

**CITY OF HAM LAKE
CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES
MONDAY, DECEMBER 7, 2020**

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 7, 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 Tom Johnson, Gary Kirkeide, Jim Doyle and Brian Kirkham

MEMBERS ABSENT: None

OTHERS PRESENT: City Attorney, Joe Murphy; City Engineer, Tom Collins; City Administrator, Denise Webster; Finance Director, Andrea Worcester; and Deputy City 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

Mayor Van Kirk invited a Boy Scout in the audience to introduce himself to the Council. Trevor introduced himself and stated that he is with Boy Scouts Troop 506 and he is working on his Communications Merit Badge. Trevor was accompanied by Boy Scout Leader, Kevin Wuollet.

Brian Pogalz, Chair of the Planning Commission and residing at 14238 Tippecanoe Street NE, asked if the City had received the study from the County regarding the flashing yellow light located at Bunker Lake Boulevard NE and Lexington Avenue NE. Currently the light is not flashing and Mr. Pogalz stated that he is neither for or against the light flashing, but is interested in the County's findings. Mr. Pogalz stated that the roads in his development had been seal coated and chipped this year and asked if the City could add extra provisions to have the newly seal coated streets swept in the spring and fall. Mr. Pogalz stated that the rock chips end up on the boulevard and in the storm sewer and causes the residents to have to clean it up. Mayor Van Kirk stated that they will communicate with the Public Works to sweep up the loose gravel after roads are seal coated.

3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 6:01 P.M. – PUBLIC HEARING – To consider the adoption of Resolution No. 20-47 for the 2021 Budget, Levy and Five-Year Capital Improvement Plan

Mayor Van Kirk opened the public hearing at 6:09 p.m., and asked for public comment.

Andrea Worcester, Finance/HR Director, stated the preliminary budget and levy was approved by the City Council on September 8, 2020. Ms. Worcester stated that the final budget needs to be submitted to Anoka County by December 28, 2020.

Ms. Worcester reviewed the proposed property tax levy, certified tax levy history, and the tax rate calculation and tax rate history. Ms. Worcester stated that the 2020 tax capacity rate is 21.92%, which is a decrease of 0.51% from 2020. Ms. Worcester stated that Ham Lake has the 2nd lowest tax rate in Anoka County.

Ms. Worcester reviewed the average home taxable market value and what the impact would be on homeowners. Ms. Worcester displayed the distribution of a 2021 tax dollar (\$.22 for the City, \$.40 for Anoka County, \$.42 for Anoka Hennepin School District and \$.04 for other taxing districts).

Ms. Worcester 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. Ms. Worcester reviewed the General Fund Revenues graph and General Fund Expenditures graph by departments. Ms. Worcester 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.

Ms. Worcester 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." Ms. Worcester stated that the fund balance at the end of 2019 to 2020 expenditures was 57.7%. The Budgeted Fund Balance at the end of 2020 based on 2021 proposed expenditures would be 58.27%. The 2021 budget includes an increase of \$91,799 in reserves.

Ms. Worcester reviewed the Capital Improvement and Replacement Plan for 2021-2025 and the 2021 Capital Improvement and Equipment Replacements. Ms. Worcester reviewed the Revolving Street Fund and the upcoming street overlays and all street projects scheduled for 2021.

Mayor Van Kirk asked for further public comment and with there being none, Mayor Van Kirk closed the public hearing at 6:28 p.m.

Motion by Kirkham, seconded by Doyle, to adopt Resolution No. 20-47 for the 2021 Budget and Levy. All in favor, motion carried.

Motion by Kirkeide, seconded by Kirkham, to approve the 2021 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 16, 2020

4.2 Approval of claims in the amount of \$143,208.63

- 4.3 Approval of reduction of the performance security for Hidden Forest East 2nd Addition from \$181,800 to \$90,900
- 4.4 Approval of the Metro I-Net Joint Powers Agreement
- 4.5 Approval of the following 2021 Business Licenses:
Tobacco – Bidhipur Beverage, Inc. (Ham Lake Liquors), Holiday Stationstores, Inc., Grape Expectations, Inc. (Tournament Liquor), Northern Tier Retail, LLC (Speedway #4537), Eagl Beverage Holdings, LLC (Majestic Oaks Golf Club), Network Liquor and Wine Corp., AP RZA Inc. (Little Wonder), Broadview Operations, LLC (1 Stop Liquor), E-Cig Clubhouse, Ham Lake BP, Casey’s Retail Store; A & H, LLC (Ham Lake Tobacco)
Cabaret – Maxx Bar & Grill, Eagl Beverage Holdings, LLC (Majestic Oaks Golf Club), Dan Dahlin Inc., (Ham Lake Lanes)
Hotel/Motel – Kevin Eggerth (Ham Lake Apartments), Oasis Life, LLC (AmericInn Ham Lake)
Vending Machine – Mendota Valley Amusement, Inc. (for Maxx Bar & Grill), Midwest Coin Concepts (Ham Lake Lanes)
Recycling/Refuse – Ham Lake Haulers

- 4.6 Road Committee Recommendations:
- Approval of Municipal State Aid (MSA) designation and adoption of Resolution No. 20-48
- Motion by Johnson, seconded by Doyle, to approve the December 7, 2020 Consent Agenda as written. All in favor, motion carried.**

5.0 PLANNING COMMISSION RECOMMENDATIONS

- 5.1 Consideration of an amendment to Article 9 of the Ham Lake City Code adding Concrete Masonry Businesses as a Conditional Use in CD-2 (Commercial Development Tier 2) Zoning
- This is considered the First Reading of an Ordinance to amend Article 9 of the Ham Lake City Code adding Concrete Masonry Businesses as a Conditional Use in CD-2 (Commercial Development Tier 2) Zoning.

6.0 PARK AND TREE COMMISSION RECOMMENDATIONS – None

7.0 ECONOMIC DEVELOPMENT AUTHORITY

Staff is coordinating with Karen Skepper, Executive Director of Anoka County HRA, to meet in January to discuss the use of Anoka County HRA Funds.

8.0 APPEARANCES – None

9.0 CITY ATTORNEY – None

10.0 CITY ENGINEER

~~10.1 Consideration of Letter of Credit for Nettas Preserve. This item was removed from the agenda prior to the meeting.~~

11.0 CITY ADMINISTRATOR – None

12.0 COUNCIL BUSINESS

12.1 Committee Reports - None

12.2 Announcements and future agenda items

Santa rode on a fire truck with the Ham Lake Fire Department and traveled through the City of Ham Lake over the weekend and collected 14,825 pounds of food and \$6,500 in donations for the North Anoka County Emergency Food Shelf.

Councilmember Kirkham asked that Public Works Superintendent John Witkowski and Administrative Assistant Nicole Wheeler apply for an Outdoor Recreation Grant through the Department of Natural Resources to be used to update the tennis courts.

Motion by Kirkeide, seconded by Kirkham, to adjourn the meeting at 6:35 p.m. All in favor, motion carried.

Dawnette Shimek, Deputy City Clerk