

Worksession
November 28, 2016
Municipal Center

- Call to Order The Champlin City Council met in Worksession and was called to order by Mayor ArMand Nelson at 6:00 p.m.
- Roll Call Present were Mayor ArMand Nelson and Councilmembers Eric Johnson (attending remotely), Ryan Karasek, Bruce Miller and Kara Terry.
- Absent: None.
- Also present were City Administrator Bret Heitkamp, City Attorney Darrell Jensen, and Park Facilities Manager Charlie Lehn.
- Approval of Agenda
(November 28, 2016)
Motion Motion by Councilmember Karasek and seconded by Councilmember Miller to approve the agenda for the November 28, 2016 Worksession as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.
- Champlin Utility Round
Up Program The Park Facilities Manager stated that at the 2017 Budget Worksession, staff requested the City Council consider implementing an opt-in utility billing program that would support funding various aspects of the Parks and Recreation department. The program, modeled after other utility billing programs, would offer residents an opportunity to round up their utility bills to the next highest dollar amount each billing cycle. He stated that participation would be voluntary and funding would specifically be utilized to support Park and Recreation department programs for seniors and youth of the community. He noted that the donations are not tax deductible and become the property of the City.
- The Park Facilities Manager stated that participating customers would notify the City's utility billing department of their desire to contribute to the program by paper form, email or via the City's website. He stated that the program would be implemented in the first quarter of 2017 and will be marketed via the City newsletter, website, Facebook page, and local newspaper, *The Press*. He stated that the program is anticipated to bring in \$1,500 to \$2,500 in the first year and noted that an annual report outlining donations collected during the past year would be provided to the City Council at the annual staff/Council Budget Worksession.
- The Park Facilities Manager stated that the proposed policy sets forth guidelines for the management of the program and advised that the City must spend funds in accordance with Minnesota guidelines and be in compliance with laws governing public purpose expenditures of municipal governments.
- The Park Facilities Manager stated that the Finance Department would be responsible for administering this program and that costs could be tracked related to program administration.
- City Council Consensus
It was the consensus of the City Council to implement a Utility Round Up Program in the first quarter of 2017.
- Proposal to Fill Vacant
Ward 1 City Council Seat The City Administrator stated that staff has been working with legal counsel to coordinate the appointment process associated with filling the soon to be vacant City Council position for Ward 1. He stated that based on the results of the recent Mayoral election, the City Council seat occupied by Mayor-Elect Karasek will need to be filled for the remainder of the term, which expires on December 31, 2018. He reviewed the proposed process for filling the position. He noted that it is recommended that a similar application/questionnaire be submitted by interested candidates consistent with the process that was utilized by the City Council when filling the Ward 1 vacancy in 2012.

The City Administrator presented a timeline as follows:

- December 5, 2016 – Applications Posted Online & Available at City Hall
- December 16, 2016 – Applications Close
- January 3-4, 2017 – City Council Conducts Applicant Interviews
- January 9, 2017 – City Council Appointment of Candidate/Oath of Office

He stated that notification of the pending vacancy will be posted on the City’s website, Facebook page, and published in *The Press*.

The City Attorney provided legal background on the process. He stated that while this is an aggressive timeline, this timeline would best serve the City.

City Council Consensus

It was the consensus of the Council to move forward with the Ward 1 appointment process and timeline as presented.

Adjournment

The Champlin City Council adjourned the Worksession at 6:19 p.m.

ArMand Nelson, Mayor

Attest:

Roberta Colotti, CMC, City Clerk