

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, AUGUST 21, 2023**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, August 21, 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, Jesse Wilken and Al Parranto

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Mark Berglund; City Administrator, Denise Webster; City Engineer, Dave Krugler; 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 – None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Lt. Schuldt, Anoka County Sheriff's Office Monthly Report

Lt. Schuldt was present before the City Council to give the July 2023 Sheriff's Office Monthly Report. Lt. Schuldt stated that there has been some inquires regarding the Ham Lake Investigators position now that Ham Lake has had the investigator for one year. Lt Schuldt stated that Rob Young has been an investigator since 2020 with the Sheriff's office and in the last year he has had 106 thefts, 34 burglaries, 16 assaults and two damage to property cases. Investigator Young had 30 active cases on his desk as of a week and a half ago and this number could have gone up significantly because the number of cases fluctuates. In the past year Investigator Young has signed 128 complaints for criminal charges from the City and County Attorneys. Once the complaint is signed, Investigator Young then gathers all of the digital evidence, such as the body-cam, squad cameras and anything else they might need in court. Investigator Young also does the follow-up for the City and County Attorneys to obtain interviews and statements and also reads all reports to help solve cases. Investigator Young is busy and successfully closes a case a week on average.

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 August 7, 2023 and Budget Workshop Meeting Minutes of August 7, 2023
- 4.2 Approval of claims in the amount of \$299,641.86
- 4.3 Approval of accepting the resignation of Finance/Human Resource Director Andrea Murff

- 4.4 Approval of contracting with Abdo Financial Solutions for Interim Finance Director Services
- 4.5 Approval of write-offs for uncollectible accounts
- 4.6 Approval of Ordinance No. 23-07 Regarding Pigeons
- 4.7 Approval of the 2024 Law Enforcement Contract with the Anoka County Sheriff's Office
- 4.8 Approval of a Proclamation proclaiming September 17 – September 23 as Constitution Week
- 4.9 Approval of a New Tobacco License for Courtney Alana Kujala dba Ham Lake Tobacco and Vape LLC, 16220 Aberdeen Street NE, Suite B
- 4.10 Approval of Resolution No. 23-38 ordering the preparation of the assessment roll and scheduling a Public Hearing for Street Light Assessments for 2024
- 4.11 Approval of Resolution No. 23-39 for the American Rescue Plan Act (ARPA) Funding for equipment for the City of Ham Lake's Fire Department
- 4.12 Approval of purchasing Emergency Lighting and Truck Accessories for the F-350 Utility Vehicle for the Fire Department

Councilmember Kirkeide requested that items 4.4 and 4.7 be removed from the consent agenda. **Motion by Kirkeide, seconded by Doyle, to approve the August 21, 2023 consent agenda with the omission of items 4.4 and 4.7.** Mayor Kirkham thanked Finance Director, Andrea Murff, for her service to the City of Ham Lake. **All in favor, motion carried.**

Councilmember Kirkeide asked how long the City will contract with Abdo Financial Solutions for Interim Finance Director Services and if there is a less expensive alternative. Administrator Webster stated that the City needs someone with government finance background. Councilmember Doyle stated it has been reviewed by the personnel committee and this is the best-case scenario and hopefully the hiring process can be accelerated. Administrator Webster stated that the position will be posted until the position is filled. **Motion by Kirkeide, seconded by Doyle, to approve item 4.4 on the August 21, 2023 consent agenda. All in favor, motion carried.**

Councilmember Kirkeide stated that the budgeted amount for the Anoka County Law Enforcement Contract with the Anoka County Sheriff's Office has increased substantially over the past 3 years. **Motion by Kirkeide, seconded by Doyle, to table item 4.7 on the August 21, 2023 consent agenda until more information is received and a workshop meeting can be scheduled with someone from the Anoka County Finance Department to discuss the Anoka County Sheriff's Office Contract.** Discussion followed regarding the \$720,000.00 the City will be receiving from the State of Minnesota for public safety and possibly some of that money can be applied to the Sheriff's Office contract. **All in favor, motion carried.**

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Erik Grams of Touchdown Tile and Richards Carpet + Flooring, requesting Commercial Site Plan approval to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE - PID# 20-32-23-12-0025

Motion by Doyle, seconded by Wilken, to concur with the Planning Commission and approve the request from Erik Gram of Touchdown Tile and Richards Carpet + Flooring, to construct an 8,400 square foot office/warehouse building addition to an existing 1,300 square foot building at 15555 Baltimore Street NE, subject to the applicant submitting architectural plans, with engineering, that meet Article 9-220.2.a of the City Code-standards for site and building construction for CD-1 zoning, the parking and septic system meeting the maximum occupancy load of the building, identifying an area for the trash enclosure and including its location on the documents submitted with the building

permit application, no ground work being done until a Coon Creek Watershed District permit and National Pollutant Discharge Elimination System permit have been issued, changing the seven Red Twig Dogwood trees to seven coniferous trees that keep their needles through the winter and that have a starting height of at least five feet, waiving the requirement to plant trees along the right-of-way to the west of the building as allowed by Article 11-1860 of the City Code, obtaining a variance for the west sign and parking setback as allowed by Article 9-150.5.b of the City Code, business hours of 7:00 am to 5:00 pm Monday through Friday, meeting the requirements of the City Engineer and the Building Official, and meeting all City, County and State requirements. All in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY

6.1 Approval of the Purchase Agreement for Permanent Roadway, Drainage and utility Easement and Temporary Construction Easement for PIN #08-32-23-12-0021 (17255 Highway 65 NE)

Mayor Kirkham stated that this property and easements are being purchased for the future service road East of Highway 65 NE, South of Crosstown Boulevard NE to 169th Avenue NE. **Motion by Kirkham, seconded by Doyle, to approve the Purchase Agreement for Permanent Roadway, Drainage and Utility Easement and Temporary Construction Easement for PIN #08-32-23-12-0021 (17255 Highway 65 NE) for the purpose of constructing a service road East of Highway 65 NE, South of Crosstown Boulevard NE to 169th Avenue NE. All in favor, motion carried.**

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 Report – None

11.2 Consideration of a Resolution No. 23-40 approving the 2024 proposed budget and the proposed 2023 levy for payable in 2024

Councilmember Kirkeide stated that the proposed budget that is being approved can be lowered, but cannot be raised when adopted in December. **Motion by Kirkham, seconded by Doyle, to adopt Resolution No. 23-40 approving the 2024 proposed budget and the proposed 2023 levy for payable 2024. All in favor, motion carried.**

11.3 Discussion of The Willows of Ham Lake Senior Housing, 845 Bunker Lake Boulevard NE

Councilmember Kirkeide stated that he along with Administrator Webster and Deputy City Clerk Shimek met with Anoka County Commissioner Julie Braastad, Anoka County Executive Director of HRA (Housing and Redevelopment Authority), Karen Skepper and Ehlers representatives Jessica Cook and Schane Rudlang last week. Councilmember Kirkeide stated that back in 1994 or 1995 the City Council purchased a General Obligation Bond in the amount of \$3.2 million to construct a 50-unit senior housing building; the bond call date is coming up on January 1, 2024 and the maturity date on January 1, 2026. Councilmember Kirkeide stated that Attorney Dorn drafted a portion of the JPA (Joint Powers Agreement) that gave the City of Ham Lake exclusive access to a certain amount of funds generated from rentals. These funds paid for the Coon Lake sewer survey and the east service road off of Crosstown Boulevard NE. Councilmember Kirkeide stated the way the agreement was written benefitted the City. Councilmember Kirkeide stated that

the HRA suggested that the City continue its business relationship with them, only without a bond obligation. Councilmember Kirkeide stated that the investment is now generating money. Councilmember Kirkeide stated when the JPA was written, it included two buildings; and it has not been the intent of the City Council to construct additional housing. Councilmember Kirkeide stated that improving the property with a park area, walking trails and a pavilion would benefit the residents of the facility. The discussion now is to decide whether the City is interested in keeping the partnership with the HRA. Councilmember Kirkeide stated that with using the money and land provided by the City; there is now 3.9 million dollars in the account. Councilmember Kirkeide stated that \$500,000.00 is set aside for replacing the septic system. Councilmember Kirkeide stated that the money generated can be used for infrastructure in the City. Councilmember Kirkeide stated that they are looking at updating the property as it has been 30 years since construction. Councilmember Kirkeide added that keeping the property provides Ham Lake citizens peace and security in their old age as Ham Lake residents have priority to rent the apartments. **It was the consensus of the City Council to schedule a workshop meeting with Executive Director of HRA, Karen Skepper and representatives of Ehlers; and to also remove the future construction of a second building from the JPA.**

11.4 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:21 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk