

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
June 13, 2016
Municipal Center

- Call to Order The Champlin City Council met in Regular Session and was called to order by Mayor ArMand Nelson at 7:00 p.m.
- Pledge of Allegiance The Pledge of Allegiance was recited.
- Roll Call Present were Mayor ArMand Nelson and Councilmembers Eric Johnson, Ryan Karasek, Bruce Miller and Kara Terry.
- Absent: None.
- Also present were City Administrator Bret Heitkamp, City Engineer Tim Hanson, City Planner Scott Schulte, Assistant City Engineer Todd Tuominen, City Attorney Scott Lepak and City Clerk Roberta Colotti.
- Approval of Agenda
(June 13, 2016)
Motion The City Administrator requested to add an Item #6A, "Resolution No. 2016-48 Approving the Final Plat for Emery Village Reserve: Thompson Townhomes LLC (Project 2016-08)", to the Consent Agenda.
- Motion by Councilmember Johnson and seconded by Councilmember Karasek to approve the agenda for the June 13, 2016 Regular Meeting as amended. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.
- Approval of Minutes
Motion Motion by Councilmember Johnson and seconded by Councilmember Karasek to approve the minutes of the May 23, 2016 Worksession, May 23, 2016 Regular Session and May 23, 2016 Worksession #2 as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.
- Approval of Bills
(June 13, 2016)
Motion Motion by Councilmember Karasek and seconded by Councilmember Terry to approve the bills as submitted for payment on June 13, 2016. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.
- Announcements Mayor Nelson made the following announcements:
- Work Plan Priority Worksession – Tuesday, June 21st at 5:30 p.m. in the Emergency Operations Center (EOC).
 - Ribbon cutting and Grand Opening for the Elm Creek Dam – Saturday, June 25th at 10:00 a.m.
 - Council Worksession – Monday, June 27th at 5:45 p.m. in the Council Conference Room
 - City Council Meeting – Monday, June 27th at 7:00 p.m. in the Council Chambers
- Overview of June 13th
Worksession Discussion Special Presentations
The City Administrator reported that the City Council reviewed a financing proposal for the Dominium senior housing project at the Worksession. To best qualify for funding, the occupancy plan would specify that 80 percent of the occupants would be accepted at age 55 or older while up to 20 percent could be occupants aged 50 or older.
- Consent Agenda
Councilmember Johnson introduced the following resolution and moved its adoption:
- A Resolution Approving Settlement and Disbursement of Funds for Easement Acquisition for South Diamond Lake Road, Depue Drive, Mississippi View Estates and Dayton Road Utilities
(Improvement Project No. 20813)
- The motion for the adoption of the resolution was duly seconded by Councilmember Karasek, and

and Dayton Road Utilities
(Improvement Project No.
20813)
Resolution 2016-43

upon vote being taken thereon, the following voted in favor thereof: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Resolution No. 2016-44
Amending the LAWCON
Grant Contract Deleting
1.97 Acres from Donnie
Galloway Park and
Adding 5.82 Acres to
Create Elm Creek
Greenway Trail Corridor
Resolution 2016-44

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Amending the LAWCON Grant Contract Deleting 1.97 Acres from Donnie Galloway Park and Adding 5.82 Acres to Create Elm Creek Greenway Trail Corridor

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: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Appointment of Election
Judges and

Motion by Councilmember Johnson and seconded by Councilmember Karasek to appoint the list of Regular Election Judge and Student Election Judge candidates as recommended, to serve at the Primary Election August 9th and the General Election on November 8th. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2016-45
Creating an Absentee
Ballot Board
Motion

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Creating an Absentee Ballot Board

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: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Resolution No. 2016-46
Approving the Final Plat
for Gervais Addition:
Michael Gervais (Project
2016-11)
Resolution 2016-45

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Approving the Final Plat for Gervais Addition: Michael Gervais (Project 2016-11)

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: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Resolution No. 2016-47
Providing for An
Extension of the Lease
Agreement with Spring
Spectrum Realty
Company for Water
Tower #2
Resolution 2016-47

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Providing for an Extension of the Lease Agreement with Spring Spectrum Realty Company for Water Tower #2

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: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Resolution No. 2016-48
Approving the Final Plat
for Emery Village
Reserve: Thompson
Townhomes LLC (Project
2016-08)
Resolution 2016-48

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Approving the Final Plat for Emery Village Reserve

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: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Open Forum

No comments made.

Review 2015 National
Pollutant Discharge
Elimination System
Program and 2015
Environmental Resources
Commission (ERC)
Annual Report

Public Hearings

The Assistant City Engineer stated that he is present to provide the annual review of the National Pollutant Discharge Elimination System (NPDES) program which is a requirement of the MS4 permit the City holds. He stated that the NPDES program covers industrial activities, such as the bus garage, and construction activities within the City, such as the recent Elm Creek Dam improvement project. He provided background information on the MS4 program and the activities required by the permit. He advised that each City writes their own Storm Water Pollution Prevention Program (SWPPP) and reviewed the six minimum control measures which the permit governs including public education and outreach and public participation and involvement.

The City Clerk presented the ERC Annual Report. She recognized those that served on the Environmental Resources Commission (ERC) in 2015. She reported that the Earth Day Event held on April 21, 2015 was supported by the work of 172 volunteers and their efforts positively impacted two stream miles.

The City Clerk stated that the ERC manages the refuse and recycling programs for the City. She summarized the total waste collected over the past years, highlighting that even though there are 143 more homes compared to 2010, the City was still able to reduce the amount of refuse based on the successful implementation of a single sort recycling program in 2011 and recycling program education, from 7,099.64 tons in 2010 to 6,623.83 tons in 2015. She stated that in 2015 the City negotiated a new five-year contract (2016-2020) for refuse collection and recycling collection/processing and advised that the rate negotiated for the contract was lower than the prior contracted rate. The City Clerk stated that the City contracts with Hennepin County for refuse disposal and those costs have steadily increased over the past ten years.

The City Clerk provided a summary of the yard waste options, costs and participation rates.

The City Clerk reported on the spring curbside and drop-off recycling events materials processed, costs/revenues and participation rates.

The City Clerk stated that the ERC hosts an education booth at the Champlin Farmers Market each year, noting that in 2015 the ERC partnered with the Bee Friendly Champlin Task Force to provide information on pollinator protection best practices as well as providing information about the Champlin High Priority IDDE (Illicit Discharge Detection and Elimination) program.

The City Clerk reported that the ERC sponsored an Arbor Day event on April 26, 2015 with Jackson Middle School. She stated that the Minnesota Department of Natural Resources – Forestry Division, provided 700 Norway Pine seedlings which the environmental studies students packed and distributed throughout the school to students in grades 6-8.

The City Clerk reported on the ERC supported development and maintenance of raingardens throughout the City. The City maintains several municipal rain gardens, hosted a Metro Blooms speaker on the topic on May 13, 2015 and awarded five rain garden project grants to residents and the local Girl Scouts Troop. She also outlined the ERC Mini-Grant program that supports environmental education and projects that directly benefit Champlin residents/students/business.

The Assistant City Engineer continued to review the minimum control measures and activities the City completed for each measure including illicit discharge, detection, and elimination; construction site storm water and runoff control; post-construction storm water management; pollution prevention and good housekeeping for municipal operations. He reviewed additional best management practices (BMP's).

Councilmember Karasek stated that the Assistant City Engineer does an excellent job and has secured grant funding that is very beneficial for the City in addition to all the other duties he handles for the City. He commended the Assistant City Engineer for the great job he continues to do.

Councilmember Johnson asked if there is any funding available to cover the costs mandated through the MS4 permit.

The Assistant City Engineer replied that the State has granted the City authority to levy a storm water fee and that other than that he does not foresee any additional direct funding being provided by the State. However, there are project specific grants that the City may be eligible for in the future.

Councilmember Johnson stated that a number of years ago there was discussion regarding whether the figures received from the Maple Grove Yard Waste Site were accurate and asked whether the City is doing audits, such as mystery shoppers, to ensure that the figures reported are accurate.

The City Clerk stated over the years the City has conducted regular site inspections to determine if the site operator checked ID's, in order to ensure that only Champlin residents are accounted for on our report. To date they have passed the site inspections. The City will continue to conduct site inspections.

Councilmember Johnson referenced the Hennepin County refuse disposal rate increase from \$43 per ton in 2010 to a current rate in 2016 of \$55 per ton, and asked if there were other disposal options.

The City Clerk reported that while the Hennepin County rates continue to rise, when compared to regional disposal sites they remain a lower cost option. She stated that the City has a current contract for 2016/2017 with Hennepin County; however, when the contract is renewed the City could request that the Hennepin County Board of Commissioners consider the establishment of a tiered rate to recognize organized cities within the county.

Councilmember Miller asked if this information would be available to the residents via the City website.

The City Clerk reported that the ERC Annual report is posted online on the ERC page and that refuse and recycling information is posted on a dedicated page.

The Assistant City Engineer noted that his information would be posted on the engineering portion of the website following submittal of the report to the state.

Councilmember Terry thanked the Assistant City Engineer and City Clerk for their continued great work in this area. She asked who residents should contact if they were interested in exchanging their refuse or recycling cart for a different size.

The City Clerk replied that residents can call the main City Hall number and speak with the Utility Billing Department. She noted that there is no charge to exchange your refuse and recycling cart one time per year, after that the cost is \$20 per exchange.

Mayor Nelson stated that there has been some interest expressed in weekly vs. the current bi-weekly recycling collection and he asked if pricing information was available.

The City Clerk stated that when the City negotiated its current contract the option of weekly service was explored. While it was not included in the current contract it is something that the City is monitoring as there are metro cities that are piloting weekly collection programs. If these are successful and cost effective, the City could look to offer this service in the future.

Mayor Nelson commented that regarding the accuracy of the Maple Grove Yard Waste Site, he was pleased that last time he brought material to the site; the operator inspected his truck to confirm the quantity. This reinforced to him that they are accurately tracking and assigning costs for the materials collected.

Mayor Nelson confirmed that there are openings on the ERC and that interested residents can apply by contacting City Hall or downloading the application from the ERC page on the City's website.

Public Hearing

Mayor Nelson opened the public hearing at 7:43 p.m.

No comments made.

Motion

Mayor Nelson closed the public hearing at 7:43 p.m.

New Business

Resolution No. 2016-49
Approving Lot Split of
1010 Dayton Road (Lot 1,
Block 1, Bray's Addition,
Hennepin County,
Minnesota): Tim Turner
(Project 2016-10)

The City Planner stated that the applicant, Tim Turner, has the opportunity to purchase the property at 1010 Dayton Road and would split the property into two lots. He noted that the property is large enough to support the requested lot split and advised that the existing home on the lot is dilapidated and would be removed. He stated that there are public utilities available through the Valley Forge Lane right-of-way and advised that cash escrow would be required along with guarantees to ensure that the bituminous surface is repaired after the utilities are connected. He reported that the Planning Commission held a public hearing at their May meeting and unanimously recommended approval. He noted that staff also recommends approval of the request subject to the five conditions noted in the staff report.

Planning Commissioner Tim LaCroix stated that there was discussion regarding setbacks and access to the road but noted that the Commission had no concerns and recommended approval of the request subject to

the conditions listed in the report.

Councilmember Karasek asked if the location of the buildings shown is part of this approval, as there are buildings and a shared driveway on the survey.

The City Planner stated that the survey provided includes almost too much information as the current buildings and driveway are shown, noting that the buildings will be removed. He stated that staff does not have concern with two new driveways accessing Valley Forge Road, noting that the driveways will not access Dayton Road.

Resolution 2016-49

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Approving Lot Split of 1010 Dayton Road
(Lot 1, Block 1, Bray's Addition, Hennepin County, Minnesota)

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: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Resolution No. 2016-50
Ordering a Feasibility Study
for 2017 Street
Improvements
(Improvement Project No.
21603)

The City Engineer identified the proposed project area and described the current conditions of the roadways. He reviewed the types of improvements that could occur for the different roadways, noting that a Feasibility Study is needed to determine the best course of repair for each of these roadways. He stated that staff plans to complete the study this summer with hearings to occur this fall and the project to be completed in 2017.

Councilmember Miller stated that he regularly travels several of the roads identified in this project area and confirmed that they are in need of repair. He identified a section of roadway that drivers have been observed driving off the side of the road and asked if something would be done to prevent that through the project design.

The City Engineer stated that as part of the project planning, staff will determine if adding curb to that area would be a benefit.

The City Administrator stated in accordance with prior Council direction, notice has been sent to the impacted residents one-year prior to the project date..

Resolution 2016-50

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Ordering a Feasibility Study for 2017 Street Improvements (Improvement Project No. 21603)

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: Mayor Nelson, Councilmembers, Johnson, Karasek, Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 13th day of June 2016.

Other

Mayor Nelson thanked staff and the volunteers that helped to make Father Hennepin Festival a success this past weekend.

Adjournment

The Champlin City Council adjourned the regular meeting at 7:55 p.m.

Attest:

ArMand Nelson, Mayor

Roberta Colotti, CMC, City Clerk