



# CITY OF HAM LAKE

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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, MAY 19, 2025

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, May 19, 2025 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, Andrew Hallberg, and Al Parranto. Councilmember Mike Van Kirk arrived at 6:10 p.m. as noted in the minutes.

In accordance with the requirements of Minn. Stat. Section 13D.02, Councilmember Mike Van Kirk appeared remotely via interactive technology from the following public location: Element Dallas Love Field, 2333 West Mockingbird Lane, Dallas, Texas 75235

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Attorney, Mark Berglund; City Engineer, Dave Krugler; City Administrator, Denise Webster; Finance Director, Andrea Murff 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

Troy Wolens, 17817 Oakland Drive NE, was present before the City Council. Mr. Wolens stated that the Sunrise Watershed budget cost to the City went up 4%, rather than 24% that was proposed by the Watershed.

Mr. Wolens stated that there is a house in his neighborhood that is being used as a medical center that is a boarding house for 5 to 8 people. Mr. Wolens stated that this type of use is permitted in commercial zoning and does not understand how they can operate in residential zoning. Mr. Wolens stated that the property operates a business there but does not live there. Mr. Wolens asked who makes sure residents are safe, because he does not feel safe in his own home. Mr. Wolens stated that a bedroom was added to the home and he does not know if the septic system is adequate for 5 bedrooms. Mr. Wolens stated he does not want a treatment center or half-way house in his neighborhood. Mr. Wolens stated that an ordinance should be drafted so this type of activity wouldn't be allowed in residential zoning so others don't have crazy people move in next to them. Attorney Berglund stated he would look into this situation.

Denise Wolens, 17817 Oakland Drive NE, stated that the property information shows the home is taxed as having three bedrooms and she doesn't think the property is being taxed correctly. Ms. Wolens also stated concern regarding the septic system being adequate for this type of use. Ms. Wolens stated that

once a property is used as commercial use it does not go back to its residential use. Ms. Wolens stated that there are vans and red lights from emergency vehicles frequently at the property.

*Councilmember Van Kirk arrived at 6:10 p.m.*

### **3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS**

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

Lt. Mendoza gave a summary of the Sheriff's Report for the month of April 2025.

#### **3.2 Andy Grice, BerganKDV – Presentation of the 2024 Audit**

Andy Grice was before the City Council to present the 2024 Annual Financial Audit and Single Audit Findings. Mr. Grice stated the Independent Auditor's Report gave the City a clean unmodified opinion for the audit. Mr. Grice noted there is a deficiency in internal control with lack of segregation of the accounting duties, which is common with a small staff. Mr. Grice summarized the financial analysis for the General Fund Performance. Mr. Grice stated that revenues came in \$460,518 overbudget due to the receiving more interest earnings from investment income than anticipated, receiving a reimbursement for 2024 Comprehensive Plan expenses, receiving payment for issuing Conduit Debt, and recognizing the final portion of American Rescue Plan Act funding. Expenditures came in \$315,241 under budget for 2024 due to less salary and benefits being utilized for the Fire Department, Building Department, and Parks Department as well as less blacktop maintenance expenses being used by Public Works. There was also an additional \$840,000 transferred from the General Fund to the Fire Department Equipment Fund that was not a budgeted item. Overall, 2024 total expenditures exceeded total revenues for the City causing a decrease of \$142,630 to the General Fund - Fund Balance. Mr. Grice stated the budget is still in compliance with its Fund Balance Policy of 35-50%. Mr. Grice also presented an analysis of the City's historical total tax capacity amounts, tax levy amounts and tax rate for the years 2020 – 2024. Mr. Grice explained that the tax capacity for the City continues to increase faster than the relative flat tax levy amount, which helps explain why the tax rate for the City has decreased year over year. The tax rate for 2024 was 18.43%. The Council thanked Mr. Grice for his presentation. The Council also thanked Finance Director Murff and staff.

### **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 May 5, 2025
- 4.2 Approval of claims in the amount of \$157,804.59
- 4.3 Approval of scheduling a Budget Workshop meeting for Monday, June 2, 2025 at 5:00 p.m.
- 4.4 Approval of a Temporary On-Sale Liquor License for the Ham Lake Lion's at Lion's Park, 1220 157<sup>th</sup> Avenue NE, for the Freedom Festival on Saturday, June 28, 2025
- 4.5 Approval of a variance to request an 8-foot fence at 17374 Terrace Road NE
- 4.6 Approval of Ordinance No. 25-08 regarding Article 7-614 Issuance of Licenses
- 4.7 Approval of Officer appointment of additional Captain at Fire Station #2
- 4.8 Approval of Resolution No. 25-10 scheduling a public hearing to vacate a portion of the drainage and utility easement on Lot 4, Block 2, Majestic Oaks Commercial Center (13928 Lincoln Street NE)

Motion by Parranto, seconded by Doyle, to approve the Consent Agenda as written. Mayor Kirkham, and Councilmembers Doyle, Hallberg, Parranto and Van Kirk voted yes. Motion carried.

## **5.0 PLANNING COMMISSION RECOMMENDATIONS**

5.1 Chris Frovik, Frovik's Towing & Recovery Twin City, Inc, requesting an amendment to the Conditional Use Permit to allow additional storage of motor vehicles at 14835 Aberdeen Street NE and adoption of Resolution No. 25-11

Motion by Kirkham, seconded by Doyle, to concur with the Planning Commission and approve the amendment to the Conditional Use Permit as requested by Chris Frovik, Frovik's Towing and Recovery Twin City, Inc., to allow additional storage of up to 60 motor vehicles at 14835 Aberdeen Street NE subject to:

- 1) Striping parking spaces for customers (3), handicap (1) and employee parking (5) per site plan.
- 2) All parking lots, drives and surfaces upon which the general public and employees shall have access shall be hard surfaced per Article 9-220.1(a).
- 3) No paving added to site without approval from the City of Ham Lake and the Coon Creek Watershed District.
- 4) Maintaining the chain-link fence with privacy slats for security and repairing the existing fence.
- 5) Security cameras and security lighting must be in place and must be operational at all times.
- 6) Securing any loose parts on vehicles before towing to prevent loose parts from falling onto any city street.
- 7) No more than 60 cars to be stored within the fenced area.
- 8) No cars are to be parked in front of overhead doors; the approach to overhead doors must always be unobstructed.
- 9) Drive aisles between stored vehicles must be a minimum of 20 feet.
- 10) Outside storage to consist of towed vehicles only.
- 11) No subleasing the property to additional tenants.
- 12) Any vehicle leaking fluids, such as oil or anti-freeze, are not to be stored at this location.
- 13) Towed vehicles allowed onsite for a maximum of 46 days.
- 14) Meeting all City, State and County requirements.
- 15) Adoption of Resolution No. 25-11

Mayor Kirkham, and Councilmembers Doyle, Hallberg, Parranto and Van Kirk voted yes. Motion carried.

## **6.0 ECONOMIC DEVELOPMENT AUTHORITY – None**

## **7.0 APPEARANCES**

7.1 Finance Director Andrea Murff, 1<sup>st</sup> Quarter Financial Report

Finance Director Murff gave the financial report for the 1<sup>st</sup> Quarter of 2025. Finance Director Murff reported on the Overall Cash Position by Fund Type being down approximately \$0.992 million from December 31<sup>st</sup>, 2024. This is due to General Fund operation expenditures and the annual bond payment. The Cash Balances by Fund Compared to Prior Year have also decreased due to City Projects such as Park upgrades, Fire Station #3 completion as well as new Fire Apparatuses for Fire Station #3. The Revolving Street Fund decreased due to completed projects. The overall General Fund had expenditures

in excess of revenues due to not yet receiving the tax settlement from Anoka County. Overall, expenditures were favorable by coming in slightly under budget for the quarter. Finance Director Murff spoke about the city investments continuing to rebound from previous years and coming in higher than budgeted. The City Council thanked Finance Director Murff.

## **8.0 CITY ATTORNEY**

### **8.1 Consideration of the First Readings of Ordinances regarding Cannabis Retail Business and Fee Schedule**

Attorney Berglund stated that the ordinance created for Ham Lake mirrors the ordinances of the City of Andover and the City of Anoka and the ordinance is compliant with the requirements of State Statute. Attorney Berglund stated the State Statute shall allow one license per population of 12,500. Attorney Berglund stated that the Ordinance will allow the City to decide the number of licenses to issue. Discussion followed regarding if multiple applications came in at once, Attorney Berglund stated that the issuance of retail registrations shall be in accordance with a criteria selection policy established by the City. There was discussion regarding the number of licenses the City could issue and if the number should be the same as the number of off-sale liquor licenses, which allows one license per population of 5,000. Councilmember Van Kirk stated that the City could start with issuing one license per population of 12,500 as is allowed by State Statute and review the ordinance again in a year or so. Attorney Berglund stated he would include allowing one license per population of 5,000 with allowing this number to be amended prior to adoption of the ordinance. Attorney Berglund stated he would also make some corrections with the numbering references in the Ordinance before it's adoption.

## **9.0 CITY ENGINEER – None**

## **10.0 CITY ADMINISTRATOR**

Administrator Webster stated that she and Finance Director Murff would be meeting with representatives of the Anoka County Housing and Redevelopment Authority (HRA) on Tuesday, May 20, 2025 and will schedule a future workshop meeting with the HRA and the City Council.

## **11.0 COUNCIL BUSINESS**

### **11.1 Committee Reports – None**

### **11.2 Announcements and future agenda items**

Councilmember Hallberg stated that the Council received an email from a resident with concerns about a business that is possibly operating without City approval.

**Motion by Parranto, seconded by Hallberg, to adjourn the meeting at 6:43 p.m. Mayor Kirkham, and Councilmembers Doyle, Hallberg, Parranto and Van Kirk voted yes. Motion carried.**

  
Dawnette Shimek, Deputy City Clerk