

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
TUESDAY, JUNE 20, 2023**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, June 20, 2023 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, Gary Kirkeide, Al Parranto and Jesse Wilken

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund; City Engineer, Tom Collins; City Administrator, Denise Webster; Deputy City Clerk, Dawnette Shimek; Building Official, Mark Jones; and Finance Director, Andrea Murff.

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.

Mayor Kirkham stated that he was going to move items on the agenda out of order and start with the presentation of the audit.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Andrew Grice, BerganKDV – Presentation of the 2022 Audit

Andrew Grice was before the City Council to present the 2022 Annual Financial Audit and Single Audit Findings. Mr. Grice stated the Independent Auditor's Report gave the City a clean unmodified opinion for the audit. Mr. Grice noted there is a deficiency in internal control with lack of segregation of the accounting duties, which is common with a small staff and recommends segregation or independent review be implemented whenever practical and cost effective. Mr. Grice summarized the financial analysis for the General Fund Performance. Revenues increased \$810,536, this being due to the increase in the tax levy for 2022 and American Rescue Plan Act Funding. All other revenues sources remained consistent when compared to the prior year. Expenditures increased by \$746,638. General Government saw the biggest increase due to the American Rescue Plan Act expenditures. Public Safety increased due to step increase in wages and the addition of an investigator on the Anoka County Sheriff Contract. The remaining functions remained fairly consistent to prior years. Overall, 2022 total revenues exceeded total expenditures for the City causing an increase of \$406,468 to the General Fund balance. Mr. Grice stated the City now has a Fund Balance Ratio of 58.0%, which is within the Fund Balance Policy of 35-50%. Mr. Grice also presented an analysis of the City's historical total tax capacity amounts, tax levy amounts and tax rate for the years 2018 – 2022. Mr. Grice explained that the tax capacity for the City continues to increase faster than relative flat tax levy amount; which helps explain why the tax rate for the City has decreased year over year. The tax rate for 2022 was 20.65%. The Council thanked Mr. Grice for his presentation. The Council also thanked Finance Director Murff and staff.

2.0 PUBLIC COMMENT

Sue and Jerry Dahl, 1933 164th Lane NE, stated that they live in Meadow Park, north of Constance Boulevard NE. Ms. Dahl stated that they are not happy with how the road project was handled. Ms. Dahl stated that the roads in their development were scheduled for reconstruction. Ms. Dahl stated that the trees on the boulevards were cleared, which ruined their front yards and now, they are not getting the road improvement. Mayor Kirkham stated that it is unfortunate that the City had to reduce the project to 70% overlay and 30% reconstruction due to cost restrictions. Ms. Dahl stated that they have to have a landscaper come in to repair the damage. Mr. Dahl stated that the letter from the Engineer stated that the stumps were also to be ground down and that has not been done. Engineer Collins stated that a contractor was hired to remove the trees from the boulevard and the contractor for the street improvement was supposed to do the grubbing. Engineer Collins stated that CenterPoint Energy also worked in the area and their work has not been accepted yet. The Council directed Public Works Superintendent Witkowski and Engineer Collins to go out to the project and determine what needs to be completed. This discussion will be placed on a future Road Committee meeting agenda.

3.2 6:01 P.M. – Public Hearing – For citizens to have an opportunity to give written or oral input to reduce or eliminate pollutants from storm water runoff as part of the National Pollutant Discharge Elimination Systems (NPDES)

Mayor Kirkham opened the public hearing at 6:16 p.m. and asked for public comment and with there being none, Mayor Kirkham closed the public hearing at 6:16 p.m.

3.3 6:01 P.M. – Public Hearing - to consider the vacation of a portion of the drainage and utility easements located on Lots 1, 2, 3 and 4, Block 3, Creekside Farms and adoption of Resolution No. 23-27

Mayor Kirkham opened the public hearing at 6:16 p.m. and asked for public comment and with there being none, Mayor Kirkham closed the public hearing at 6:16 p.m.

Motion by Kirkham, seconded by Doyle, to adopt Resolution No. 23-27 approving the vacation of a portion of the drainage and utility easements located on Lots 1, 2, 3 and 4, Block 3, Creekside Farms. 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 June 5, 2023

4.2 Approval of claims in the amount of \$274,418.68

4.3 Approval of a lot line adjustment for the Minnesota Housing Finance Agency located at 4536 Crosstown Boulevard NE in Section 12

4.4 Approval of replacing ballfields 1-4 fencing at Lion's Park

Motion by Wilken, seconded by Parranto, to approve the June 20, 2023 consent agenda as written. All in favor motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Kevin Hentges, Hentges Turf Farm, Inc., requesting Preliminary and Final Plat approval for the Hentges Addition, a Minor Plat (2 lots) in Sections 15 and 22 and rezoning of Lot 2, Block 1, Hentges Addition, from Rural Single Family Residential (R-A) to Single Family Residential (R-1)
This is considered the First Reading of a Rezoning Ordinance

Motion by Kirkham, seconded by Wilken, to concur with the Planning Commission and approve the request of Kevin Hentges, Hentges Turf Farm, Inc., requesting Preliminary and Final Plat approval for the Hentges Addition a Minor Plat (2 lots) in Sections 15 and 22 and rezoning of Lot 2, Block 1, Hentges Addition, from Rural Single Family Residential (R-A) to Single Family Residential (R-1) subject to designating the south side of the dwelling unit as the front yard, accepting an address change to meet Article 11-820 of City Code, removing the accessory building that encroaches into the westerly 10-foot wide drainage and utility easement of Lot 2, bringing the septic system into compliance within ninety days of recording of the final plat which includes abandoning the existing septic system, including tanks, for the dwelling unit and constructing a new septic system on Lot 2 for the dwelling unit, sealing the existing well, removing the Lot 1 driveway encroachment from Lot 2 and creating a new driveway access for Lot 1 north of Lot 2, paving the easterly 30-feet of the new driveway for Lot 2, paying a \$200 drainage fund contribution and a \$2,500 parkland dedication fee for each lot, meeting the requirements of the City Engineer and Building Official and meeting all City, County, and State requirements All in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Kirkeide stated that staff met with the owner of Jam Hops and Stone Construction to discuss the addition to Jam Hops and whether the new septic system is adequate. Councilmember Kirkeide stated that everything should work out and Jam Hops will be able to expand.

11.2 Discussion of amending Article 6 – Parking and Traffic of the City Code

Following discussion by the City Council regarding parking of trailers overnight on City Streets, the City Council directed Attorney Berglund to draft an ordinance that would not disallow parking on City streets, but rather address safety factors for parking trailers on City streets.

Building Official Jones stated that during construction, contractors are parking on both sides of the streets and this limits visibility and is dangerous when meeting another vehicle. Building Official Jones asked the City Council if this could be addressed. Building Official Jones also asked the City Council if they would

consider allowing secondary driveways that do not access an accessory building or garage, but to be used for parking. Council Parranto suggested that the Council look at allowing parking pads for RV's.

11.3 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:34 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk