

Worksession  
June 21, 2016  
Municipal Center – EOC

- Call to Order                   The Champlin City Council met in Worksession and was called to order by Mayor ArMand Nelson at 6:05 p.m.
- Roll Call                        Present were Mayor ArMand Nelson and Councilmembers Eric Johnson, Ryan Karasek, and Bruce Miller (arrived at 6:10 p.m.).
- Absent: Councilmember Kara Terry.
- Staff Present: City Administrator Bret Heitkamp, Parks and Facilities Manager Charlie Lehn, Community Development Director John Cox, City Engineer Tim Hanson, and City Clerk Roberta Colotti.
- Approval of Agenda  
(June 21, 2016)  
Motion                         Motion by Councilmember Johnson and seconded by Councilmember Karasek to approve the agenda for the June 21, 2016 Worksession as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, and Karasek. Voting against: none. Motion carried.

Work Plan Priority  
Planning Session #7

**Topic #1**  
**Mississippi Crossings**

*United Properties*

The Community Development Director reported that United Properties recently completed construction of a senior cooperative known as Applewood Pointe at the northwest corner of Dayton Road and Cartway Road. They have also been in discussions with the City regarding the construction of a second “Applewood Pointe” type building and an assisted living building known as “Cherrywood” within the Mississippi Crossings Area. He updated the City Council that United Properties has determined that only the Applewood Pointe building would be viable at this time in that project area. He stated United Properties is currently revising their plans for an Applewood Pointe only project and hopes to have a concept plan and a letter of intent in the next week. Staff expects their plans to call for a five-story building with 85-95 units Their ideal date for construction to begin is fall 2017.

*TH169/West River Road Intersection*

The City Engineer reported that the TH169/West River Road Intersection plan has been scaled down. He reviewed the updated project plan and funding options.

*TH169 Bridge(s) Replacement*

The City Engineer reported that MNDOT is currently working on a design for the TH169 bridges. He reviewed the project elements including scheduling and funding options, including State Aid Funds. He stated that MNDOT is looking to the City to fund \$150,000 in project costs and that they are requesting confirmation from the Council at this time. He noted that this is an estimated \$1.3 million dollar project.

**Council Consensus**

It was the consensus of the Council to support a City a funding contribution of \$150,000 to the TH169 Bridge(s) Replacement Project.

**Topic #2**  
**109<sup>th</sup> Avenue**

*Design Agreement with Brooklyn Park*

The City Administrator reported that an agreement had been drafted with the City of Brooklyn Park for the development of design alternatives for the shared road, 109<sup>th</sup> Avenue. A plan that best accommodates traffic entering from the side streets will be a key factor in the design. The project schedule calls for the design to be complete in the fall of 2017 with project construction solicitations in 2018.

### *109<sup>th</sup> Avenue and Winnetka Avenue*

The City Administrator reported that while final confirmation on the timeline is pending from the county, it's anticipated that the striping work on 109<sup>th</sup> Avenue and Winnetka Avenue will be completed by July 1<sup>st</sup>.

### **Topic #3**

#### **Business Networking Forums/Business Associations/Private Infrastructure**

The Community Development Director stated that he completed a door-knocking campaign in the South Pond Town Offices area.

The Community Development Director stated that meetings with representatives of Elm Creek Commons and Elm Creek Commerce Center Business Association are being planned for July/August.

The Community Development Director stated that the topic of private utility maintenance will be a focus of the discussion with the Elm Creek Commons and Elm Creek Commerce Center Business Association as the infrastructure is aging and there is a need to develop a repair plan. He noted that there is the option of adopting an ordinance to allow the City to perform the work and assess the cost back to the property owners.

### **Topic #4**

#### **Mann Theater**

The Community Development Director stated that Mann Theater is looking to make facility improvements and have been in discussions with staff regarding tax abatement or other financial assistance for their project. He stated that a tour of their recently updated Plymouth theater is planned for the EDA Board on July 7<sup>th</sup> at 6 p.m. He noted that a pro forma and financial statement would be presented to the EDA Board as part of any formal request for funding.

Mayor Nelson stated that any agreement should provide a clause for re-payment in the event they go out of business within a certain number of years after receiving assistance.

### **Topic #5**

#### **2017 Budget Process**

The City Administrator stated that a City Council Work Session has been scheduled for Monday, June 27<sup>th</sup> at 6 p.m. to review the Financial Management Plan. He stated that the City is starting the budget process early this year and has planned an extra budget meeting. He reviewed several key influencers on the 2017 budget including the reduction of Local Government Aid (LGA) which the City is considering an appeal to the Metropolitan Council of the defining factors that resulted in this reduction and the City has until Friday to make an appeal. The 2017 Resident Survey is being planned and will provide insight for future budget and City service planning. The advancement of the Emerald Ash Borer response plan. Discussion regarding a possible implementation of a performance based compensation program vs. the existing employee compensation guidelines will take place as part of the 2017 budget process. He noted that the City Council would need to formally amend its compensation program and policy to implement a performance based system. He stated that Department Heads are using the approved budget assumptions in preparing the draft budget for Council consideration on August 30<sup>th</sup>.

### **Topic #6**

#### **Wiley Development Proposal**

The Community Development Director updated the City Council on the Wiley Development which was last discussed at the April 25<sup>th</sup> Work Session. At that time the developer stated that he was interested in building office showroom condominiums at the 3.7 acre site immediately south of Willy McCoy's. At that time they had a funeral home that was interested in building on a piece of the property which impacted their planned design. He stated that it appears that the funeral home is no longer pursuing the site so there are additional site design options open to the developer. He stated that the developer continues to market the site for office condos. He noted that the existing code requires screening of outside storage and the developer previously expressed interest in a design that would not meet the Highway 169 design standards. As a result when the developer returns with a final plan the City

Council will need to determine if the plan warrants amendments to the design standards or must be brought into compliance with the standards.

Mayor Nelson and Councilmember Johnson were generally supportive of a project as outlined by the developer on April 25<sup>th</sup> and the associated highway design standard amendments. Noting final approval is contingent on the final design plans.

Councilmembers Miller and Karasek stated that they would need additional justification in the project plan to warrant modifying the highway design standards.

**Topic #7**  
**Gonyea Pond/DNR Fishery**

The City Administrator reported that that the authorized fish (carp) barriers for the Gonyea pond have been installed. He stated that the first segment of trail around the pond is complete and the second half is under construction. He stated that staff continues to talk with the DNR about making this a fishery and asked if the City Council supported moving forward with the development of this pond as a fishery and public park area.

The City Administrator stated that the northwest corner of the pond area has been identified as a prime area for a City entryway monument sign and asked if the Council was supportive of constructing a sign at this location.

**Council Consensus**

It was the consensus of the Council to direct staff to move forward and define the costs and neighborhood impacts of developing the pond as a fishery/park and the cost of a City entryway monument sign and bring these items back for formal action.

**Topic #8**  
**Branding Campaign**

The Community Development Director presented information on municipal branding campaigns and the related costs/benefits. A sample cost of \$80,000 to \$200,000 for a medium sized city branding campaign conducted by a popular consultant was provide as an example of a typical cost.

**Council Consensus**

It was the consensus of the City Council not to pursue a municipal branding campaign at this time.

**Topic #9**  
**Retail Recruitment Strategy**

The Community Development Director presented information on a firm that provides analysis and recruitment services for the retail segment with an estimated cost of \$50,000 for a three year program.

**Council Consensus**

It was the consensus of the City Council not to seek the services of a consultant to prepare a Retail Recruitment Strategy as presented at this time.

**Topic #10**  
**Commercial District Zoning/Churches**

The Community Development Director stated that the Planning Commission considered a zoning ordinance amendment prohibiting churches along the commercial highway corridor. Riverway Church expressed opposition to the proposed amendment. At their May 16, 2016 meeting the Planning Commission tabled the discussion on the proposed amendment. He stated that as an alternative to prohibiting churches in the commercial highway district the City may want to consider limiting the number of churches. He stated that this is being presented this evening as an informational item only.

**Topic #11**  
**Putnam Property**

The Community Development Director recommended that the City purchase the identified properties along East Hayden Lake Road and in turn enter into a lease agreement with the Reserve at Elm Creek and Cedars Developers to install development signs on the property.

**Council Consensus**

It was the consensus of the City Council to direct staff to pursue the purchase of the identified properties along East Hayden Lake Road and to enter into a sign lease agreement as presented.

**Topic #12**  
**Temporary Family Health Care Housing**

The Community Development Director reported that the State Legislature passed a law this session that allows small houses (up to 300 square feet) for disabled family members to be temporarily placed next to an existing home for up to one year. Cities have the ability to opt out of the legislation by passing a resolution by September 1, 2016.

**Council Consensus**

It was the consensus of the City Council to direct staff to prepare a resolution opting out of the Temporary Family Health Care Housing legislation for formal action at a Regular Council meeting.

**Topic #13**  
**Background Checks for City Advisory Commissioners**

The City Clerk reported that recently on the League of Minnesota Cities (LMC) list serve there was a sharing of information amongst cities regarding background check requirements for City Commissioners. The City of Crystal had the most comprehensive information and examples of their requirements for City Advisory Commissioners to undergo a background check. The City Clerk provided further information prepared by the City Attorney on this matter. It was noted that City Council members are elected vs. appointed and therefore it was not recommended that a background check be conducted by the City Council on Council candidates. A sample ordinance amendment was presented that would authorize background checks for City Advisory Commissioners.

**Council Consensus**

It was the consensus of the City Council to bring this item back to a future Work Session for continued consideration.

**Topic #14**  
**Resolution Supporting Reform of the Metropolitan Council**

The Community Development Director reported that there is a current initiative asking for cities to adopt a resolution requesting reform of the Metropolitan Council.

**Council Consensus**

It was the consensus of the Council to monitor the advancement of this initiative and when appropriate to place this item on a future Work Session agenda. It was identified that the sample resolution should be modified to best reflect Champlin's interests.

**Topic #15**  
**City Legal Counsel: Public Requests**

The City Administrator stated that the City contracts for legal service and pays for service as provided. There has been some question as to when the public can utilize the services of the City Attorney. It is recommended that a policy to address this matter be drafted.

**Council Consensus**

It was the consensus of the City Council to direct staff to prepare a policy document addressing the

public's use of the City's contract legal advisor, for consideration at a future meeting.

**Topic #16**

**Andrews Park Baseball Field Lighting Proposal**

The Park Facilities Manager stated that the local youth sports associations would like to partner with the City to install lighting at Andrews baseball field #5. Tied with this Phase I project would be parking improvements. Phase II would include bleachers, dugouts, storage and trail improvements. The associations have funding through pull-tab operations. There are grant programs that the project would be eligible for as well. The City's Capital Improvement Plan (CIP) has a placeholder for this project. The City's participation is estimated at \$75,000 and the total project cost for Phase I is \$300,000 to \$350,000. The total project cost including Phase I and Phase II is \$1.2 million.

The City Administrator stated that if the Council is interested in this project the next step would be to bring this item before the Park and Recreation Commission and to notify the area residents of the proposed project.

**Council Consensus**

It was the consensus of the City Council to direct staff to bring this item before the Park and Recreation Commission and to notify the area residents.

Councilmember Miller stated that he was concerned with the impact of lighting the field on the neighboring properties.

Staff stated that the technology for lights has improved dramatically and the light is restricted to a much smaller footprint than in the past. It was also noted that Andrews Park already has lights for the softball fields, football/soccer fields and tennis courts.

**Topic #17**

**Champlin Community Foundation – Bounce House Event**

The Park Facilities Manager reported that the Park and Recreation Commission recently approved a partnership with the Champlin Community Foundation to sponsor a bounce house event at Andrews Park on July 16<sup>th</sup> from 11 a.m. to 5 p.m. In the event of rain the next day is scheduled as the backup day. He stated that the City would be promoting this event. He stated that volunteers from the Community Foundation and local businesses would be staffing the event. He stated that the Community Foundation paid the park rental fee and will be funding the bounce house rental through sponsorships. He stated that the business sponsors will be providing food. He stated that the splash pad will remain in operation and there will be a softball tournament at Andrews Park that day and he does not expect these activities to conflict given the layout of the park and parking area. The cost is \$10 per child or \$40 per family and the cost is presented as a donation.

**Topic #18**

**Electronic City Council Packet**

The City Administrator asked for feedback from the City Council on the new electronic City Council packet.

**City Council Direction**

Mayor Nelson requested that a hard copy of the packet for each member, be provided at their desk in the event of connection issues.

**Topic #19**

**Pending Litigation**

The City Administrator reported on the status of pending litigation.

**Topic #20**  
**Ice Forum**

The City Administrator reported that the Anoka Hennepin School District has committed to fund \$50,000 per year, for the next five years, for locker room rental at the Ice Forum.

**Topic #21**  
**Community Organizations**

Councilmember Johnson requested additional information on the community organizations operating in Champlin.

**Meeting Schedule**

The next Work Plan Priority Meeting is scheduled for Tuesday, September 20<sup>th</sup>.

Adjournment

The Champlin City Council adjourned the Worksession at 8:14 p.m.

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ArMand Nelson, Mayor

Attest:

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Roberta Colotti, CMC, City Clerk