

**CITY OF HAM LAKE  
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
TUESDAY, JANUARY 17, 2023**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Tuesday, January 17, 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 Gary Kirkeide, Al Parranto and Jesse Wilken

**MEMBERS ABSENT:** Councilmember Jim Doyle

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; 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.

**OATH OF OFFICE**

Administrator Webster administered the Oath of Office to Councilmember Al Parranto

**3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**

**3.1 Commander Paul Lenzmeier, Anoka County Sheriff's Office Monthly Report**

Commander Lenzmeier gave a summary of the Sheriff's Report for the month of December 2022.

**2.0 PUBLIC COMMENT**

Paul Demro, 14656 Yancy Street NE, was present before the City Council with concerns regarding snowplowing and the City's Snow Plow Policy

**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 January 3, 2023 and Special Meeting minutes of January 10, 2023

4.2 Approval of claims

4.3 Approval of the Pay Equity Report

4.4 Approval of an Off-Site Gambling Permit for The Way of the Shepherd to conduct a raffle on February 17, 2023 at Majestic Oaks Golf Club (701 Bunker Lake Boulevard NE)

4.5 Approval of hiring part-time Warming House Attendants

4.6 Approval of hiring part-time snow plow drivers

4.7 Approval of Resolution No. 23-01 accepting a \$11,500 donation from the Ham Lake Chamber of Commerce

- 4.8 Approval of Resolution No. 23-02 naming a street within the plat of Crosstown Shopping Center to 176<sup>th</sup> Lane NE
- 4.9 Approval of Resolution No. 23-03 scheduling a public hearing to vacate the roadway easement over the north half of 173<sup>rd</sup> Avenue NE, Outlot A in Crosstown Rolling Acres Third Addition, to vacate the roadway easement over the south half of 173<sup>rd</sup> Avenue NE, the northerly 33 feet of 430 Crosstown Boulevard NE, 444 173<sup>rd</sup> Avenue NE and 450 173<sup>rd</sup> Avenue NE, to vacate a portion of the drainage and utility easement on Lot 1, Block 1 and Lot 1, Block 2, Crosstown Rolling Acres Second Addition, and vacate a portion of the right-of-way on Lot 1, Block 1 and Lot 1, Block 2, Crosstown Rolling Acres Second Addition

Councilmember Kirkeide requested that item 4.1 be removed from the consent agenda. **Motion by Wilken, seconded by Parranto, to approve the January 17, 2023 Consent Agenda with the omission of item 4.1. All present in favor, motion carried.**

**Motion by Kirkham, seconded by Wilken, to approve item 4.1 on the January 17, 2023 consent agenda. Mayor Kirkham and Councilmembers Parranto and Wilken voted yes. Councilmember Kirkeide abstained. Motion carried.**

## 5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Jeffrey Stalberger, Crosstown Development LLC, requesting Preliminary Plat and Final Plat Approval for the development of Crosstown Rolling Acres Fourth Addition (3 outlots) in Section 6

**Motion by Kirkeide, seconded by Parranto, to concur with the Planning Commission and approve the request of Jeffrey Stalberger, for Preliminary and Final Plat approval of Crosstown Rolling Acres Fourth Addition, 3 outlots located in Section 6 (PID# 06-32-23-34-0029), subject to meeting the requirements of the City Engineer with consideration being given to waiving the parkland dedication fee for each lot, obtaining approval from Anoka County Property Records & Taxation Division to combine the outlots with the adjacent parcels to the south and meeting all City, State and County requirements. All present in favor, motion carried.**

- 5.2 Richard and Diane Sylvester requesting approval for an amended Sketch Plan for Toby's Trails (3 single family residential lots) located in Section 15

City Engineer Krugler stated if the lots are further subdivided, City Code will need to be met and if any of the lots have a driveway outletting to Naples Street NE, that portion of the plat abutting Naples Street NE will require paving. **Motion by Kirkham, seconded by Parranto, to concur with the Planning Commission and approve the Sketch Plan of Toby's Trails as presented by Richard and Diane Sylvester for a 3-lot single family residential plat located in Section 15 subject to, accepting monies in lieu of parkland, completing a compliance inspection on the existing septic system on Lot 1, obtaining approval from the Anoka County Highway Department for (2) driveway accesses onto Constance Boulevard NE, obtaining Coon Creek Watershed approval, following the requirements of City Code for any future subdivision of Lot 1, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All present in favor, motion carried.**

- 6.0 ECONOMIC DEVELOPMENT AUTHORITY – None
- 7.0 APPEARANCES – None
- 8.0 CITY ATTORNEY – None

**9.0 CITY ENGINEER**

City Engineer Krugler stated that the City Council made a motion on January 3, 2023 to move forward with the bidding process for the construction of Fire Station #3. Fire Station #3 is considered a commercial building and the plans must be reviewed by the Department of Labor and Industry. The Department of Labor and Industry has changed their review process of stormwater drainage, which extends to the property line. Because of this change, the review process could take up to eight weeks.

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

**11.1 Committee Reports - None**

**11.2 Announcements and future agenda items**

Councilmember Kirkeide asked that discussion of snowplowing be added to the next City Council agenda.

**CLOSED MEETING** - Pursuant to Minn. Stat. §13D.05, Subd. 3(c)(3) to discuss the purchase of real property identified as PIN #08-32-23-12-0021 (during a recess of the regularly scheduled City Council meeting)

**Mayor Kirkham called a recess at 6:28 p.m. in order to conduct a closed meeting.**

**Mayor Kirkham called the closed meeting to order at 6:29 p.m. The closed meeting was adjourned at 6:49 p.m.**

**Mayor Kirkham reconvened the regular meeting at 6:49 p.m. Motion by Kirkeide, seconded by Wilken, to adjourn the meeting at 6:50 p.m. All present in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk