



# CITY OF HAM LAKE

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## CITY OF HAM LAKE CITY COUNCIL AND ECONOMIC DEVELOPMENT AUTHORITY MINUTES MONDAY, DECEMBER 15, 2025

The Ham Lake City Council and Economic Development Authority met for its regular meeting on Monday, December 15, 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, Al Parranto and Mike Van Kirk

**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

Nancy Braastad, Ham Lake Chamber of Commerce Board Treasurer-Secretary and Aimee Panek, Ham Lake Chamber of Commerce Executive Director were present before the City Council. Ms. Braastad stated that Ms. Panek is the successor to Kari Lund. Ms. Braastad stated that the recent Hometown Holiday event was a success and the setup at Lions Park and the Senior Center created a perfect venue. Ms. Braastad thanked the City Council, City Staff, Public Works Department, and the community for a successful event. Ms. Braastad stated that they plan on adding additional vendors next year.

### 3.0 SPECIAL APPEARANCES/PUBLIC HEARINGS

3.1 6:01 P.M. – Public Hearing – to consider the vacation of the drainage and utility easements lying over, under, and across Outlot A, Harmony Estates 2<sup>nd</sup> Addition and adoption of Resolution No. 25-48

**Mayor Kirkham opened the public hearing at 6:04 p.m. for comment.**

Jeanne Liebel, 15323 Bataan Street NE, was present and asked for clarification of where the vacation was taking place. Engineer Krugler explained the location of the vacation.

**Mayor Kirkham asked for further public comment and there was none. Mayor Kirkham closed the public hearing at 6:06 p.m.**

**Motion by Van Kirk, seconded by Parranto, to adopt Resolution No. 25-48 approving the vacation of the drainage and utility easements lying over, under, and across Outlot A, Harmony Estates 2<sup>nd</sup> Addition. 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 December 1, 2025
- 4.2 Approval of claims in the amount of \$434,675.52
- 4.3 Approval of Ordinance No. 25-17 rezoning Elwell Farms
- 4.4 Approval of extending the contract with Wruck Sewer and Portable Rentals for 3 more years (2026-2028) to provide and service various parks within the City of Ham Lake
- 4.5 Approval of the reappointment of Kyle Lejonvarn to the Planning Commission with the term of March 15, 2026 to March 15, 2029
- 4.6 Approval of accepting the resignation of David Ross from the Planning Commission effective March 15, 2026 and advertising the open position in the *Ham Laker*
- 4.7 Approval of hiring part-time Warming House Attendants
- 4.8 Approval of the 2026 bituminous overlay project plan and specifications and authorization to advertise for bids
- 4.9 Approval of 2026 Business License Renewals
- 4.10 Approval of Resolution No. 25-49 scheduling a public hearing to vacate the right-of-entry and drainage and utility easements lying over, under, and across Outlot A located in Red Fox Hollow Second Addition

**Motion by Van Kirk, seconded by Doyle, to approve the Consent Agenda as written. All in favor, motion carried.**

#### **5.0 PLANNING COMMISSION RECOMMENDATIONS**

- 5.1 Richard Petersen of Cool Air Mechanical, Inc. located at 1544 134<sup>th</sup> Avenue NE requesting Commercial Site Plan approval for a .42-acre parking lot expansion located on parcel 32-32-23-43-0026

**Motion by Kirkham, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve the request of Richard Petersen of Cool Air Mechanical, Inc., located at 1544 134<sup>th</sup> Avenue NE, for Commercial Site Plan approval for a .42-acre parking lot expansion located on parcel 32-32-23-43-0026 subject to the following conditions: the new parking surface, on parcel ID# 32-32-23-43-0026, be combined with the existing lot located at 1544 134<sup>th</sup> Avenue NE, all parking stalls be a minimum 9 feet by 20 feet and all drive aisles be a minimum of 24 feet wide, all parking stalls are to be properly marked, all curbing and hard surfaces be approved and installed according to the City Engineer's specifications, screening to be provided as shown on sheet C1.2 of the Civil Landscape plans, revision date 9/17/25, screening must be in place by July 31, 2026, Cool Air Mechanical, Inc. contacting the city when**

additional growth is anticipated and providing proof that additional parking needs can be accommodated, and meeting all State, County and City Codes. All in favor, motion carried.

- 5.2 Darren Lazan of Landform Professional Services, LLC, on behalf of Jason Osberg, JD Ham Lake Holdings, LLC, requesting Final Plat approval for Kohler Farms, a 43-lot single family residential development in Section 13

Motion by Kirkham, seconded by Doyle, to concur with the recommendation of the Planning Commission and approve the request of Darren Lazan of Landform Professional Services, LLC, on behalf of Jason Osberg, JD Ham Lake Holdings, LLC, requesting Final Plat approval for Kohler Farms, a 43-lot single family residential development in Section 13 subject to combining Outlot A with 4157 158<sup>th</sup> Avenue NE and providing proof of recording before any building permits will be issued, dedicating a 15-foot wide bike path easement along the west side of Lexington Avenue NE, constructing a 20-foot wide trail within the development between Hupp Street NE and 158<sup>th</sup> Lane NE and paying parkland dedication fees for each lot as specified in the Development Agreement, submitting a request to vacate the three temporary right-of-way and drainage and utility easements at the connections of 158<sup>th</sup> Avenue NE, 159<sup>th</sup> Avenue NE and Hupp Street NE, meeting the requirements of the City Engineer and meeting all City, County and State Codes. All in favor, motion carried.

- 5.3 Joseph Radach of Contour Development LLC, requesting Final Plat approval, for Elwell Farms 2<sup>nd</sup> Addition (7 Single Family Residential lots and 1 recreational lot) in Section 36

Motion by Kirkham, seconded by Hallberg, to concur with the recommendation of the Planning Commission and approve the request of Joseph Radach of Contour Development LLC, requesting Final Plat approval, for Elwell Farms 2<sup>nd</sup> Addition (7 Single Family Residential lots and 1 recreational lot) in Section 36 subject to the Developer submitting a request to vacate the right-of-entry and the drainage and utility easement with Elwell Farms Outlot H, formerly Red Fox Hollow Second Addition Outlot A, the Developer submitting a request to vacate the temporary right-of-way and drainage and utility easement at the connection of 137<sup>th</sup> Lane NE once the first lift of bituminous is constructed, the Developer submitting a request to vacate the temporary right-of-way and drainage and utility easement at the connection of Opal Street NE once the first lift of bituminous is constructed, paying parkland dedication fees of \$2,500 per lot, meeting the requirements of the City Engineer and meeting all City, County and State Codes. All in favor, motion carried.

6.0 ECONOMIC DEVELOPMENT AUTHORITY – None

7.0 APPEARANCES – None

8.0 CITY ATTORNEY – None

9.0 CITY ENGINEER – None

10.0 CITY ADMINISTRATOR – None

## 11.0 COUNCIL BUSINESS

11.1 Committee Reports – None

Mayor Kirkham stated that there is a Road Committee meeting at 8:00 a.m. followed by a Park Committee meeting on Wednesday, December 17, 2025. Councilmember Hallberg stated that he will be attending a North Metro TV meeting on Wednesday, December 17, 2025.

11.2 Announcements and future agenda items

Mayor Kirkham wished everyone a Merry Christmas.

**Motion by Parranto, seconded by Hallberg, to adjourn the City Council meeting at 6:10 p.m.  
All in favor, motion carried.**

  
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Dawnette Shimek, Deputy City Clerk