

Worksession
May 23, 2016
Council Conference Room

- Call to Order The Champlin City Council met in Worksession and was called to order by Mayor ArMand Nelson at 5:45 p.m.
- Roll Call Present were Mayor ArMand Nelson and Councilmembers Eric Johnson, Kara Terry (arrived at 6 p.m.), Ryan Karasek, and Bruce Miller.
- Absent: none.
- Staff Present: City Administrator Bret Heitkamp, Finance Director June Johnston, IT Director Todd Beisang, IT Specialist Adam Emberland, City Attorney Scott Lepak, and City Clerk Roberta Colotti.
- Approval of Agenda
(May 23, 2016)
Motion Motion by Councilmember Karasek and seconded by Councilmember Miller to approve the agenda for the May 23, 2016 Worksession as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, and Miller. Voting against: none. Motion carried.
- Electronic City Council
Packets The IT Director provided connection information for the City Council to access the City Council agendas electronically. The City will be using its existing Laserfiche system and having in-house staff prepare the packets so there will not be a cost increase for this program. There is an anticipated decrease in office paper consumption. The June 13th meeting will be the first meeting that the electronic packet is available. The system will also provide access to past agenda. The system will only be accessible to the Council and City staff not to the general public.
- 2016 Budget Guidelines The City Administrator and Finance Director reviewed the proposed 2017 Budget Guidelines with the City Council. It was noted that the Financial Management Plan (FMP) will be presented at a future meeting as part of the budget process and may impact the budget assumptions.

Council Consensus

It was the consensus of the City Council to approve the 2017 Budget Assumptions including:

- 6.6% increase in tax capacity for the City
- Utility rate increases for 2017
 - Water utility (2.5%)
 - Sewer utility (1%)
 - Refuse/Recycling (0%)
 - Storm Water Utility Fee (\$0 per month [was increased in 2016]) NPDES and unfunded mandates)
 - Street Light utility (\$0.25 increase)
- 2.5% COLA for staff, \$50 per month increase in contribution to health insurance
- 2% increase in supplies and services (\$55,000)
- \$25,000 increase in the transfer to the Ice Forum
- \$100,000 increase in the transfer to the Capital Equipment Fund
- \$100,000 increase in the transfer to Capital Improvement-Streets
- No increase in transfers to the Park Reserve Fund

- \$100,000 increase in the transfer to Storm Water Utility Fund
- Maintain City Council Contingency allocation at ½%
- \$8,331 increase in levy for the Street Light Utility Fund
- \$2,300 increase in the debt levy
- \$198,000 median value home (estimate based on information from Hennepin County)
- Unknown change in the fiscal disparities contribution (\$0 used at this time for calculation purposes)
- Aging infrastructure
- IT staffing – increased expectations and limited staffing
- Franchise fees – no increase (increased in 2016)

Adjournment

The Champlin City Council adjourned the Worksession at 6:47 p.m.

ArMand Nelson, Mayor

Attest:

Roberta Colotti, CMC, City Clerk