

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, DECEMBER 18, 2017**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 18, 2017 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 Mike Van Kirk and Councilmembers Jim Doyle, Al Parranto, Tom Johnson and Gary Kirkeide

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Joe Murphy; Fire Chief, Don Krueger; City Engineer, Tom Collins; and City Clerk, Denise Webster

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

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

2.0 PUBLIC COMMENT – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Lt. Paul Lenzmeier – Anoka County Sheriff’s Monthly Report

Lt. Paul Lenzmeier gave a summary of the sheriff’s report for the month of November.

3.2 Nancy Braastad, President of Ham Lake Development Co. – Request for a low interest loan for H & H Contractors LLC, 1327 153rd Lane NE, Ham Lake and adoption of Resolution No. 17-52

Nancy Braastad, President of Ham Lake Development Co., was present. Ms. Braastad stated that H & H Contractors LLC is requesting a 10 year low interest loan in the amount of \$24,800 at 4.25% interest rate to purchase the commercial real estate located at 1327 153rd Lane NE. Ms. Braastad stated that Anoka County Community Development Division has given their final approval for the loan. Ms. Braastad stated that 1 new job will be created. **Motion by Johnson, seconded by Doyle, to approve Resolution No. 17-52, a Business Subsidy loan in the amount of \$24,800, at 4.25% with a 10-year term for H & H Contractors LLC, 1327 153rd Lane NE, to be funded with Community Development Block Grant funds and subject to meeting all the conditions set forth by the City. All in favor, motion carried.**

3.3 Nancy Braastad, President of Ham Lake Development Co. - Requesting approval of a Ham Lake Beautification Grant for Ham Lake Properties, LLC, 16421 Aberdeen Street NE, Ham Lake

Nancy Braastad, President of the Ham Lake Development Co., was present. Ms. Braastad stated that Ham Lake Properties LLC is making a lot of improvements to the property. Councilmember Johnson stated that this looks like a straight forward beautification grant. **Motion by Johnson, seconded by Parranto, to approve a Ham Lake Beautification Grant in the amount of \$8,000.00 for Ham Lake Properties LLC at 16421 Aberdeen Street NE for installation of an underground sprinkling system, replacement of sod, adding rock & shrubs around the building and the planting of trees. All in favor, motion carried.**

3.4 Nancy Braastad, President of Ham Lake Development Co. - Requesting approval of a Ham Lake Beautification Grant for Ham Lake Properties, LLC, 16405 Aberdeen Street NE, Ham Lake

Motion by Johnson, seconded by Parranto, to approve a Ham Lake Beautification Grant in the amount of \$8,000.00 for Ham Lake Properties LLC at 16405 Aberdeen Street NE for installation of an underground sprinkling system, replacement of sod, adding rock & shrubs around the building and the planting of trees. All in favor, motion carried.

4.0 CONSENT AGENDA

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

- 4.1 Approval of minutes of December 4, 2017
- 4.2 Approval of claims in the amount of \$304,522.90
- 4.3 Approval of Resolution No. 17-53 designating the polling sites for the Primary (August 14, 2018) and General (November 6, 2018) Elections
- 4.4 Approval of accepting the Harmony Estates 2nd Addition project and commencing the one-year warranty period
- 4.5 Approval of accepting the resignation of Firefighter Scott Smith
- 4.6 Approval of accepting the resignation of Ross Abel of the Planning Commission and advertising the open position in the *Ham Laker*
- 4.7 Approval of an Exempt Permit for Andover Boys Lacrosse Booster to hold a raffle on April 14, 2018 at Majestic Oaks Golf Club, 701 Bunker Lake Boulevard NE
- 4.8 Approval of assignment of 2017 fund balances
 - General government equipment fund – assigned for purchase of financial software, server, server software, and other general government equipment
 - Election equipment fund – assigned for future expenditures for election equipment
 - Building fund – assigned for future building repair and maintenance expenditures
 - Fire equipment fund – assigned for future purchases of fire equipment and apparatus
 - Emergency operations center equipment fund – assigned for future purchases of equipment and supplies for the emergency operations center

- Siren replacement fund – assigned for future replacement or major upgrades of emergency warning sirens
- Building inspection equipment fund – assigned for future purchases of trucks for the building inspection department
- Public works equipment fund – assigned for future purchases of equipment for the public works department
- Parks equipment fund – assigned for future purchases of equipment for the parks department
- Revolving street fund
 - A portion of the fund balance consists of unspent MSA construction payments and grants received for MSA street projects. This portion of the fund balance is classified as “reserved”
 - A portion of the fund balance consists of MSA additional maintenance payments in excess of \$1,500 per improved mile. This portion of the fund balance is classified as “assigned” for future MSA construction projects and participation in county projects.
 - The remaining fund balance consists of unspent pavement management transfers and interest on investments. This portion of the fund balance is classified as “assigned” for future overlays and street improvement projects.
 - The actual amounts are to be determined

4.9 Approval of the following 2018 Business Licenses:

Tobacco – Bidhipur Beverage, Inc. (Ham Lake Liquors), Holiday Stationstores, Inc., Grape Expectations, Inc. (Tournament Liquor), Northern Tier Retail, LLC (SuperAmerica #4537), Eagl Beverage Holdings, LLC (Majestic Oaks Golf Club), Network Liquor and Wine Corp., AP RZA Inc. (Little Wonder), Carey’s Liquor LLC (Carey’s Liquor), Ham Lake One Stop LLC (Ham Lake One Stop), E-Cig Clubhouse, Ham Lake BP

Cabaret – Maxx Bar & Grill, Eagl Beverage Holdings, LLC (Majestic Oaks Golf Club), Dan Dahlin Inc., (Ham Lake Lanes)

Hotel/Motel – Kevin Eggerth (Ham Lake Apartments), Oasis Life, LLC (AmericInn Ham Lake)

Vending Machine – Mendota Valley Amusement, Inc. (for Majestic Oaks Golf Club, Brown Family Adventure Park and Maxx Bar & Grill), Midwest Coin Concepts (Ham Lake Lanes)

Recycling/Refuse – Ham Lake Haulers

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

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None

7.0 ECONOMIC DEVELOPMENT AUTHORITY – None

8.0 APPEARANCES – None

9.0 CITY ATTORNEY

9.1 Discussion of the First Reading of an Ordinance amending Article 11, Section 11-400, Building, Well and Sewage Code

Mayor Van Kirk stated that Attorney Murphy was directed at the last City Council meeting to amend Article 11, Section 11-400, Building, Well and Sewage Code. **This is considered the First Reading of an Ordinance amending Article 11, Section 11-400, Building, Well and Sewage Code.**

10.0 CITY ENGINEER – None

11.0 FIRE CHIEF

11.1 Discussion of amending the Employee Handbook – Section 11 – Insurance Benefits

Fire Chief Krueger stated that there was previous discussion during the Budget process of allowing elected officials to take health insurance through the City at their own expense. Fire Chief Krueger stated that Attorney Murphy has reviewed the changes and found no legal issues with changing the Employee Handbook. **Motion by Doyle, seconded by Johnson, to approve amending the Employee Handbook regarding Section 11.2, Group Insurance Enrollment to allow the mayor and councilmembers to enroll in the City’s group insurance, at their option, and entirely at their own expense. All in favor, motion carried.**

12.0 COUNCIL BUSINESS

12.1 Committee Reports – None

12.2 Announcements and future agenda items

Mayor Van Kirk stated that he would like to form a Building Inspection Department Committee with himself and Councilmember Kirkeide being the representatives from the City Council. City Clerk Webster stated that she would add the committee to the next City Council agenda.

Motion by Kirkeide, seconded Parranto, to adjourn the meeting at 6:24 p.m. All in favor, motion carried.

Denise Webster, City Clerk