

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, DECEMBER 4, 2023**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 4, 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; Finance Director, Angela Brumbaugh; 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

Cindy Kallestad, 16220 Bataan Street NE, stated that taxes are going up and asked what the City is using the money for as she wants it to be spent carefully.

Mayor Kirkham stated the budget would be discussed during the scheduled public hearing.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

6:01 p.m. – Public Hearing – to consider the adoption of Resolution No. 23-53 for the 2024 Budget, Levy and Five-Year Capital Improvement Plan

Mayor Kirkham stated that properties are taxed based on property value. Mayor Kirkham stated that residential values have gone down for some homes and commercial values went up for some. Mayor Kirkham stated that the City Council adopts the preliminary budget in September of each year and this year the City Council adopted a 7% increase in the levy. Mayor Kirkham stated that the levy cannot be increased following the adoption of the preliminary budget; but it can be lowered. Mayor Kirkham stated that the tax rate has been dropping over the past 12 years. Mayor Kirkham stated that the budget being adopted has been lowered from the preliminary adoption of 7% increase to a 4.38% increase with reasons for the increase being paying for Fire Station 3 with cash that has been saved over the past approximately 15 years, Elections costs, purchasing two plow trucks for the Public Works Department and an increase in the Anoka County Sheriff's Office contract. Mayor Kirkham stated that by 2025 he would like to see the increase to be 3% or less and in 2026 he would like to see a 0% increase in the levy.

Mayor Kirkham opened the public hearing at 6:06 p.m. for comment.

Faith Roberts, 14604 Aberdeen Street NE, stated she owns Banner Canvass and has two parcels of land; one with her home where the taxes went up 12.5% and her commercial parcel where the taxes went up 53.1% . Ms. Roberts stated that she attended the County Taxation meeting and has an appointment with the tax accessor to visit her property. Ms. Roberts stated that it has been a pleasure living in Ham Lake and applauds the City for keeping costs down. Ms. Roberts stated that the increase in taxes on her commercial property may not be sustainable being she is a one-person business owner and cannot find employees. Ms. Roberts stated that she has asked for the funding formulas from the County and the State and how to interpret the formulas. Ms. Roberts complimented the City Council on the City's low tax rate.

Barb Koloff, 3222 168th Avenue NE, stated that they own Meineke Car Care Center at 13835 Johnson Street NE, and the commercial value and taxes have greatly increased. Ms. Koloff stated that she is frustrated that notices from Anoka County were sent out so late and asked the Anoka County Board what the timeline is for sending notices, but they didn't know. Ms. Koloff stated that she has also talked to Anoka County Commissioner Julie Braastad and questioned why the property value went up \$274,000.00. Ms. Koloff stated that they have lived in Ham Lake since 1998 and purchased the commercial property in 2013. Ms. Koloff stated that they own an outlot adjacent to their residential property and the value on the outlot increased \$20,000.00 and the outlot is not buildable. Ms. Koloff commended the City Council for the city's low tax rate.

Mayor Kirkham asked Cindy Kallestad, 16220 Bataan Street NE, if she had any other concerns to address with the City Council. Ms. Kallestad stated that she understood the primary changes in the budget were constructing Fire Station 3, cost of Elections, purchasing two plow trucks and an increase in the Anoka County Sheriff's Office contract.

Mayor Kirkham asked for further public comment and with there being none, closed the public hearing at 6:32 p.m.

Motion by Kirkham, seconded by Doyle, to adopt Resolution No. 23-53 approving the 2024 Budget, Levy and Fire-Year Capital Improvement Plan. 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 November 20, 2023
- 4.2 Approval of claims in the amount of \$109,445.88
- 4.3 Approval of scheduling a Workshop Meeting for Monday, December 11, 2023 at 5:00 p.m.
- 4.4 Approval of appointment to the Safety Committee
- 4.5 Approval of the amending the Employee Handbook regarding Emergency Sick and Safe Time (ESST), Timesheets using the Employee Self-Serve (ESS) System and Safety Boots/Clothing
- 4.6 Approval of appointing Mayor Brian Kirkham and Jeff Entsminger to the Upper Rum River Watershed Management Organization City Representatives and Mayor Brian Kirkham and Troy Wolens to the Sunrise Watershed Management Organization as City Representatives

- 4.7 Approval of Resolution No. 23-54 supporting the submittal of a Federal Funding Application for the Trunk Highway 65 and CSAH 116 (Bunker Lake Boulevard) Interchange Project by the Anoka County Highway Department
- 4.8 Approval of hiring part-time snow plow driver
- 4.9 Approval of the following 2024 Business Licenses:
Tobacco – Bidhipur Beverage, Inc. dba Ham Lake Liquors; Holiday Stationstores LLC dba Holiday Stationstores #2746223; Grape Expectations, Inc. dba Tournament Liquor; Northern Tier Retail, LLC dba Speedway #4537; Eagl Beverage Holdings, LLC dba Majestic Oaks Golf Club; Rama Corporation dba Network Liquor and Wine Corp.; Celine Stop Ham Lake Inc. dba Little Wonder; E-Cig Clubhouse LLC dba E-Cig Clubhouse; Zen Inc. dba Ham Lake BP; Casey’s Retail Store #3753; Broadview Operations, LLC, dba 1 Stop Liquor; Broadview Operations, LLC dba 1 Stop Market; A & H, LLC dba Ham Lake Tobacco; Central Tobacco Inc. dba SmoKing Shop; and DG Retail, LLC dba Dollar General #21464
Cabaret – Maxx Bar & Grill Inc. dba Maxx Bar & Grill; Eagl Beverage Holdings, LLC dba Majestic Oaks Golf Club; and Dan Dahlin Inc., dba Ham Lake Lanes
Vending Machine – Mendota Valley Amusement, Inc. (for Maxx Bar & Grill), Midwest Coin Concepts (Ham Lake Lanes)
Recycling/Refuse – Ham Lake Haulers
Hotel/Motel – Kevin Eggerth (Ham Lake Apartments), Oasis Life, LLC (AmericInn Ham Lake)

Motion by Parranto, seconded by Wilken, to approve the December 4, 2023 consent agenda as written. All in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

7.1 Finance Director Angela Brumbaugh, 3rd Quarter Financial Report

Finance Director Brumbaugh gave a summary of the 3rd Quarter Financial Report to the City Council. Finance Director Brumbaugh stated that the American Rescue Plan Act (ARPA) has been spent down and there is approximately \$5,000.00 left to allocate. Finance Director Brumbaugh stated that much of the ARPA money has been spent for equipment for the Fire Department and the Public Works Department. Finance Director Brumbaugh stated that cash balance currently appears low because the tax settlement has not posted. The City Council thanked Finance Director Brumbaugh.

8.0 CITY ATTORNEY

8.1 Consideration of accepting donated property from Robert & Dianne Arnold to the City of Ham Lake (Pin #20-32-23-13-0009) and adoption of Resolution No. 23-55

Attorney Berglund stated that Robert and Dianne Arnold desire to donate land to the City as part of their estate planning purposes. Attorney Berglund stated that the Arnolds do not intend to place any restrictions on the City’s use of the property as a condition of their donation. Attorney Berglund added that he has reviewed the title work and the property has a clean title. Councilmember Kirkeide stated that this property was historically known as the Glen Cary property. Discussion followed regarding whether an environmental study should be done on the property. **Motion by Kirkham, seconded by Kirkeide, to accept the donation of land PIN #20-32-23-13-0009 from Robert and Dianne Arnold as a benefit to**

the citizens of Ham Lake, as allowed by law and adoption of Resolution No. 23-55. All in favor, motion carried.

8.2 Approval of acting on the cash security in the amount of \$19,840 for Whitetail Crossing 2nd Addition and adoption of Resolution 23-56

Attorney Berglund stated that the Whitetail Crossing 2nd Addition residential project was accepted at the December 5, 2022 City Council meeting, which commenced the one-year warranty period. Engineer Collins stated that an inspection was conducted on November 29, 2023 found that the concrete ADA compliant pedestrian ramps have not been installed, despite numerous attempts to contact the Developer. **Motion by Kirkham, seconded by Kirkeide, to approve Resolution 23-56 to take action and retain the entire cash security of \$19,840.00 so the City can install the required ADA compliant pedestrian ramps in the development of Whitetail Crossing 2nd Addition and refunding the developer any remaining balance after installation is complete along with any engineering and attorney fees. All in favor, motion carried.**

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Kirkeide requested staff contact Karen Skepper, Executive Director for the Anoka County Housing and Redevelopment Authority (HRA), to obtain information on whether a portion of the HRA funds could be used to contribute to the preliminary engineering costs for the improvement of the Highway 65 NE and Bunker Lake Boulevard NE interchange.

11.2 Announcements and future agenda items

Councilmember Kirkeide reminded the Mayor and Councilmembers that there will be a City Council Workshop meeting on Monday, December 11, 2023 at 5:00 p.m.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:49 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk