

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, MAY 3, 2021**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 3, 2021 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 Mike Van Kirk and Councilmembers Gary Kirkeide, Brian Kirkham and Jesse Wilken

MEMBERS ABSENT: Councilmember Jim Doyle

OTHERS PRESENT: City Engineer, Tom Collins; City Administrator, Denise Webster; and Jennifer Bohr, Planning and Zoning Clerk

1.0 CALL TO ORDER - 6:00 P.M. – Pledge of Allegiance

Mayor Van Kirk 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 19, 2021

4.2 Approval of claims in the amount of \$165,844.90

4.3 Approval of Resolution No. 20-15 accepting a \$5,000 donation from the Ham Lake Chamber of Commerce

4.4 Approval of accepting the resignation of Fire Chief/Emergency Management Director Kyle Bode

4.5 Approval of appointing Mike Raczkowski as Fire Chief/Emergency Management Director

4.6 Approval of hiring summer seasonal employees in Public Works

4.7 Approval of the plans and specifications for the reconstruction of the streets in Lund's Lakeview Forest

Motion by Kirkham, seconded by Kirkeide, to approve the May 3, 2021 Consent Agenda as written. All present in favor, motion carried.

Councilmember Wilken arrived at 6:03 p.m.

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Jeff Stalberger, Crosstown Development, LLC, requesting Preliminary Plat approval and Rezoning for Crosstown Rolling Acres 3rd Addition (49 Single Family Residential lots) in Section 6 (this is considered the 1st Reading of a rezoning Ordinance)

Mayor Van Kirk asked Engineer Collins to comment on the plat. Engineer Collins stated this is the third and final phase of the Crosstown Rolling Acres development sketch plan approved in 2018. Engineer Collins stated there are some significant modifications that need to be done to the intersection of Crosstown Boulevard NE and 173rd Avenue NE along with removal or creation of cul-de-sacs and the creation of turn and by-pass lanes within the development. Engineer Collins stated some residents from that area were present at the public hearing; most of their comments were related to 173rd Avenue NE. **Motion by Van Kirk, seconded by Kirkham, to concur with the recommendation of the Planning Commission and approve the Preliminary Plat and rezoning to R-1 (single family residential) for the development of Crosstown Rolling Acres 3rd Addition consisting of 49 single family residential lots in Section 6 as submitted by Jeff Stalberger of Crosstown Development, LLC, subject to meeting the requirements of the Anoka County Highway Department, meeting the requirements of Coon Creek Watershed District and the Upper Rum River Watershed District, obtaining FEMA letters of map amendment (LOMA) for Lot 15, Block 1, Lots 11 and 12, Block 3, obtaining a Special Permit from the DNR to remove 49 butternut trees and providing a copy of the permit to the City and the watershed districts, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried.**

This is considered the 1st Reading of a rezoning Ordinance.

5.2 Jim Malvin and Tim Lang, Timber Valley Development, requesting Preliminary Plat approval and Rezoning for Evergreen Estates (36 Single Family Residential lots) in Section 21 (this is considered the 1st Reading of a rezoning Ordinance)

Mayor Van Kirk asked Engineer Collins to comment on the plat. Engineer Collins stated property owners adjacent, or near the development, inquired about a current ingress/egress easement, drainage, tree clearing on the east side of Xylite Street NE and containment of debris during construction. Engineer Collins stated a resident in the area contacted the Coon Creek Watershed District (CCWD) after the Planning Commission meeting to express concern about drainage and run-off from the development potentially affecting a sod farm downstream; the development plans and calculations meet the CCWD requirements for sensitive downstream use and sod farming. Engineer Collins stated there is a private easement within the proposed development that leads to sod fields; that easement will be within City drainage and utility easements once the plat is developed; long-term maintenance of the easement will be the City's responsibility. **Motion by Van Kirk, seconded by Kirkeide, to concur with the recommendation of the Planning Commission and approve the Preliminary Plat and rezoning to R-1 (single family residential) the development of Evergreen Estates consisting of 36 single family residential lots in Section 21 as submitted by Jim Malvin and Tim Lang of Timber Valley Development, subject to updating the plans as required by and meeting the requirements, of the Anoka County Highway Department, meeting the recommendations of the City Engineer, and meeting all City, State and County requirements. All present in favor, motion carried.**

This is considered the 1st Reading of a rezoning Ordinance.

- 5.3 Classic Construction, Inc. requesting Commercial Site Plan approval to construct a 10,572 square foot daycare center at 13644 Radisson Road NE (PIN# 33-32-23-31-0006, Lot 9, Block 2, Bunker Meadows)

Motion by Kirkham, seconded by Wilkin, to concur with the recommendation of the Planning Commission and approve the Commercial Site Plan submitted by Classic Construction, Inc., to construct a 10,572 square foot daycare center at 13644 Radisson Road NE (PIN# 33-32-23-31-0006, Lot 9, Block 2 Bunker Meadows) subject to meeting the requirements of Article 11-1853 related to screening where commercially zoned property is adjacent to residential areas, meeting the requirements of the Anoka County Highway Department and the Coon Creek Watershed District, 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

- 7.1 Finance Director Andrea Worcester – 1st Quarter Financial Report for 2021

Finance Director Worcester gave the financial report for the 1st Quarter of 2021. Finance Director Worcester reported on the Overall Cash Position by Fund Type, Cash Balances by Fund Compared to Prior Year, General Fund Cash Balances, and General Fund Budget to Actual. Finance Director Worcester stated some factors that have impacted fund balances are the COVID-19 pandemic and low interest rates. Mayor Van Kirk asked Finance Director Worcester to review the status of the current municipal bonds and research financing and refinancing options for future capital expenditures and present them to the City Council at an upcoming meeting.

- 7.2 Finance Director Andrea Worcester – Transfer from the General Fund to the Revolving Street Fund

Finance Director Worcester stated the City's Fund Balance Policy requires the City to maintain an unrestricted fund balance in the general fund of 35-50 percent of fund operating revenues; the current unrestricted fund balance is 66.6 percent of fund operating revenues. Finance Director Worcester stated the City has historically maintained a fund balance ratio of 57 percent and suggested moving \$550,470 from the General Fund to the Revolving Street Fund. Mayor Van Kirk and Councilmember Kirkeide stated a Road Committee meeting should be scheduled to review upcoming projects and funds needed for street projects to determine if funds should be transferred per Finance Director Worcester's recommendation or transferred to another fund(s) in addition to the Revolving Street Fund. Engineer Collins will work with staff to schedule a Road Committee meeting.

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER

- 9.1 Discussion of feasibility study for the construction of the east frontage road south of Crosstown Boulevard NE

Engineer Collins reviewed the feasibility study completed for the construction of MSA Chisholm Street/173rd Lane NE and Baltimore Street NE east frontage road south of Crosstown Boulevard NE. Engineer Collins listed the parcels that would be affected by the construction of the frontage road. Engineer Collins stated some parcel owners intend to gift road and stormwater easements and right-of-way; a stormwater pipe easement will need to be acquired from another property owner; some parcels will lose access to Highway 65 NE. Engineer Collins stated the estimated construction cost of the project is

\$1,525,173.66; funding is anticipated to come from multiple sources – the Local Partnership Program, Anoka County Housing and Redevelopment Authority (HRA), assessments and drainage funds and/or bonding for the project. Engineer Collins stated he will have the Cooperative Construction Agreement Grant on the next City Council agenda for approval and anticipates receiving a response on the status of grant application by the end of July.

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports - None

11.2 Consideration of Resolution No. 21-16 accepting a petition and ordering a feasibility study to improve Tippecanoe Street NE from proposed 162nd Lane NE south to the cul-de-sac

Engineer Collins stated the majority of property owners that have frontage on the Tippecanoe Street NE gravel road, south of Constance Boulevard NE, have signed a petition requesting improvement of the road by bituminous surfacing. Engineer Collins stated he has spoken with some of the property owners to explain the project and set assessment fee expectations. Engineer Collins stated the project will consist of eliminating a portion of the current gravel Tippecanoe Street NE in the northwest corner of the Constance Boulevard Terrace development and realigning Tippecanoe Street NE from Constance Boulevard NE to 162nd Lane NE; the portion of Tippecanoe Street NE petitioned to be improved does not align with the Anoka County street grid system but the name of the road will remain Tippecanoe Street NE per the request of the commercial property owner at 15941 Tippecanoe Street NE; the street will be a 9-ton street. Engineer Collins stated the cul-de-sac exceeds the maximum length of 1100 feet however the City owns 66 feet of property (PID# 14-32-23-31-0012) along the project; paving of Tippecanoe Street NE would allow for future westerly extension of Naples Street NE. Engineer Collins stated the Constance Boulevard Terrace development is currently for sale; the improvement of Tippecanoe Street NE will be contingent on construction commencing within the development. Councilmember Wilken asked if the feasibility study will include a traffic study of passenger vehicle and commercial truck traffic. Engineer Collins stated that the realignment of the connection to Constance Boulevard NE will be safer than the existing angled alignment of Tippecanoe Street. Councilmember Kirkeide stated though the Bug Company at 15941 Tippecanoe Street NE is a commercial business, the property is to be considered agricultural. **Motion by Wilken, seconded by Kirkham, to approve Resolution No. 20-16 accepting the petition and ordering a feasibility study to improve Tippecanoe Street NE from proposed 162nd Lane NE south to the cul-de-sac. All present in favor, motion carried.**

11.3 Announcements and future agenda items - None

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

Jennifer Bohr, Planning and Zoning Clerk