

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, DECEMBER 3, 2018**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 3, 2018 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 Van Kirk and Councilmembers Jim Doyle, Tom Johnson, Gary Kirkeide and Al Parranto

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Joe Murphy; Fire Chief, Don Krueger; and City Clerk, Denise Webster

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

3.1 Shana Schmitz, Executive Director – Ham Lake Area Chamber of Commerce Monthly Report

Shana Schmitz, Executive Director, informed staff that she would not be present to give the monthly report.

3.2 6:01 P.M. – PUBLIC HEARING – To consider the adoption of Resolution No. 18-56 for the 2019 Budget, Levy and Five Year Capital Improvement Plan

Mayor Van Kirk called the public hearing to order at 6:01 p.m.

Zach Doud, AEM Financial Solutions, stated that the preliminary budget was approved by the City Council on September 4, 2018 and the Capital Improvement Plan was approved on November 5, 2018. Mr. Doud explained the tax rate/tax capacity rate and fiscal disparities.

Mr. Doud reviewed the proposed property tax levy, certified tax levy history, property tax capacity by neighboring cities, and the tax rate calculation and tax rate history. Mr. Doud stated that the 2019 tax capacity rate is 23.414%, which is a decrease of 1.558% from 2018. Mr. Doud stated that Ham Lake has the 2nd lowest tax rate in Anoka County.

Mr. Doud reviewed the average home taxable market value and what the impact would be on homeowners. Mr. Doud displayed the distribution of a 2019 tax dollar (\$.24 for the City, \$.35 for Anoka County, \$.37 for Anoka Hennepin School District and \$.04 for other taxing districts).

Mr. Doud reviewed the General Fund budget for the day-to-day operations of the City, including police and fire, street and building maintenance, parks and administration. Mr. Doud reviewed the General Fund Revenues graph and General Fund Expenditures graph by departments. Mr. Doud reviewed the breakdown

of transfers of money from the General Fund to the Revolving Street Fund and the building and equipment funds for the current and future capital outlay needs of the City.

Mr. Doud stated that the fund balance policy is: “The City will strive to maintain an unassigned fund balance in the range of 35-50% of the next year’s budgeted expenditures, including transfers.” Mr. Doud stated that the fund balance at the end of 2017 was 55.94%, and the budgeted Fund Balance at the end of 2018 based on the 2019 proposed expenditures would be 52.57%. Mr. Doud stated that the 2019 budget includes a spend-down of reserves of \$137,960.

Mr. Doud reviewed the Capital Improvement and Replacement Plan for 2019-2023 and the 2019 Capital Improvement and Equipment Replacements. There was discussion of the Revolving Street Fund and the upcoming street overlays and all street projects scheduled for 2019. Mr. Doud stated that the City Council should look at increasing the fund over the next several years.

Mayor Van Kirk opened the public hearing at 6:29 p.m. for public comment. There was no public comment. Mayor Van Kirk closed the public hearing at 6:29 p.m.

Motion by Van Kirk, seconded by Johnson, to approve Resolution No. 18-56, adopting the 2019 budget and 2018 levy, collectable in 2019. All in favor, motion carried.

Motion by Kirkeide, seconded by Parranto, to approve the Five Year Capital Improvement Plan. All in favor, motion carried.

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 November 19, 2018
- 4.2 Approval of claims in the amount of \$580,597.53
- 4.3 Approval of Resolution No. 18-57 designating the polling sites for the 2019 election
- 4.4 Approval of the 2019 Residential Recycling Agreement with Anoka County
- 4.5 Approval of allowing the one-year warranty period to expire for the upgrade of the streets in Rose Crest
- 4.6 Approval of accepting the Hidden Forest East project and commencing the one-year warranty period
- 4.7 Approval of an Off-Site Gambling Permit for the Ham Lake Chamber of Commerce to conduct raffle, pull-tabs, bingo and paddlewheel at Ham Lake Park on Saturday, February 9, 2019 (Snowbowl)
- 4.8 Approval of a Large Assembly License for the Ham Lake Chamber of Commerce at Ham Lake Park on Friday, February 8 and Saturday, February 9, 2019 (Snowbowl)
- 4.9 Approval of hiring part-time warming house attendants
- 4.10 Approval of extending conditional offers of employment to paid-on-call firefighters

Motion by Kirkeide, seconded by Johnson, to approve the Consent Agenda as written. 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 – None**
- 10.0 CITY ENGINEER – None**
- 11.0 FIRE CHIEF – None**

- 12.0 COUNCIL BUSINESS**
- 12.1 Committee Reports – None

- 12.2 Announcements and future agenda items – None

Motion by Kirkeide, seconded by Parranto, to adjourn the City Council meeting at 6:30 p.m. All in favor, motion carried.

Denise Webster, City Clerk