA will be discontinued for non-payment of premiums. When a participating Employee ceases employment with the City, all insurance coverages will be discontinued at midnight of the first of the month following the date of termination.

The Cobra Administrator will provide Employees that participate in eligible COBRA benefits, a written notice describing their rights and obligations under COBRA.

Section 11.6 **Benefits of City Retirees**

The City will administer insurance continuation benefits in accordance with MN Statute 471.61, and as amended, which provides for the continuation of group health and dental insurance to former Employees who are:

- Receiving disability or pension benefit from PERA; OR
- Has met the age and service requirements necessary to receive a pension from PERA;

All insurance continuation provisions listed in Section 11.5 are applicable.

Section 11.7 **Post-Retirement Health Care Savings Plan**

The City of Ham Lake established a means for eligible employees to participate in a mandatory program to help defray some of the costs of post-employment health related expenses, including health insurance premiums, using pre-tax dollars. Participation in the Post-Retirement Health Care Savings Plan, administered by the Minnesota State Retirement System (MSRS), is intended to provide an opportunity to accomplish that goal.

The Post-Retirement Health Care Savings Plan (HCSP) is an Employer-sponsored program that allows Full-time and Benefits Eligible Employees to defer payment of certain unused PTO into an account in the employee's name.

Employees participating in the PTO benefit will have any accrued Paid Time Off (PTO) in excess of 80 hours deposited into the employee's HCSP account at their normal base rate of pay in effect on the Employee's date of separation at straight time.

According to IRS rules, all qualifying regular employees must participate.

MSRS shall administer the plan by holding in trust contributions made on behalf of employees into the accounts. MSRS shall provide investment services, record keeping, benefit payments, and other functions necessary for administration of the Plan. MSRS shall reimburse former City employees on a monthly basis for health-related expenses until the employee's health care savings account is depleted following MSRS policies.

Section 11.8

Short Term Disability Insurance

PTO Employees shall participate in the Short Term Disability Insurance Plan, with premiums paid thru payroll deduction on an after-tax basis. This policy shall be subject to review at plan renewal dates. Short Term Disability shall cover 60% of the employee's weekly wage up to \$1,200, and the remaining shall be charged to PTO, compensatory time or floating holiday hours accrued. An employee shall continue to use accumulated PTO, compensatory time or floating holiday hours during the leave of absence for medical reasons, and shall be eligible for employer provided benefits until the employee's accumulated PTO, compensatory time or floating holiday hours have been exhausted. At such time when all PTO, compensatory time or floating holiday hours are exhausted, no additional benefits will accrue. Continuation of insurance benefits shall follow FMLA regulations.

Section 12.

MISCELLANEOUS BENEFITS

Section 12.1

Professional Organizations

Department Heads may approve an Employee's membership and dues to professional organizations and City community organizations be paid by the City, provided that the purpose is to promote, advertise, improve or develop the City's resources and advantages and not for personal interest or gain.

Section 12.2

Professional Development

The City encourages Employees to attend job-related conferences, workshops, seminars, training, etc. to stay up-to-date with changes in their field and enhance their professional development.

Department Heads are allowed to attend National or Regional (multi-state) professional development opportunities. National and Regional professional development attendance outside the MN region (North and South Dakota, Iowa, and Wisconsin) requires prior approval by the City Administrator.

An Employee that is not a Department Head may attend National or Regional professional development opportunities that are held within the State, provided that they receive prior approval from their Department Head or City Administrator.

Approval for attendance at professional development opportunities shall be based on, but not limited to:

- Availability of budgeted funds;
- Relevance to the Employee's position;
- Degree of benefit, to the City, of the knowledge to be obtained;
- Content of the conference, workshop, seminar, etc.;
- Past performance of the Employee; and
- Any other criteria.

In the event that attendance at a professional development opportunity would generate overtime, the Employee and their Supervisor, prior to the Employee's attendance at such event, shall arrange the Employee's schedule so that no overtime is generated as a result of attendance.

Voluntary attendance at a conference or training outside the normally scheduled hours is not compensable, even if the event is directly related to the Employee's job or paid by the City. If the Employee chooses to not attend some portion of the event or leave early, the Employee shall use PTO, compensatory time or floating holiday for that time.

Section 12.3

Job Related Licensing and Certification

Certain positions in the City require that the Employee be licensed or certified in order to legally perform the duties of that position. When licenses or certifications are required for a position, the City will pay the cost or reimburse the employee for the cost of maintaining the license or certification.

The City may also pay for other job-related professional licenses and certifications that provide job enrichment to the Employee. These opportunities are subject to City Administrator approval and budget availability.

Section 12.4

Tuition Reimbursement

This Policy is to establish a system of reimbursement of tuition paid by an Employee taking college or university courses at an accredited educational institution, toward the completion of a degree. Accreditation must be from the North Central Association for the Accreditation of Colleges and Schools or from another school whose program is recognized by the North Central Association for the Accreditation of Colleges and Schools.

Professional development opportunities are not included in tuition reimbursement.

1. Eligibility

Any Full-time, Benefits Eligible and Paid On-call Fire Department Employee may request tuition reimbursement, provided the Employee meets the following criteria:

1. The Employee must have successfully completed 12 months of employment with the City.
2. The Employee must maintain an overall "Meets Expectations" on their most recent performance evaluation and must not fall below the "Meets Expectations" rating while attending classes for which tuition reimbursement is requested. If an Employee falls below the "Meets Expectations" rating, they will not be eligible for reimbursement until the next evaluation period.
3. The Employee must have a good attendance record. Leave verified by a physician shall not count against good work attendance.
4. Employees who have been the subject of disciplinary action will not be eligible for tuition reimbursement for courses during that evaluation period. Reinstatement into the tuition reimbursement program will be evaluated based on the severity and nature of which discipline was issued.
5. Employees under criminal investigation shall not be eligible for tuition reimbursement.
6. Employees wanting to receive tuition reimbursement must provide the City Administrator a written request for reimbursement. The request shall be accompanied by a written plan for the coursework to include:
 - a. Name of the Educational Institution where coursework is to be taken;

- b. Major subject area of study;
 - c. Expected degree upon completion of coursework;
 - d. Number of courses proposed to be taken per semester;
 - e. Expected date of completion;
 - f. Current cost per credit;
7. Tuition will only be reimbursed for:
 - Courses that are related to the Employee's job; or
 - Courses within an entire degree program where the program itself is related to the Employee's position and is determined to be beneficial to the City.
8. All courses for which tuition reimbursement is requested must be pre-approved by the City Administrator.
9. If the City Administrator approves the written plan, the Employee must enter into a contract with the City. The contract requires the following:
 - A. An Employee who accepts tuition reimbursement shall agree to remain with the City of Ham Lake for a minimum of 3 years after graduation from the program OR 3 years after tuition reimbursement is issued, whichever date is earlier. Employees must notify the City Administrator when graduating or terminating coursework. The 3-year period may be extended by paid or unpaid leaves.
 - B. For each year after graduation or course completion, up to a maximum of four (4) years, the City shall forgive 1/3rd of the total tuition reimbursement made to the Employee. At the end of the 3rd year, the City shall forgive the entire tuition debt. Any partial years will be calculated on a pro-rated basis by month.
 - C. If the Employee separates employment from the City, the Employee shall agree to have the balance of the tuition owed deducted from any PTO, floating holidays, and/or compensatory time balance pay outs. If the deduction does not equal the balance of tuition owed, the Employee shall agree to pay off the balance by personal payment in accordance with a repayment schedule.
10. The City shall only reimburse tuition for Employees enrolled in a degree-seeking program at an accredited institution of higher education and approved by the City Administrator.
11. Tuition reimbursement will remain in effect as long as funds are available in the Department budget allocated for tuition reimbursement. If the allocation does not contain enough money to fund all contracted department employees, tuition will be reimbursed on a pro-rated basis so that all department employees receive an equal percentage. If the allocation is depleted, the City Administrator will notify all contracted employees that the tuition reimbursement for the current budget year is cancelled.
12. The City will reimburse tuition to Employees after a semester is completed and the Employee provides the City Administrator with the original grade report for the course and documentation from the school for the tuition amount paid. Tuition will be reimbursed based on the following schedule.
 - a. 100% of tuition will be reimbursed if the grades of "A" or "A-".
 - b. 100% of tuition will be reimbursed if the grades of "B+", "B" or "B-".
 - c. 80% of tuition will be reimbursed if the grades of "C+", "C" or "C-".
 - d. No tuition will be reimbursed for course in which a grade of less than "C-" is received.

- e. For courses having a pass/fail option, 100% reimbursement for pass, no reimbursement for fail.
- f. In the event that an eligible Employee receives a grade of “incomplete” no refund will be forth-coming until a final grade is earned. When the requisite course work is completed and a final grade is issued, the Employee will be reimbursed in accordance with the above schedule.

13. A maximum of \$3000 and three (3) full credit courses per calendar year will be reimbursed for tuition, books, and associated fees.

Employees participating in Tuition Reimbursement do so on a voluntary basis. Travel to and from classes, time spent in class and studying, and mileage are not compensable or reimbursable.

2. Program Continuation

The City reserves the right to discontinue the program at any time, with or without notice.

Section 12.5

Recognition Program

Full Time Employees and Benefits Eligible Employees shall be recognized for their service to the City as follows:

- 5 years – Resolution
- 10 years – Resolution and \$25 gift
- 15 years – Resolution and \$35 gift
- 20 years – Resolution and \$45 gift
- 25 years – Resolution and \$55 gift
- 30 years – Resolution and \$65 gift
- 35 years – Resolution and \$75 gift
- 40 years – Resolution and \$85 gift

Paid, On-Call Firefighters shall receive their personal firefighter’s helmet upon separation following ten years of active service, and shall be recognized by resolution of the City Council in accordance with the above schedule.

Section 13.

CONDUCT

In accepting employment with the City, Employees become representative of the City and are responsible for assisting and serving the citizens for whom they work.

Employees should exhibit conduct that is professional, ethical, responsive and of standards becoming of a City Employee. To achieve this goal, Employees must adhere to established policies, rules, and procedures and follow the instructions of their Supervisor and Department Head.

Section 13.1

Basic Employee Responsibilities

City Employees are required to:

- perform their assigned duties to the best of their ability at all times and to continually strive to improve their performance;
- render prompt and courteous service to the public at all times;
- read, understand, and comply with the rules and regulations as set forth in this *Employee Handbook* as well as those of their department;
- conduct themselves with decorum toward both residents and other Employees and respond to inquiries and information requests with patience and every possible courtesy;
- report all unsafe conditions to their immediate supervisor; and
- maintain good attendance.

The foregoing is not intended as an exhaustive list of any Employee's responsibilities, but rather a general description of the most basic performance expected by the City.

Section 13.2

Ethics in Public Employment

In order to best serve the public interest and general welfare of the City of Ham Lake and its citizens, this statement of ethics is established for all Employees of the City.

Employees and Officials shall not use their position for personal gain, engage in any business or transaction or have a financial interest, direct or indirect, which is in conflict with the proper performance of their official duties.

1. Applicability

For the purpose of this Section 13.2 and 13.3, the term "official" shall include all elected and appointed officials of the City including, but not limited to, the City Council and the members of Commissions and any committees established by City. "Employee" shall include any individual employed by the City in any capacity.

2. Conflict of Interest

The credibility of local government rests heavily upon the confidence which citizens have in public officials and employees to render fair and impartial services to all citizens without regard to personal interest or political influence. Thus, City officials and Employees must scrupulously avoid any activity, which suggest a conflict of interest between their private interests and City responsibilities.

Officials and Employees of the City must not engage or have financial interest in any business or other activity, which could reasonably lead to a conflict of interest with the official's or Employee's primary City responsibilities. Examples of activities which are not in accordance with this Policy include, but are not limited to, the following:

- Taking part in a zoning or permit decision that violates the City Code;
- Entering into any sale, lease or contract in violation of Minnesota Statutes, Section 471.87 – 471.89;
- Acceptance of any gift from an interested person in violation of Minnesota Statutes, Section 471.895;
- Activities which require the official or Employee to interpret City codes, ordinances, or regulations when the activity involves matters with which the official or Employee has business and/or family ties;
- Consulting activities carried out within the City if the consulting involves any conflict of interest with the official's or Employee's City work responsibilities;
- Using an official's or Employee's authority, influence, or City position for the purpose of private or personal financial gain;
- The use of City time, facilities, equipment, or supplies for the purpose of private or personal gain;
- Use of confidential information gained in the course of employment or as an official for personal gain;
- Accepting other employment or public office where it will affect the official's or Employee's independence or judgment or require use of confidential information gained as a result of City duties;
- Conducting personal business while working for the City; and
- Accepting rebates or procuring any financial gain through the bidding process or employment of outside personnel;
- Presenting persons or associations in dealing with the City for the purposes of private or personal gain;
- Giving special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen;
- Using the City's name, logo or any other City symbol for something other than City business without approval;
- Attempting to influence other officials or other Employees in any way with money, services, or other remuneration.

Any official or Employee engaging in any activity involving either an actual or potential conflict of interest or having knowledge of such activity by another official or employee shall promptly report the activity to the City Administrator, or if such activity be by the City Administrator, to the Mayor.

The matter shall be investigated and a determination shall be made as to whether or not an actual or potential conflict exists. If the investigation determines a conflict exists, it shall be presumed that the continuation of the practice would be injurious to the effectiveness of the official or employee in carrying out his/her duties and responsibilities. In such cases the official or Employee shall immediately terminate the conflicting activity or be subject to termination of employment or removal from office.

Section 13.3

Political Activity

No elected official shall require, either directly or indirectly, any City Employee to campaign on his/her behalf as a condition of employment.

Employees shall not use City time, resources, or their position with the City in promoting or advocating the election of any individual.

No elected official or Employee shall use their authority or official influence to compel someone to apply for membership or become a member of any political organization.

No Employee or official may pay or promise to pay any assessment subscription or contribution for political purposes for someone to take part in any political activity.

Section 13.4

Code of Ethics

Employees are expected to abide by the Code of Ethics listed below:

- treat elected and appointed officials, other Employees, and the public with respect and dignity;
- be courteous in their dealings with elected and appointed officials, other Employees, and the public;
- maintain the highest standards of honesty and integrity in public and private dealings;
- recognize the interdependency of the elected and appointed officials and City staff;
- respect the decisions of elected officials and supervisors;
- do not undermine or sabotage implementation of ordinances, policies and rules that are passed;
- do not communicate personal views on City business matter to the public; and
- set a good example for others to follow.

Section 13.5

Respectful Workplace

The City of Ham Lake seeks to provide a workplace free of threats and acts of violence for its Employees, volunteers, vendors, citizens, and visitors. Violence or the threat of violence has no place in any City facility.

All Employees are expected to:

- refrain from acts of violence;
- promote safe workplace practices, including this policy;
- promptly report any dangerous, harassing, threatening or violent situations that occur in the workplace;
- refrain from any type of retaliation against a person for making a complaint, reporting violence in the workplace, or participating in an investigation of violence in the workplace.

The City does not tolerate any type of workplace violence committed by or against Employees.

Employees are prohibited from making threats or engaging in violent activities. Act of violence include, but are not limited to:

- Use of physical force and/or threat of physical force;
- Causing physical injury to oneself or another person;
- Written or verbal communications, which are of a threatening, intimidating or coercive nature;
- Vandalism or intentional destruction of City property or the property of another Employee; or member of the public;
- Committing acts motivated by, or related to, discrimination and harassment;
- Deliberate or careless conduct endangering the safety of other employees or the public;
- Possessing, carrying, or using a firearm and ammunition, or other dangerous weapons as defined while working on City property, working in any location on behalf of the City, driving on City business, riding as a passenger on City business, performing emergency or on-call work after hours on behalf of the City, attending training or conferences on behalf of the City, except where such possession or use is specifically required as part of the employee's job duties.

Acts of violence on City property or facilities, or while on City business, will not be tolerated or ignored. Employees found to be in violation of this policy will be subject to disciplinary action up to and including termination. Any unlawful act of violence committed by employees or members of the public while on City property or while using City facilities or property, will be prosecuted as appropriate.

The City intends to use reasonable legal, managerial, administrative and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public.

The City reserves the right to search and inspect any and all City property.

1. Dangerous Weapons

A dangerous weapon is any instrument capable of producing bodily harm, and the use of which manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.

This includes city tools, instruments, or other implements which if used improperly and/or for anything other than their intended use could result in bodily harm, intent to harm, intimidate another person or threaten the safety of the employee and/or another person.

The Employee's Supervisor or Department Head shall have the authority to approve whether it is necessary for an Employee to be in possession of any tools or instruments to properly perform the duties of their job and whether certain tools will be provided by the City to complete work-related tasks.

2. Reporting

Employees shall be responsible for promptly reporting incidents of violence in the workplace or potentially dangerous situations to their Supervisor, Department Head, or City Administrator, and if appropriate to law enforcement authorities. A Supervisor or Department Head receiving a report of an incident from an Employee should promptly notify the City Administrator.

3. Order of Protection

Employees must notify their Supervisor, Department Head, or City Administrator when an order of protection has been obtained naming City facilities.

4. Investigation

A prompt and confidential investigation will be conducted by the City and fair consideration will be given to all facts presented. Any Employee found, after appropriate investigation, to have threatened or committed an act of violence against another Employee shall be subject to disciplinary action, up to and including termination.

5. Retaliation

Retaliation against a person for having made a complaint or report of violence in the workplace, or participating in or assisting in an investigation of violence in the workplace is prohibited. Any person who believes that he or she has been subject to such retaliation/harassment should report it promptly to their Supervisor, Department Head, or City Administrator.

6. Confidentiality

Personal information obtained in the course of an investigation under this policy shall be considered confidential and not subject to public disclosure, except as may be necessary as part of the disciplinary process or as otherwise provided by law.

Section 13.6

Harassment Prevention

The City of Ham Lake seeks to provide a workplace free of offensive conduct or harassment based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation.

All Employees are expected to:

- refrain from acts of harassment;
- promote harassment free workplace practices, including this policy;
- promptly report any harassment or harassing behavior, or situations that occur in the workplace;

- refrain from any type of retaliation against a person for making a complaint, reporting harassment in the workplace, or participating in an investigation of harassment in the workplace.

The City does not tolerate any type of harassment committed by or against Employees.

Offensive conduct or harassment occurs when:

- submission to conduct or communication of a derogatory, harassing or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or obtaining or retaining public services/accommodations.
- submission to or rejection of conduct or communication of a derogatory, harassing or biased nature by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- the conduct or communication of a derogatory, harassing or biased nature has the purpose or effect of substantially or unreasonably interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment, public service/accommodation environment.

Examples of sexual/gender harassment may include, but are not limited to:

- unwelcome verbal remarks, jokes or innuendoes of sexual nature or based upon gender;
- unwelcome pressure for sexual favors;
- unwelcome or unwanted sexual advances such as, but not limited to, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or access to public services or public accommodations;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or access to public services or public accommodations;
- distribution or display of written materials, pictures or other graphics of a sexual or gender biased nature;
- other unwelcome behavior or words directed at an individual because of gender.

1. Reporting

Employees shall be responsible for promptly reporting incidents of harassment or harassing behavior to their Supervisor, Department Head, or City Administrator. A Supervisor or Department Head receiving a report of an incident from an Employee should promptly notify the City Administrator.

2. Investigation

A prompt and confidential investigation will be conducted by the City and fair consideration will be given to all facts represented. Any Employee found, after appropriate investigation, to have harassed another Employee shall be subject to disciplinary action, up to and including termination.

3. Retaliation

Retaliation against a person for having made a complaint or report of harassment, or participating in or assisting in an investigation of harassment is prohibited. Any person who believes that he or she has been subject to such retaliation should report it promptly to their Supervisor, Department Head, or City Administrator.

It is a violation of the law for any Supervisor or Employee to retaliate against someone who files a harassment complaint.

4. Confidentiality

Personal information obtained in the course of an investigation under this policy shall be considered confidential and not subject to public disclosure, except as may be necessary as part of the disciplinary process or as otherwise provided by law.

Section 13.7

MIS Computer Policy

The City enforces a separate “MIS Computer Policy,” which includes the use of computers (internet and email), handheld personal devices, mobile phones, radios, etc.

Section 13.8

Drug and Alcohol Free Workplace

In accordance with federal law, the City of Ham Lake has adopted the following policy on drugs in the workplace: Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, safe and secure work environment.

The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

The City recognizes drug dependency as an illness and a major health problem. The City also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans or the Employee Assistance Program as appropriate.

Employees must, as a condition of employment, abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the drug-free workplace act of 1988.

The City enforces a separate “Drug and Alcohol Testing Policy” for both the Federal Department of Transportation (DOT) Regulation 49 CR § 40.25 and non-DOT required Employees.

Section 13.9

Discipline

Employees are subject to discipline when they fail to fulfill their duties and responsibilities at the level required, or when they violate City policies or work rules.

The type of discipline imposed will be based upon the nature and severity of the infraction and the conditions surrounding the incident. Disciplinary action does not have to be progressive. The City may take disciplinary action while seeking criminal or civil prosecution against an Employee.

The City retains the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed. Reasons for disciplinary action may be a single serious infraction or an accumulation or pattern of less serious offenses, whether related or unrelated to each other.

The following are examples of types of offenses that may warrant disciplinary action, but are not limited to:

1. Violation of any of the provisions in the Employee Handbook, City policies, departmental work rules, or safety rules;
2. Incompetence, inefficiency, ineffectiveness, or misconduct in the performance of duties;
3. Inability or unwillingness to perform the essential functions of a position, with or without reasonable accommodation;
4. Conviction of a crime directly related to the Employee's position with the City;
5. Intoxication or being under the influence of a controlled substance while on duty;
6. Failure to enroll or successfully complete a substance abuse treatment program if directed by the City;
7. Inducing or attempting to induce an Employee to commit an unlawful act or to act in violation of a policy, regulation or order;
8. Making false or misleading statements while conducting City business; or falsifying any reports, records, or documents.
9. Offensive conduct toward the public or any City Employee;
10. Dishonesty in the performance of duties;
11. Theft;
12. Falsification of time sheets;
13. Careless, destructive, negligent, or inappropriate handling, control, or use of City property or vehicle;
14. Use of any City vehicle or property for personal use or gain;
15. Excessive tardiness or absenteeism, or abuse of leave;
16. Unauthorized absence from work for a period of two (2) days;

17. Insubordination;
18. Sexual or other harassment based upon race, creed, color, religion, sex, national origin, age, marital status, sexual orientation, political affiliation, status with regard to public assistance, or disability;
19. Acts or threats of physical violence or endangering the health or safety of others;
20. Violating the data privacy rights of any employee or citizen;
21. Discrimination.

1. Type of Discipline

Disciplinary action may be in one or more of the following forms:

Oral reprimand: Supervisor discusses a work performance problem with the Employee by specifying the reason(s) for the reprimand and corrective action necessary to avoid further disciplinary action. Oral reprimands are documented and made a permanent record in the Employee's personnel file.

Written reprimand: With prior consultation with his/her Department Head or City Administrator, a Supervisor may formally discipline an Employee by providing a written reprimand to the Employee specifying reason(s) for the reprimand, previous letters of expectation, verbal or written warnings, unacceptable performance appraisals, discussion or reprimands, if any, and corrective action necessary to avoid further disciplinary action. Written reprimands are documented and made a permanent record in the Employee's personnel file.

Suspension without pay: With prior approval of the City Administrator, a Department Head may suspend, without pay, an Employee for up to 30 work days in a calendar year. The Department Head will provide the Employee with written notification specifying reason(s) for the suspension, the effective date(s) and duration of the suspension, previous letters of expectation, oral or written warnings, unacceptable performance appraisals, discussions, or reprimands, if any, and the corrective action necessary to avoid further disciplinary action. Suspensions without pay are documented and made a permanent record in the Employee's personnel file.

Suspension with pay: An employee may be placed on administrative leave with pay if the circumstances surrounding the incident are still being investigated. The City Administrator or Department Head will notify the employee in writing of the findings of the investigation and the implications for the employee. The Administrator or Department Head will note a date for lifting the administrative leave. The administrative leave can be extended beyond the noted time if necessary but must be extended in writing by the Administrator or Department Head and another date noted.

Demotion/Reduction in Pay: With prior approval of the City Administrator, a Department Head may reduce the pay of an Employee within the pay range provided for in the City's compensation plan or demote the Employee by specifying reason(s) for the reduction of pay or demotion, previous letters of expectations, verbal or written warnings, unacceptable performance appraisals, discussion or reprimands, if any, and the effective date of the pay

reduction or demotion. Demotions and reductions in pay are documented and made a permanent record in the Employee's personnel file.

Discharge: If previous disciplinary action has not served to achieve corrective results, or if the nature and extent of the Employee's behavior are such that other disciplinary action is not appropriate, the City Council upon the recommendation of the City Administrator may discharge the Employee.

The City may establish a specific Improvement Period, determined by the Employee's Department Head or City Administrator, to rectify behavior that requires disciplinary action.

2. Veteran's Preference

In the event that a discharged Employee is a veteran, the City will follow applicable Federal and State laws.

Section 13.10

Grievances

The grievance procedure is established for the purpose of resolving disputes or disagreements raised by an Employee. An Employee may utilize the following procedure if the Employee and the Employee's Supervisor cannot resolve a problem:

Step 1: If an Employee and his/her Department Head cannot resolve a problem informally, the Employee shall submit a complaint in writing to the Department Head within ten (10) working days of the date of the grievance or the Employee's knowledge of its occurrence. The Department Head shall attempt to resolve the matter and shall respond to the Employee within five (5) working days.

Step 2: If the Department Head is unable to resolve the dispute, the written complaint may be brought to the City Administrator within five (5) working days of the Department Head's answer. The City Administrator shall give a written answer to the Employee within ten (10) working days after receipt of the written complaint.

Step 3: If the City Administrator is unable to resolve the dispute, the Employee may appeal in writing to the City Council. The written appeal must be presented to the City Council within fifteen (15) working days of the City Administrator's response. The City Council's decision shall be final.

Waiver

If the Employee does not present the dispute within the time limits, the dispute indicated above shall be considered waived. If a dispute is not appealed to the next step within the time limit, it shall be considered settled on the basis of the City's last answer. If the City does not answer a written complaint or an appeal thereof, within the specified time limits the Employee may elect to treat the complaint as denied at that step and may appeal the complaint to the next step.

Employees exercising their rights under the Section 13.10 shall be free from reprisal.

Section 14.

MISCELLANEOUS POLICIES

Section 14.1

Media Relations

Media contact concerning City business is the responsibility of the City Administrator, unless delegated to the Department Head by the City Administrator or City Council. Employees are prohibited from releasing any information concerning City business to the news media without the prior consent of the Employee's Department Head or the City Administrator.

Any media inquiries concerning City personnel shall be directed to the City Administrator.

Section 14.2

Property Damage Reporting

An Employee involved in an incident that results in damage to City property or any other property during the course of conducting City business, must notify and submit a written report of the incident to their Supervisor within twenty-four (24) hours of the occurrence. The supervisor must submit this report to Finance/HR Director within 2 working days.

Vehicle accidents also require a copy of the Minnesota Motor Vehicle Accident Report.

Section 14.3

Personal Use of City Property

Employees shall not use City time, City-owned supplies, equipment, property, facilities for personal use or any other use that is not in the interest of the City, unless the Employee has the prior approval of the Department Head for such use. Department Heads shall only approve the use, if such use complies with City policies, does not pose a conflict of interest, and is of minimal value.

Personal commercial business activity conducted on City time or with City-owned supplies, equipment, property, or facilities is strictly prohibited.

Unauthorized removal of City property or its conversion to personal use may be cause for discipline up to and including termination.

The City also enforces separate MIS Computer and Cellular Telephone Policies.

Section 14.4

Use of City Vehicle

City-owned vehicles are to be used only by authorized City Employees or employees of host agencies for which the City is providing a worksite for official City business. Employees or host agency employees that drive or may be required to drive City vehicles and equipment are responsible for maintaining a safe driving record and for observing all traffic laws. Seat belts must be properly used at all times. Drivers must carry a current, valid driver's license that is adequate

for the type of vehicle being driven. Any Employee who operates a City vehicle without a valid driver's license will be subject to disciplinary action and possible criminal prosecution.

Employees with authorization to drive City vehicles may be subject to annual driver's license check by the City. Smoking is prohibited in City vehicles. Passengers shall be limited to City Employees or contracted consultants unless authorized by the City Administrator.

Motor Vehicle Records (MVR) of employees operating City vehicles will be requested on a yearly basis. Following below is a point-scale measuring system that will be used to evaluate each driver's MVR. The point values correspond to various types of driving convictions, similar to the system many states use for determining when a license should be suspended or revoked.

Special reviews will be held in cases where too many points have been accumulated within the stated time period. Hopefully, with this system in effect, everyone's safety consciousness will be higher, and we will be able to achieve an excellent safety record.

Minor Citation

Any moving traffic citation a driver receives unless it qualifies as a "Major Conviction" as described below. This category, however, does not include cases involving (1) Motor vehicle equipment load or size requirements; (2) Improper display or failure to display license plates; (3) Failure to sign or display registration card; or (4) Failure to have in possession a valid driver's license.

At-Fault Accidents

Any accident where the driver is designated as having caused the accident, or negligently contributed to its occurrence.

Major Conviction

Any citation that involved: (1) Driving while intoxicated or under the influence of alcohol or drugs; (2) Failure to stop and report an accident; (3) Homicide, manslaughter, or assault arising out of the operation of a motor vehicle; (4) Driving while license is suspended or revoked; (5) Reckless driving; (6) Possession of opened container of alcoholic beverages; (7) Speed contest, drag racing, or attempting to elude an officer of the law.

Incident

Includes Minor Citation, At-Fault Accident, and Major Conviction definitions above.

Standards:

Action Level: 4 points. Time period considered: The past three years. However, major convictions, as defined above, are counted back as far as five years.

<u>Citation Categories:</u>	<u>Points</u>
Minor, no accident involved	1
At-Fault Accident	2
Major (within 3 years)	6
Major (4-5 years ago)	3

Required Action:

If an employee received 5 or more points during the review of their MVR, the Administrator and Department Head will review this record with the employee to determine appropriate action which may include suspension of driving privileges for City vehicles, limited driving privileges for City vehicles, or other appropriate action as determined by the Administrator and Department Head.

Section 14.5

Telecommunications

City telecommunications devices are in place to conduct official City business.

Employees must make every effort to not charge personal long distance calls to the City. In the event an Employee needs to make a personal long distance call, they must use a personal calling card. Employees making a personal long distance call, without a personal calling card, shall reimburse the City for the cost of the call(s).

Local personal calls should be made only when necessary and preferably during the Employee's scheduled breaks.

1. Email and Voicemail

Employees are required to check their email and voicemail messages on a daily basis on regular workdays, preferably several times throughout the day.

Voicemail greetings and email responses must indicate if an Employee is not available to respond in a timely manner and when a response can be expected.

2. Mobile Telecommunications Use

Mobile technology, including phones, pagers, and other wireless devices shall be administered in accordance with the City's "MIS Policy".

Employee's with personal mobile telecommunications devices should use them only when necessary and preferably during the Employee's scheduled breaks.

Section 14.6

Keys and Security

Employees are responsible for securing their workstation work area at the end of each day and that the office, confidential files, etc., are properly secured. Employees entrusted with keys are required to maintain their safekeeping and to return them before receiving their last paycheck when employment with the City is terminated.

Section 14.7

Smoking

The City provides a non-smoking work environment in accordance with the Minnesota Indoor Clean Air Act.

Employees who choose to smoke must do so on their regularly scheduled breaks or lunch periods. No additional time will be allowed for smoking.

Section 14.8

OFFICIALS UNDER WORKERS COMPENSATION ACT

Pursuant to Minnesota Statutes Section 176.011, Subd. 9 the elected officials and commissioners of the City and those municipal officers appointed for a regular term of office are hereby included in the coverage of the Minnesota Workers' Compensation Act.

Section 15.

SAFETY

Section 15.1

Workplace Safety

The City seeks to maintain a safe and hazard-free work environment.

Employees are required to develop safe work habits and to contribute to the safety of themselves, their co-workers and the general public.

The City will provide Employees with safe and healthful working conditions through the following means:

- A. Each Department or work area appoints a representative to the Safety Committee. The Committee creates, maintains and recommends a safety program in compliance with all applicable Federal, State and local laws.
- B. The City reviews every occupational illness and injury, and every incident which results in damage to City property, and it takes action to ensure that unsafe work methods, unsafe work sites and unsafe equipment are identified and made safe.
- C. All Employees are required to fully comply with the Safety Program as administered by the Safety Committee.
- D. Department Heads and other management and Supervisory Employees are responsible for implanting the Safety Program by training their Employees in safe work methods and by enforcing compliance with safety standards set by the Safety Committee.
- E. Department Heads are responsible for providing all Employees with safety equipment and safety clothing that the City feels is necessary for Employees to perform their duties in a safe manner.

To be successful, the City's safety and health program must be the shared responsibility of all Employees. Employees are required to:

- A. Immediately report injuries to their Supervisor.
- B. Immediately report to a Supervisor all unsafe equipment, practices or procedures which pose a threat to the safety of Employees or others;
- C. Cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence;
- D. Be active in department safety programs;
- E. Actively participate in Safety training;
- F. Read the safety information that is provided to by their Supervisor; and
- G. Observe and promote safe work habits.

The City also enforces separate "Safety Policies" in compliance with all Federal and State laws.

Section 15.2

Safety Boots/Clothing

Employees in Public Works will be reimbursed per calendar year, for the purchases of steel toed boots/shoes for use on the job for the City, based on the schedule adopted by the City Council.

If an Employee resigns or is terminated during their probationary period, any reimbursement they received for safety boots/clothing will be reimbursed to the city from their last paycheck.

All Employees assigned to Public Works are required to wear steel toe, puncture-resistant soled shoes or boots that meet current ANSI (Z41.1, 1983) safety standards. The safety shoe or boot must be in good repair.

In order to receive reimbursement, the Employee must complete the appropriate claim form, attach original receipts and proof of purchase of appropriate boots/clothing, and submit it to the Department Head for consideration and approval.

Employees assigned to Public Works are not allowed to wear canvas shoes, sneakers, sandals, flip-flops, or similar type footwear while on the job.

Public Works Employees must wear a shirt and long pants at all times.

Section 15.3

Injury Reporting

Employees injured in the course of performing job-related duties for the City, they are required to:

- A. Immediately report to their Supervisor all accidents and injuries occurring within the course of their employment.

*The Supervisor will submit a First Report of Injury and Supervisor's Report of Accident forms to the Finance/HR Director within two (2) working days.

- B. Immediately report to their Supervisor all unsafe practices or conditions observed.

- C. An incident of death or dismemberment must be reported to the Administration Department immediately, regardless of the day and time of the incident.

Section 15.4

Exposure to Hazardous Substances

Any employee routinely exposed to hazardous substances or harmful physical agents as defined in the Minnesota Employee Right to Know Act of 1983 shall be trained before being assigned or reassigned work exposing him to such substances or agents and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the workplace, how the hazards are labeled, and where to obtain specific information. The Administrator shall provide for such training and for compliance with the Minnesota Employee Right to Know Act of 1983, including the establishment of specific policies to insure compliance with the state law and regulations. An employee acting in good faith has the right to refuse to work under conditions which the employee reasonably believes present an imminent danger of death or serious physical harm to the employee.

Section 16.

CODE OF PERSONAL CONDUCT

Section 16.1

Language

On the job, all municipal employees work in an environment where public service is central to their jobs. The use of profane, vulgar or crude language in the workplace can be offensive both to other employees or to members of the public who happen to be within earshot. Common sense should be applied by all employees in choosing the words that they use in the workplace. If a co-worker, supervisor or a member of the public requests or suggests that an employee refrain from using particular vulgar, profane or crude words, such a request or suggestion should be followed.

Section 16.2

Attitude

Every governmental agency requires a chain of command. It is not good for overall employee morale or efficiency for employees to see or hear about a co-worker who verbally abuses another employee or a supervisor. In verbal discourse among employees that is not in the presence of others, regardless of rank or position, care should be taken to avoid being verbally abusive by such means as using words, tone of voice, body language or loudness to attempt to intimidate or embarrass others.

Section 16.3

Demeanor

When engaging in conversations, meetings or other interaction that is in full view and/or earshot of other persons, employees should act toward others just as they act when in private conversations, meaning that they avoid loud, abusive or profane language. If disagreements develop, where possible they should be carried into a private office setting to avoid disturbing others and must remain respectful.

Section 16.4

Respect

All persons under another's supervision, all co-workers, all supervisors and others coming into contact with City employees deserve to be treated with respect. Care should be taken to avoid insulting language, making light of a person's problem or question, or ignoring persons seeking information or answers.

Section 16.5

Interaction with Visiting Public

Members of the public are the taxpayers who pay the salaries of public employees, and public employees are here to serve them. Care should be taken to promptly wait on those who appear without appointments, to be punctual with those who appear with appointments, and to patiently and courteously explain answers to any questions. It must be remembered that members of the public are frequently unfamiliar with governmental regulations and practices, and often need extra

explanations for their questions. If a visitor becomes rude or unruly, a supervisor may be summoned to deal with the situation.

Section 16.6

Ambassadors off the Job

All public employees are representatives of the City whether at work or out in the public. No public employee should use reference to his or her position to intimidate or impress others. In addition, public employees should be careful to avoid situations in which they are around or near illegal activity, and should take care to observe reasonable standards of decorum and personal conduct.

Adopted 5-18-09

- Revised 12-7-09 (Sections 10.3 Vacation Leave and 10.4 Sick Leave)
- Revised 9-6-11 (Section 10.5 PTO and various sections to add PTO provisions)
- Revised 10-3-11 (Incorporated PTO into various sections)
- Revised 12-19-11 (Section 11.8 Short Term Disability)
- Revised 7-1-13 (Section 10.5 Extended Medical Bank)
- Revised 9-3-13 (Section 11.1 Insurance Benefits)
- Revised 12-2-13 (Section 11.1 Insurance Benefits)
- Revised 8-4-14 (Section 11.1 Insurance Benefits & Sections 10.2 and 10.2 Floating Holiday and required vacation time)
- Revised 8-18-14 (Section 11.1 Insurance Benefits)
- Revised 10-19-15 (Section 11.8 Short Term Disability Insurance)
- Revised 8-7-17 (Section 11.1 Insurance Benefits)
- Revised 11-6-18 (Section 10.2 Holiday Leave)
- Revised 7-1-19 (Section 8 – Compensation)
- Revised 12-2-19 (Section 10.3 - Vacation Leave, 10.4 - Sick Leave, 10.5 - Paid Time Off) and other updates and inconsistencies
- Revised 5-1-23 (Section 3.2 – Equal Employment Opportunity, Section 3.3 – Recruitment and Selection Process, Section 4.1 – Employment Records, Section 4.2 – Performance Evaluations, Section 5.1 – Work Schedule, Section 8.6 – Overtime Pay/Compensatory Time, Section 9.2 – Resignation, Section 9.4 – Advance Resignation/Retirement Notice Program, 9.5 – Reduction in Work Force, 9.8 – Good Standing, 10.2 – Holiday Leave, 10.3 – Paid Time Off, 11.1 – Insurance Benefits, 11.7 – Post-Retirement Health Care Savings Plan, 12.5 – Recognition Program, 14.2 – Property Damage Reporting, 15.3 – Injury Reporting)
- Revised 12-4-23 (Section 8.8 – Timesheets, Section 10.16 – Earned Sick and Safe Time, Section 15.2 – Safety Boots/Clothing)
- Revised 11-17-25 (Section 5.2 – Breaks, Section 5.3 – Reasonable Work Time for Nursing and Lactating Employees, Section 10.2 – Holiday Leave, 10.3 – Paid Time Off, Section 10.8 – Unpaid Leave, Section 10.13 – MN Pregnancy and Parenting Leave, Section 10.14 – Family Medical Leave Act (FMLA), Section 10.16 – Earned Sick and Safe Time, Section 10.17 – Minnesota Paid Leave (MNPL), Section 11.8 – Short-Term Disability Insurance)

Meeting Date: November 17, 2025

CITY OF HAM LAKE
STAFF REPORT

To: Mayor and Councilmembers

From: John Witkowski, Public Works Superintendent

Subject: Hiring Public Works part-time Seasonal/On-Call Snowplow Operator

Introduction: I am recommending the hiring of eight Public Works part-time seasonal/on-call snowplow operators. At this time, we are still actively seeking applicants, and in the future, may recommend additional personnel to fill open spots.

Recommendation: Listed below are the individuals that are being recommended for the Public Works part-time seasonal/on-call snowplow operator position.

Russell Stewart and Tom Clark at a pay rate of \$21.64 per hour as new hires.

Mark Madich, Mark Postudensek, Gregory Meister, Mark Pederson, Keith Schreufeks, and David Erickson will be at a pay rate of \$23.02 per hour as returning hires.

ORDINANCE NO. 25-XX

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

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

That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated from R-A (Rural Single Family Residential) to R-1 (Family Residential) for Ruds Skogsted in Section 23.

Lot 1, Block 1, Out Lot A, Ruds Skogsted in Section 23

Presented to the Ham Lake City Council on July 7, 2025 and adopted by a unanimous vote this 17th day of November, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

Meeting Date: November 17, 2025

CITY OF HAM LAKE

STAFF REPORT

To: Mayor and Councilmembers

From: Denise Webster, City Administrator

Subject: First Reading of an Ordinance establishing Permit Fees and Service Charges to be collected by the City of Ham Lake

Introduction/Discussion: During the budget meeting held on November 3, 2025, there was discussion regarding the fees and services charges collected by the City and how fees have not been increased since 2009. It was the consensus of the City Council to increase certain fees and service charges.

Recommendation: I recommend approval of the First Reading of an Ordinance establishing Permit Fees and Service Charges to be collected by the City of Ham Lake.

ORDINANCE NO. 25-XX

An Ordinance relating to establishing Permit Fees and Service Charges to be collected by the City of Ham Lake.

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

ALCOHOLIC BEVERAGES

Club license	300.00
Off-Sale 3.2%	50.00
Off-Sale Liquor	380.00
Off-Sale Liquor Investigation fee	500.00
On-Sale Liquor 3.2%	100.00
On-Sale Liquor	4,600.00
Sunday On-Sale Liquor	200.00
Temporary On-Sale 3.2%	25.00
Temporary On-Sale Liquor	10.00
Wine On-Sale	700.00
Brew Pubs	380.00
Brewers of Malt Liquor	380.00

BUSINESS

Amusement and Vending Machine License	15.00 per location <u>plus</u>
(excluding food; food is licensed by Anoka County)	15.00 per machine
Cabaret License	200.00
Cannabis Registration	
Initial Registration/Annual Fee	1,500.00
Annual Renewal Fee	1,000.00
Violation Civil Penalty – Per Violation	2,000.00
Fireworks Sales	350.00
Hotel/Motel License	250.00
Motor Vehicle Sales Lot License	350.00
Pawn Shop License	10,000.00
Public Kennel License	100.00
Recycling/Refuse Hauler License	500.00
Sexually Orientated Businesses	10,000.00
Tobacco License	125.00
Transient Sales (Peddler) License (6 month term)	30.00

COMPENSATION FOR REPRESENTATIVES\COMMISSIONERS

Commissioner attendance at a City Council meeting	20.00 per meeting
Planning and Park Commissioners	30.00 per meeting
Planning Commissioner Inspection Compensation	20.00

Representatives to:

Coon Creek Watershed	30.00 per meeting
Twin Cities Gateway	30.00 per meeting
North Suburban Consumer Advocates for the Handicapped	30.00 per meeting
Rum River Watershed Management Organization	30.00 per meeting
Sunrise Watershed Management Organization	30.00 per meeting

CONSTRUCTION

The permit fee schedule for the Building Department shall be as follows:
2007 MN Dept of Labor & Industry data with lesser amended fees:

NEW CONSTRUCTION – COMMERCIAL

(see Planning & Zoning – Planning & Zoning Comm. Deposit)

(Note: the Plan Review Fee for commercial property is 65% of the Building Permit fee.)

NEW CONSTRUCTION VALUATION - RESIDENTIAL

1 st and 2 nd floor	100.00 sq. ft./valuation
Crawl space	15.00 sq. ft./valuation
Deck	30.00 sq. ft./valuation
Finished basement	50.00 sq. ft./valuation
Garage/Attached or Detached	40.00 sq. ft./valuation
Porch	50.00 sq. ft./valuation
Screen Porch	50.00 sq. ft./valuation
Unfinished basement	25.00 sq. ft./valuation

(Note: The Plan Review Fee for residential property is 65% of the Building Permit fee.)

EXISTING VALUATION – RESIDENTIAL

Addition	75.00 sq. ft./valuation
Basement finish	10.00 sq. ft./valuation
Garage Addition	40.00 sq. ft./valuation
Remodel	10.00 sq. ft./valuation

BUILDING PERMITS – ADDITIONAL

(Note: State surcharge will be charged in addition to most permit fees.)

Air Conditioning – Commercial	based on valuation
Air Conditioning - Residential	60.00
Air to Air Exchanger	60.00
Building Demolition	150.00
Plus an escrow equal to 150% of the estimate provided by contractor to complete the project, including clean-up	
Fireplace	100.00
Fuel Tank Installation	100.00
Fuel Tank Removal	50.00
Heating – Commercial	based on valuation
Heating – Residential	100.00

Manufactured Mobile Home	150.00
Plumbing - Commercial	based on valuation
Plumbing - Residential minimum fee	100.00
Rate per opening	10.00
Pool – Above Ground	100.00
Pool – In-Ground	125.00
Roofing	100.00
Septic Tank Installation	100.00
Septic Tank Removal	75.00
Septic System – Commercial	300.00
(All , including Performance and Other) (up to 2,500 gallons per day)	
Intermediate or Advanced Systems	
Plan Review & Inspection Costs	300.00 +\$2,000 escrow
Septic Performance Inspection (required by permit)	50.00
Septic System – Residential (new or replace)	300.00
(Includes: trenches, beds, chambered, mounds, at-grades)	
Septic System Repair	200.00
Siding	100.00
Water Softener	60.00
Windows (structural or mechanism changes)	100.00

CONTRACTOR'S LICENSE 100.00

(required for: general, heating, ventilating air conditioning,
cement & masonry, roofing, plaster, lath stucco, blacktopping,
moving & wrecking, signs & billboards)

ESCROWS & FILING FEES

Accessory Bldg. Driveway Escrow	4,500.00
Accessory Bldg. Driveway Agreement Filing Fee	75.00
Driveway Escrow (24' x 43')	4,500.00
(Additional escrow for concrete curb and gutter removal)	900.00
Turf Escrow	3,500.00
(Note: Escrows for completion of Building permits are equal to 150% of estimate provided by contractor to complete the items.)	

OTHER MISC. PERMITS

Commercial Fence Permits	75.00
Moving-in of buildings:	
Pre-Inspection Fee	75.00 per hour
Garage (minimum)	300.00
House (minimum)	300.00
Sign Permits (\$1.00 per sq. ft. per side)	75.00 minimum
Sign – Temporary	
(only for 30 days, maximum 3 times annually)	50.00
Temporary Commercial Structure/Tent Permit	75.00
(For up to six weeks in a calendar year. May be divided into 3 separate usages, each of which must be separated by at least 30 days)	

RESIDUAL LICENSES – PERMITS - FEES

Burning Permit Inspection Fee	30.00
Burns – Prescribed	
Less than one acre	50.00
1 to 5 acres	60.00
Over 5 acres	80.00
Dangerous Dog Certificate	35.00
Plus proof of insurance and other applicable fees	
Special Vehicle Operator's Permit	15.00
Field Party License	50.00
Horse Permits	50.00
Investigation Fee for Lawful Gambling License	100.00
Temporary Mobile Home Permits (for 90 days)	25.00
Large Assemblies	100.00
Multiple Dog License	50.00
Short-Term Rental License	100.00

SPECIAL INSPECTIONS

Re-Inspection Fee (Building Inspector or Fire Inspector)	75.00
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WORK IN RIGHT-OF-WAY

Delay Penalty (up to 3 days late)	60.00 plus \$10/day each day after
Individual Service Work in Right-of-Way	10.00
Mapping (must be provided in City format)	30.00
Obstruction	70.00
Permit Extension	55.00
Right-of-Way Excavation Permit	150.00 per mile or fraction thereof
Trench (open cut of pavement)	100.00 per lineal foot

PLANNING AND ZONING

Special meeting of the Planning Commission	500.00
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THE FOLLOWING ARE DEPOSITS:

Lot Line Adjustment/Courtesy Combination/Metes and Bounds Conveyance (no new lots are created)	500.00
City Code Change Request	500.00
Flood Zone Map Amendment	100.00
Planning Expedited Review (Flat Fee to give app priority status)	1,000.00
Planning Commission Review Deposit (includes staff review fee \$200, inspection fee \$20, other actual costs)	500.00
Planning Comm. Review Deposit – Commercial Bldg Permit (includes staff review fee \$200, inspection fee \$20, costs for City Engineer and/or City Attorney and any additional costs)	1,000.00
Public Hearing Deposit – New CUP or Amendment CUP (includes inspection fee \$20, publication, CUP \$300, land use change sign \$50, any additional costs)	1,000.00

Public Hearing Deposit – Rezoning or Multiple Dog License (includes staff review fee \$200, inspection fee \$20, publication, actual postage, land use change sign \$50, multiple Dog License \$30, other actual costs)	400.00
Public Hearing Deposit - Excavation Permit (includes staff review fee \$200, inspection fee \$20, publication, actual postage, land use change sign \$50, Excavation Permit \$50, other actual costs)	5,000.00
Sub-Division of Land	
Plat (at sketch Plan stage) per lot or per unit	700.00
Upper Rum River WMO or Sunrise WMO Permit Application	750.00
Vacation of Public Land (includes publication, postage, other actual costs, filing fee)	650.00
Variance Requests	500.00

THE FOLLOWING ARE FEES:

Deviation Permit Fee/Livability Review Fee (Lots that deviate from approved Grading Plan)	400.00
Future Development Placement Sign Fee (deposit is refundable when sign is returned undamaged)	50.00
Future Drainage Improvement Fund (Residential living unit) (Commercial is computed by City Engineer)	500.00
Future Street Improvement Fund (Note: Determined in development agreement)	
Parkland Dedication Fee (City Valuation \$25,000 per acre) (Note: parkland dedication is not charged on commercial property)	2,500.00 per lot
Signs for notification of cul-de-sacs or parkland	200.00

**NOTE: ACTUAL CITY ATTORNEY AND CITY ENGINEER EXPENSES
ARE REQUIRED FOR REVIEW/INSPECTION OF ANY TOPE OF
DEVELOPER/TAXPAYER REQUEST**

PUBLIC SAFETY

Chief Officer, Duty Officer (including vehicle)	125.00 per hour
Engine, Tanker, Aerial (including personnel)	300.00 per hour
False Alarm Fee – Commercial	100.00
False Alarm Fee - Residential	50.00
Personnel, Additional (regardless of rank)	18.00 per hour
Rescue, Grass, utility (including personnel)	175.00 per hour
Re-Inspection Fee	75.00

RESALE AND SERVICE FEES

City Map	5.00
City Zoning Map	5.00
Comprehensive Plan	250.00
DVD of nay City event or meeting	15.00
Filing Fee (election)	25.00
Ham Laker Ad (business card size)	75.00
(Free to non-profit organizations & Chamber Members)	
Impounding horses, donkeys or mules	1,000.00
Mailing/Handling Fee	5.00
(actual postage cost is in addition to the fee)	
Providing water to contractors (includes tax)	50.00 minimum
plus \$3.00 per every 1,000 gallons	
Returned Check Fee	35.00
Special Assessment Search	30.00
Storm Water Mgmt. Plan (includes tax)	500.00
Street Lighting charges (per unit, per month)	3.75
Xerox Copy (per page) (includes tax)	.25
Yearly subscription to "Ham Laker"	50.00

USAGE OF PARK FACILITIES

Note: All rental fees will have sales tax added

LIONS PARK – includes large picnic shelter, small picnic shelter, indoor restrooms

	<u>Monday-Thursday</u>	<u>Friday-Sunday</u>	<u>Deposit</u>
Resident	50.00 + tax	100.00 + tax	150.00
Non-Resident	100.00 + tax	175.00 + tax	150.00
Non-Profit	No Fee	No Fee	150.00

HAM LAKE PARK – includes indoor pavilion, outdoor picnic shelter, indoor restrooms

	<u>Monday-Thursday</u>	<u>Friday-Sunday</u>	<u>Deposit</u>
Resident	50.00 + tax	100.00 + tax	150.00
Non-Resident	100.00 + tax	175.00 + tax	150.00
Non-Profit	No Fee	No Fee	150.00

Ham Lake Ballfields, for use by adult leagues, \$10.00, plus tax, per field, per day.

RULES/REGULATIONS

1. Rates are for exclusive use permits. There will be no charge for occasional, incidental or neighborhood usage, if permits have not been issued to others.
2. The City of Ham Lake may regulate the size of the group, any requirements for insurance and the use of motorized vehicles in other than parking areas.
3. Permits are good for the time, date and place specified.

4. The deposit will be collected and if the facility is not cleaned, the city reserves the right to withhold return of that deposit to cover clean-up costs. The user will be responsible (charged) for additional damages or clean up costs not covered by the required deposit.
5. There must be adequate adult supervision.
6. No alcoholic beverages without valid city licenses.

Ham Lake Park Ballfield Complex and/or Lions Park Ballfield Complex fees for tournaments (two days):

	4-Field Complex	w/Fields 5 & 6 (Lions Park only)
Resident (per complex, plus tax) (see definition below)	300.00	350.00
Non-Resident/Other Organizations (per complex, plus tax) (see definition below)	1,000.00	1,000.00
Damage Deposit	1,000.00	1,000.00

Soderville Blaine Athletic Association (See Facility Agreement)
(only official sponsored SBAA events, with authorized signature)

All Rules/Regulations listed above will also apply.

Resident: A group that has at least 50% of its membership that live within the City of Ham Lake, or a business, industry, church or school, which has its physical facilities within the City of Ham Lake.

Non-Resident/Other Organization: Any organization who does not live within or have its physical facilities within the City of Ham Lake.

Presented to the Ham Lake City Council on November 17, 2025 and adopted by a unanimous vote this ____ day of _____, 2025.

Brian Kirkham, Mayor

Denise Webster, Administrator

		Current Ham Lake		Proposed Ham Lake
	Changes to the Permit Fees & Service Charges			
BUSINESS				
	Motor Vehicle Sales Lot License	\$ 100.00		\$ 350.00
	Pawn Shop License	\$ 10,000.00		
	Public Kennel License	\$ 25.00		\$ 100.00
	Tobacco License	\$ 75.00		\$ 125.00
CONSTRUCTION				
NEW CONSTRUCTION V- VALUATION RESIDENTIAL				
	1st and 2nd floor	\$ 75.00	per sq. ft./valuation	\$ 100.00
	Deck	\$ 12.00	per sq. ft./valuation	\$ 30.00
	Finished Basement	\$ 18.00	per sq. ft./valuation	\$ 50.00
	Garage/Attached or Detached	\$ 28.00	per sq. ft./valuation	\$ 40.00
Building Permits (additional)				
	Garage Addition	\$ 28.00	per sq. ft./valuation	\$ 40.00
	Porch	\$ 35.00	per sq. ft./valuation	\$ 50.00
	Building demolition	\$ 75.00	plus escrow	\$ 150.00
	PLUS an escrow equal to 150% of the estimate provided by contractor to complete the project, including clean-up			
	Fireplace	\$ 60.00		\$ 100.00
	Heating - Residential	\$ 60.00		\$ 100.00
	Manufactured Mobile Home installation permit	\$ 60.00	2 inspections	\$ 150.00
	Plumbing - Residential minimum fee	\$ 60.00		\$ 100.00
	Pool - above ground	\$ 60.00		\$ 100.00
	Roofing	\$ 60.00		\$ 100.00
	Septic Tank Removal	\$ 50.00		\$ 75.00
	Sewer Septic system - Commercial	\$ 200.00		\$ 300.00
	(All, including Performance and Other)(up to 2500 gallons per day)			
			flat fee of \$300 + \$2,000 escrow	
	Intermediate or Advanced Systems - Plan Review & Inspection Costs Septic Performance Inspection (required by permit)			\$ 50.00
	Sewer Septic system - Residential (new or replace) (Includes: trenches, beds, chambered, mounds, or at-grade) (for performance or Other only)	\$ 150.00	4 inspections & Plan Review	\$ 300.00
	Septic System Repair	\$ 60.00		\$ 200.00
	Siding	\$ 60.00		\$ 100.00
	Water Softener	\$ 15.00		\$ 60.00
	Windows (with structural or mechanism changes)	\$ 60.00		\$ 100.00
Contractor's Licenses & Permits				
	Contractor's License	\$ 50.00		\$ 100.00
	(required for: general, heating, ventilating, air conditioning, cement & masonry, roofing, plater, lath stucco, blacktopping moving & wrecking, signs & billboards)			
	Verification of State License	\$ 5.00		
Escrows & Filing Fees				
	Accessory Bldg. Driveway Escrow	\$ 2,600.00		\$ 4,500.00
	Accessory Bldg. Driveway Agreement filing fee	\$ 46.00		\$ 75.00
	Driveway Escrow - (24' x 43')	\$ 2,600.00		\$ 4,500.00
	(Additional escrow for concrete curb and gutter removal)			
	Turf Escrow	\$ 2,500.00		\$ 3,500.00
	(Escrows for completion of Building Permits are equal to 150% of estimate provided by contractor to complete the items)			
Other Misc. Permits				
	Commercial only Fence Permits	\$ 25.00		\$ 75.00
	Sign Permits (\$75.00 minimum) (required for signs over 32 sq. ft.)	\$1 per sq ft/side		\$ 75.00
	Sign - Temporary Permit (only for 30 days, maximum 3 annually)	\$ 15.00		\$ 50.00

	Temporary Commercial Structure/Tent Permit	\$ 60.00		\$ 75.00	
	(For up to six weeks in a calendar year. May be divided into 3				
	separate usages, each of which must be separated by at least 30 days)				
	Special Inspections				
	Fire Suppression Inspection	\$ 100.00			
	Hourly Inspection fee	\$ 75.00			
	Re-inspection fee (Building Inspector or Fire Inspector)	\$ 75.00			
	Sewer System (Performance only) - Annual renewal	\$ 100.00			

		Current Ham Lake	Proposed Ham Lake
PLANNING AND ZONING			
Special Meeting of the Planning Commission	\$ 500.00	(or actual cost)	
THE FOLLOWING ARE DEPOSITS:			
Metes and Bounds Conveyance/Courtesy Combination			
Lot Line Adjustment/Courtesy Combination/Metes and Bounds Conveyance (no new lots are created, actual costs only)	\$ 100.00		\$ 500.00
City Code Change Request	ADD		\$ 500.00
Planning Expedited Review (Flat Fee to give app priority status)	ADD		\$ 1,000.00
Planning Commission Review Deposit	\$ 200.00		\$ 500.00
(includes staff review fee-\$200, inspection fee-\$20, other actual costs)			
Planning Commission Review Deposit for Commercial Bldg. Permit	\$ 750.00		\$ 1,000.00
(includes staff review fee-\$200, inspection fee-\$20, costs for City Engineer and/or City Attorney and any additional costs)			
Public Hearing Deposit - New CUP or Amendment CUP	\$ 400.00		\$ 1,000.00
inspection fee - \$20, publication, CUP - \$300, land use change sign -\$50, and any additional costs)			
Public Hearing Deposit - Rezoning or Private Kennel-Multiple Dog License	\$ 250.00		\$ 400.00
(includes staff review fee-\$200, inspection fee-\$20, publication, actual postage, land use change sign-\$50, Private Kennel License Multiple Dog License \$30 and other actual costs)			
Public Hearing - Excavation Permit	\$ 1,000.00		\$ 5,000.00
(includes staff review fee-\$200, inspection fee-\$20, publication, actual postage, land use change sign-\$50, Excavation Permit - \$50, and other actual costs)			
Sub-Division of land			
Metes and Bounds Conveyance	\$ 500.00		
Plat (at Sketch Plan stage) per lot or per unit	\$ 700.00		
Upper Rum River WMO or Sunrise WMO Permit Application	\$ 750.00		
Vacation of Public Land (publication, postage, other actual costs, filing fee)	\$ 200.00		\$ 650.00
Variance Requests (actual costs only)	\$ 100.00		\$ 500.00
THE FOLLOWING ARE FEES:			
Deviation Permit Fee/Livability Review Fee			
(Lots that deviate from approved Grading Plan)	\$ 300.00		\$ 400.00
Future Development Placement Sign Fee			
(deposit is refundable when sign is returned undamaged)	\$ 25.00	per sign, plus	\$ 50.00
	\$ 85.00	deposit	
Future Drainage Easement Fund Fee Improvement Fund			
(for residential living unit)	\$ 200.00		\$ 500.00
(note: commercial property is computed by City Engineer)			
Future Street Improvement Fund Fee			
(NOTE: Determined in development agreement)	see note		
Parkland Dedication Fee (City Valuation \$25,000 per acre)	\$2,500 per lot		
(Note: parkland dedication is NOT charged on commercial property)			
Signs for notification of cul-de-sacs or parkland (add to development agrmt)	\$ 50.00		\$ 200.00
NOTE: ACTUAL CITY ATTORNEY AND CITY ENGINEER EXPENSES AS REQUIRED FOR REVIEW/INSPECTION OF ANY TYPE OF DEVELOPER/TAXPAYER REQUEST			

		Current		Proposed
		Ham Lake		Ham Lake
PUBLIC SAFETY				
	Chief Officer, Duty Officer (including vehicle)	\$100/hr		\$125/hr
	Engine, Tanker, Aerial (including personnel)	\$250/hr		\$300/hr
	False Alarm Fee - Commercial	\$ 65.00		\$ 100.00
	False Alarm Fee - Residential	\$ 50.00		
	Personnel, Addition (regardless of rank)	\$12/hr		\$18/hr
	Rescue, Grass, utility (including personnel)	\$150/hr		\$175/hr
	Re-Inspection Fee			\$75.00
RESALE AND SERVICE FEES				
	Annual update to the City Code (includes tax)	\$ 21.30		
	City Code (includes tax)	\$ 53.25		
	City Map (includes tax)	\$ 2.00		\$ 5.00
	City Zoning Map (includes tax)	\$ 5.00		
	Comprehensive Plan (includes tax)	\$ 100.00		\$ 250.00
	DVD of any City event or meeting (includes tax if purchased)	\$ 5.00		\$ 15.00
	Filing Fee (election)	\$ 25.00		
	Ham Laker Ad (business card size) per issue	\$ 75.00		
	(Free to non-profit organizations & Chamber Members)			
	Impounding horses, donkeys or mules	\$ 50.00		\$ 1,000.00
	Mailing / Handling Fee	\$ 1.50		\$ 5.00
	(actual postage cost is in addition to the fee)			
	Providing of water to contractors (\$50.00 minimum, includes tax)	\$ 2.00	per 1,000 gallons	\$50.00 min and then \$3.00/1,000 gallon
	(\$2.00 per 1,000 gallons plus tax) \$5.00 minimum			
	Returned Check Fee	\$ 30.00		\$ 35.00
	Septic System Owners Guide (includes tax)	\$ 5.00		
	Special Assessment Search	\$ 15.00		\$ 30.00
	Storm Water Mgmt. Plan (includes tax)	\$ 110.00		\$ 500.00
	Street Lighting charges (per unit, per month)	\$ 3.75		
	Xerox Copy per sheet (per page)	\$ 0.25		
	Yearly subscription to "Ham Laker"	\$ 15.00		\$ 50.00
	Dance	\$ 5.00		
	Dog License	\$ 10.00		
	Special Vehicle Operators Permit	ADD		\$ 15.00
	Field Party License	\$ 30.00		\$ 50.00
	Horse Permits	\$ 20.00		\$ 50.00
	Private Kennel Multiple Dog License	\$ 30.00		\$ 50.00
	Short-Term Rental License	\$ 100.00		

USAGE OF PARK FACILITIES				
NOTE: ALL RENTAL FEES WILL HAVE SALES TAX ADDED TO THEM				
		Deposit	Residents	Non-Residents
LIONS PARK				
	Weekdays (Monday-Thursday)	\$ 150.00	\$50.00	\$ 100.00
	Weekends (Friday-Sunday)	\$ 150.00	\$100.00	\$ 175.00
HAM LAKE PARK				
	Weekdays (Monday-Thursday)	\$ 150.00	\$50.00	\$ 100.00
	Weekends (Friday-Sunday)	\$ 150.00	\$100.00	\$ 175.00
	Ham Lake Ballfields, for use by adult leagues	\$ 10.00	per field, per day	
	1. Rates are for exclusive use permits. There will be no charge for occassional, incidental or neighborhood usage, if permits have not been issued to others.			
	2. The City of Ham Lake may regulate the size of the group, any requirements for insurance and the use of motorized vehicles in other than parking areas.			
	3. Permits are good for the time, date and place specified.			
	4. The deposit will be collected and if the facility is not cleaned, the city reserves the right to withhold return of that deposit to cover clean-up costs. The user will be responsible (charged) for additional damages or clean up costs not covered by the required deposit.			
	5. There must be adequate adult supervision.			
	6. No alcoholic beverages allowed without valid city licenses.			
	7. Educational, non-profit (501C3), and civic organizations may use the facilities free of charge, if not previously reserved.			
Ham Lake Park Ballfield Complex and/or Lions Park Ballfield Complex fees for tournaments (two days):				
		4-Field Complex	w/Fields 5 & 6	
	Resident (per complex) plus tax (see definition below)	\$ 300.00	\$ 350.00	
	Non-Resident/Other Organizations plus tax (see definition below)	\$ 1,000.00	\$ 1,000.00	
	Damage Deposit	\$1,000.00	\$1,000.00	ADD
	Soderville Blaine Athletic Association (See Facility Agreement) (only official sponsored SBAA events, with authorized signature)			
	All Rules/Regulations listed above will also apply.			
	Resident: A group that has at least 50% of its membership that live within the City of Ham Lake, or a business, industry, church or school, which has its physical facilities within the City of Ham Lake.			
	Non-Resident/ Other Organizations : Any organization who does not live within or have its physical facilities within the City of Ham Lake.			

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: The Way of the Shepherd, Inc

Previous Gambling Permit Number: X- 33956-25-025

Minnesota Tax ID Number, if any: 4663332

Federal Employer ID Number (FEIN), if any: 41-1916137

Mailing Address: 13200 Central Ave NE

City: Blaine State: MN Zip: 55434 County: Anoka

Name of Chief Executive Officer (CEO): Thaddeus Arrowsmith

CEO Daytime Phone: 763-439-0784 CEO Email: thaddeus_arrowsmith@wayoftheshepherd.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): jessica_hill@wayoftheshepherd.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Majestic Oaks Golf Club

Physical Address (do not use P.O. box): 701 Bunker Lake Blvd NE, Ham Lake, MN 55304

Check one:

☒ City: Ham Lake Zip: 55304 County: Anoka

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 30, 2026

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

4/23
Page 2 of 3

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 11/5/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Thaddeus Arrowsmith

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

Meeting Date: November 17, 2025



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

To: Mayor and Councilmembers

From: Dawnette Shimek, Deputy City Clerk

Item/Title/Subject: Vacation drainage and utility easements lying over, under, and across Outlot A, Harmony Estates 2nd Addition

Introduction/Discussion:

Jeff Entsminger, Nova Development, LLC, is developing the plat of Harmony Estates 3rd Addition and is requesting to vacate a Drainage and Utility Easements on Outlot A, Harmony Estates 2nd Addition. Engineer Krugler has reviewed the legal descriptions and has no issue with this vacation being there is no public need for the easements.

Recommendation:

I recommend approval of the Resolution scheduling a Public Hearing for December 15, 2025 to vacate a drainage and utility easements lying over, under, and across Outlot A, Harmony Estates 2nd Addition.

RESOLUTION NO. 25-XX

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

DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED

All of the Drainage and Utility easements lying over, under, and across Outlot A, as created and dedicated in the plat of HARMONY ESTATES 2ND ADDITION, Anoka County, Minnesota.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ham Lake, that the City Clerk is directed to post in a conspicuous place in the City Hall between the dates of November 18, 2025 and December 15, 2025 and to cause publication of a NOTICE OF PUBLIC HEARING, a copy of which is attached to this Resolution, for a public hearing to be held on December 15, 2025, with publication to occur in the Star Tribune on November 20, 2025 and November 27, 2025.

Adopted by the City Council of the City of Ham Lake on this 17th day of November 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk

NOTICE OF PUBLIC HEARING
VACATION OF PUBLIC LAND

NOTICE IS HEREBY GIVEN, that a Public Hearing will be held before the Ham Lake City Council on December 15, 2025 at 6:01 p.m. in the City Council Chambers, City Hall, 15544 Central Avenue NE, Ham Lake, Minnesota 55304, to hear comments and questions concerning the proposed vacation of the following described land within the City of Ham Lake, Minnesota:

DESCRIPTION OF DRAINAGE AND UTILITY EASEMENT TO BE VACATED

All of the Drainage and Utility easements lying over, under, and across Outlot A, as created and dedicated in the plat of HARMONY ESTATES 2ND ADDITION, Anoka County, Minnesota.

Said hearing is conducted pursuant to Minnesota Statutes Chapter 412.851.

Dated: November 20, 2025

Dawnette Shimek, Deputy City Clerk

Posted at City Hall between the dates of November 18, 2025 and December 15, 2025.

Published in the Star Tribune on November 20, 2025 and November 27, 2025.

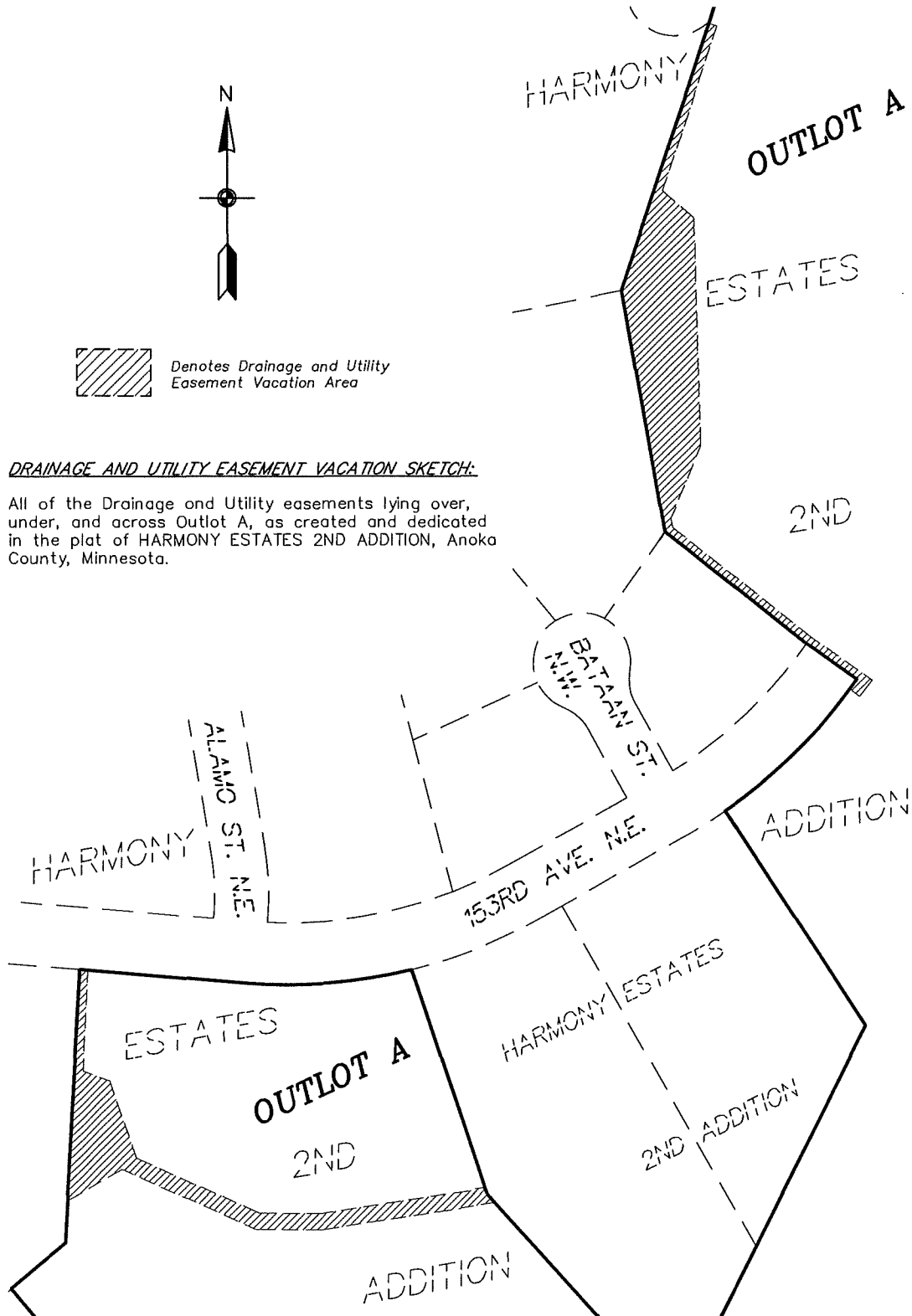
Drainage and Utility Easement Vacation Description Sketch



Denotes Drainage and Utility Easement Vacation Area

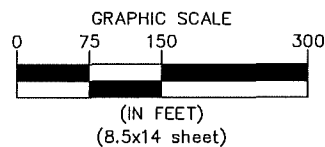
DRAINAGE AND UTILITY EASEMENT VACATION SKETCH:

All of the Drainage and Utility easements lying over, under, and across Outlot A, as created and dedicated in the plat of HARMONY ESTATES 2ND ADDITION, Anoka County, Minnesota.



CARLSON
ENGINEERING

ENGINEERING
SURVEYING
PLANNING



3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.489.7900 \ FAX 763.489.7959 \ CARLSON-ENGINEERING.COM

899 5213_d&u vacation - harmony estates 2nd add.

Meeting Date: November 17, 2025

CITY OF HAM LAKE
STAFF REPORT

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

Introduction/Discussion:

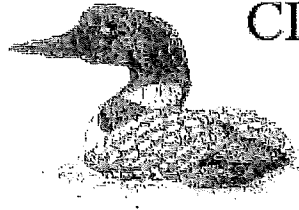
I would like to extend a conditional offer to 2 potential candidates. This will bring the total number of firefighters to 40 if all candidates pass the probation period.

The process to this point has included employment application, written test, interview, and a physical ability test.

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

Recommendation:

I recommend making conditional offers to Alex Pepin and Tyler Westlund for paid on-call Firefighter candidate positions.



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION AGENDA MONDAY, NOVEMBER 10, 2025

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: October 13, 2025

PUBLIC HEARING:

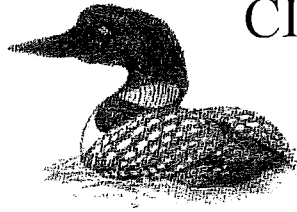
6:01 p.m. Joseph Radach of Contour Development LLC, requesting rezoning for Elwell Farms in Section 36 from R-A (Rural Single Family Residential) and R-1 (Single Family Residential) to Planned Unit Development (PUD).

NEW BUSINESS:

1. Jeff Entsminger of Nova Development, LLC, requesting Final Plat Approval of Harmony Estates 3rd Addition (21 Single Family Residential lots and 3 outlots) in Section 22.

COMMISSION BUSINESS:

1. City Council Update



CITY OF HAM LAKE

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

CITY OF HAM LAKE PLANNING COMMISSION MINUTES MONDAY, NOVEMBER 10, 2025

The Ham Lake Planning Commission met for its regular meeting on Monday, November 10, 2025, in the Council Chambers at Ham Lake City Hall located at 15544 Central Avenue NE in Ham Lake, Minnesota.

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

MEMBERS ABSENT: Commissioner Dave Ringler

OTHERS PRESENT: City Engineer, Dave Krugler and Building and Zoning Clerk, Jennifer Bohr

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

PLEDGE OF ALLEGIANCE:

The pledge of allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Lejonvarn, seconded by Fisher, to approve the minutes of the October 13, 2025 Planning Commission meeting as written. All present in favor, motion carried.

PUBLIC HEARING:

Joseph Radach of Contour Development LLC, requesting rezoning for Elwell Farms in Section 36 from R-A (Rural Single Family Residential) and R-1 (Single Family Residential) to Planned Unit Development (PUD)

Mr. Joe Radach and Mr. Steve Jones were present. Mr. Radach stated he is requesting to rezone the property to Planned Unit Development (PUD) so that a clubhouse/community building and pool, for the use by residents of the Elwell Farms development, could be constructed. Mr. Radach stated the building contractors constructing homes within the development have said the new homes they are constructing in other developments have this amenity available. Mr. Radach stated he and his partners would like to provide the same facilities for the residents of Elwell Farms. Mr. Radach stated the only change to the plans or the entire development is converting Lot 1, Block 2 Elwell Farms 2nd Addition (Formerly Lot 15, Block 5 Elwell Farms preliminary plat) from a residential single-family lot to recreational use for the clubhouse and pool. Chair Pogalz asked Mr. Radach to clarify the meaning of clubhouse/community building and pool. Mr. Radach stated the clubhouse, and pool, will be for the use of the Elwell Farms community. Mr. Radach stated residents of Elwell Farms will be members of a homeowner's association which will grant them access to the clubhouse and pool.

Mr. Radach asked the commissioners if PUD zoning could lend flexibility to the signage code. Building and Zoning Clerk Bohr stated it could not. Commissioner Dixon stated signage matters are different from rezoning which is what the commission is discussing tonight. Commissioner Lejonvarn asked if the development will become a golf cart community with a clubhouse and pool area being provided for the residents. Commissioner Lejonvarn stated anyone who operates a motorized golf cart, utility task vehicle or all-terrain vehicle on city streets must obtain a permit. Commissioner Lejonvarn asked if the developer would be informing residents of that. Commissioner Pogalz completed the inspection, a copy which is on file.

Chair Pogalz opened the public hearing at 6:08 p.m. and asked for public comment.

John Hippe, 13935 Frazier Street NE

Mr. Hippe asked what a PUD allows developers, or subsequent property owners, to build on the land. Mr. Hippe asked if retail buildings or other buildings could be constructed in the development in five to ten years. Mr. Hippe asked if the rezoning was for one lot or for the entire development. Mr. Hippe asked if research had been done to determine what effect the development will have on the water table and well water for the surrounding area.

Chair Pogalz stated the Minnesota DNR evaluates proposed developments and the impact new wells will have on the water supply. Chair Pogalz stated concerns related to the effects on the water table are common due to the well interference issue some residents in Ham Lake experienced in 2022-2023 when the City of Blaine began drawing water for three large wells at the same time. Chair Pogalz stated the issue related to wells in Blaine has been resolved and has not reoccurred. Chair Pogalz stated the rezoning is for the entire Elwell Farms development. Chair Pogalz stated PUD zoning allows for residential development and a second active land use of a non-residential nature. Chair Pogalz stated PUD zoning will allow for single family residential lots and recreational use on one lot where the clubhouse and pool will be constructed. Building and Zoning Clerk Bohr stated Rural Single Family Residential (R-A) zoning is also part of the Elwell Farms PUD to allow the developer to apply for a Conditional Use Permit for wetland banking.

Laura Szymanski, 4723 132nd CT NE, Blaine, MN

Mrs. Szymanski asked if she could see the new plans for the development.

Chair Pogalz stated the only change to the plans is that one lot will now have a clubhouse and pool on it instead of a single-family residential home. Mr. Radach provided Mr. and Mrs. Szymanski with a diagram of the development.

Chair Pogalz closed the public hearing at 6:16 p.m.

Motion by Pogalz, seconded by Fisher, to recommend approval of the request of Joseph Radach of Contour Development, LLC, to rezone Elwell Farms in Section 36 from R-A (Rural Single Family Residential) and R-1 (Single Family Residential) to Planned Unit Development (PUD) to allow lots for single family residential home construction meeting the R-1 zoning requirements, one lot to have a clubhouse

and pool for recreational use and three outlots in the R-A zoning district for wetland banking usage and meeting all City, County and State requirements. All present in favor, motion carried. This application will be placed on the City Council's Monday, November 17, 2025, agenda.

Chair Pogalz asked how the development was progressing. Mr. Steve Jones stated three model homes are currently under construction; three artisan homes are in the planning stage. Mr. Jones stated it is their hope to have six home foundations constructed before winter.

Commissioner Entsminger removed himself from the table due to being the developer of the Harmony Estates 3rd Addition plat.

NEW BUSINESS:

Jeff Entsminger of Nova Development, LLC, requesting Final Plat Approval of Harmony Estates 3rd Addition (21 Single Family Residential lots and 3 outlots) in Section 22

Mr. Entsminger stated the third phase of this development is under review due to the need for drainage and utility easement revisions. Engineer Krugler stated the original Harmony Estates preliminary plat was approved in 2007. Engineer Krugler stated wetland boundaries have since been updated which required revisions to stormwater treatment plans for this phase of the development. Engineer Krugler stated drainage and utility easements were originally dedicated between Harmony Estates 2nd Addition and the proposed Harmony Estates 3rd Addition. Engineer Krugler stated that a portion of the original drainage and utility easement now needs to be vacated. Engineer Krugler stated Harmony Estates 3rd Addition consists of 80 acres and is zoned PUD due to agricultural use on a portion of the development. Engineer Krugler stated 8.62 acres (Outlot B) will be dedicated for parkland in addition to 10-feet of right-of-way on the south side of 153rd Avenue NE and 154th Avenue NE where a 10-foot-wide bituminous trail will be constructed by the developer. Engineer Krugler stated the parkland and trail easement dedication and construction will be applied as a credit to parkland dedication fees in the Development Agreement. Engineer Krugler stated FEMA Letters of Map Amendment (LOMA) will be required for Lots 1 and 6, Block 1; Lot 1, Block 2; and Lots 4, 5 and 6, Block 3. Engineer Krugler stated the FEMA LOMA must be submitted to the city before any building permits will be issued. Engineer Krugler stated the 154th Avenue NE temporary cul-de-sac right-of-way within Harmony Estates 2nd Addition will need to be vacated after the first lift of bituminous paving is completed. Engineer Krugler stated there are existing buildings where Lots 1-4, Block 5, are shown on the plans; a demolition permit must be obtained for removal of the structures and proof of septic system abandonment and proof that the well(s) have been sealed must be submitted to the Building Official before any building permits will be issued. Mr. Entsminger acknowledged that the buildings must be demolished and stated he intends to remove them during the winter months. **Motion by Pogalz, seconded by Fisher, to recommend approval of the Final Plat of Harmony Estates 3rd Addition (21 Single Family Residential lots and 3 outlots) in Section 22 as requested by Jeff Entsminger of Nova Development, LLC, subject to Outlot B, consisting of 8.62 acres, being dedicated as parkland, constructing a 10 foot wide bituminous path south of 153rd Avenue NE and 154th Avenue NE, obtaining FEMA Letters of Map Amendment for Lots 1 and 6, Block 1;**

Lot 1, Block 2; and Lots 4, 5 and 6, Block 3, submitting FEMA Letters of Map Amendment to the city before any building permits will be issued, obtaining an encroachment agreement for a septic line crossing the drainage and utility easement on Lot 5, Block 3, vacating the 154th Lane NE temporary cul-de-sac right-of-way, demolishing existing buildings, capping existing wells, and abandoning existing septic systems within the plat prior to the issuance of any building permits, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried. *This application will be placed on the City Council's Monday, November 17, 2025, agenda.*

Commissioner Entsminger returned to his seat at the table.

COMMISSION BUSINESS:

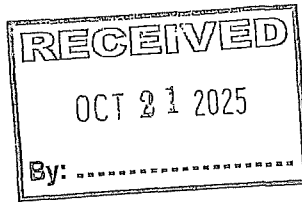
City Council Update

Chair Pogalz informed the Commissioners that the City Council concurred with the Commission's recommendations to approve the Commercial Site Plans for the Church of Saint Paul, Dercon Construction and Kwik Trip, Inc at the October 20, 2025 City Council Meeting. A Planning Commissioner will not be present at the November 17, 2025 City Council meeting.

ADJOURNMENT:

Motion by Dixon, seconded by Fisher, to adjourn the Planning Commission meeting at 6:28 p.m. All present in favor, motion carried.

Jennifer Bohr
Building and Zoning Clerk



CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application 10/20/25

Date of Receipt 10-21-2025

Receipt # _____ Amount \$ _____

Meeting Appearance Dates:

Planning Commission 11-10-25

City Council _____

Please check request(s):

- ☐ Metes & Bounds Conveyance
- ☐ Sketch Plan
- ☐ Preliminary Plat Approval*
- ☐ Final Plat Approval
- ☒ Rezoning*
- ☐ Multiple Dog License*

- ☐ Commercial Building Permit
- ☐ Certificate of Occupancy
- ☐ Home Occupation Permit
- ☐ Conditional Use Permit (New)*
- ☐ Conditional Use Permit (Renewal)
- ☐ Other _____

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

Development/Business Name: Elwell Farms

Address/Location of property: Lexington Avenue NE and 136th Avenue NE

Legal Description of property: See plat

PIN # TBD Current Zoning R-1/RA Proposed Zoning PUD

Notes: _____

Applicant's Name: Joseph Radach

Business Name: Contour Development LLC

Address P.O. Box 89

City Rockford State MN Zip Code 55373

Phone 612-730-2265 Cell Phone 612.730.2265

Fax _____

Email address jradach@contoured.com

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

SIGNATURE _____

DATE 10/20/25

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission _____
City Council _____

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

ORDINANCE NO. 25-XX

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

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

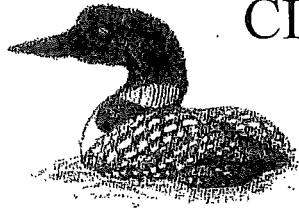
That the zoning classification for the following described property situated in the City of Ham Lake, Anoka County, Minnesota is hereby designated from R-A (Rural Single Family Residential) and R-1 (Single Family Residential) to PUD (Planned Unit Development) in Section 36 for Elwell Farms.

Lot 1, Block 1; Lots 1-5, Block 2; Lots 1-31, Block 3; Lots 1-13, Block 4; and Outlots A, B, C, D, E, F, G, H, Elwell Farms

Presented to the Ham Lake City Council on November 17, 2025 and adopted by a unanimous vote this ____ day of _____, 2025.

Brian Kirkham, Mayor

Denise Webster, City Clerk



CITY OF HAM LAKE

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

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

TAKE NOTICE, that pursuant to the requirements of Minnesota Law, a public hearing shall be held before the Ham Lake Planning Commission on Monday, November 10, 2025 at 6:01 p.m. at the City Hall located at 15544 Central Avenue NE for the purpose of considering the application of Joseph Radach, Contour Development LLC, requesting rezoning of the plat of Elwell Farms from R-A (Rural Single Family Residential) and R-1 (Single Family Residential) to PUD (Planned Unit Development) in Section 36, a parcel of certain land situated in the City of Ham Lake, Anoka County, Minnesota and which is described as follows to wit:

Lot 1, Block 1; Lots 1-5, Block 2; Lots 1-31, Block 3; Lots 1-13, Block 4; and Outlots A, B, C, D, E, F, G, H, Elwell Farms

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

DATED: October 31, 2025

Jennifer Bohr
Building and Zoning Clerk
City of Ham Lake



October 22, 2025

Jennifer Bohr – City Building/Zoning Clerk
Members of the City Council and Planning Commission

City of Ham Lake
15544 Central Avenue NE
Ham Lake, MN 55304

Re: **ELWELL FARMS**
Rezone to PUD

Ms. Bohr and Members of the City Council/Planning Commission:

Contour Development LLC is pleased to present this request to rezone the proposed Elwell Farms development to Planned Unit Development (PUD). Elwell Farms is located near the intersection of Lexington Avenue NE and 136th Avenue NE and consists of 107 residential lots, several outlots, and dedicated parkland.

Overview

- Land Area: 515.14 acres
- Existing Zoning: R-A and R-1
- Proposed Zoning: Planned Unit Development (PUD)
- Lots: 107 single family lots
5 outlots
2 parkland dedications
- Access: 136th Avenue NE, 139th Lane NE, Opal Street NE
- Utilities: Well and Septic
- Purpose: PUD zoning will allow a mix of uses for the property

Request

Contour Development LLC is requesting to rezone the entire Elwell Farms project to Planned Unit Development (PUD) to allow residential lots meeting the R-1 zoning requirements, one community pool/clubhouse lot meeting the R-1 zoning requirements, and three outlots to be used for wetland banking with an underlying zoning of R-A. The preliminary plat for Elwell Farms was approved by City Council on 7/21/25. The final plat for the first addition of Elwell Farms was approved by City Council on 9/2/25.

Residential Lots

The lots vary in size from one acre to about 19 acres. Septic borings have been completed for each lot to prove septic viability and lot buildability. Each lot has been designed with a 50-foot deep by 70-foot wide building pad. Where possible, walkout pads have been designed to provide desirable house types. All lots have the required public street frontage and meet the minimum size requirements of the R-1 zoning code. No changes to the approved preliminary plat lots are being requested for the requested rezoning.

Community Pool/Clubhouse Lot

Based on feedback from our builder partners, a community clubhouse and commercial style pool is a highly desirable amenity for residential developments of this size. To accommodate our builders and to continue to strive to create a unique and successful development in Ham Lake, we have agreed to build a community clubhouse and commercial style pool in Elwell Farms Second Addition. The clubhouse/pool will be located on Lot 2, Block 2, Elwell Farms Second Addition (Lot 15, Block 5, Elwell Farms preliminary plat). Based on feedback from city staff, rezoning the project to PUD would allow for construction of the proposed clubhouse and pool. The proposed clubhouse/pool lot meets the R-1 zoning requirements. The primary purpose of the rezoning is to allow for construction of the clubhouse and pool on a residential lot. A conceptual rendering of the clubhouse is provided below.



Wetland Banking Areas

The project proposes a significant amount of wetland banking areas. Based on feedback from the city, rezoning the project to PUD will allow for the proposed wetland banks with an underlying zoning of R-A. No changes to the wetland banking areas are proposed at this time. We understand that a conditional use permit or some other permit will be required at the time of establishment of the wetland bank. We are currently working with Wetland Conservation Act Technical Evaluation Panel and United States Corps of Engineers on the wetland bank prospectus and expect to move forward with city approvals in 2026.

Schedule

The first additional of Elwell Farms is complete with lots currently available for builders. The second addition of the Elwell Farms has been submitted to the city, and we expect to complete the second addition public improvements in the spring of 2026. The clubhouse is scheduled for construction in the spring of 2026 with completion expected in the fall of 2026. The establishment of the wetland banks are tentatively scheduled for the summer/fall of 2027.

Closing

We are excited to partner with the City of Ham Lake to bring this development to the community. Thank you for your consideration of our request to rezone to PUD to allow for the community clubhouse and pool and the wetland banking areas. If you have any questions or require further information, please contact me at 612-730-2265 or via email at jradach@contourcd.com.

Respectfully,



Joseph Radach PE
Contour Development LLC
8195 Vernon Street
Rockford, MN 55373



SITE PLAN RENDERING

ELWELL FARMS
Ham Lake, Minnesota

3830 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL: 763/483-7500 \ FAX: 763/489-7358 \ CARLSON-ENGLISH.COM

Contour Development, LLC
PO Box 89
Rockford, MN 55373

MINIMUM LOT SIZE	107 ~ SINGLE FAMILY LOTS	1.0 AC
FUTURE PARK AREA		
OUTLOT AREAS		
STORMWATER AREAS		
WETLAND AREAS		
TOTAL SITE AREA	515.14 AC	
LOT AREA	587.82 AC	
PARK AREA	34.70 AC	
OUTLOT AREA	28.31 AC	
RIGHT-OF-WAY AREA	28.31 AC	



CITY OF HAM LAKE

PLANNING REQUEST

15544 Central Avenue NE

Ham Lake, MN 55304

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

Date of Application June 23, 2025

Date of Receipt 6/23/25

Receipt # 102812 Amount \$ 10,000

Meeting Appearance Dates:

Planning Commission 11-10-2025 City Council _____

Please check request(s):

☐ Metes & Bounds Conveyance

☐ Commercial Building Permit

☐ Sketch Plan

☐ Certificate of Occupancy

☐ Preliminary Plat Approval*

☐ Home Occupation Permit

☒ Final Plat Approval

☐ Conditional Use Permit (New)*

☐ Rezoning*

☐ Conditional Use Permit (Renewal)

☐ Multiple Dog License*

☐ Other _____

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

Development/Business Name: Nova Development, LLC.

Address/Location of property: East of Xylite Street NE and North o Westlund Drive NE

Legal Description of property: See final plat

PIN # 22-32-23-24-0004 Current Zoning PUD Proposed Zoning No Change

Notes: _____

Applicant's Name: Jeff Entsminger

Business Name: Nova Development, LLC.

Address 14916 Central Ave NE

City Ham Lake State MN Zip Code 55304

Phone 763-767-6070 Cell Phone 612-669-4004 Fax _____

Email address jeff@allseasonservices.com

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

SIGNATURE [Signature] DATE 5/22/25

- FOR STAFF USE ONLY -

ACTION BY: Planning Commission _____
City Council _____

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

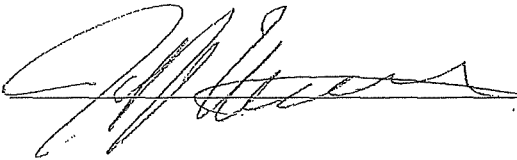
CITY OF HAM LAKE
ACKNOWLEDGMENT OF RESPONSIBILITY
TO REIMBURSE EXPENSES

The undersigned, Jeff Entsminger, having applied to the City of Ham Lake for consideration of a planning and zoning request, or any other permit, license, or action requiring review and/or approval of the City, as follows:

Type of Application

acknowledges that the sum of \$ _____, has been deposited with the City of Ham Lake to reimburse the City of Ham Lake for any out of pocket expenses incurred by the City in reviewing the proposal, including but not limited to a staff review fee, any signage required by ordinance, and City Engineer and City Attorney's fees for their review, in amounts which are not known to the City at this time. The applicant acknowledges that it is the responsibility of the undersigned to reimburse the City for any such engineering or attorney's fees incurred in review of the applicant's request, or any other expenses incurred by the City in connection with this requires, and further acknowledges that in the event that the undersigned fails to promptly remit any amounts incurred by the City in excess of the deposit, the City shall have the right to discontinue further consideration or action upon the undersigned's request, shall have the right to rescind any approvals, withdraw any permits, licenses or other consents, shall have the right to vacate any street or road, plat or other dedication, and the undersigned waives the right to claim damages arising out of any such act by the City. Furthermore, the applicant agrees that in the event that the City is required to take legal action in order to effect recovery of any of the expenses incurred by the City from the undersigned, the City shall be entitled, in addition to principle and interest, to recover its reasonable attorney's fees incurred in collecting said sums from the undersigned.

Applicant Signature



Dated

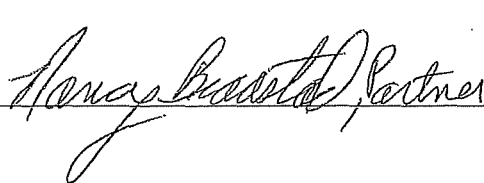
5/27/25

The following statement must be signed if the applicant is not the property owner:

Hogdal Farm Limited Partnership, as owner of the property involved in the foregoing application, agrees to be jointly and severally liable for payment of the foregoing fees.

I am aware of the application being submitted by the applicant and approve the request.


Property Owner Signature



Dated

6/11/25

Memorandum

Date: November 6, 2025
To: Planning Commissioners
From: David A. Krugler, City Engineer 
Subject: Harmony Estates Third Addition

Introduction:

The Cover Sheet, Preliminary Plat Exhibit, Preliminary Grading, Drainage & Erosion Control Plan, Tree Preservation Plan, Details, Livability Plan were received September 17th and the Stormwater Management Plan was received June 20th for the proposed 21 lot residential development located on the 167.32-acre parcel 22-32-23-24-0004.

The attached Preliminary Plat for the overall 65-lot development and phasing of Harmony Estates was approved at the February 5, 2007 City Council meeting. The Preliminary Plat approval timeframe was extended by annual extensions until Resolution 15-50 was passed extending preliminary plat approval to October 5, 2025. The 2013 Harmony Estates plat included 12 lots, and the 2016 Harmony Estates 2nd Addition plat included 23 lots. Harmony Estates 3rd Addition was reduced to an additional 21 lots with three outlots. Outlots A and C are for future development. Outlot B is to be park dedication. There were no revisions to the plans that received preliminary plat reapproval at the March 21, 2022 City Council meeting.

The lot lines and right-of-way match what was approved in 2007. Revisions were needed for the drainage and utility easements due to the updated wetland boundaries and revised stormwater treatment. Because the revisions to the 2007 approved Preliminary Plat are considered insignificant and another public hearing was not required.

The overall development was rezoned Planned Unit Development (PUD) in 2007 with the Preliminary Plat approval. A 500-scale zoning map and a 400-scale half-section map are attached. A PUD district is a development which involves single family housing of the variety found in the R-1 District, combined with a second active land use of a non-residential nature. For Harmony Estates, the second active land use is farming. Outlots A and C are to remain as farmland.

Discussion:

The Preliminary Plat dedicates 8.62 acres of parkland as Outlot B. An additional 10-feet of right-of-way is being dedicated on the south side of 153rd Avenue and 154th Avenue, where the development will construct a 10-foot-wide bituminous trail similar to what was constructed with Harmony Estates and Harmony Estates 2nd Addition. The parkland dedication and trail easement dedication will be applied as a credit to the parkland dedication fee in the Development Agreement.

A Federal Emergency Management Agency (FEMA) Letter of Map Amendment will be required for Lots 1 and 6 of Block 1, Lot 1 of Block 2, and Lots 4, 5 and 6 of Block 3. The Development Agreement will stipulate that these lots are not eligible for a building permit until the Letter of Map Amendment is approved by FEMA.

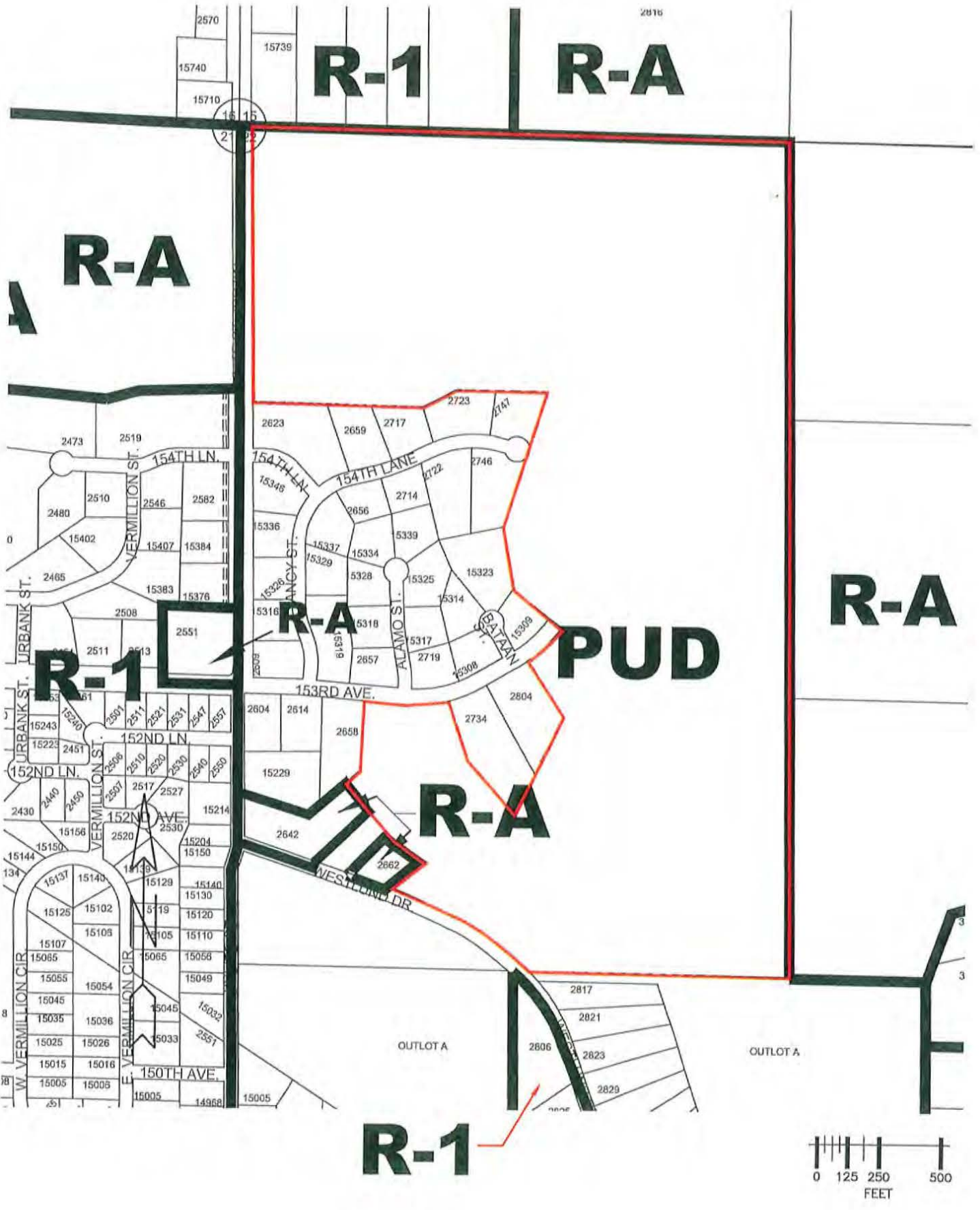
The February 21st 2022 Tradewell Soil Testing septic certification certifies that the lots will support two standard septic systems in accordance with Minnesota Rules 7080. An Encroachment Agreement will be required due to the Lot 5, Block 3 septic sewer pipe that will cross the drainage and utility easement.

The Preliminary Plat was issued a permit by the Coon Creek Watershed District (CCWD) on August 7th, per the attached. The Stormwater Management Plan verifies that the post development 100-year discharge rates to the easterly, westerly and southerly portions of the property do not exceed pre-development 25-year rates due to the CCWD sensitive downstream use classification. The Wetland Permit Application included a section on Rare & Endangered Species Considerations. The Application concluded that no state-listed threatened, endangered or special concern plant species would be endangered by the development.

The 154th Lane temporary cul-de-sac right-of-way within the 2nd Addition may be vacated after the first lift of bituminous paving is completed. An exhibit showing the location of utilities will be required to verify that there are no utilities in what is to be considered for vacation, along with an exhibit and legal description of what is proposed to be vacated. Drainage and Utility easements within Outlot A were dedicated to provide the City access to storm drainageways until Harmony Estate Third Addition was filed. The easements match the proposed easements shown on Harmony Estates Third Addition Plat.

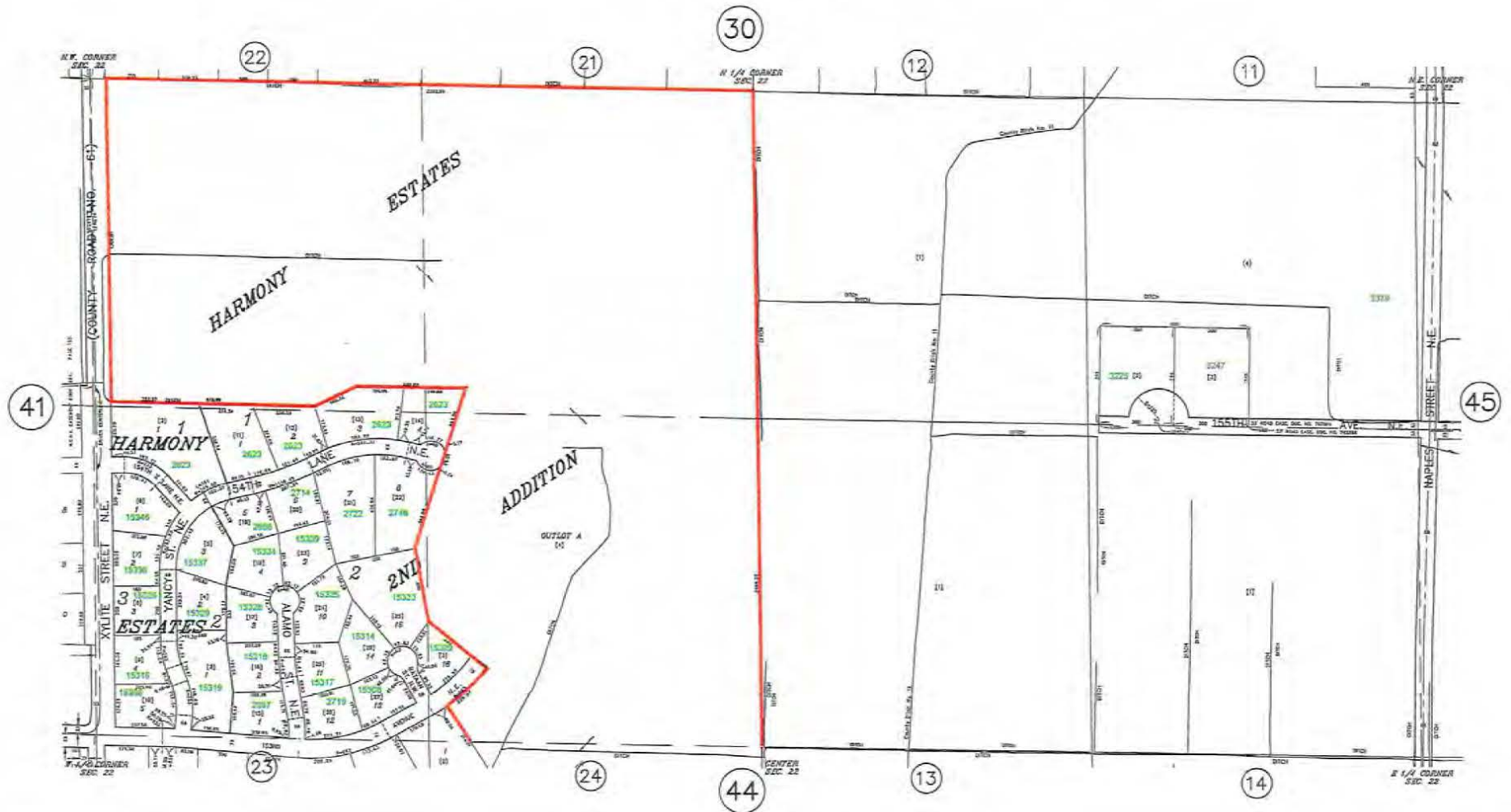
Recommendations:

It is recommended that the Final Plat of Harmony Estates Third Addition be recommended for approval to the City Council. It is also recommended to schedule the public hearing to vacate the Drainage and Utility easement with Harmony Estates Second Addition Outlot A.



N 1/2 SECTION 22, T. 32, R. 23

CITY OF HAM LAKE



GRAPHIC SCALE
0 100 200
SCALE IN FEET

ANOKA COUNTY
SURVEYOR'S OFFICE
ROOM 224
2100 3RD AVENUE
ANOKA, MN 55303
(763) 324-3200

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41
33	34	43	44

NORTH HALF OF SECTION
SOUTH HALF OF SECTION

PROPERTY IDENTIFICATION NUMBER

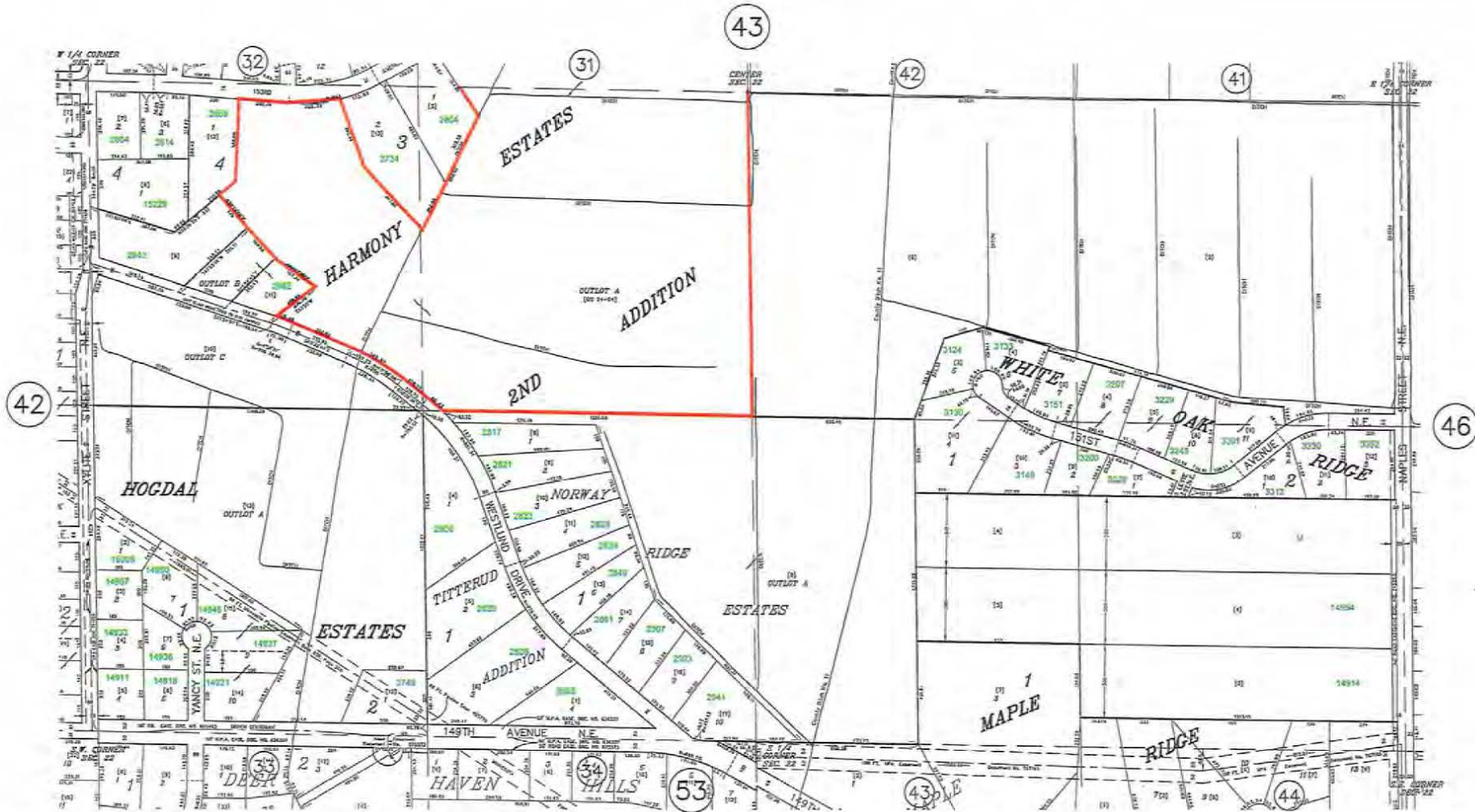
Section	Township	Range	Quarter	Specific
Number	Number	Number	Number	Parcel
XX	XX	XX	XX	XXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS ()
EXAMPLE OF PIN NUMBER: 22-23-23-43-001

THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THE AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

S 1/2 SECTION 22, T. 32, R. 23

CITY OF HAM LAKE



ANOKA COUNTY
SURVEYOR'S OFFICE
ROOM 224
2100 3RD AVENUE
ANOKA, MN 55303
(763) 324-3200

QUARTER QUARTER INDEX

22	21	12	11
23	24	13	14
32	31	42	41
33	34	43	44

NORTH HALF
OF SECTION

SOUTH HALF
OF SECTION

PROPERTY IDENTIFICATION NUMBER

Section	Township	Range	Quarter	Specific
Number	Number	Number	Quarter	Parcel
XX	XX	XX	XX	XXXX

SPECIFIC PARCEL NUMBERS ARE IN BRACKETS []
EXAMPLE OF PIN NUMBER: 22-21-12-11-0005

THIS IS A COMPILATION OF RECORDS AS THEY APPEAR IN THE ANOKA COUNTY OFFICES AFFECTING THE AREA SHOWN. THIS DRAWING IS TO BE USED ONLY FOR REFERENCE PURPOSES AND THE COUNTY IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.

HARMONY ESTATES 3RD ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Hogdal Farm Limited Partnership, a Minnesota limited partnership, owner, and Nova Development LLC, a Minnesota limited liability company, contract purchaser, of the following described property:

Outlot A, HARMONY ESTATES 2ND ADDITION, Anoka County, Minnesota

Have caused the same to be surveyed and plotted as HARMONY ESTATES 3RD ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plot.

In witness whereof said Hogdal Farm Limited Partnership, a Minnesota limited partnership, has caused these presents to be signed by its proper partner this ____ day of ____ 20____

HOGDAL FARM LIMITED PARTNERSHIP

Virginia Kest, General Partner

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of ____ 20____ by Virginia Kest, General Partner of Hogdal Farm Limited Partnership, a Minnesota limited partnership, on behalf of said limited partnership.

____ (Signed)
____ (Printed)

Notary Public, _____

My commission expires _____

In witness whereof said Nova Development LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of ____ 20____

NOVA DEVELOPMENT LLC

Jeffrey Enteninger, Chief Manager

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of ____ 20____ by Jeffrey Enteninger, Chief Manager of Nova Development LLC, a Minnesota limited liability company, on behalf of said company.

____ (Signed)
____ (Printed)

Notary Public, _____

My commission expires _____

I, Thomas R. Balluff, do hereby certify that this plot was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plot is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plot; that all monuments depicted on this plot have been, or will be correctly set within one year; that all meter boundaries and wetlands, as defined in Minnesota Statutes, Section 305.01, Subd. 3, as of the date of this certificate are shown and labeled on this plot; and all public ways are shown and labeled on this plot.

Dated this ____ day of ____ 20____

Thomas R. Balluff, Licensed Land Surveyor
Minnesota License No. 40301

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of ____ 20____ by Thomas R. Balluff.

____ (Signed)
____ (Printed)

Notary Public, _____

My commission expires _____

CITY COUNCIL, CITY OF HAM LAKE, MINNESOTA

This plot of HARMONY ESTATES 3RD ADDITION was approved and accepted by the City Council of the City of Ham Lake, Minnesota at a regular meeting thereof held this ____ day of ____ 20____, and said plot is in compliance with the provisions of Minnesota Statutes, Section 305.02, Subd. 2

CITY COUNCIL, CITY OF HAM LAKE, MINNESOTA

By: _____ Mayor

By: _____ Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 305.021, Subd. 11, this plot has been reviewed and approved this ____ day of ____ 20____

David M. Ziegler
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 305.021, Subd. 9, taxes payable in the year 20____ on the land hereinafter described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of ____ 20____

Property Tax Administrator

By: _____ Deputy

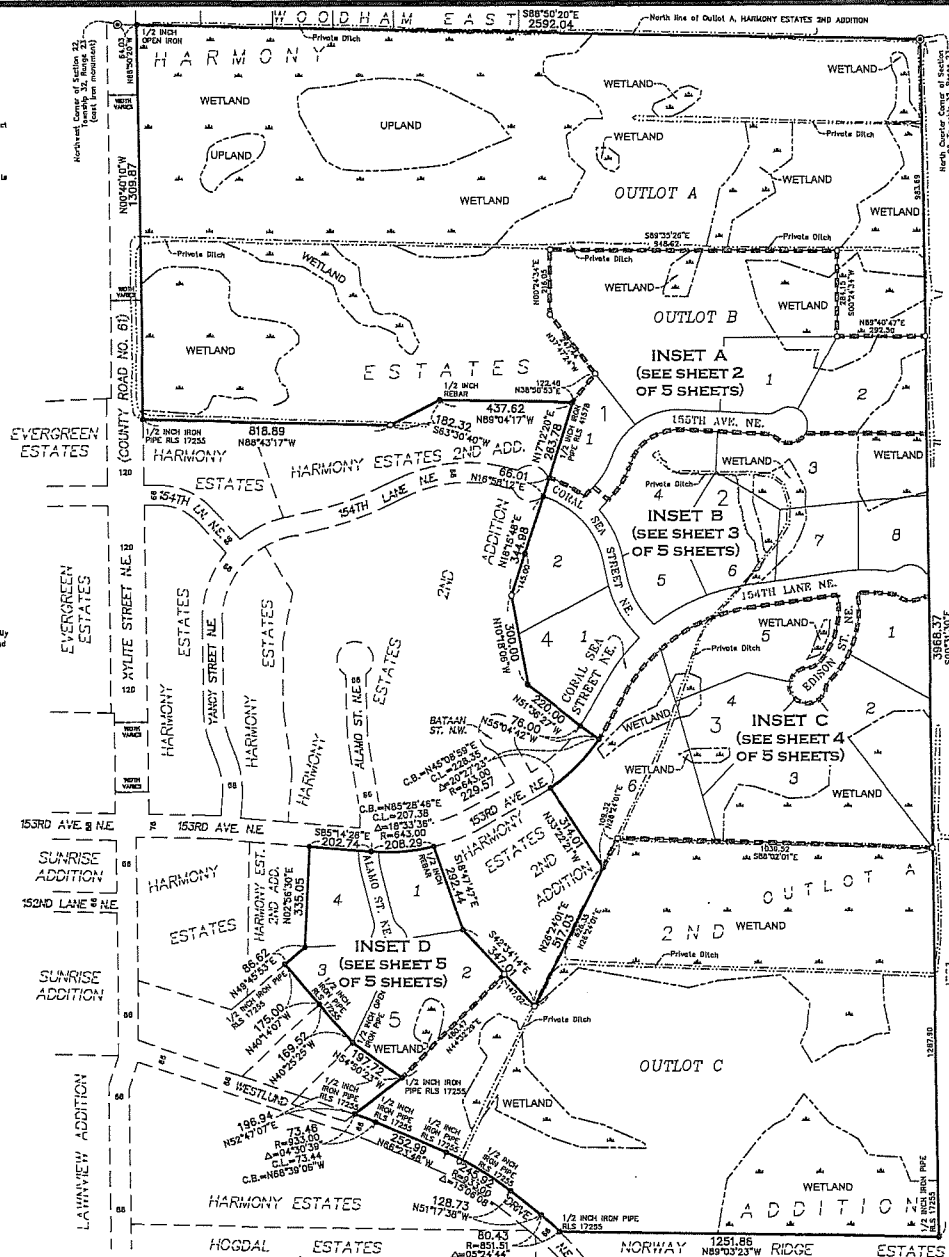
COUNTY RECORDER/REGISTRAR OF TITLES

County of Anoka, State of Minnesota

I hereby certify that this plot of HARMONY ESTATES 3RD ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this ____ day of ____ 20____ at ____ o'clock ____ M., and was duly recorded as Document Number ____

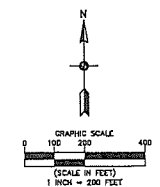
County Recorder/Registrar of Title

By: _____ Deputy



CITY OF HAM LAKE
COUNTY OF ANOKA
SEC. 22, TWP. 32,
RGE. 23

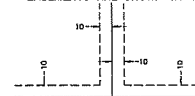
- For the purpose of this plot, the North line of Outlot A, HARMONY ESTATES 2ND ADDITION, is assumed to have a bearing of South 88 degrees 50 minutes 30 seconds East.
- Denotes 5/8 inch by 14 inch rebar, set or to be set within one year of recording of this plot, and marked with Jones number 40301
 - Denotes Found 5/8 inch by 14 inch rebar marked with RLS Number 40301, unless otherwise noted
 - Denotes Found Anoka County Section Monument, as noted
 - Denotes wetlands delineated by Highway in 2021



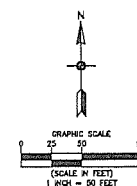
CARLSON
ENGINEERING
ENGINEERING & SURVEYING & PLANNING

CITY OF HAM LAKE
COUNTY OF ANOKA
SEC. 22, TWP. 32, RGE. 23

DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:

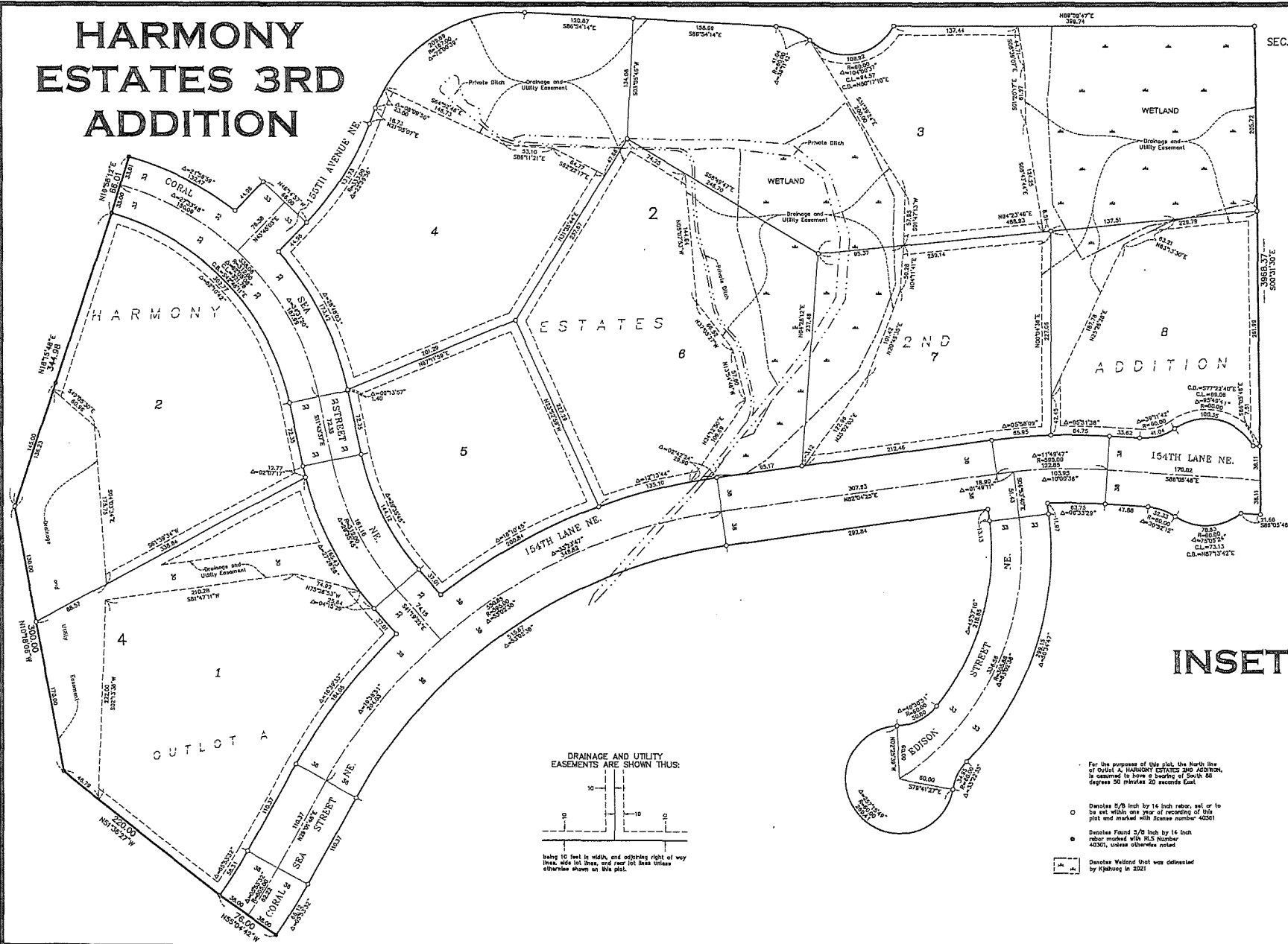


being 10 feet in width, and adjoining right of way
lines, side lot lines, and rear lot lines unless
otherwise shown on this plat.



HARMONY ESTATES 3RD ADDITION

CITY OF HAM LAKE
COUNTY OF ANOKA
SEC. 22, TWP. 32, RGE. 23



INSET B

DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



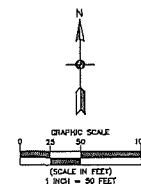
being 10 feet in width, and adjoining right of way
there, side lot there and rear lot less unless
otherwise shown on this plat.

For the purposes of this plat, the North line
of Outlot A, HARMONY ESTATES 3RD ADDITION,
is assumed to have a bearing of South 50
degrees 50 minutes 20 seconds East.

○ Denotes 5/8 inch by 16 inch rebar, set or to
be set within one year of recording of this
plat and marked with license number 40261

● Denotes Found 5/8 inch by 16 inch
rebar marked with R.S. Number
40261, unless otherwise noted

■ Denotes Wetland that was delineated
by Kphusug in 2021



CARLSON
ENGINEERING
ENGINEERING & SURVEYING & PLANNING

CITY OF HAM LAKE
COUNTY OF ANOKA
SEC. 22, TWP. 32, RGE. 23

For the purposes of this plot, the North line of Daniel A. NEQUANT ESTATES 2ND ADDITION, is extended North 1/4 Section 36, T10N, R10W, S01 degree 20 minutes 20 seconds East

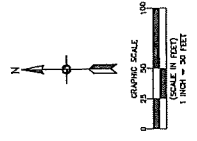
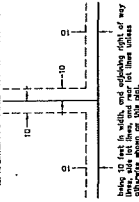
One-half 3/8 inch by 1/4 inch rebar, set or to 1/4 inch below the surface of the lot, at the West end marked with license number 40381

One-half 3/8 inch by 1/4 inch rebar, set or to 1/4 inch below the surface of the lot, at the East end marked with license number 40381

One-half 3/8 inch by 1/4 inch rebar marked with RLS Number 40381, unless otherwise noted

Danielle Weiland that was delineated by Kishino, Inc. in 2021.

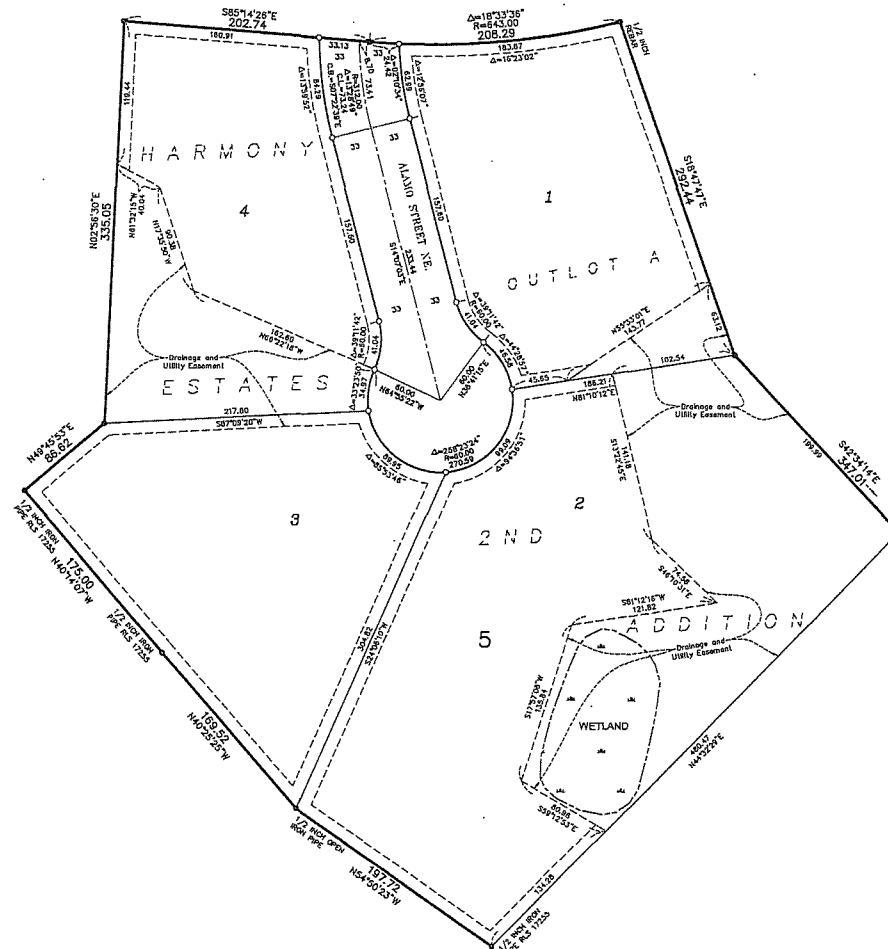
DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



HARMONY ESTATES 3RD ADDITION

CITY OF HAM LAKE
COUNTY OF ANOKA
SEC. 22, TWP. 32, RGE. 23

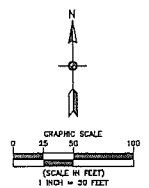
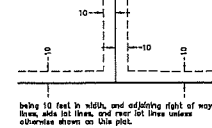
INSET D



For the purpose of this plot, the North line of Outlet A, HARMONY ESTATES 3RD ADDITION, is assumed to have a bearing of South 88 degrees 50 minutes 20 seconds East.

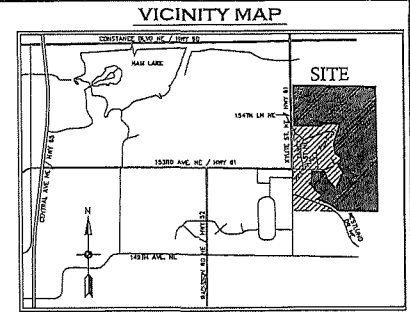
- Densities 5/8 inch by 14 inch rebar, set or to be set within one year of recording of this plot and marked with license number 43381
- Densities Found 5/8 inch by 14 inch rebar marked with RLS Number 43381, unless otherwise noted
- Densities Noted that was detected by Highway in 2021

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

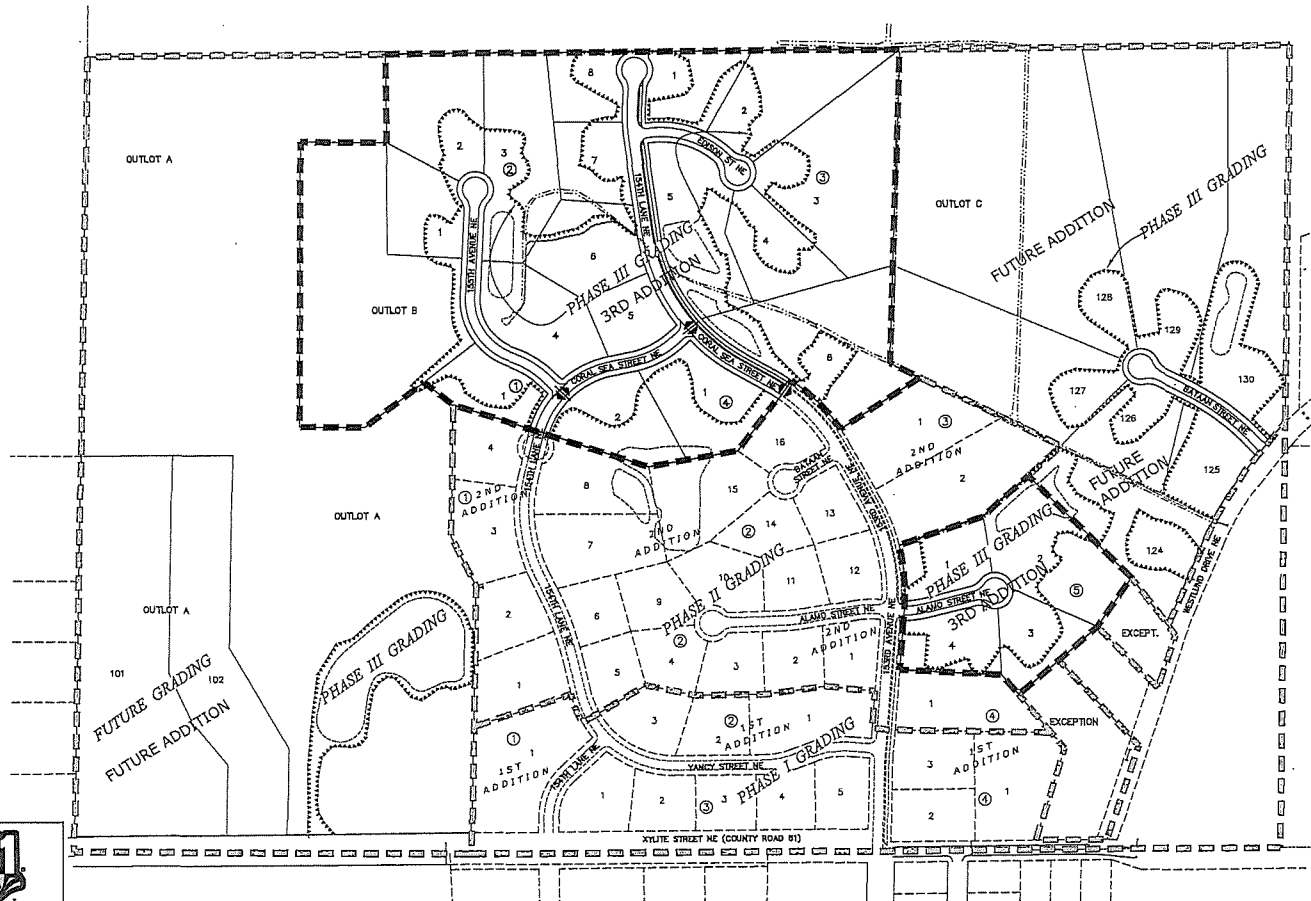


HARMONY ESTATES 3RD ADDITION

HAM LAKE, MINNESOTA

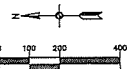


NOT TO SCALE



SHEET INDEX

1. COVER
2. GRADING INDEX
- 3-9. GRADING, DRAINAGE & EROSION CONTROL PLAN
10. STORM SEWER INDEX
- 11-14. STORM SEWER
- 15-18. STREET CONSTRUCTION
- 19-20. TREE PRESERVATION PLAN
- 21-23. DETAILS
24. LIVABILITY PLAN INDEX
- 25-28. LIVABILITY PLAN



BENCHMARKS

1. Ancker County Benchmark No. 3100, Elev= 826.75 (MVO 28)
2. Ancker County Benchmark No. 3067, Elev= 826.18 (MVO 28)



The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of C/ASSE 30-02, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."



ENGINEERING
SURVEYING
PLANNING

2800 PLEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55440
TEL 763.429.7800
FAX 763.429.7808
CARLSON-ENGINEERING.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Justin J. Olsen
Signature: *Justin J. Olsen*
Date: 5/23/25 License # 54321

Drawn: COM
Design: JLO
Date: 5/23/25

Revisions:
1. 4/23/25 Per City Comments
2. 7/11/25 Per City Comments
3. 4/7/25 Rev. SHL 15-18
4. 9/17/25 Rev. SHL 15

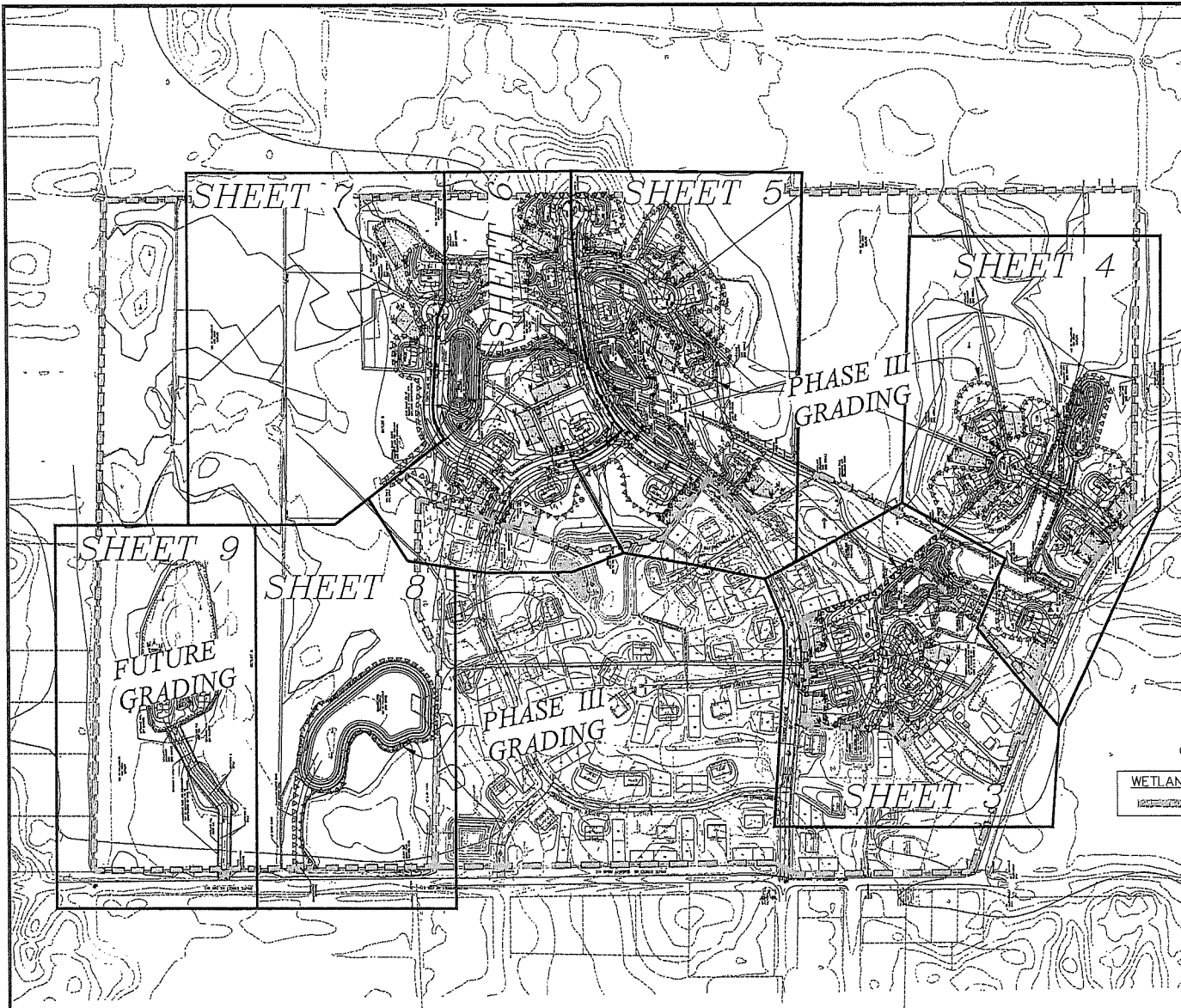
NOVA DEVELOPMENT, LLC
14916 Central Ave NE
Ham Lake, MN 55304

HARMONY ESTATES
3RD ADDITION
Ham Lake, MN

COVER

1 of 28

#5213-02



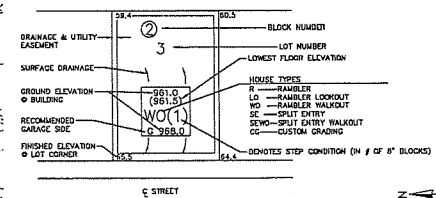
NOTES

1. SITE IS LOCATED WITHIN THE BOUNDARIES OF THE COON CREEK WATERSHED DISTRICT.
2. ALL DISTURBED AREAS TO BE SCARIFIED 6" AFTER GRADING IS COMPLETE.
3. SOIL STOCKPILES SHALL BE FITTED BY SEDIMENT-TRAPPING MEASURES AND STABILIZED WITHIN 7 DAYS OF INACTIVITY.
4. STREET SLOPING SHALL TAKE PLACE BY THE END OF DAY (IF REQUIRED).
5. EROSION CONTROL AND SEDIMENT CONTROL DEVICES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
6. WETLAND BUFFER SIGNS SHALL BE INSTALLED IMMEDIATELY AFTER PROJECT GRADING IS COMPLETED.
7. THE DNR DEWATERING PERMIT MUST BE OBTAINED PRIOR TO ANY DEWATERING ACTIVITY. THE DEWATERING PLAN MUST BE SUBMITTED TO THE COON CREEK WATERSHED DISTRICT AT LEAST 7 DAYS PRIOR TO DEWATERING ACTIVITY FOR REVIEW AND APPROVAL.

LEGEND

EXISTING	PROPOSED
PROPERTY LINE	---
EASEMENT LINE	---
CURB LINE	---
STANDBY	---
CONCRETE	---
SANITARY SEWER	---
STORM SEWER	---
WATER MAIN	---
OVERHEAD UTILITY	---
STORM CATCH BASIN	---
STORM MANHOLE	---
OUTLET CONTROL STRUCTURE	---
MANHOLE	---
HYDRANT	---
GATE VALVE	---
TELEPHONE BOX	---
UTILITY POLE	---
RETAINING WALL	---
FENCE	---
10' CONTOUR	---
2' CONTOUR	---
FOUA FLOOD PLAIN	---
FLOODPLAIN PFC CON	---
WETLAND LINE	---
FEMA FLOOD PLAIN	---
SPOT ELEVATION	---
EMERGENCY OVERFLOW	---
ST FENCE (STANDARD D.T. #200)	---
TRUE FENCE	---
GRADING LIMITS	---
TREELINE	---
INFILTRATION AREA	---
WELL	---
LIGHT POLE	---
FLAG POLE	---
ELECTRIC BOX	---
TELEPHONE BOX	---
TELEVISION BOX	---
SIGN	---
GEOTECH SOIL BORING	---
SEPTIC SOIL BORING	---

GRADING PLAN LOT KEY



WETLAND SUMMARY (PHASE 3)

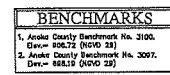
TOTAL WETLAND FILL (PH 3) = 12,571 SF

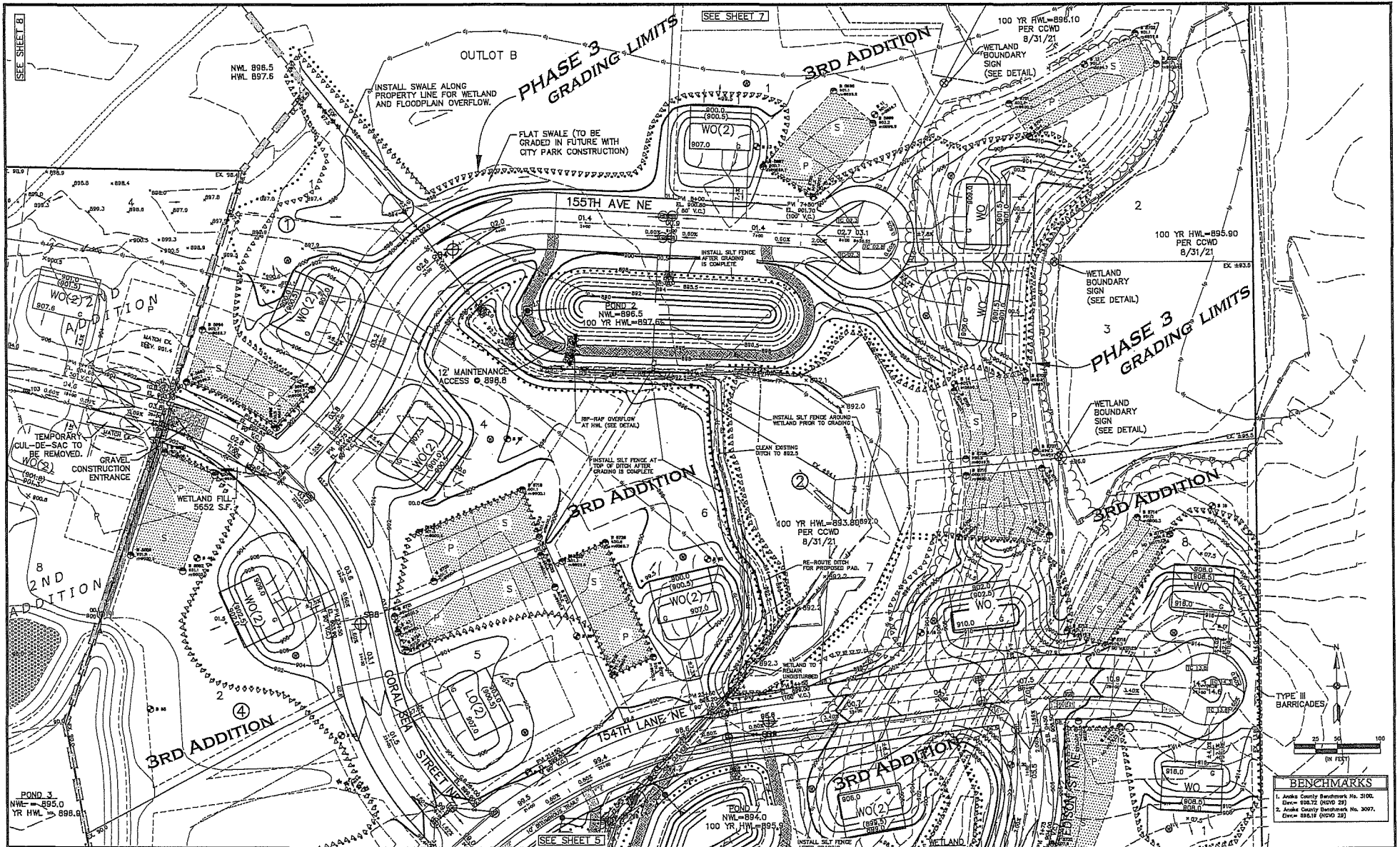
BENCHMARKS

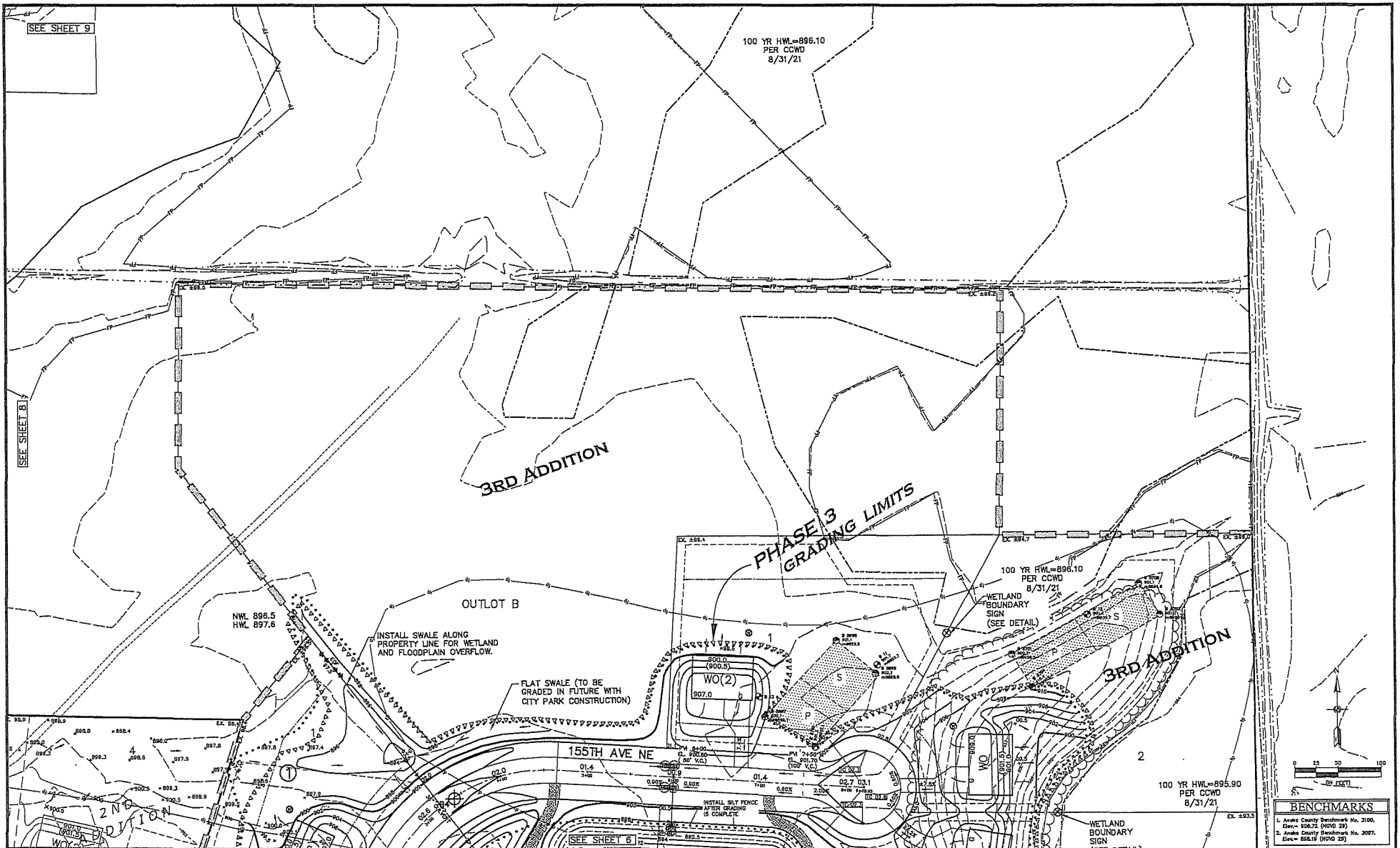
1. Ancker County Benchmark No. 3100, (Elev. 608.72 (VDOT 25))
2. Ancker County Benchmark No. 3097, (Elev. 608.18 (VDOT 25))

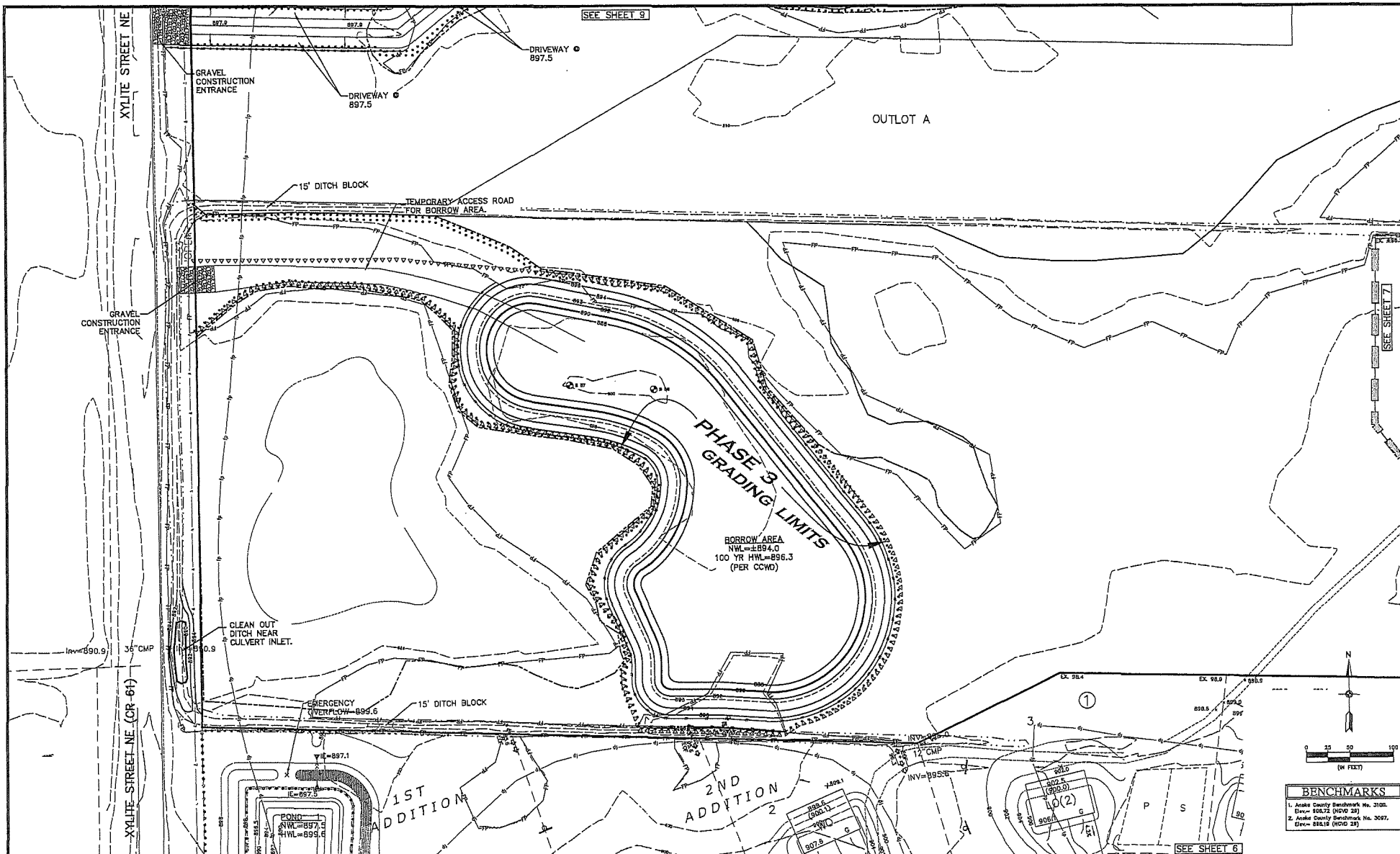


The subsurface utility information shown on this plan is utility quality level 0. This quality level was determined according to the guidelines of C/ASCE 38-02, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."









CARLSON ENGINEERING
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PLANNING

3800 PLEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55440
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FAX: 763.485.7900
CARLSON-ENGINEERING.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Justin J. Olson
Signature: *Justin J. Olson*
Date: 5/21/25 License #: 34331

Drawn: CMH
Revisions:
1. 5/20/25 Per City Comments
2. 7/11/25 Per City Comments
Designed: JDO
Date: 5/21/25

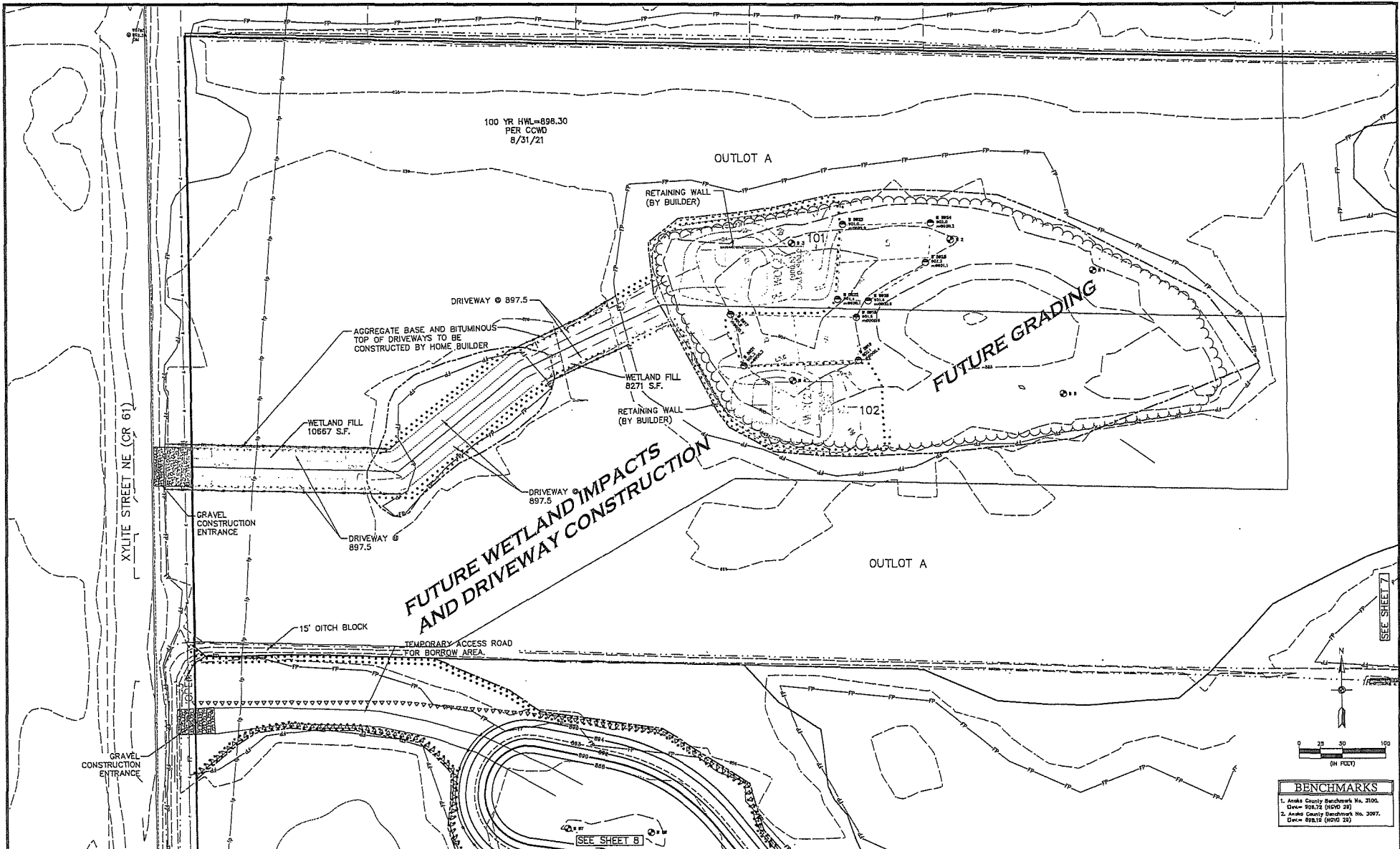
NOVA DEVELOPMENT, LLC
14916 Central Ave NE
Ham Lake, MN 55304

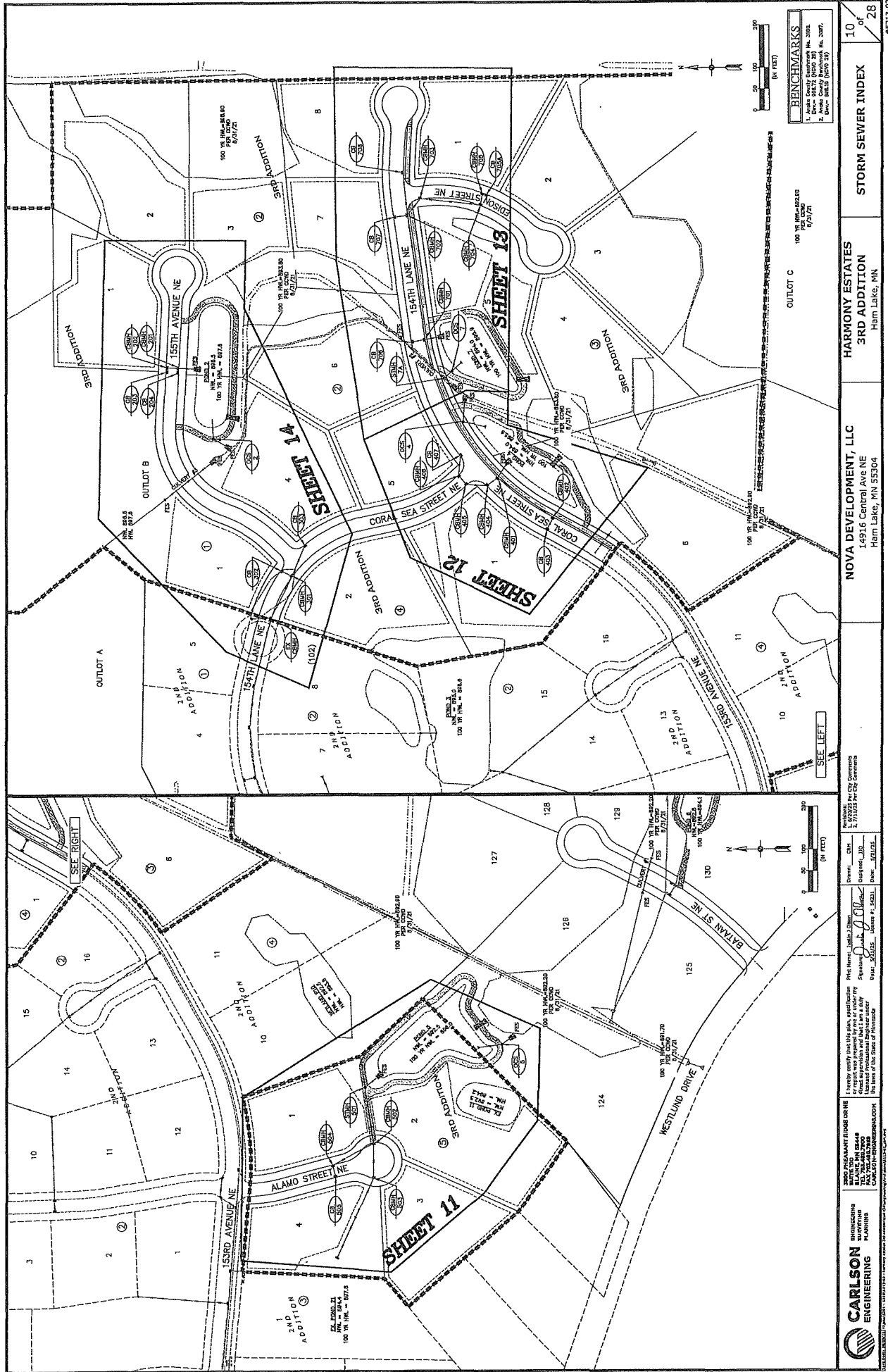
**HARMONY ESTATES
3RD ADDITION**
Ham Lake, MN

**GRADING, DRAINAGE &
EROSION CONTROL PLAN**

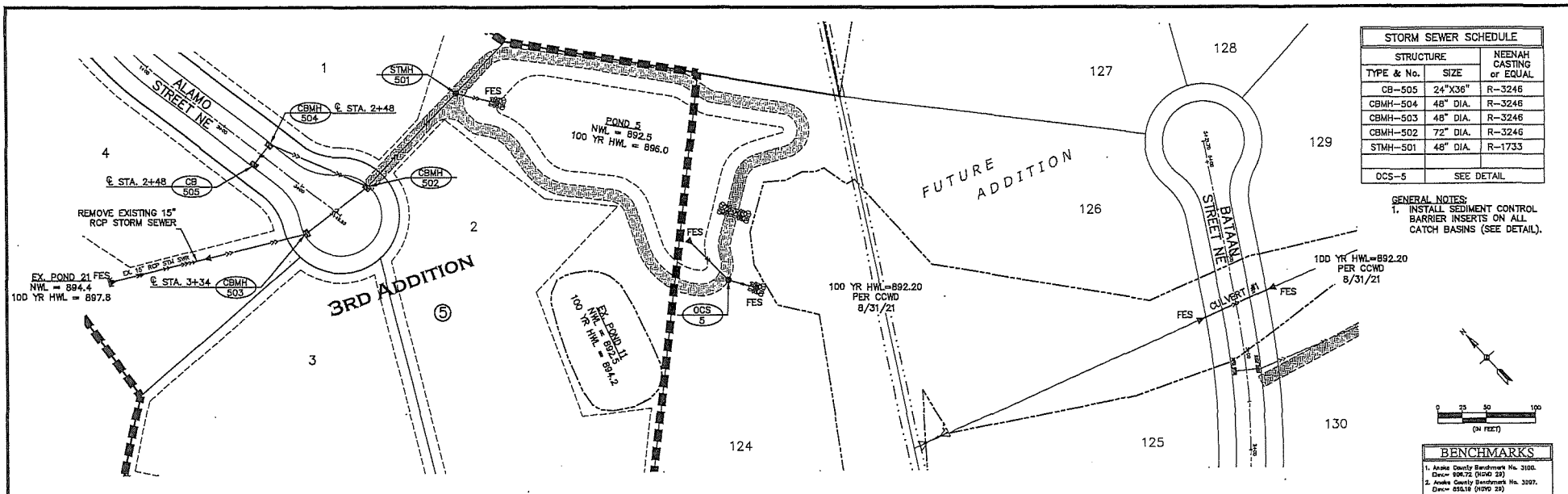
8 of 28

#5213-02



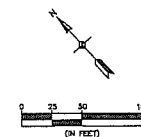


 CARLSON ENGINEERING ENGINEERING SURVEYING PLANNING	I hereby certify that the plan, specifications and notes are true and correct to the best of my knowledge and belief, and that I am a duly licensed Professional Engineer in the State of Minnesota. Date: 10/1/2013 Signature: [Signature] Title: Professional Engineer License No.: 10000	NOVA DEVELOPMENT, LLC 14916 Central Ave NE Ham Lake, MN 55304	HARMONY ESTATES 3RD ADDITION Ham Lake, MN	STORM SEWER INDEX 10 of 28 #213-01
	SHEET 11 SHEET 12 SHEET 13 SHEET 14 SEE LEFT SEE RIGHT			

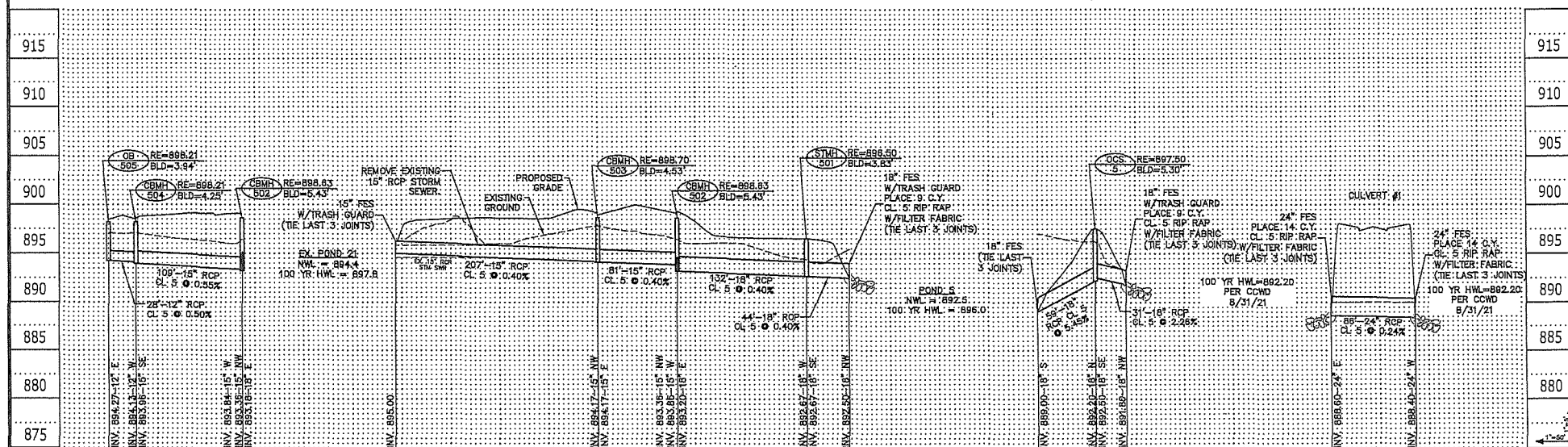


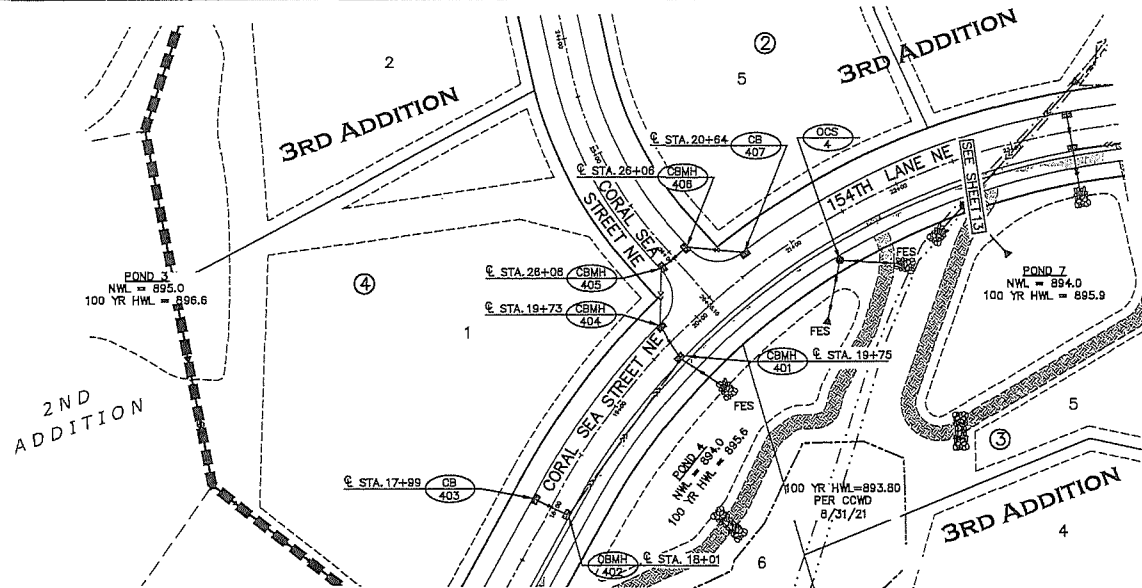
STORM SEWER SCHEDULE		
STRUCTURE	NEENAH CASTING or EQUAL	
TYPE & No.	SIZE	
CB-505	24"X36"	R-3246
CBMH-504	48" DIA.	R-3246
CBMH-503	48" DIA.	R-3246
CBMH-502	72" DIA.	R-3246
STMH-501	48" DIA.	R-1733
OCS-5	SEE DETAIL	

GENERAL NOTES:
1. INSTALL SEDIMENT CONTROL BARRIER INSERTS ON ALL CATCH BASINS (SEE DETAIL).



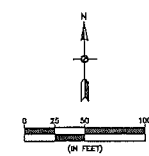
BENCHMARKS	
1. Assate County Benchmark No. 3108.	Grav= 896.75 (DMD 39)
2. Assate County Benchmark No. 3297.	Grav= 896.18 (DMD 39)



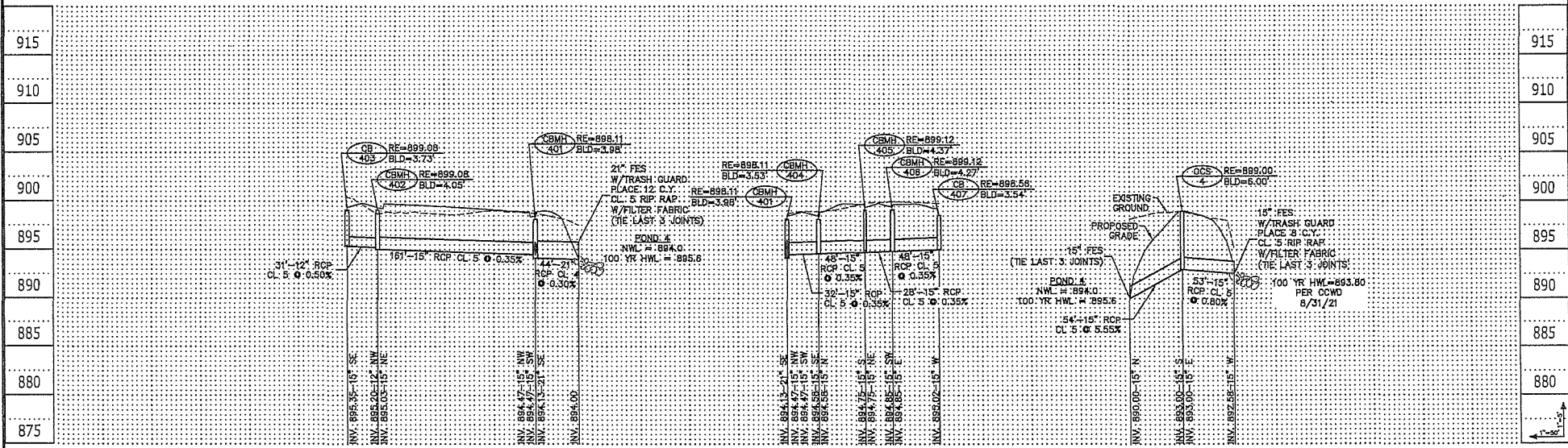


STORM SEWER SCHEDULE		
STRUCTURE	NEENAH CASTING or EQUAL	
TYPE & No.	SIZE	
CBMH-401	48" DIA.	R-3246
CBMH-402	48" DIA.	R-3246
CB-403	24"X36"	R-3246
CBMH-404	48" DIA.	R-3246
CBMH-405	48" DIA.	R-3246
CBMH-406	48" DIA.	R-3246
CB-407	24"X36"	R-3246
OCS-4	SEE DETAIL	

GENERAL NOTES:
 1. INSTALL SEDIMENT CONTROL BARRIER INSERTS ON ALL CATCH BASINS (SEE DETAIL).



BENCHMARKS	
1.	Archie County Benchmark No. 3100, Elev = 896.75 (NAD 83)
2.	Archie County Benchmark No. 3097, Elev = 896.15 (NAD 83)



3RD ADDITION

OUTLOT B

155TH AVENUE NE

2ND ADDITION

154TH LANE NE

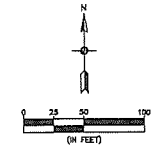
2ND ADDITION

3RD ADDITION

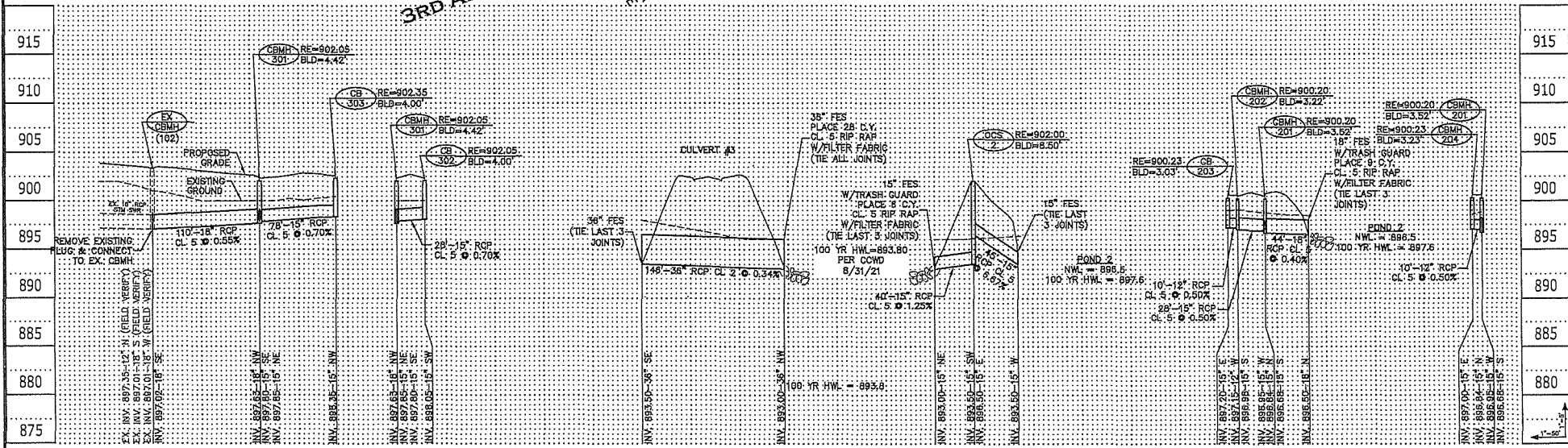
3RD ADDITION

STORM SEWER SCHEDULE		
STRUCTURE	NEENAH CASTING or EQUAL	
TYPE & No.	SIZE	
CB-303	24"X36"	R-3246
CBMH-301	48" DIA.	R-3246
CB-302	24"X36"	R-3246
OCS-2	SEE DETAIL	
CB-203	24"X36"	R-3246
CBMH-202	48" DIA.	R-3246
CBMH-201	48" DIA.	R-3246
CB-204	24"X36"	R-3246

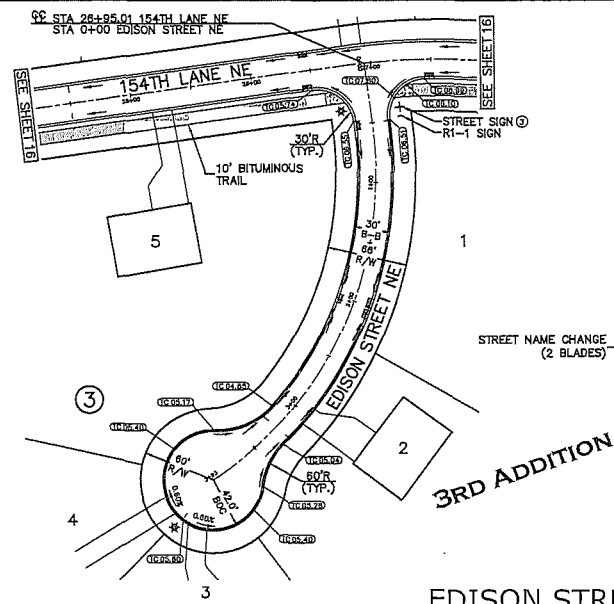
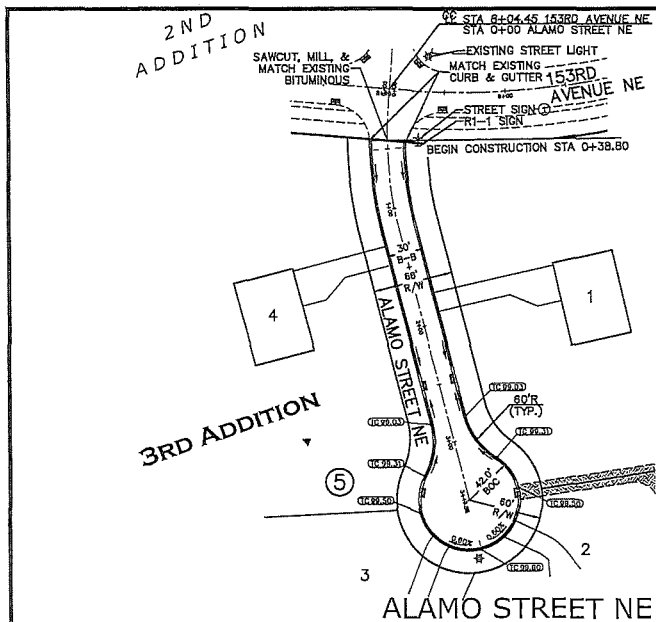
GENERAL NOTES:
1. INSTALL SEDIMENT CONTROL BARRIER INSERTS ON ALL CATCH BASINS (SEE DETAIL).



BENCHMARKS	
1. Anoka County Benchmark No. 3105	Elev. = 896.75 (NGVD 29)
2. Anoka County Benchmark No. 3087	Elev. = 898.18 (NGVD 29)



CARLSON ENGINEERING ENGINEERING SURVEYING PLANNING 3890 PREASANT RIDGE DR NE SUITE 100 BLAINE, MN 55449 TEL: 763.483.7900 FAX: 763.483.7908 CARLSON-ENGINEERING.COM	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Print Name: Justin J. Olson Signature: <i>Justin J. Olson</i> Date: 5/21/23 License #134321	Drawn: CRM Design: CRM Checked: CRM Date: 5/21/23	Revision: 1. 4/20/23 Per City Comments 2. 7/11/23 Per City Comments	NOVA DEVELOPMENT, LLC 14916 Central Ave NE Ham Lake, MN 55304	HARMONY ESTATES 3RD ADDITION Ham Lake, MN	STORM SEWER	14 of 28
	38" FES PLACE 28" C.V. CL. 5 R/P R/AF W/FILTER FABRIC (TIE ALL JOINTS) 15" FES W/TRASH GUARD PLACE 8" C.V. CL. 5 R/P R/AF W/FILTER FABRIC (TIE LAST 3 JOINTS) 100 YR HWL = 893.80 PER COWD 8/31/21 40'-15" RCP CL. 5 @ 1.25% 100 YR HWL = 893.8						
	15" FES (TIE LAST 3 JOINTS) 100 YR HWL = 897.6 10'-12" RCP CL. 5 @ 0.50% 28'-15" RCP CL. 5 @ 0.50%						
	18" FES W/TRASH GUARD PLACE 9" C.V. CL. 5 R/P R/AF W/FILTER FABRIC (TIE LAST 3 JOINTS) 100 YR HWL = 897.6 10'-12" RCP CL. 5 @ 0.50%						



§ CURVE DATA (ALAMO STREET NE)

PC	= 0+13.65
PT	= 1+16.45
Δ	= 018°52'38"
R	= 312.00'
L	= 102.7941'
T	= 51.87'

§ CURVE DATA (EDISON STREET NE)

PC	= 0+56.43
PT	= 3+43.00
Δ	= 083°02'38"
R	= 305.88'
L	= 338.5820'
T	= 187.80'

STREET NAME SIGNS

NAMES	QUANTITY
① Alamo St NE	1
② Edison St NE	1
③ 154th Lane NE	1
④ 153rd Ave NE	1
⑤ 154th Lane NE	1

CURB TYPES LEGEND

—	D312M CONCRETE CURB & GUTTER
—	B618 CONCRETE CURB & GUTTER
○	DENOTES TOP OF CURB ELEVATION FOR THE TYPE OF CURB SHOWN.
Ⓜ	PEDESTRIAN RAMP (SEE DETAIL 12)
Ⓜ	VALLEY GUTTER

SIGN SCHEDULE

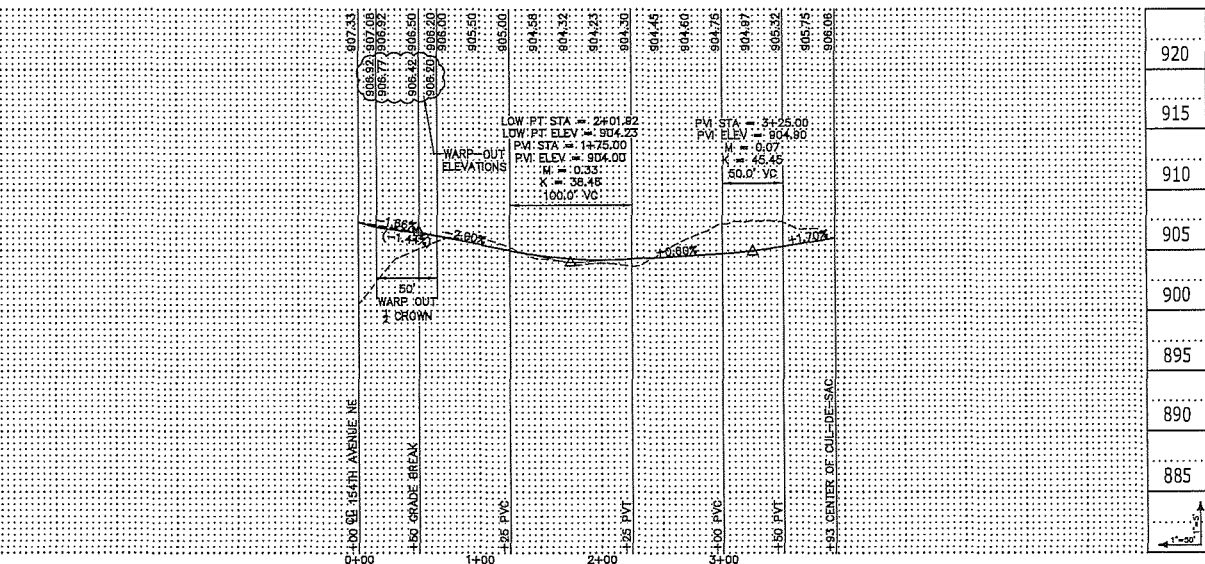
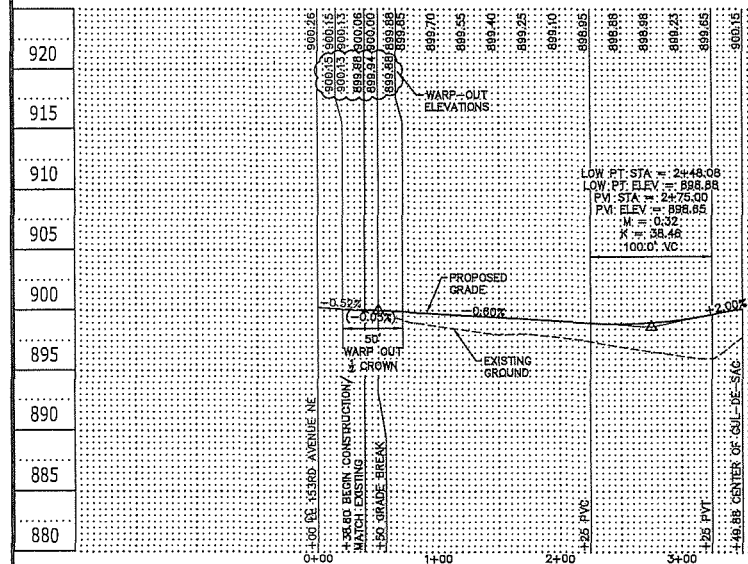
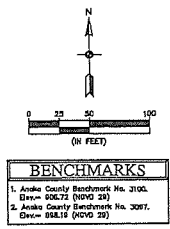
SIGN	SIGN NO.	SIZE	QUANTITY
STOP	R1-1	30" x 30"	4
TYPE III BARRICADES			2
FUTURE THRU STREET		12" x 18"	1

STREET SIGNS

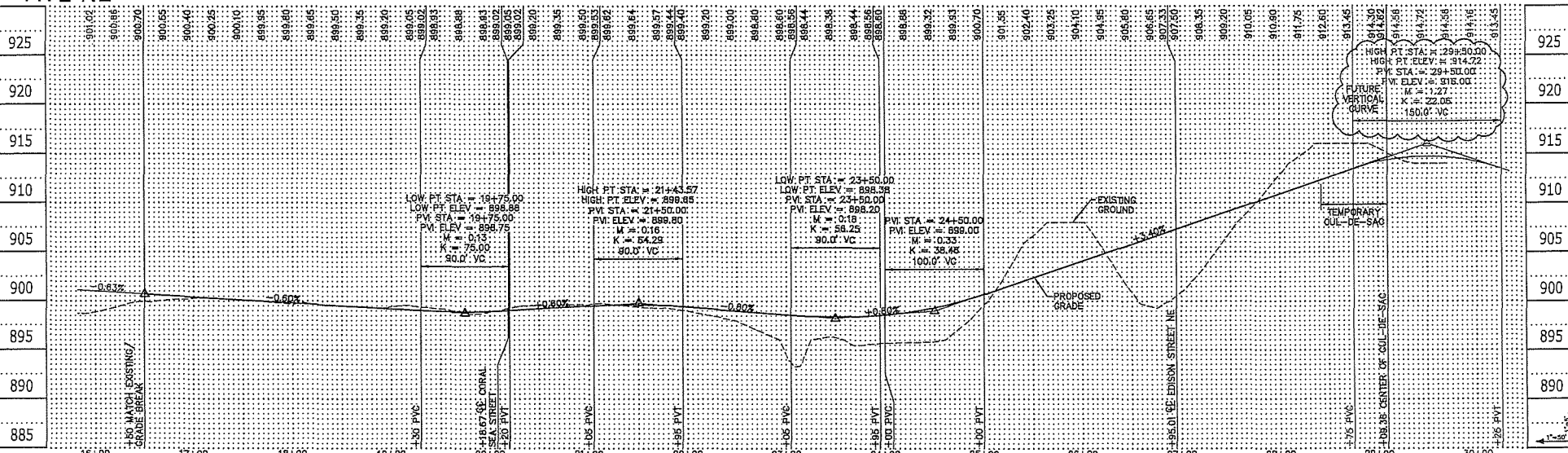
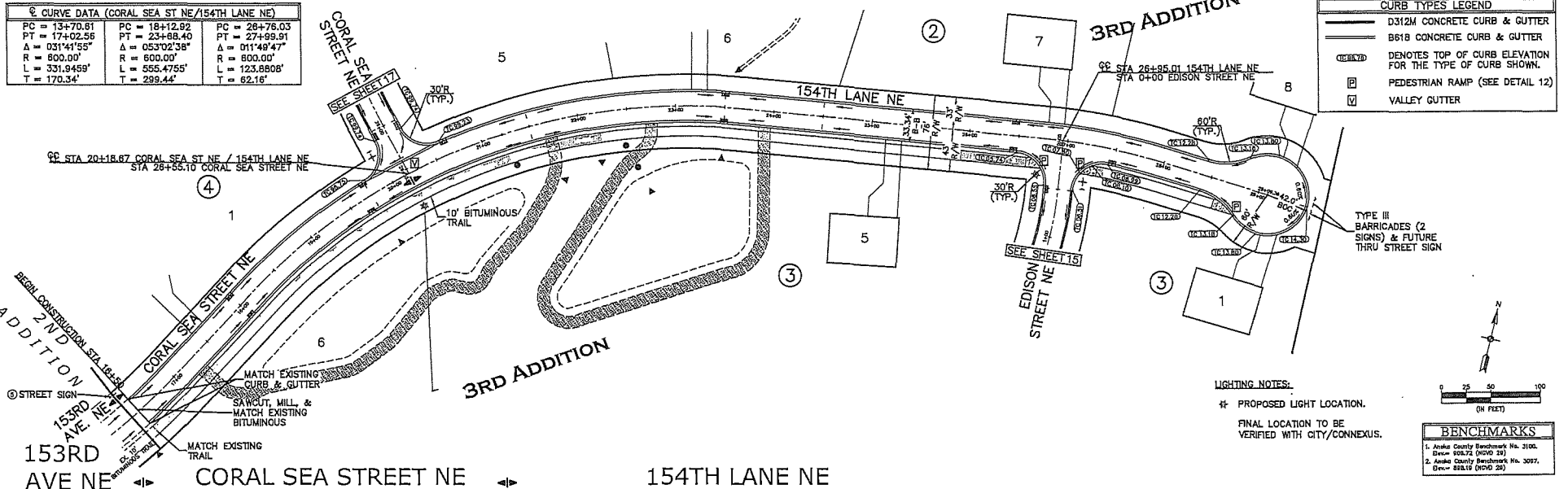
LIGHTING NOTES:

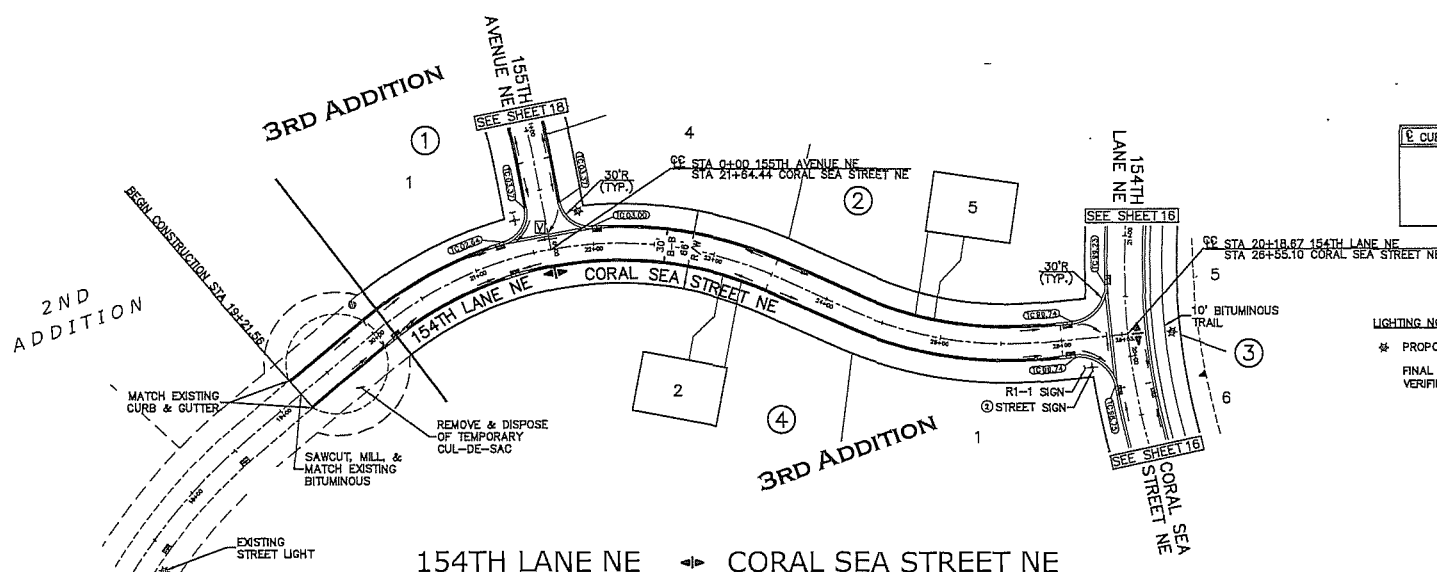
★ PROPOSED LIGHT LOCATION.

FINAL LOCATION TO BE VERIFIED WITH CITY/CONNEXUS.



C CURVE DATA (CORAL SEA ST NE/154TH LANE NE)		
PC = 13+70.81	PC = 18+12.92	PC = 26+76.03
PT = 17+02.56	PT = 23+88.40	PT = 27+99.91
Δ = 031°41'55"	Δ = 053°02'38"	Δ = 011°49'47"
R = 800.00'	R = 600.00'	R = 800.00'
L = 331.9459'	L = 555.4755'	L = 123.8808'
T = 170.34'	T = 299.44'	T = 62.16'

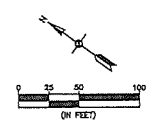




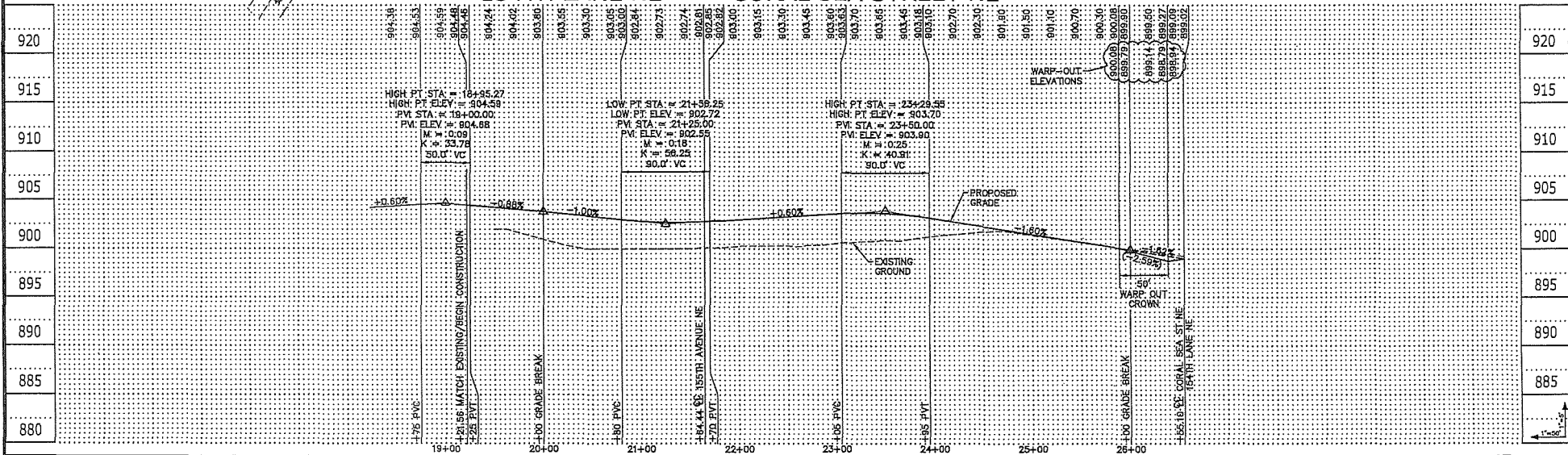
CURB TYPES LEGEND	
	D312M CONCRETE CURB & GUTTER
	B61B CONCRETE CURB & GUTTER
	DENOTES TOP OF CURB ELEVATION FOR THE TYPE OF CURB SHOWN.
	PEDESTRIAN RAMP (SEE DETAIL 12)
	VALLEY GUTTER

CURVE DATA (154TH LANE NE/CORAL SEA STREET NE)	
PC = 20+01.48	PT = 24+24.78
PT = 23+52.43	PT = 25+85.95
Δ = 064°26'47"	Δ = 028°35'45"
R = 312.00'	R = 312.00'
L = 350.8374'	L = 161.1623'
T = 199.65'	T = 82.42'

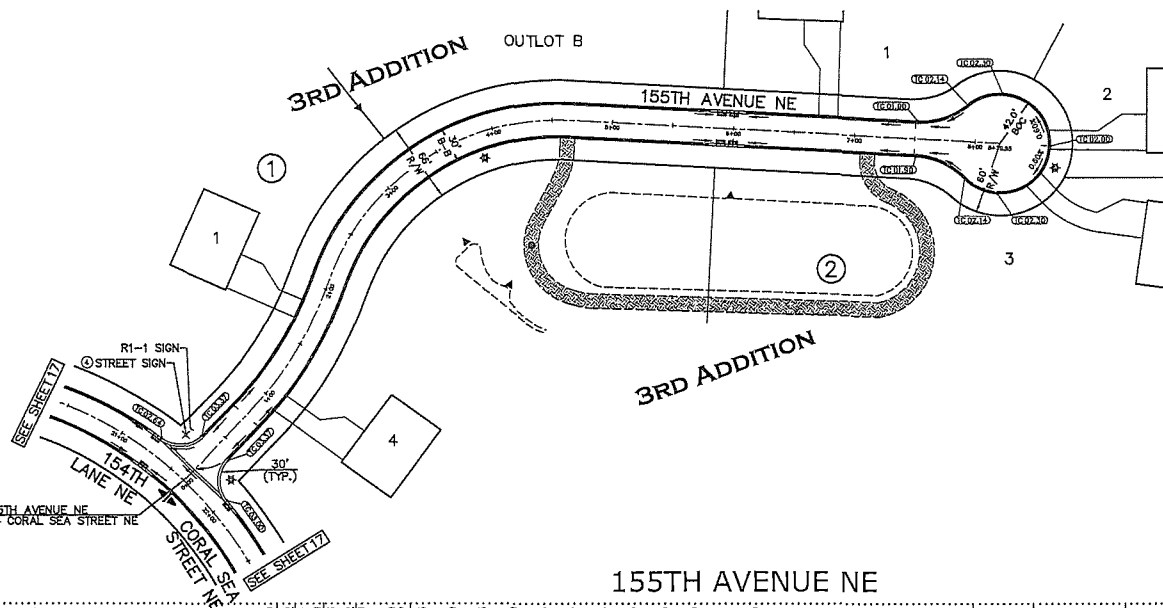
LIGHTING NOTES:
 * PROPOSED LIGHT LOCATION.
 FINAL LOCATION TO BE VERIFIED WITH CITY/CONNEXUS.



BENCHMARKS	
1. Anoka County Benchmark No. 3106	2. Anoka County Benchmark No. 3097
3. Anoka County Benchmark No. 3105	4. Anoka County Benchmark No. 3097



CARLSON ENGINEERING 2895 PINEBARK RIDGE DR NE SUITE 100 BLAINE, MN 55449 TEL: 763.488.7900 FAX: 763.488.7908 CARLSON-ENGINEERING.COM	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Signature: <i>[Signature]</i> Date: 5/21/25 License #: 54321	Drawn: CMN Checked: 1. 6/2/25 Per City Comments 2. 7/1/25 Per City Comments 3. 8/7/25 Add Street Light Locations Design: JDO Date: 5/21/25	NOVA DEVELOPMENT, LLC 14916 Central Ave NE Ham Lake, MN 55304	HARMONY ESTATES 3RD ADDITION Ham Lake, MN	STREET CONSTRUCTION	17 of 28 #5213-02
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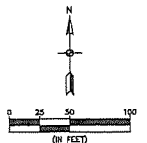


CURB TYPES LEGEND	
	D312M CONCRETE CURB & GUTTER
	B618 CONCRETE CURB & GUTTER
	DENOTES TOP OF CURB ELEVATION FOR THE TYPE OF CURB SHOWN.
	PEDESTRIAN RAMP (SEE DETAIL 12)
	VALLEY GUTTER

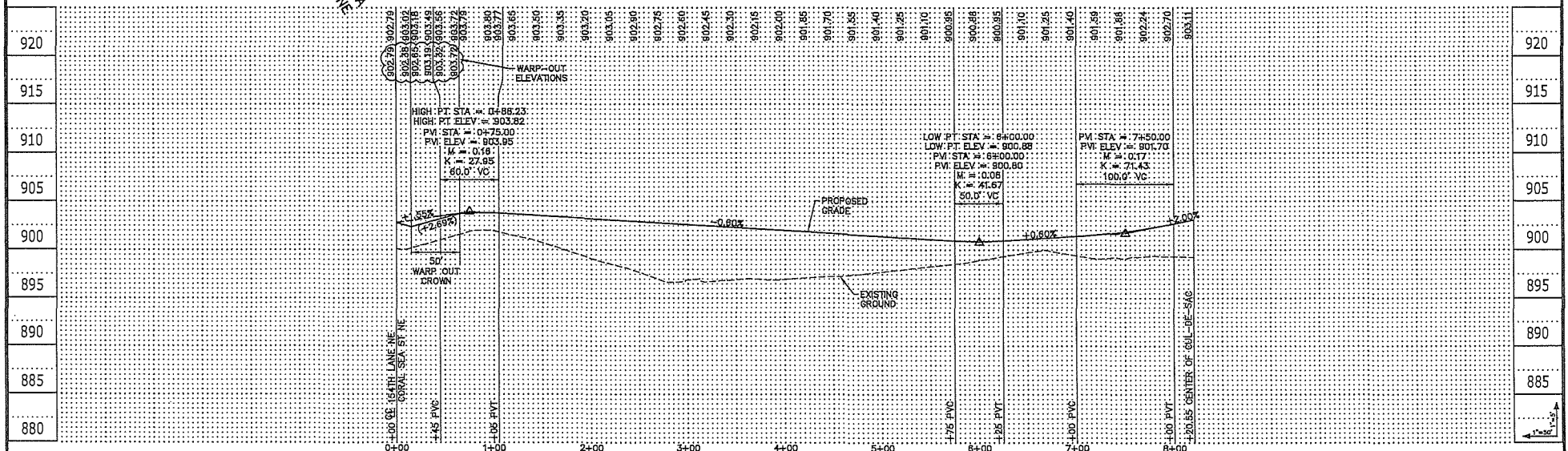
C CURVE DATA (155TH AVENUE NE)	
PC = 0+78.38	PT = 1+95.08
Δ = 022°39'58"	R = 300.00'
L = 118.875'	T = 60.12'
PC = 2+13.78	PT = 4+65.15
Δ = 072°00'39"	R = 200.00'
L = 251.3653'	T = 145.34'

LIGHTING NOTES:

- * PROPOSED LIGHT LOCATION.
- FINAL LOCATION TO BE VERIFIED WITH CITY/CONNEXUS.



BENCHMARKS	
1. Anoka County Benchmark No. 3100.	Elev = 908.75 (NGVD 29)
2. Anoka County Benchmark No. 3087.	Elev = 895.18 (NGVD 29)



3200 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55448
TEL 763-488-7900
FAX 763-488-7908
CARLSON-ENGINEERING.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Print Name: Justin J. Olson
Signature: *Justin J. Olson*
Date: 9/21/25 License # 14331

Drawn: CM
Design: JH
Date: 9/21/25

NOVA DEVELOPMENT, LLC
14916 Central Ave NE
Ham Lake, MN 55304

HARMONY ESTATES
3RD ADDITION
Ham Lake, MN

STREET CONSTRUCTION

18
of
28



CARLSON ENGINEERING
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 PLANNING

NOVA DEVELOPMENT, LLC
 14916 Central Ave NE
 Ham Lake, MN 55304

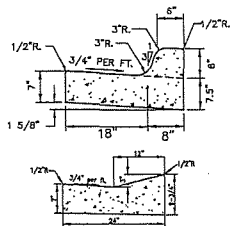
HARMONY ESTATES
 3RD ADDITION
 Ham Lake, MN

19 of 28
 #5213-02

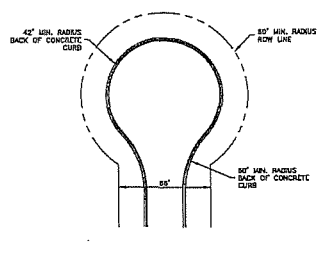
Project Name: 3RD ADDITION
 Date: 10/10/2013
 Designer: JLD
 Date: 10/10/2013
 Checker: JLD
 Date: 10/10/2013

I hereby certify that this plan, specification, and report were prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota.

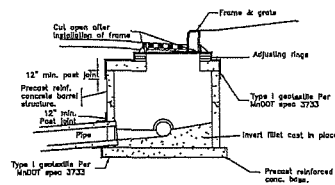
B618 CURB & GUTTER



D312 MODIFIED
CONCRETE CURB AND GUTTER HL-355A
NOT TO SCALE



TYPICAL RESIDENTIAL CUL-DE-SAC HL-367A
NOT TO SCALE



FABRIC AROUND CATCH BASIN HL-463A1
NOT TO SCALE

TABLE OF QUANTITIES
Riprap at RCP Outlets

Riprap Per Lin. (cu. ft.)	Class I Depth 1' - 1 1/2'		Class II Depth 1' - 1 1/2'	
	1' - 1 1/2'	1' - 1 1/2'	1' - 1 1/2'	1' - 1 1/2'
12	3.8	6.4	6.4	6.4
18	5.7	9.6	9.6	9.6
24	7.6	12.8	12.8	12.8
30	9.5	16.0	16.0	16.0
36	11.4	19.2	19.2	19.2
42	13.3	22.4	22.4	22.4
48	15.2	25.6	25.6	25.6

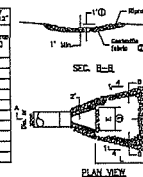
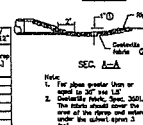


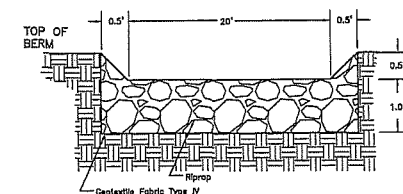
TABLE OF QUANTITIES
Riprap at RCP Outlets

Riprap Per Lin. (cu. ft.)	Class I Depth 1' - 1 1/2'		Class II Depth 1' - 1 1/2'	
	1' - 1 1/2'	1' - 1 1/2'	1' - 1 1/2'	1' - 1 1/2'
12	3.8	6.4	6.4	6.4
18	5.7	9.6	9.6	9.6
24	7.6	12.8	12.8	12.8
30	9.5	16.0	16.0	16.0
36	11.4	19.2	19.2	19.2
42	13.3	22.4	22.4	22.4
48	15.2	25.6	25.6	25.6



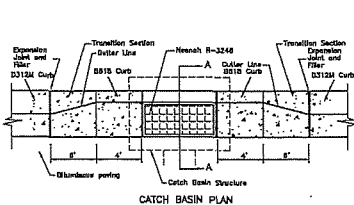
RIPRAP AT RCP OUTLETS HL-480A1
NOT TO SCALE

BROAD CRESTED RECTANGULAR WEIR

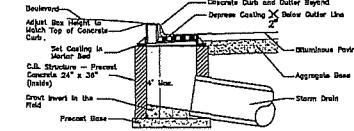


Notes:
Permanent erosion control fabric to extend from NWL to 6' past toe of downstream slope.

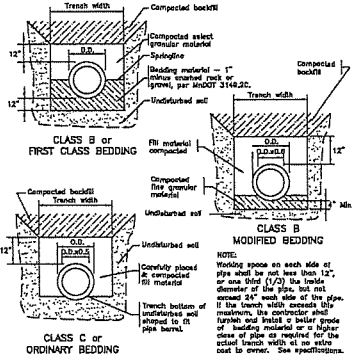
EMERGENCY OVERFLOW WEIR HL-852A1
NOT TO SCALE



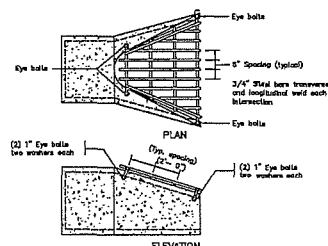
CATCH BASIN PLAN



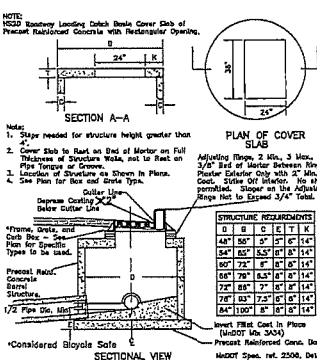
RECTANGULAR CATCH BASIN HL-459B
NOT TO SCALE



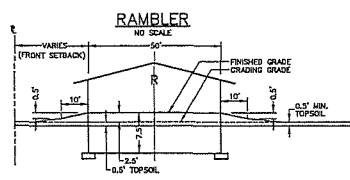
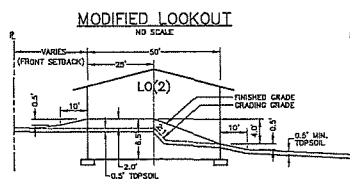
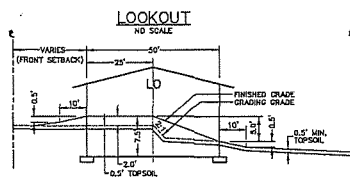
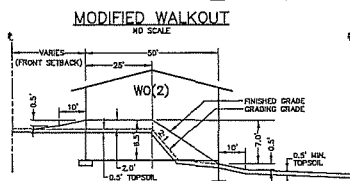
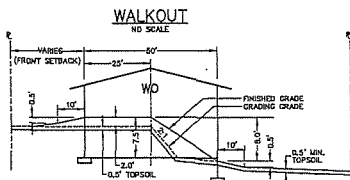
PIPE BEDDING EXCEPT PVC PIPE HL-652C
NOT TO SCALE



RCP TRASH GUARD HL-466B
NOT TO SCALE



RECTANGULAR INLET FOR ROUND MANHOLE HL-465A1
NOT TO SCALE



TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MODIST STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS NOTED HEREIN.

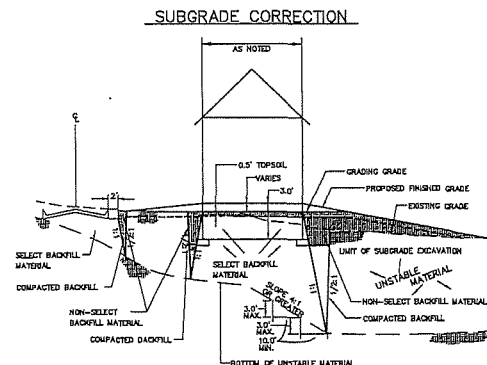
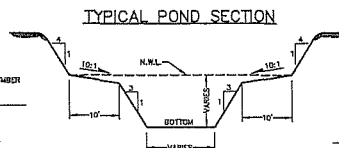
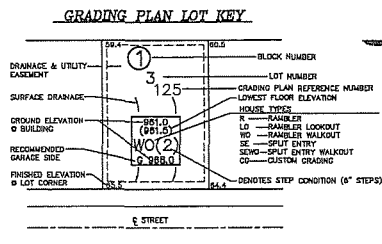
TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

SEED: MANDOT MIXTURE 25-141 AT 80 POUNDS PER ACRE.

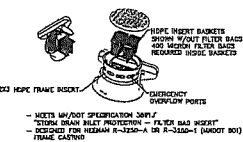
DURANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

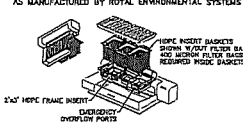
FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.



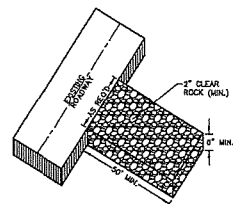
INFRASAFE - 27" DEBRIS COLLECTION DEVICE



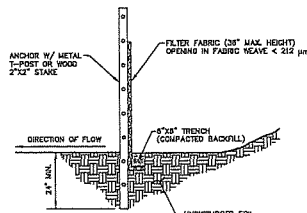
INFRASAFE - 2'x3' DEBRIS COLLECTION DEVICE



ROCK CONSTRUCTION ENTRANCE

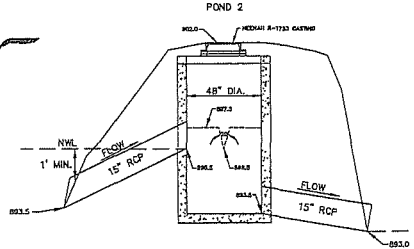


SILT FENCE

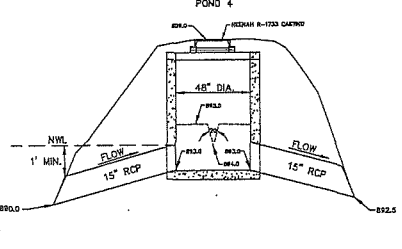


- NOTES:**
1. DIG A 4'X28' TRENCH ALONG THE INTENDED SILT FENCE LINE.
 2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
 3. POSTS SHALL BE SPACED A MAXIMUM OF 8 FEET APART.
 4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 8"X8" TRENCH.
 5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
 6. SEE MANDOT SPECIFICATIONS 2572 & 3088.

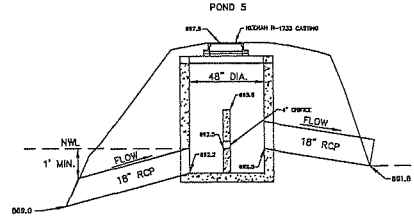
OUTLET STRUCTURE POND 2



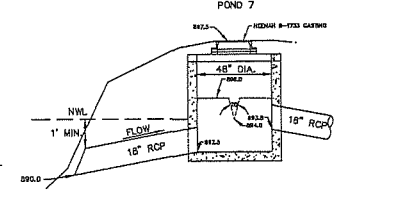
OUTLET STRUCTURE POND 4



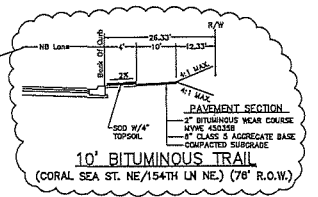
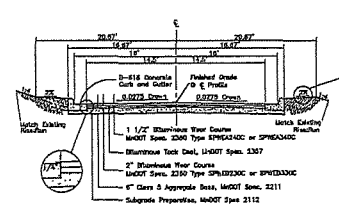
OUTLET STRUCTURE POND 5



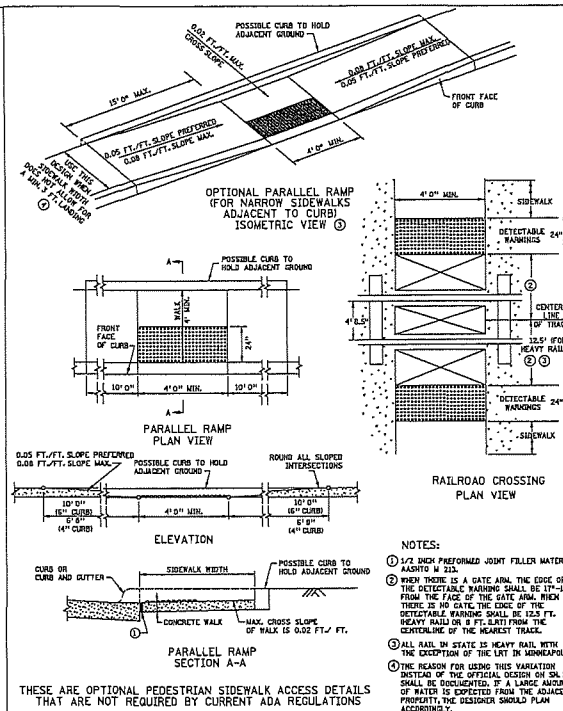
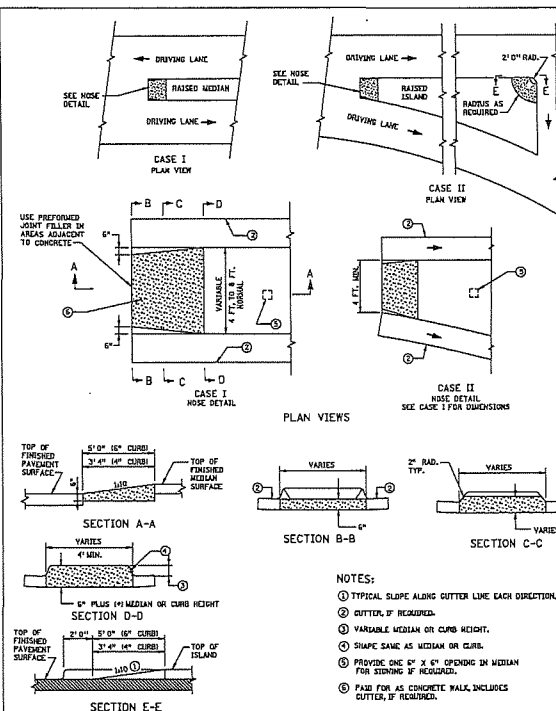
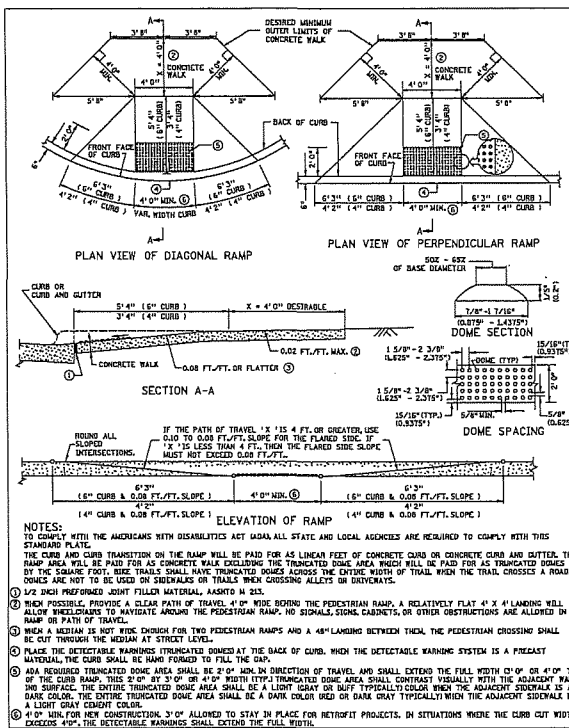
OUTLET STRUCTURE POND 7



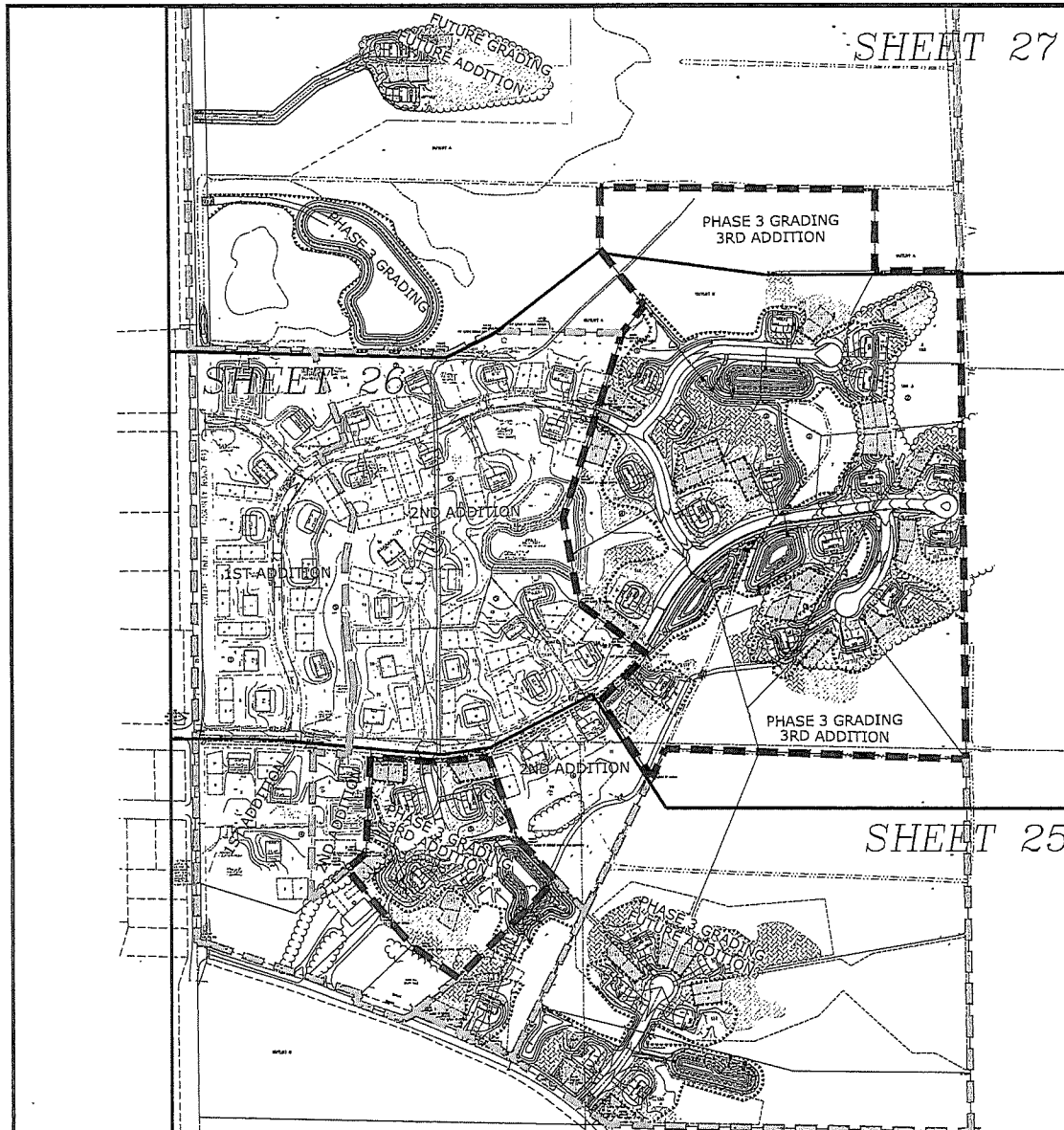
TYPICAL M.S.A STREET HL-366D1 (CORAL SEA ST. NE/154TH LN NE.) (76\"/>



TYPICAL STREET SECTIONS HL-366E1 NOT TO SCALE



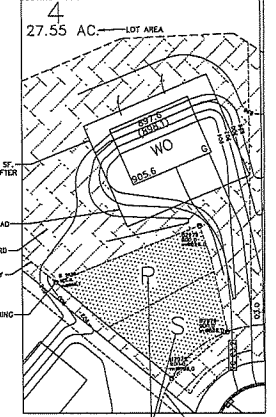
APPROVED FEB. 20, 2004 <i>W. R. K.</i> STATE DESIGN ENGINEER	STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION PEDESTRIAN CURB RAMP FOR THE HANDICAPPED	SPECIFICATION REFERENCE 2531 STANDARD PLATE NO. 7036F REVISION DATE 4-14-2004 1 OF 2	APPROVED FEB. 20, 2004 <i>B. M. H.</i> STATE DESIGN ENGINEER	STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION CONCRETE APPROACH NOSE DETAIL	SPECIFICATION REFERENCE 2531 STANDARD PLATE NO. 7113A REVISION DATE 5-28-2003	APPROVED FEB. 20, 2004 <i>W. R. K.</i> STATE DESIGN ENGINEER	STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION PEDESTRIAN CURB RAMP OPTIONS FOR THE HANDICAPPED	SPECIFICATION REFERENCE 2531 STANDARD PLATE NO. 7036F 2 OF 2
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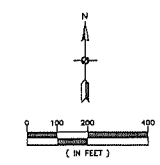
SHEET 27

GRADING PLAN LEGEND

EXISTING	PROPOSED
PROPERTY LINE	---
EASEMENT LINE	---
BUILDING SETBACK LINE	---
CURB	---
STORMWATER	---
GRAVEL	---
CONCRETE	---
10' CONTOUR	---
2' CONTOUR	---
STORM SEWER	---
WETLAND LINE	---
FEMA FLOOD PLAIN	---
SPOT ELEVATION	---
EMERGENCY OVERFLOW	---
SALT FENCE	---
TREE FENCE	---
INLET PROTECTION	---
INFILTRATION AREA	---
WELL	---
LIGHT POLE	---
FLAG POLE	---
ELECTRIC BOX	---
TELEPHONE BOX	---
TELEVISION BOX	---
SIGN	---
GEOTECH SOIL BORING	---
SEPTIC SOIL BORING	---
TREE LINE	---
TREE	---



DENOTES PORTION OF 10,000 SF.
 BLDG. PAD NOT MAINTAINED AFTER
 GRADING FOR WALK-OUT
 10,000 SF, BLDG PAD
 DENOTES 12,000 SF, MIN YARD
 DRAINAGE & UTILITY
 EASEMENT
 SEPTIC SOIL BORING



BENCHMARKS	
1. Anoka County Benchmark No. 3100.	Dist. = 508.72 (NOV 20)
2. Anoka County Benchmark No. 3087.	Dist. = 508.18 (NOV 20)

BUILDING SETBACKS

FRONT	30 FT
SIDE	10 FT
CORNER	30 FT
REAR	30 FT

NOTES:

ALL LOTS WILL MEET THE CITY'S LIVABILITY STANDARDS, UNLESS OTHERWISE NOTED IN THE CHART. LIVABILITY ELEVATIONS ARE DETERMINED AS FOLLOWS:

SEPTIC AREAS:
 7500 S.F. AREA 1 FT ABOVE MOTTLED SOILS IS BASED ON SOIL BORINGS AT THE CORNERS OF THE SEPTIC AREAS. ELEVATION OF MOTTLED SOIL FLUCTUATES FROM BORING TO BORING BUT THE ENTIRE AREA IS 1 FT OR MORE ABOVE MOTTLED SOIL.

BUILDING PADS:

1. AREA 4 FEET ABOVE UNSATURABLE SOIL IS DETERMINED AS FOLLOWS: 4 FEET ABOVE GROUNDWATER TABLE, OR 4 FEET ABOVE 100-YEAR FLOOD ELEVATION, WHICHEVER IS GREATER.
2. AREA 1 FT. ABOVE UNSATURABLE SOIL WAS DETERMINED USING THE SAME METHOD AS ABOVE.



3880 PHASANT RIDGE DR NE
 SUITE 100
 BLAINE, MN 55449
 TEL: 763.482.7900
 FAX: 763.482.7910
 CARLSON-ENGINEERING.COM

I hereby certify that this plan, specification
 or report was prepared by me or under my
 direct supervision and that I am a duly
 Licensed Professional Engineer under
 the laws of the State of Minnesota

Print Name: Justin J. Olson
 Signature: *Justin J. Olson*
 Date: 5/21/25 License #: 55231

Drawn: JCO
 Design: JCO
 Date: 5/21/25

Revisions:
 1. 4/20/25 Per City Comments
 2. 7/11/25 Per City Comments

NOVA DEVELOPMENT, LLC
 14915 Central Ave NE
 Ham Lake, MN 55304

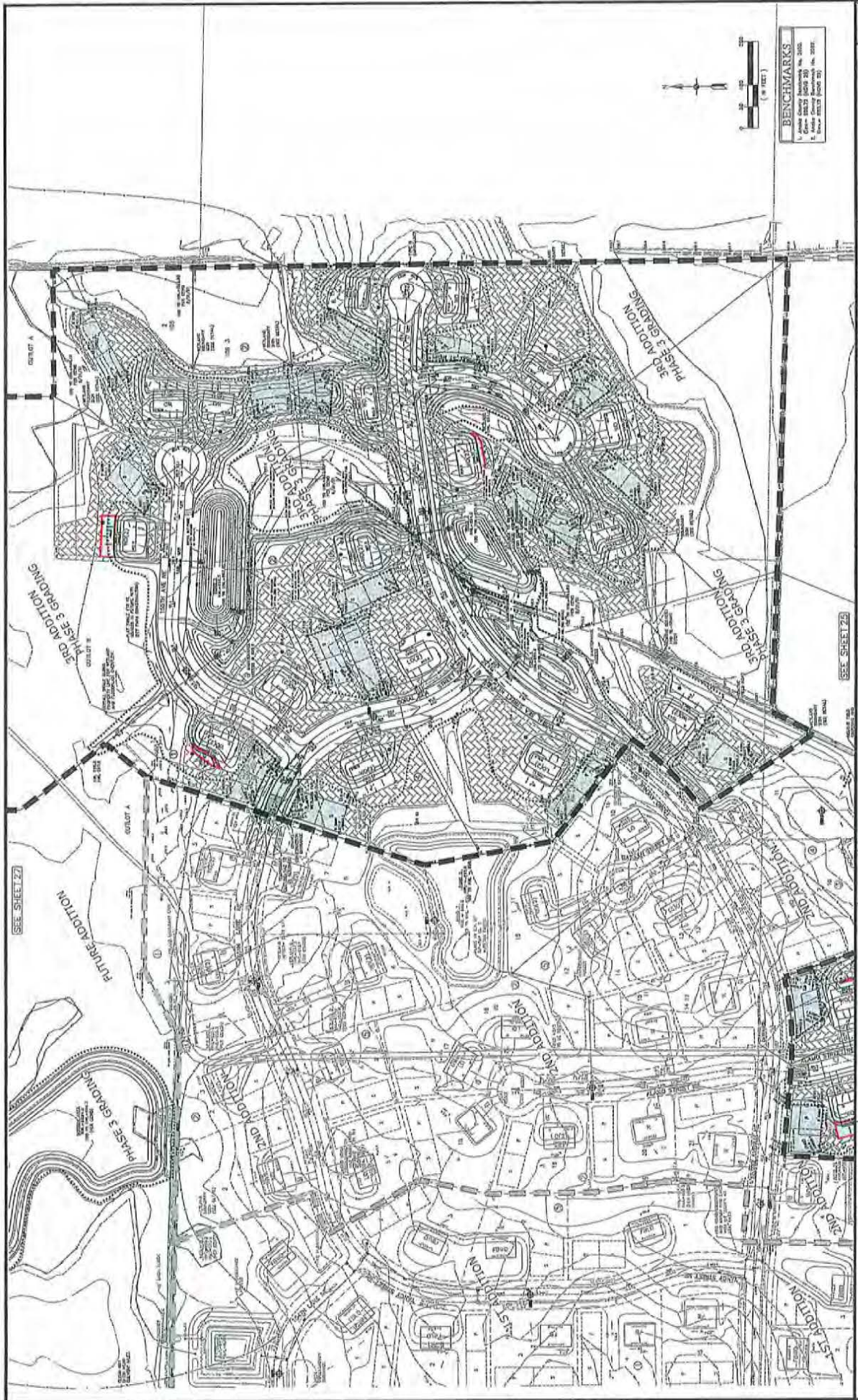
HARMONY ESTATES
 3RD ADDITION
 Ham Lake, MN

LIVABILITY INDEX

24
 of
 28

#5213-02

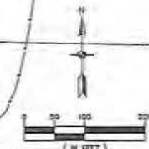




BENCHMARKS

1. Corner of Section 36, Township 14N, Range 10E, 3rd Meridian	2. 1/4 Section 36, Township 14N, Range 10E, 3rd Meridian
3. 1/4 Section 36, Township 14N, Range 10E, 3rd Meridian	4. 1/4 Section 36, Township 14N, Range 10E, 3rd Meridian

CARLSON ENGINEERING 10000 Highway 100, Suite 100 Minneapolis, MN 55426 Phone: 612-338-1100 Fax: 612-338-1101 Email: info@carlsoneng.com	2000 PROCLAIMANT NOTICE OF THE SUBDIVISION OF LAND HARMONY ESTATES 3RD ADDITION HARM LAKES, MN	NOVA DEVELOPMENT, LLC 10915 CENTRE AVE NE HARM LAKES, MN 55204	HARMONY ESTATES 3RD ADDITION HARM LAKES, MN	26 28
	LVIABILITY PLAN			



BENCHMARKS	
1	ANNEA COUNTY BENCHMARK No. 3105
2	ANNEA COUNTY BENCHMARK No. 3106
3	ANNEA COUNTY BENCHMARK No. 3107
4	ANNEA COUNTY BENCHMARK No. 3108



CARLSON ENGINEERING
 3860 PHEASANT RIDGE DR NE
 SUITE 100
 BLAINE, MN 55449
 TEL: 763.477.7900
 FAX: 763.477.7901
 CARLSON-ENGINEERING.COM

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Project Name: **NOVA DEVELOPMENT, LLC**
 Engineer: *[Signature]*
 Date: **10/17/2018** License #: **36591**

Drawn: **2/2/19**
 Designed: **2/2/19**
 Date: **10/17/2018**

Reviewed for City Comments: **10/17/2018**
 City Comments: **10/17/2018**

NOVA DEVELOPMENT, LLC
 14916 Central Ave NE
 Ham Lake, MN 55304

HARMONY ESTATES
3RD ADDITION
 Ham Lake, MN

LIVABILITY PLAN

UTILITY CHART - HARMONY ESTATES PHASE 3													
SOURCES ①													
UTILITY	UTILITY AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
2	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
3	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
4	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
6	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
7	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
8	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
9	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
10	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
11	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
12	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
13	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
14	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5

UTILITY CHART - HARMONY ESTATES PHASE 3													
SOURCES ①													
UTILITY	UTILITY AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)	STANDARD AREA (SQ. FT.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
2	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
3	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
4	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
6	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
7	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
8	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
9	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
10	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
11	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
12	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
13	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
14	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5

① DATA SHOWN IS PER THE ORIGINAL APPROVED PRELIMINARY PLAN (PREPARED BY RLK ENGINEERING).

**Tradewell Soil Testing
18330 Dahlia Street NW
Cedar, MN 55011**


February 21st, 2022

RFC Engineering
13635 Johnson Street NE
Ham Lake, MN 55304
Attention: Tom Collins

Dear Mr. Collins:

As a licensed site evaluator who conducted the soil borings in Harmony Estates 3rd Addition, I found the following: Each boring has at least 12" of natural, undisturbed and unmottled soil. In order to design and install a standard soil treatment system according to MN Chapter 7080 Code, at least 12" of natural soil with no signs of mottling is required. Therefore, each of the proposed lots will support 2 "standard" septic systems within the 7,500 square feet septic area as shown on the Grading Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Tradewell". The signature is fluid and cursive, with the first name "Mark" and last name "Tradewell" clearly distinguishable.

Mark Tradewell
MPCA #307

PERMIT
COON CREEK WATERSHED DISTRICT
13632 Van Buren St NE
Ham Lake, MN 55304
Permit Number: 2423

Project: Harmony Estates Phase 3

Issued to: Nova Development LLC
Jeff Entsminger
14916 Central Ave NE
Ham Lake MN 55304

Location: 153rd Avenue & Xylite St NE, Ham Lake, MN

Permit Application #: P-21-161

Purpose: Construct 30 Acre+ lots with associated streets, storm sewer and infrastructure

At its meeting on 02/28/2022, the Board of Managers of the Coon Creek Watershed District reviewed and approved your permit application. The following exhibits are on file describing the approved project:

1. Construction Plans by Carlson McCain, dated 4/4/2022, received 1/14/2025.
2. Storm Sewer Sizing by Carlson McCain, dated 2/11/2022, received 01/14/2025.
3. Storm Sewer Map by Carlson McCain, undated, received 1/14/2025.
4. Stormwater Management Plan by Carlson McCain, dated 4/04/2022, received 01/14/2025.
5. Wetland Discharges Table by Carlson McCain, undated, received 3/10/2025.
6. Joint Application by Kjolhaug Environmental, dated 3/03/2025, received 3/05/2025.
7. Wetland Delineation by Kjolhaug Environmental, dated 4/14/2021 and 4/16/2021, received 5/07/2021.

The Board of Managers found the project as planned to be in accordance with the Rules and Regulations, and Guidelines of the District, and therefore, approved the permit with 3 stipulations.

1. Submittal of as-builts for the following stormwater management practices, including volume, critical elevations and proof of installation for hydrodynamic separators:

Stormwater Treatment Practices	Number
Wet Sedimentation Pond	5
Outlet Control Structure	5
Floodplain Compensatory Storage Area	1

2. If dewatering is required, provide DNR dewatering permit prior to construction. If a DNR permit is not required, provide well-field location, rates, discharge location, schedule and quantities prior to construction.
3. The applicant must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) Construction Stormwater Permit (Permit No: MNR100001)

A follow up inspection will be conducted at the project site to assure compliance with all stipulations to this Permit. Failure to comply with the foregoing may result in rescission of the Permit, and is a violation of Minnesota Statutes section 103D.545, a misdemeanor.
This document is not transferable.

Date of Issuance: 8/7/25
Date of Expiration: 8/7/26


Tim Kelly, District Administrator

cc: File- 21-161
Eileen Weigel, Stantec
Dave Krugler, Ham Lake

IMPORTANT PERMIT REQUIREMENTS OUTLINED ON REVERSE

GENERAL PERMIT STIPULATIONS:/

1. The permittee must maintain the project authorized by this permit in good condition and in conformance with the terms and conditions of this permit.
2. The permittee shall grant access to the site at all reasonable times during and after construction to authorized representatives of the District for inspection of the work authorized hereunder.
3. The permittee shall utilize best management practices on the project site to minimize the potential for adverse impacts associated with erosion and sedimentation.
4. This permit applies only to the permitted project and the dated plans approved on this permit. If the design, location or purpose of the project changes you should contact the District to make sure the changes would not violate District Rules or applicable state law.
5. Construction work authorized under this permit shall be completed on or before the date specified above. The permittee may request an extension of the time to complete the project, stating the reason thereof, upon written request to the District.
6. The District may reevaluate its decision on this permit at any time the circumstances warrant. Circumstances that could require a reevaluation include, but are not limited to, the following:
 - a. You fail to comply with the terms and conditions of this permit.
 - b. The information provided by you or in support of your permit application proves to have been false, incomplete, or inaccurate.
 - c. Significant new information surfaces which this office did not consider in reaching the original public interest decision.
7. Permittee shall ensure that the contractor has received and thoroughly understands all conditions of this permit.

ADDITIONAL WETLAND-RELATED PERMIT CONDITIONS:

The following additional terms and conditions apply to replacement wetland(s) approved as part of this permit.

1. The replacement wetland approved as part of this permit must be constructed concurrent with or prior to any wetland fill or draining activity; or the District has received and accepted an irrevocable bank letter of credit, a performance bond, or other security acceptable to the District in an amount sufficient to guarantee the successful completion of the wetland replacement as provided under Minn. Rules 8420.0530 (B)(2), as amended.
2. The Notice of Use Restrictions and Maintenance Responsibilities specified in Minn. Rules 8420.0530(D)(6), as amended, must be recorded and proof of recording provided to the District within 30 days of completing construction of the replacement wetland (completion of construction as determined by the District).
3. The permittee each year for five years following completion of the replacement wetland must submit to the District a Monitoring Report on the replacement wetland, which Report includes the information specified in Minn. Rules 8420.0620, as amended. The Report must be submitted to the District no later than October 1 of each year.

THIS CERTIFICATION ONLY APPLIES TO THE WCA OF 1991, AS AMENDED. Permits from local, state, and federal agencies may be required. Check with the appropriate authorities before commencing work in or near wetlands. The Combined Project Notification form can be used for this purpose.

REFUNDING OF ESCROWS: Upon completion of the project the applicant shall notify the District that:

1. The project is complete
2. The site is stabilized
3. The project is ready for final inspection
4. All stipulations listed on this permit have been fulfilled
5. If applicable, the applicant would like return of its escrow

Upon receipt of such notification the District will inspect the project for conformance with the permit conditions and requirements, permitted plans and water resources associated with the implementation of those plans resulting from construction. If the District determines the project is not complete and/or not stabilized the District will inform the applicant in writing. If the District determines the site is complete and stabilized, the permit conditions and requirements have been satisfied, the District will execute the appropriate refund at its next regularly scheduled meeting where the Board pays bills (typically the second Monday of each month).

Escrow refunds will be calculated as follows and shown on the refund check

1. Amount of escrow balance paid in cash;
2. Minus any permit review and/or inspection fees
3. Minus any other project-related expenses incurred by the District.

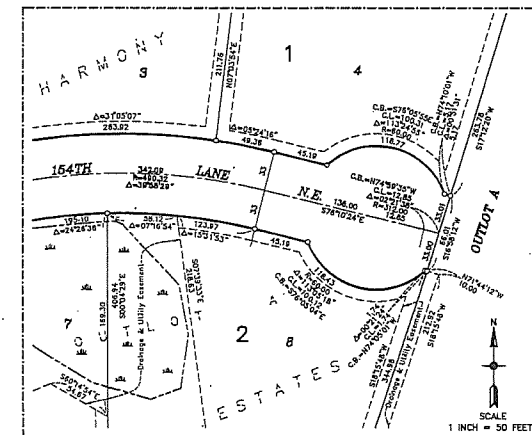
OFFICIAL PLAT

3x790246st page 42 CITY OF HAM LAKE
17/15/16 2156017.009 COUNTY OF ANOKA
SEC. 22, TWP. 32, RGE. 23

SEE DETAIL

HARMONY ESTATES 2ND ADDITION INSET 'A'

DETAIL



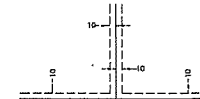
For the purposes of this plat, the North line of Outlet A, HARMONY ESTATES, is assumed to have a bearing of South 88 degrees 30 minutes 25 seconds East.

• Denotes Welland Unit was delineated by Kim Marks in 2014.

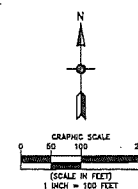
• Denotes 1/2 inch by 14 inch iron monument set or to be set within one year of recording of this plat and marked with license number 40361.

• Denotes Found Iron Monument marked with MLS Number 17255.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



being 10 feet in width, and adjoining right of way line, side lot line, and rear lot line unless otherwise shown on this plat.



**Carlson
McCain**
ENVIRONMENTAL • ENGINEERING • SURVEYING