

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, MAY 1, 2023**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 1, 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, Dave Krugler; City Administrator, Denise Webster; 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.

2.0 PUBLIC COMMENT - None

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS - None

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 April 17, 2023

4.2 Approval of claims in the amount of \$141,445.98

4.3 Approval of the copier rental agreement for the Workroom and Building Department with Metro Sales (on State Contract)

4.4 Approval of the 2024 Facility Use Agreement with Soderville/Blaine Athletic Association (SBAA)

4.5 Approval of amending the Employee Handbook

4.6 Approval of accepting the resignation of Administrative Assistant II Teri McMahon

4.7 Approval of accepting the Radisson Sunset Estates Development project and commencing the one-year warranty period

4.8 Approval of accepting the Catchers Creek of Ham Lake project and commencing the one-year warranty period

Motion by Parranto, seconded by Doyle, to approve the May 1, 2023 consent agenda removing Item 4.5. All in favor motion carried.

Councilmember Wilken asked for clarification on how the Post-Retirement Health Care Savings Plan (HCSP) was previously funded. Finance Director Murff stated previously any accrued Paid Time Off (PTO)

was transferred into an account for the employee upon separation with the City. Finance Director Murff continued the new plan would pay out PTO directly to an employee up to 80 hours and any other PTO would be deposited into the HCSP. **Motion by Wilken, seconded by Doyle to approve Item 4.5 of the consent agenda. All in favor, motion carried.**

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Andrew Buddensiek of ANB Auto LLC requesting a Certificate of Occupancy to operate a used car dealership at 15903 Lincoln Street NE

Motion by Doyle, seconded by Parranto, to concur with the Planning Commission and approve the request of Andy Buddensiek for a Certificate of Occupancy to operate a used car dealership at 15903 Lincoln Street NE per the business and site plans provided subject to installing a ventilation system compliant with the 2020 Minnesota Mechanical Code, meeting the 2020 Minnesota State Fire Code for indoor storage of vehicles, striping the parking lot, adding an assessible parking space and meeting all City, State and County 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 Parranto stated that he, Mayor Kirkham and Councilmember Wilken attended the Fire Department Relief Banquet. Councilmember Parranto stated it good to see the Fire Fighters be honored for their hard work.

11.2 Discussion of Conduit Bonding Request

Mayor Kirkham explained that Conduit Bonding is done for non-profits in order for them to get a better rate when borrowing by using the City's credit rating for a project in exchange for a fee. Mayor Kirkham continued that the City was offered this opportunity in order for a non-profit to re-open a treatment center in East Bethel. Mayor Kirkham stated he spoke to some residents of East Bethel about the disapproval of the project and to the St. Francis School District about their reservations since they would have to staff the building, and upon gathering this information is opposed to the Conduit Bonding. Councilmember Doyle stated he also spoke to residents of East Bethel and is opposed to going forward. **It was the consensus of the City Council to not participate in the Conduit Bonding Request.**

11.3 Discussion of the Position Classification and Compensation Study

Finance Director Murff explained the City's pay structure and how it aligns with the State of Minnesota's Job Evaluation System in order to get a salary range for each position. Finance Director Murff stated that every three years the City does a Pay Equity reporting to make sure the City is compliance with the Job Evaluation System. Finance Director Murff stated the last compensation pay study was completed in 2004 by the former City Administrator and the last update to the Job Evaluation System was in 2019 and that the City might be outdated. Finance Director Murff stated that the study would help to make sure all positions are up-to-date, help with reorganization of positions with new tasks, and help to ensure positions with multiple job functions are being paid fairly. There was discussion if the staff could complete the study.

Councilmember Doyle stated this could be a very time-consuming task for staff and that the firm hired should complete the study so it would be unbiased. **It was the consensus of the City Council to directed Finance Director Murff to obtain new quotes showing the full cost of the study and the cost if the City took on some of the work and add it to the next agenda for discussion.**

11.4 Announcements and future agenda items

Mayor Kirkham stated the Family of Christ Church is looking to sell land that would benefit the community and wanted to know the City's needs. Mayor Kirkham continued he believed a food shelf would be beneficial. Councilmember Kirkeide directed City Staff to make sure there was not an assessment on the property.

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:25 p.m. All in favor, motion carried.

Andrea Murff, Finance Director