

**CITY OF HAM LAKE  
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES  
MONDAY, DECEMBER 18, 2023**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 18, 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 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.

**2.0 PUBLIC COMMENT** – None

**1.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**

**3.1 Lt. Anthony Mendoza, Anoka County Sheriff's Office Monthly Report**

Lt. Mendoza was present before the City Council and gave a summary of the Sheriff's Report for the month of November 2023.

**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 December 4, 2023 and Workshop Minutes of December 4, 2023 and December 11, 2023

4.2 Approval of claims in the amount of \$740,513.38

4.3 Approval of hiring part-time warming house attendants

4.4 Approval of a 10-year extension of the Master Development for Deer Haven Hills

4.5 Approval of Resolution No. 23-57 scheduling a public hearing to vacate a portion of the roadway easement located at 2152 South Ham Lake Drive NE

4.6 Approval of extending conditional offers to paid-on-call firefighters

4.7 Approval of completed probationary period for firefighters

4.8 Approval of directing the City Attorney to negotiate acquisition of a temporary roadway easement from Lot 1, Block 2, Brook View Meadows

4.9 Approval of Resolution No. 23-58 requesting bridge funding for replacement of County Ditch 58 Culverts

**Motion by Parranto, seconded by Doyle, to approve the December 18, 2023 consent agenda as written. All in favor, motion carried.**

## **5.0 PLANNING COMMISSION RECOMMENDATIONS**

5.1 Nicholas Holm of Twin Town Demolition requesting a Conditional Use Permit to operate a demolition for renovation construction service contractor business at 16648 Polk Street NE and adoption of Resolution No. 23-59

**Motion by Kirkham, seconded by Doyle, to concur with the Planning Commission and approve the request of Nicholas Holm for a Conditional Use Permit to operate a demolition for renovation construction service contractor business at 16648 Polk Street NE subject to surfaces upon which motor vehicles will be parked or driven, and all areas in which pedestrians will be walking from point to point, shall be surfaced with asphalt or concrete to specifications established by the City's Engineer per Article 11-1851, all parking lots, drives and surfaces upon which the general public and employees shall have access shall be paved according to specifications to be established by the City's Engineer per Articles 9-220.1.a, all outside storage is to be on a Class V surface screened by code compliant screening of conifer trees as presented on the landscaping plan with a height of at least five feet to provide an intermingled screen of eight feet within five years to conceal storage from outside view, maintaining conifer trees meaning if a tree needs to be replaced, the replacement tree's height shall be the same height, or average tree height, of the majority of the trees providing screening at the time of replacement, constructing a code compliant fence to conceal storage from outside view when additional equipment is acquired and stored outdoors, operating hours of 7:01 am to 10:00 pm Monday through Friday, storage of refuse containers must comply with Article 9-220.1.f, meeting all the requirements noted in the City Engineer's memorandum dated December 6, 2023 and Building Official's staff report dated December 11, 2023 and meeting all City, County and State requirements and adopt Resolution No. 23-59. All in favor, motion carried.**

5.2 Nicholas Holm of Twin Town Demolition requesting Commercial Site Plan approval to construct a 4,608 square foot office/warehouse building at 16648 Polk Street NE. PID# 08-32-23-33-0013

**Motion by Kirkham, seconded by Parranto, to approve the request of Nicholas Holm for the commercial site plan to construct a 4,608 square foot office/warehouse building at 16648 Polk Street NE, subject to the following conditions: all surfaces used for customer or employee parking, and for storage of over the road vehicles, shall be asphalt or concrete, to specifications established and approved by the City Engineer, if additional parking spaces are needed, as shown on the site plan, the sidewalk and parking area are to be hard surfaced, exterior finish of the building meeting CD-2 building standards, meeting the requirements of the City Engineer and Building Official and meeting all City, County and State requirements. All in favor, motion carried.**

**6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

**7.0 APPEARANCES – None**

## **8.0 CITY ATTORNEY**

Attorney Berglund stated that the closing on Friday, December 15<sup>th</sup> for the right-of-way for the service road south of Crosstown Boulevard NE from Jake's Auto Mall went well. Attorney Berglund stated he is

working through similar documents to obtain the Osborne right-of-way and this will complete right-of-way acquisition for the road project. Attorney Berglund thanked Engineer Krugler for his assistance in obtaining the right-of-way.

Engineer Krugler stated that he is working through easement documents for the completion of the Holiday Stationstores plat. Engineer Krugler stated that he is also working with the DNR (Department of Natural Resources) and will have information for the City Council at a future meeting.

**9.0 CITY ENGINEER – None**

**10.0 CITY ADMINISTRATOR – None**

**11.0 COUNCIL BUSINESS**

**11.1 Committee Reports**

Councilmember Parranto stated that he and Mayor Kirkham met with the Park Committee and stated that the City will be applying for a DNR (Department of Natural Resources) grant and is planning to place playground equipment at Hidden Forest East Park with the grant.

Councilmember Doyle stated that the Road Committee met prior to tonight's meeting. Mayor Kirkham stated that there is a bid opening scheduled for December 27, 2023 for the overlay project and the City Council will act on that at the January 2, 2024 meeting.

**11.2 Discussion of scheduling a workshop meeting regarding wetland banks**

Administrator Webster stated that there is a request for a meeting discuss wetland banking. **It was the consensus of the City Council to schedule a workshop meeting on January 2, 2024 at 5:00 p.m.**

**11.3 Announcements and future agenda items**

Councilmember Wilken stated the Fire Chief, Fire Department and many volunteers over the three nights of the Santa ride there was 11,765 pounds of food and \$8,272.00 in cash donations collected. Councilmember Wilken thanked the Fire Department, volunteers and the generous residents of Ham Lake.

Mayor Kirkham wished everyone a Merry Christmas.

**Motion by Kirkham, seconded by Parranto, to adjourn the meeting at 6:12 p.m. All in favor, motion carried.**

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Dawnette Shimek, Deputy City Clerk