

Minutes of the Proceedings of the City Council of the City of Champlin in the County of Hennepin and the State of Minnesota  
Pursuant to Due Call and Notice Thereof

Regular Session  
March 14, 2016  
Municipal Center

- Call to Order                   The Champlin City Council met in Regular Session and was called to order by Councilmember Bruce Miller at 7:00 p.m.
- Pledge of Allegiance        The Pledge of Allegiance was recited.
- Appoint Acting Mayor        Motion by Councilmember Karasek and seconded by Councilmember Terry to appoint Councilmember Miller as Acting Mayor. Voting in favor were Councilmembers Karasek, Miller and Terry. Voting against: none. Motion carried.
- Roll Call                      Present were Acting Mayor Bruce Miller and Councilmembers Ryan Karasek and Kara Terry.
- Excused Absent: Mayor ArMand Nelson and Councilmember Eric Johnson.
- Also present were City Administrator Bret Heitkamp, City Engineer Tim Hanson, City Planner Scott Schulte, City Clerk Roberta Colotti, and City Attorney Scott Lepak.
- Approval of Agenda  
(March 14, 2016)  
Motion                        Motion by Councilmember Karasek and seconded by Councilmember Terry to approve the agenda for the March 14, 2016 Regular Meeting as presented. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.
- Approval of Minutes  
Motion                        Motion by Councilmember Karasek and seconded by Councilmember Terry to approve the minutes of the February 22, 2016 Regular Meeting, February 23, 2016 Work Plan Priority Worksession, and March 5, 2016 Legislative Worksession as presented. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.
- Approval of Bills  
(March 14, 2016)  
Motion                        Motion by Councilmember Terry and seconded by Councilmember Karasek to approve the bills as submitted for payment on March 14, 2016. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.
- Announcements              Acting Mayor Miller made the following announcements:
- Council Worksession – Monday, March 23<sup>rd</sup> at 5:45 p.m. in the Council Conference Room
  - City Council Meeting – Monday, March 23<sup>rd</sup> at 7:00 p.m. in the Council Chambers
  - EDA Meeting – March 28<sup>th</sup> immediately following the Council meeting in the Council Chambers
  - Open Book Meeting – April 26, 2016 from 5:00 p.m. to 6:30 p.m. in the Council Chambers. If you believe the value or classification of your property is incorrect, please contact the Assessor's Office at 421-8100 or present your concerns at the Open Book Meeting.
- Consent Agenda
- Appointment of Public  
Service Worker: Utilities  
Motion                        Motion by Councilmember Karasek and seconded by Councilmember Terry to appoint current Public Works Employee Jeremi Gaffey to the Utility Department position of Utility Maintenance Worker beginning at Step 6, with a minimum six-month probationary period. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.
- Resolution No. 2016-16  
Accepting the Bid and  
Awarding the Contract for  
the 2016 Crack Seal  
Project (Improvement  
Project No. 21601)  
Resolution 2016-16        Councilmember Karasek introduced the following resolution and moved its adoption:
- A Resolution Accepting the Bid and Awarding the Contract for the 2016 Crack Seal Project  
(Improvement Project No. 21601)
- The motion for the adoption of the resolution was duly seconded by Councilmember Terry, and upon vote being taken thereon, the following voted in favor thereof: Acting Mayor Miller, Councilmembers, Karasek and Terry, and the following voted against the same: none, whereupon said resolution was passed this 14<sup>th</sup> day of March 2016.

Tobacco and Gasoline  
Sales License for Nilkanth  
Gas LLC (11660  
Winnetka Avenue North)  
Motion

Motion by Councilmember Karasek and seconded by Councilmember Terry to approve the license for tobacco and gas sales to be issues to Nilkanth Gas LLC for the site located at 11660 Winnetka Avenue for the period March 14, 2016 to December 31, 2016. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.

Consider Awarding 2016  
Street Sweeping Contract  
Motion

Motion by Councilmember Karasek and seconded by Councilmember Terry to approve the City contracting with Allied Blacktop Company for the 2016 spring street sweeping at an hourly rate of \$85 per hour. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.

Establish Joint Meeting  
with the City of Dayton on  
Tuesday, April 19<sup>th</sup>  
Motion

Motion by Councilmember Karasek and seconded by Councilmember Terry to establish a joint Worksession with the City of Dayton on Tuesday, April 19, 2016 at 6:30 p.m. at Buona Sera Ristorante in Champlin, to discuss issues of mutual concern. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.

Schedule Closed Session  
to Discuss Employee  
Contract Settlement  
Proposal  
Motion

Motion by Councilmember Karasek and seconded by Councilmember Terry to establish a Closed Meeting on Monday, March 28<sup>th</sup> at 6:45 p.m. in the Council Conference Room, to discuss an employee contract settlement proposal. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.

#### Open Forum

No comments made.

#### Public Hearings

Resolution No. 2016-17  
Revenue Bonds for  
Dominium Multifamily  
Housing for Seniors;  
Approving a Housing  
Program

The City Administrator stated that the City is currently in discussion with Dominium regarding a 184-unit rental housing facility designed for independent seniors. He noted that the action tonight would be to direct the City to move forward to issue revenue bonds for the project. He explained that the City will receive an administrative fee of \$5,000 and would also receive one-half percent of the total amount of the bonds issued which could be up to \$26,000,000.

Public Hearing

Acting Mayor Miller opened the public hearing at 7:08 p.m.

No comments made.

Motion

Motion by Councilmember Terry and seconded by Councilmember Karasek to close the public hearing at 7:08 p.m. Voting in favor were Acting Mayor Miller, Councilmembers Karasek and Terry. Voting against: none. Motion carried.

Resolution 2016-17

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Granting Preliminary Authorization to the Issuance of Revenue Bonds or Other Obligations Under Minnesota Statutes, Chapter 462C, as Amended, to Finance the Costs of a Multifamily Housing Development for Seniors; Approving a Housing Program with Respect Thereto; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions

The motion for the adoption of the resolution was duly seconded by Councilmember Karasek, and upon vote being taken thereon, the following voted in favor thereof: Acting Mayor Miller, Councilmembers, Karasek and Terry, and the following voted against the same: none, whereupon said resolution was passed this 14<sup>th</sup> day of March 2016.

#### Unfinished Business

Resolution No. 2016-18  
Approving the Plans and  
Specifications and  
Ordering Advertisement  
of Bids for the SCADA

The City Engineer reviewed the purposed of the SCADA system, which operates 24/7, 365 days per year in real time. He noted that the current system is outdated and the entire system is proposed for replacement. He explained how the system works and reacts to situations that arise through communication between the main computer and the other parts of the system at the different locations throughout the City. He stated that this project has a proposed cost of \$640,000 and noted that there are bidders interested in the project. He reviewed the proposed project schedule should the plans be approved tonight. He believed the project

System – Phase I  
(Improvement Project No.  
21405)

would be completed by April 2017.

Councilmember Karasek stated that this is an amazingly complex system, noting that he had an opportunity to learn more about it last year. He commended City staff for the job they do to make sure the system runs smoothly to supply water to the residents.

Resolution 2016-18

Councilmember Karasek introduced the following resolution and moved its adoption:

A Resolution Approving the Plans and Specifications and Ordering Advertisement of Bids for the SCADA System – Phase I (Improvement Project No. 21405)

The motion for the adoption of the resolution was duly seconded by Councilmember Terry, and upon vote being taken thereon, the following voted in favor thereof: Acting Mayor Miller, Councilmembers, Karasek and Terry, and the following voted against the same: none, whereupon said resolution was passed this 14<sup>th</sup> day of March 2016.

New Business

Resolution No. 2016-19  
Approving a Preliminary  
Plat for a Two Lot Single  
Family Residential  
Subdivision at 11090  
Douglas Drive: Michael  
Gervais (Project 2016-01)

The City Planner presented a request to subdivide the property at 11090 Douglas Drive submitted by the property owner, Michael Gervais. He explained that this lot had previously been split to create a lot which fronts Colorado Avenue and that is why a Preliminary Plat is required rather than a typical lot split. He stated that the request does meet the City's subdivision requirements for lot size and setbacks. He stated that a power line which crosses the property would limit the location of a home to be constructed but noted that there is a suitable building pad available. He stated that the existing home on the property would remain as the home on the other lot. He noted that the existing home would continue to access their property from Douglas Drive but the new lot would access their property from Colorado, as the County would like to limit additional access points onto Douglas Drive. He advised that park dedication would be required for the newly created lot and noted that the existing lot had already paid park dedication. He stated that the Planning Commission held a public hearing in February and recommended unanimous approval. He stated that staff also recommends approval subject to the six conditions in the staff report.

Acting Mayor Miller asked if the neighbors were contacted.

The City Planner confirmed that notification was sent to the neighboring property owners. In addition the property owner contacted the neighboring properties.

Resolution 2016-19

Councilmember Karasek introduced the following resolution and moved its adoption:

A Resolution Approving Preliminary Plat for a Two Lot Single Family Residential Subdivision at 11090 Douglas Drive: Michael Gervais Project (Project 2016-01)

The motion for the adoption of the resolution was duly seconded by Councilmember Terry, and upon vote being taken thereon, the following voted in favor thereof: Acting Mayor Miller, Councilmembers, Karasek and Terry, and the following voted against the same: none, whereupon said resolution was passed this 14<sup>th</sup> day of March 2016.

Resolution No. 2016-20  
Approving a Variance  
Allowing a Six Foot Tall  
Privacy Fence in the Front  
Yard Setback on Lot 1,  
Block 1, Reserve at Elm  
Creek and Approval of a  
Right-of-Way  
Encroachment for the  
Fence: Dingman  
Construction (Project  
2016-02)

The City Planner explained that Dingman Construction purchased Lot 1, Block 1 in the Reserve at Elm Creek and began construction on a home. He stated that the neighboring property houses agricultural activity, specifically horses and the applicant is requesting a variance to extend a privacy fence higher than currently allowed to better screen between the uses. He stated that a three-foot fence is typically allowed, while the applicant is requesting six feet in height. He stated that staff reviewed the request and believes that the application meets the practical difficulties to issue the variance. He noted that there is a condition that applies should the agricultural property neighboring this lot change in use to residential that would require the fence to be lowered in height to allow for increased visibility. He stated that the fence today would not obstruct sightlines or road maintenance and would provide screening. He advised that the Planning Commission held a public hearing in February and recommended unanimous approval. He stated that staff also recommends approval of the variance request as specified in the staff report.

Councilmember Karasek stated that he visited the property the previous day and believed the fence is already in place.

The City Planner confirmed that there was a miscommunication between the applicant and City, and the fence has been constructed. He explained that staff has since directed the applicant to leave the fence until

the City Council made a decision on the variance request. He explained that the fence is constructed with a sleeve which will allow the front two sections of fence to be switched with the lower height in the future if necessary.

Resolution 2016-20

Councilmember Karasek introduced the following resolution and moved its adoption:

A Resolution Approving a Variance Allowing a Six Foot Tall Privacy Fence in the Front Yard Setback on Lot 1, Block 1, Reserve at Elm Creek and Approval of a Right-of-Way Encroachment for the Fence: Dingman Construction (Project 2016-02)

The motion for the adoption of the resolution was duly seconded by Councilmember Terry, and upon vote being taken thereon, the following voted in favor thereof: Acting Mayor Miller, Councilmembers, Karasek and Terry, and the following voted against the same: none, whereupon said resolution was passed this 14<sup>th</sup> day of March 2016.

Adjournment

The Champlin City Council adjourned the regular meeting at 7:27 p.m.

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ArMand Nelson, Mayor

Attest:

\_\_\_\_\_  
Roberta Colotti, CMC, City Clerk