

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, NOVEMBER 5, 2018**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, November 5, 2018 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 Van Kirk and Councilmembers Jim Doyle, Tom Johnson, Gary Kirkeide and Al Parranto

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 Shana Schmitz, Executive Director – Ham Lake Area Chamber of Commerce Monthly Report

Shana Schmitz thanked Mayor Van Kirk and Councilmembers Doyle and Parranto to attending the “Meet the Candidate” night. Ms. Schmitz gave an update on the upcoming snowbowl that will be held in February, 2019. Councilmember Parranto and the City Council thanked the Ham Lake Chamber of Commerce for their donations to the City.

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 15, 2018

4.2 Approval of claims in the amount of \$169,776.09

4.3 Approval of accepting the proposal from BerganKDV, Ltd. for auditing services

4.4 Approval of Resolution No. 18-50, scheduling a public hearing for the vacation of a portion of the drainage and utility easement on Lot 1, Block 4, Braastad Farms (729 159th Avenue NE)

4.5 Approval of Municipal State Aid (MSA) designation and adoption of Resolution No. 18-51

4.6 Approval of Resolution No. 18-52 accepting a \$11,000 donation from the Ham Lake Chamber of Commerce

4.7 Approval of a Resolution No. 18-53 accepting a \$5,000 donation from the Ham Lake Chamber of Commerce

4.8 Approval of Resolution No. 18-54 accepting a \$2,000 donation from the Blaine’s Blazin 4th

4.9 Approval of the plan and specification of the 2019 overlay project and authorization to advertise for bids

4.10 Approval of releasing the performance security for Harmony Estates 2nd Addition

4.11 Approval of releasing the performance security for Kulzer Woodland Addition

4.12 Approval of accepting the Hedgewood project and commencing the one-year warranty period

- 4.13 Approval of accepting the Ehrnreiter Estates 2nd Addition project and commencing the one-year warranty period
- 4.14 Approval of appointing Fire Department Officers for the upcoming terms
- 4.15 Approval of amending the Employee Handbook – Section 10.2 – Holiday Leave
- 4.16 Approval of hiring Tom Dietrich as a full-time Building Inspector
- 4.17 Approval of filling the Public Works Maintenance Worker positions
- 4.18 Approval of the updated Snow Plowing/Ice Control Policy

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

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Jeff Stalberger, Crosstown Development, LLC, requesting Final Plat approval of Crosstown Rolling Acres 2nd Addition (33 residential single family lots) located in Section 6

Motion by Parranto, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve the final plat of Crosstown Rolling Acres 2nd Addition, 33 residential single family lots located in Section 6, as presented by Jeff Stalberger, Crosstown Development, LLC, subject to meeting the City Engineers requirements and all State, County and City requirements. All in favor, motion carried.

6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None

7.0 ECONOMIC DEVELOPMENT AUTHORITY

- 7.1 CLOSED MEETING - pursuant to Minn. Stat. Sec. 13D.05, subd 3(c), to discuss the sale of city owned property (PIN 17-32-23-43-0003) – during a recess of the regularly scheduled council meeting

Mayor Van Kirk stated that this item will be discussed at a closed meeting at the end of regularly schedule City Council meeting.

8.0 APPEARANCES

- 8.1 Zach Doud, AEM Financial Solutions, 3rd Quarter Financial Report

Zach Doud, AEM Financial Solutions, gave the financial report for the 3rd Quarter of 2018. Mr. Doud reported that there was nothing major to report on and General Fund is in good shape. Mr. Doud reported on the Overall Cash Position by Fund Type, Cash Balances by Fund Compared to Prior Year, General Fund Cash Balances from 2015-2018, and General Fund Budget to Actual.

- 8.2 Zach Doud, AEM Financial Solutions, Update on the proposed 2019-2023 Capital Improvement Plan (CIP)

Zach Doud, AEM Financial Solutions updated the City Council on the Capital Improvement Plan (CIP) and stated that there are no major changes. Mr. Doud reviewed the street overlays from 2019 through 2023. There was discussion of the Capital Improvement & Equipment Replacement Plan. There was discussion of adjusting the Building Inspection Equipment Fund to start saving for a vehicle in the future.

9.0 CITY ATTORNEY – None

10.0 CITY ENGINEER

- 10.1 Discussion of MSA (Municipal State Aid) funds

Engineer Collins stated that the projected year end Municipal State Aid (MSA) fund balance is \$61,637.46. Engineer Collins discussed the available funds, the MSA grants, the disbursements of those funds and the net for 2019 will be a deficit of \$1,529,011. Engineer Collins stated that there are options for funding the

deficit; 1) partially fund thru the Revolving Street Fund not already set aside for MSA projects; 2) Bonding, whether state or local (the last time bonding was utilized was in 1994); and 3) an advancement of future year state aid fund allocations (this was utilized in 199, 2001 and 2002) The Council discussed the current and future MSA fund balances in relation to when streets are in need of upgrading. Councilmember Kirkeide stated that there was not development and new road construction during the recess in the mid 2000's and therefore there would be no need to upgrade as many streets in the coming years and this will help with the MSA fund. There was discussion that an advancement of future MSA funds would be the best option.

Mr. Doud stated that it is not a bad thing to run in the negative balance for MSA funds. Mr. Doud stated that if the MSA funds did run negative, the City could receive monies to help cover the negative balance. **It was the consensus of the City Council to run negative balance in MSA allotment dollars as long as it doesn't affect future funding and to bring the negative balance up to zero dollars in the next 3 to 5 years.**

Motion by Doyle, seconded by Johnson, to authorize Engineer Tom Collins to draw from future allotments in order to fund MSA projects planned for 2019. All in favor, motion carried.

11.0 FIRE CHIEF – None

12.0 COUNCIL BUSINESS

12.1 Committee Reports

Councilmember Kirkeide stated there was a Road Committee meeting and the minutes from the discussion will be in the Council's next packet.

12.2 Announcements and future agenda items – None

7.0 ECONOMIC DEVELOPMENT AUTHORITY

7.1 CLOSED MEETING - pursuant to Minn. Stat. Sec. 13D.05, subd 3(c), to discuss the sale of city owned property (PIN 17-32-23-43-0003) – during a recess of the regularly scheduled council meeting

Mayor Van Kirk recessed the regular meeting at 6:57 p.m. for a closed meeting to discuss the sale of city owner property at 15633 Highway 65 NE, Ham Lake (PIN 17-32-23-43-0003)

Councilmember Kirkeide directed staff to research when the Highway 65 Corridor Committee meets and if it is held in the evening, staff will notify them that the Road Committee would like to participate in their meetings.

Motion by Kirkeide, seconded by Parranto, to adjourn the City Council meeting at 7:16 p.m. All in favor, motion carried.

Denise Webster, City Clerk