

**CITY OF HAM LAKE
CITY COUNCIL BUDGET WORKSHOP MINUTES
MONDAY, JUNE 6, 2022**

The Ham Lake City Council met on Monday, June 6, 2022 immediately following the regularly scheduled Council Meeting 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, Gary Kirkeide, and Jesse Wilken

MEMBERS ABSENT: None

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

1.0 Call to Order

Mayor Kirkham called the meeting to order at 6:16 p.m.

2.0 Discussion of the Proposed 2023 Budget and CIP Review

Finance Director Murff recapped the budget memo stating the total levy will increase 10.0% from 2022 and using a conservative tax capacity increase of 10.0% will increase the tax rate 0.07%. The biggest expense at this time increasing the budget is due to the increasing transfers to the equipment funds. Finance Director Murff continued that she did an analysis of all assets by department and believes some things have been removed or not been added back into the Capital Improvement Plan schedule and that an increase to the equipment funds would help to alleviate some of the needs of the departments to replace the needed equipment. She reflected on the increase in property values and stated that even if the tax rate remains the same, taxes would still increase due to the housing market and asked the City Council for direction on how they wanted the 2023 budget to look. Direction was given to keep the tax rate the same and then re-evaluate in August once more information is received, such as vendor pricing increases and tax capacities values. Councilmember Kirkeide also asked to have the Anoka County Sheriff's Office budget separated out from other operating expenses in the City Levy. Finance Director Murff replied that it was not possible since the Anoka County Sheriff's Office does not have levying powers and the cost would just get lumped in with our operating levy on the property tax statements.

The discussion then turned to the American Rescue Plan Act (ARPA) funding and how the City was going to continue to best utilize the funds. It was advised to use two-thirds of the funding for roads and the remaining for City needs. City staff was instructed to create a list of what was needed and could be funded with this grant. Finance Director Murff requested to be at the next Road Committee meeting to help determine the road budget for these funds.

Finance Director Murff then asked about the Community Emergency Response Team (CERT) and how it was going to be funded with either the Emergency Operations Center (EOC) funds or ARPA funds. EOC funds can be used; however, it seems more planning for the program is needed.

City Administrator Webster asked Council about changing City Hall hours to 7:00 a.m. to 11:00 a.m. on Fridays since this is currently how Public Works operates and it would make it consistent among all employees. **It was the consensus of the City Council to change the operating hours at City Hall on Fridays from 7:00 a.m. to Noon to 7:00 a.m. to 11:00 a.m.**

Motion by Doyle, seconded by Kirkeide, to adjourn the meeting at 6:56 p.m. All in favor, motion carried.

Andrea Murff, Finance Director