

Worksession
October 6, 2016
Municipal Center

- Call to Order The Champlin City Council met in Worksession and was called to order by Mayor Nelson at 6:00 p.m.
- Roll Call Present were Mayor ArMand Nelson, Councilmembers Eric Johnson, Ryan Karasek, Kara Terry (arrived at 6:25 p.m.) and Bruce Miller.
- Absent: none.
- Also Present: City Administrator Bret Heitkamp, Finance Director June Johnston, Assistant Finance Director Reidun Zollicoffer, City Clerk Roberta Colotti, City Attorney Scott Lepak, City Engineer Tim Hanson, Park Facilities Manager Charlie Lehn, Public Works Supervisor Chris Rachner, Police Chief Dave Kolb, Deputy Police Chief Ty Schmidt and Council Candidate Ryan Sabas (Ward 4).
- Approval of Agenda Motion by Councilmember Karasek and seconded by Councilmember Miller to approve the agenda for (October 6, 2016) the October 6, 2016 Worksession as presented. Voting in favor were Mayor Nelson, Councilmembers Motion Johnson, Karasek, and Miller. Voting against: none. Absent: Councilmember Terry. Motion carried.
- 2016 Preliminary The City Administrator provided an overview of the 2017 Budget. He stated that it is crucial to stay the Operating Budget course and follow the Financial Management Plan (FMP) in 2017. He stated with a proposed General Tax Levy of 5.26% the impact on the median valued home is \$33/year.

REVENUE GENERATION OPPORTUNITIES:

Utility Round-Up Program

- Opt-In Program
- Dedicated for Youth and Senior Programs
- Generate \$2,500 - \$3,000 in 2017

Follow Up

Staff was directed to bring this item back to a future Worksession for additional discussion.

Community Billboard

Follow Up

Community Development staff was directed to bring this item back to a Worksession within the first quarter of 2017 for additional discussion.

PARKS AND PUBLIC WORKS:

FACILITY USE POLICY

- 2013 = \$15,000
- 2014 = \$30,000
- 2015 = \$40,000
- 2016 = \$43,000 (Sept.)

Follow Up

Staff was directed to make sure 2017 Facility Rental Charges were within market of other communities and agencies.

YOUTH SPORTS MAINTENANCE FEES

- \$18.50/participant (Staff recommends no increase)
- Generates \$35,000 - \$40,000/year to cover City costs

Follow Up

Staff was directed to work with CDAA and City of Dayton to make sure that non-resident fees were split between two cities based on percentage of facilities provided.

City Council Consensus

It was the Consensus of the City Council to keep Youth Maintenance Fees at \$18.50 for 2017.

SPLASH PAD OPERATIONS

- Projected to Operate at (-\$20,000/year) When Constructed
- Does Not Include Water Expenses Estimated at \$20,000/year
- 2014 Actual (-\$16,300)
- 2015 Actual (-\$12,000)
- 2016 Actual (-\$1,000)
- Charging Buses \$35/bus = \$600 in 2016

ANDREWS PARK CONCESSIONS

- Concessions (Private Vendor): 2015 = \$14,000 and 2016 = \$15,000
- 2017 Recommendation is to Contract with Current Vendor thru 2018
- Continue Alcohol Sales
- Park Patrol costs are \$6,000 to \$6,750/year

City Council Consensus

It was the consensus of the City Council to continue alcohol sales and contract with current vendor (Willy McCoys) through 2018.

ICE FORUM:

Revenues & Expenditures

- 2012 \$62,001
- 2013 \$58,684
- 2014 \$46,418
- 2015 \$72,000 (\$20,000 Fire/Security & HVAC Controls)
- 2016 \$65,000 - \$75,000 (Projected)
- 2016 – Cooling Tower and Freon Expenses (\$12,000 - \$13,000)
- \$50,000 LifeTime Fitness (\$10,000 Received in 2016)
- 2017 Parking Lot Reconstruction, \$360,000 (Additional Storm Sewer/Drain Tile and Subgrade Excavation)
- Mighty Ducks Grant/R-22 Conversion (\$1.3 - \$1.5 Million) 2018
- CPYHA \$50,000 Annual Donation (\$1,000,000 Donated Since 1996)

Staff proposing R-22 Conversion in 2018.

- \$60,000 reduction in revenue associated with conversion
- Feasibility Study First Quarter of 2017
- Mighty Ducks Grant Application in 2017 for 2018 Projects

Follow Up

Staff was directed to work with area Arena Managers to coordinate conversion and develop a strategy to bring users back after conversion work is completed.

Staff reported we have received first of five \$50,000 payments from the Anoka-Hennepin School District for Title IX improvements at the Ice Forum.

PUBLIC WORKS

Staff reported that twenty tons of blacktop had been put down on Elm Creek Parkway in 2016. Staff stressed the importance of the City Council not deviating from the Street Improvement Project schedule outlined in the CIP.

Emerald Ash Borer

- Staff reported that we have 17,000 ash trees in Champlin
- One-third of them are on private property

Craig Wissink, current Weed/Tree Inspector, retiring at end of 2016

Follow Up

Staff was directed to bring the Emerald Ash Borer Management Plan to a Worksession in the first quarter of 2017.

Additional Public Works staff position outlined in Financial Management Plan for 2020.

Refuse receptacles in Parks for winter months.

Follow Up

Staff was directed to put together a report to the City Council outlining which parks would have receptacles in the winter and how often they would be serviced.

ENGINEERING/UTILITIES:

With a record number of street improvement projects scheduled in 2017, staff was directed to put a Communications Plan together to improve communications with residents and businesses impacted by the proposed improvement projects.

COMMUNITY DEVELOPMENT:

Staff provided an overview of the staffing allocations for each division of the Community Development Department.

City Council Consensus

It was the consensus of the City Council to increase the Building Department support staff position from 32 to 35 hours per week. The additional \$8,000 should be included in the General Fund Budget, not the EDA Budget.

POLICE DEPARTMENT:

City Council Consensus

It was the consensus of the City Council to continue the Traffic Enforcement Program for 2017.

Follow Up

Staff was to review the “accountability” associated with the \$100,000 reduction in Fine Revenue since 2013.

The City Administrator, Finance Director and Police Chief are to determine the level (\$5,000 - \$10,000) of Fine Revenue that would be transferred to the City Council Infrastructure Fund in 2018.

FINANCE:

Additional IT position outlined for 2018 in Financial Management Plan, designed to assist with Police Department forensics.

Follow Up

Staff was directed to schedule a Worksession in first quarter of 2017 to discuss increasing Franchise Fees on an annual basis vs. every three years.

ADMINISTRATION/GOVERNMENT SERVICES/MAYOR & COUNCIL/LEGAL:

- 2017 Resident Survey (\$25,000)

- \$10,000 - HIPAA Contract Services
- \$5,000 - 2017 Strategic/Work Plan Vision/City Council Retreat
- \$120,000 Yard Waste Disposal Site

Council Consensus

It was the consensus of the City Council to allocate \$50,000 to buy down property tax impact to median valued home to \$33/year. The City Council also allocated \$60,000 for staffing in the Finance Department to assist with Transition Plan and pending retirement of Finance Director in 2017. \$50,000 was allocated to the Council Contingency Fund for expenditures only authorized by the City Council in 2017.

Adjournment

The Champlin City Council adjourned the Worksession at 8:55 p.m.

ArMand Nelson, Mayor

Attest:

Roberta Colotti, CMC, City Clerk