

CITY OF HAM LAKE

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CITY OF HAM LAKE CITY COUNCIL BUDGET WORKSHOP MINUTES TUESDAY, JUNE 3, 2024

The Ham Lake City Council met for a budget workshop meeting on Tuesday, June 3, 2024 at 5:15 p.m. in the Conference Room 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: Finance Director, Andrea Murff; City Administrator, Denise Webster; Fire Chief, Mike Raczkowski; City Engineer, Tom Collins; Public Works Superintendent, John Witkowski; and Deputy City Clerk, Dawnette Shimek

1.0 Call to Order

Mayor Kirkham called the meeting to order at 5:15 p.m.

2.0 Discussion of the Proposed 2025 Budget and CIP Review

Finance Director Murff gave an overview of the 2023 Audit stating it was underway with Fixed Assets and Accounts Receivables still outstanding, but those items were being done and would be complete in the next couple of weeks. Finance Director Murff then commented there was approximately \$1.4 million spent last year in ARPA funding. Finance Director Murff stated the contract with our auditors ends this year and we need to send out an RFP for new proposals. Finance Director Murff then commented on the status of the Finance Department as a whole and said deficiencies have been found since her departure in August but are in the process of being corrected.

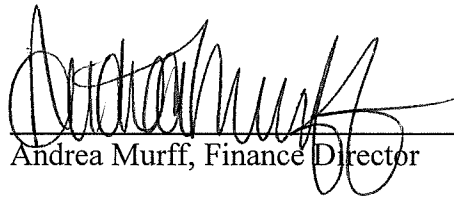
Finance Director Murff moved on to explain the budget process and how the budget is created by going over budget workpapers, tax capacity rate calculations, and the fund balance. She then went over the CIP stating the items listed for the budget year are not authorized for purchase and would need Council approval per the Purchase Policy and its parameters.

The 2025 Budget expenditures were then discussed. The fire department will be asking for \$40,000 for basic landscaping and sprinkler system at Fire Station #3. Administrator Webster stated the roof at City Hall needs to be replaced due to leaking in several areas of the building and that she is working on quotes. Public Works Superintendent Witkowski stated it might be a possible insurance claim and Finance Director Murff will investigate if a claim can be filed with the League of Minnesota Cities. There was also discussion of repairing the east side vestibule at City Hall due to structural damage and it being a future needed cost. Public Works Superintendent Witkowski stated the Snowplow trucks that were ordered in 2022 should be coming in the next 6 months to a year. City Engineer Collins stated he did projections for the Revolving Street Fund using an increase in costs of seven percent year over year and the fund is once again in a deficit in the next five years. City Engineer Collins is

requesting going back to the accelerated transfers from the General Fund to help alleviate the deficit. Conversations over the Anoka County Sheriff's contract then ensued with consensus to meeting with the Anoka County's Sheriff Office to get more information concrete data and information on why increases were needed.

Finance Director Murff stated she did a calculation of a three percent increase to the levy and it would increase the levy to \$188,000, but wanted more direction on what to provide in the next budget meeting. Mayor Kirkham instructed to do the 3 percent budget and then a comparison with just actual expenditures and increases. Councilmember Kirkeide requested a projection of the budget if CARES and ARPA funding were not received.

Motion by Kirkham, seconded by Parranto, to adjourn the meeting at 5:51 p.m. All in favor, motion carried.



Andrea Murff, Finance Director