

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, OCTOBER 17, 2022**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, October 17, 2022 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 Engineer, Dave Krugler; City Attorney Mark Berglund; City Administrator, Denise Webster; Deputy City Clerk, Dawnette Shimek 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

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 September 2022.

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 October 3, 2022 and Special Meeting Minutes of October 11, 2022

4.2 Approval of claims in the amount of \$394,970.75

4.3 Approval of the contract with Embedded Systems for the maintenance and monitoring of the radio equipment for the outdoor warning sirens

4.4 Approval of scheduling a Budget Workshop Meeting for Monday, November 7, 2022 (following the regularly scheduled City Council Meeting)

4.5 Approval of Resolution No. 22-37 for the American Rescue Plan Act (ARPA) Funding expenditures for the City of Ham Lake

4.6 Road Committee Recommendations:

- 1) Approval of preparing the Plans and Specifications for the Crosstown Shopping Center street reconstruction of Chisholm Street NE, 176th Lane NE, 177th Avenue NE, Central Avenue NE and 175th Lane NE

Motion by Wilken, seconded by Doyle, to approve the October 17, 2022 Consent agenda as written. All in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS

5.1 Larry Schwartz requesting Preliminary Plat and Final Plat Approval and Rezoning from R-A, Rural Single Family Residential to R-1, Single Family Residential, for Schwartz Estates (3 single family residential lots) located in Section 23 (this is considered the First Reading of a rezoning Ordinance)
Motion by Doyle, seconded by Parranto, to concur with the recommendation of the Planning Commission and approve the request of Larry Schwartz for Preliminary and Final Plat approval and Rezoning of Schwartz Estates, a 3 lot Minor Plat, from R-A, Rural Single Family Residential, to R-1, Single Family Residential, located in Section 23 (PID# 23-32-23-14-0003), subject to paying a parkland and drainage fee for each lot, meeting the requirements of the City Engineer and meeting all City, State and County requirements. All in favor, motion carried.

(This is considered the First Reading of a rezoning Ordinance)

5.2 Larson Systems, Inc. requesting Commercial Site Plan approval to construct a 9,900 square foot building and a 17,776 square foot addition (east addition) to the existing 24,000 square foot building at 13847 Aberdeen Street NE (PID# 32-32-23-13-0026)

Motion by Kirkham, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve the commercial site plan to construct a 9,900 square foot building and a 17,776 square foot addition (east addition) to the existing 24,000 square foot building at 13847 Aberdeen Street NE (PID# 32-32-23-13-0026) subject to adding screening along the south property line adjacent to 1555 138th Avenue NE that meets the requirements of Article 11-1853 of the City Code, installing the southeasterly septic area outside of the 100-year elevations of the existing pond to the west (894.73) and the existing pond to the north (894.97), coordinating septic siting with the building permit review, installing retaining walls to the west and/or north of the proposed septic area if required, adhering to the monitoring and mitigation plan for a Type III subsurface sewage treatment system as directed by the Building Official and submitting documentation as required by the plan, obtaining required permits from the Coon Creek Watershed District and MPCA prior to the commencement of grading operations, obtaining City Council approval of the vacation of easements at a future City Council meeting and meeting all City, State and County requirements. All in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES

7.1 Andrea Murff, Finance Director, 3rd Quarter Financial Report

Finance Director Murff gave the financial report for the 3rd Quarter of 2022. Finance Director Murff reported on the Overall Cash for the City is up approximately \$33,000 with various fluctuations within the different funds due to the purchase of a new City Sign, updating of the City Website, bond payments, purchasing a new plow truck and the annual budgeted transfers. Overall, with the exception of the General Fund, the cash position by the different fund types has stayed relatively flat. The General Fund Cash Balance has increased significantly for 2022 due to receiving the ARPA (American Rescue Plan Act) funds in July. When looking at the General Fund's budgeted activity for 2022, the fund is coming in with an overall favorable variance and expenditures are trending slightly below budget for the period. City investments are down approximately \$151,000 due to the market values on CD's decreasing. However, the return of higher interest rates on CD's has returned and the City has been purchasing more CD's at about a 4% interest rate. The City Council thanked Finance Director Murff.

8.0 CITY ATTORNEY

Attorney Berglund stated that his office is reviewing the history regarding dredging the waterway between Coon Lake and South Coon Lake and will report back at a future meeting.

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

11.0 COUNCIL BUSINESS

11.1 Committee Reports

Councilmember Doyle stated that the City Council went on a road tour with Administrator Webster, City Engineer Krugler, City Engineer Collins and Public Works Superintendent Witkowski to look at road and assess the conditions of the roads for future road projects and maintenance.

11.2 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Parranto, to adjourn the meeting at 6:17 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk