

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, JULY 6, 2020**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, July 6, 2020 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 Jim Doyle, Tom Johnson, Brian Kirkham and Gary Kirkeide

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Joe Murphy; City Engineer, Tom Collins; City Administrator, Denise Webster; and Deputy Clerk, Dawnette Shimek

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

Christine Dahlman, 17540 Highway 65 NE, thanked the Mayor and City Council for the 4th of July fireworks display. Ms. Dahlman stated that she continues to have concerns with alleged ongoing violations with Gratitude Farms such as not transporting dogs correctly, not having regular business hours and not having the vehicle used to transport animals labeled on three sides. Ms. Dahlman stated that Tammy Gimpl of Gratitude Farms continues to violate the animal control contract. Ms. Dahlman stated that the Sheriff's Department is not enforcing the law and they need to enforce laws and not pick and choose who follows the laws.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 Matt Mayer, BerganKDV – Presentation of the 2019 Audit

Matt Mayer was before the City Council to present the 2019 Financial Audit. Mr. Mayer stated that the Independent Auditor's Report gave the City an "unmodified" or "clean" opinion. Mr. Mayer noted there is a deficiency in internal control with lack of segregation of the accounting duties, which is common with a small staff and recommends segregation or independent review be implemented whenever practical and cost effective. Mr. Mayer summarized the financial analysis for the General Fund Budget, General Fund Performance, and the General Fund, both revenues and expenditures. Mr. Mayer stated that the City's financial health is right on balance with a 57.7% fund balance. Mr. Mayer displayed a graph showing the certified tax capacity levy, total tax capacity and tax capacity rate for the years 2015 – 2019. The tax capacity rate for 2019 was 23.44%. Mr. Mayer presented ratios and comparisons to the City of Ham Lake vs. the State. Mr. Mayer stated that the City is in good financial standing. The Council thanked Mr. Mayer for his presentation.

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 June 15, 2020, Budget Workshop Minutes of June 15, 2020 and Special Meeting Minutes of June 25, 2020
- 4.2 Approval of claims in the amount of \$952,875.95
- 4.3 Approval of the 2021 North Metro Telecommunications Commission Budget (NMTV)
- 4.4 Approval of an oversized accessory building located at 14466 Marmon Street NE
- 4.5 Approval of adjustment of Comp Worth Rating for Building and Zoning Official/Code Enforcement Officer Mark Jones
- 4.6 Approval of Resolution No. 20-15 accepting a \$2,000 donation from Blaine's Blazin 4th contributing to the July 4, 2020 Fireworks
- 4.7 Approval of Resolution No. 20-16 appointing Election Judges for the Primary Election on August 11, 2020 and allowing the City Clerk to appoint additional judges if needed
- 4.8 Approval of hiring Andrea Worcester as full-time Finance and Human Resource Director
- 4.9 Approval of hiring Dixie Steele as a Temporary Elections Assistant
- 4.10 Approval of the First Reading of an Ordinance regarding Article 10-430 (E) Driveways
- 4.11 Approval of the First Reading of an Ordinance regarding Article 6-813 Parking Surfaces

Motion by Doyle, seconded by Johnson, to approve the July 6, 2020 Consent Agenda as presented. All in favor, motion carried.

5.0 PLANNING COMMISSION RECOMMENDATIONS – None

6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None

7.0 ECONOMIC DEVELOPMENT AUTHORITY – None

8.0 APPEARANCES - None

9.0 CITY ATTORNEY

9.1 Update on the Coronavirus Relief Funds to Cities (CRF)

Attorney Murphy stated that the State has allocated 1.2 million dollars to the City of Ham Lake to reimburse expenses directly related to the COVID-19 epidemic. The City must request the money by September 15, 2020; any remaining money the City does not have expenses allocated for will be returned. These expenses would not cover items the City has already budgeted for or for lost revenue. The funds can be used for costs related to COVID-19 that are incurred between March 1, 2020 and November 15, 2020 toward training, personal protective equipment, equipment or products required to reconstruct staff to create separation, cleaning materials, employees working from home, etc. There may also be a grant process to offer local businesses. Attorney Murphy stated he will have more information to further update the Council at a later date. City Staff will also be reviewing eligible expenses and the process for receiving the funding.

10.0 CITY ENGINEER – None

11.0 CITY ADMINISTRATOR

11.1 Discussion of Metro I-Net Joint Powers Agreement (JPA)

Administrator Webster stated that the City currently contracts with Metro I-Net for their information technology. Currently, Metro I-Net is under organizational control of the Roseville City Manager and Roseville City Council. Metro I-Net has grown to 35 member organizations receiving full IT services and 9 associate members receiving limited IT services, all of whose needs have grown exponentially. Metro I-Net is proposing a joint powers entity that would provide members more direct control over governance of Metro I-Net, including costs, personnel, and policies and takes away uncertainty of the future of Metro I-Net. The new organizational structure will increase the costs for each member. The exact costs have not been determined yet and are highly dependent on the number of members that join the JPA. If all current members remain as members of the JPA, it is estimated that each member, including Roseville, would see an increase of 5% over the 2020 cost. Currently the City of Ham Lake pays \$52,056 per year and a 5% increase would add an additional \$2,602.80 per year. Other cities currently served by Metro I-Net have explored other options and have found that the costs to obtain the quality of service provided far exceed the projected annual fee of Metro I-Net. At this time Roseville is seeking a commitment by governing agencies to enter into a Metro I-Net Joint Powers Agreement, subject to final review and approval of the JPA document. This will allow them to proceed in completing the drafting of the JPA and have an assurance on costs to create the new entity. **Motion by Doyle, seconded by Van Kirk, to commit to join other Metro I-Net agencies and enter into a Joint Power's Agreement, subject to final review and approval by the City Council and the City Attorney.** Councilmember Johnson asked if the proposed contract costs include office space and other overhead costs. Administrator Webster stated she would request additional information for the City Council. **All in favor, motion carried.**

12.0 COUNCIL BUSINESS

12.1 Committee Reports – None

12.2 Discussion of Community Emergency Response Teams (CERT)

Mayor Van Kirk stated that he has been researching how to create an Emergency Response team in case of a disaster. Mayor Van Kirk stated that FEMA (Federal Emergency Management Agency) has a program called CERT (Community Emergency Response Team). FEMA offers training and guidance with starting a CERT Program in the City. The plan would be administered by the Police Chief or Fire Chief. Citizens would be trained to deal with life-threatening emergencies during times of disaster. Mayor Van Kirk would like Ham Lake to have a CERT Program in place and would like to start with talking with neighborhood watch groups and have a basic information packet to distribute on Nite to Unite on October 6, 2020. Mayor Van Kirk asked that copies of the plan be created and distributed to Councilmembers.

12.3 Discussion of Article 11-270 – Inground Swimming Pools – fencing

Attorney Murphy stated that Minnesota Statutes do not address private swimming pools having fencing. However he did not find any cities that allow an ASTM (American Society for Testing and Materials) approved automatic pool cover in place of a fence. Discussions followed regarding whether an automatic pool cover offers enough safety versus having the pool area fenced. Councilmember Doyle stated he would like to see additional information regarding the requirement of swimming pool fencing perhaps from southern states for comparison and if the League of Minnesota Cities would have a model ordinance for the Council to review. Attorney Murphy stated he would have additional information regarding swimming pool fencing for the City Council at the next meeting.

12.4 Announcements and future agenda items

Councilmember Johnson stated that the July 4th fireworks display was awesome. Mayor Van Kirk stated that there was a good turnout, social distancing was maintained by attendees, the weather and fireworks were fantastic.

Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 7:04 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk