

Worksession #1
December 12, 2016
Municipal Center

- 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, Ryan Karasek, Bruce Miller and Kara Terry.
- Absent: None.
- Also present were City Administrator Bret Heitkamp, Finance Director June Johnston, Assistant Finance Director Reidun Zollicoffer, City Attorney Scott Lepak, and Councilmember-Elect Ryan Sabas.
- Approval of Agenda
(December 12, 2016)
Motion Motion by Councilmember Karasek and seconded by Councilmember Miller to approve the agenda for the December 12, 2016 Work Session as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller, and Terry. Voting against: none. Motion carried.
- 2016 Financial
Management Plan Update The Finance Director and City Administrator presented the 2016 Financial Management Plan (FMP) update. They stated that this was the most comprehensive update since the plan was first adopted. Is the City of Champlin “Future Ready”? This is the question that was considered as the plan was updated. This provided an opportunity for staff and the City Council to honestly assess the City’s vulnerabilities and its assets and consider long-term solutions for the physical and financial health of the City and its infrastructure.
- The City Administrator stated that the City Council has done an admirable job of providing resiliency for the City of Champlin and as a result, the City is in a great financial position as evidenced by its AA+ bond rating.
- The Finance Director and City Administrator presented details on the FMP update including staffing levels during the term of the plan. Pay-As-You-Go (PAYGO) and Pay-As-You-Use (PAYUSE) methods of financing capital improvements. A shift from every three years to annual review of franchise fees, Strom Water Utility and Street Light Utility fees similar to the annual review for Water, Sewer, Refuse, and Recycling funds that is currently performed. It was noted that a policy/ordinance change would be needed to amend the review period for certain funds and this would be brought back for consideration in 2017. The current capital replacement program of only replacing items when necessary vs. on a pre-determined schedule has worked well and is proposed to be continued under the FMP update. An increased level of transfers is needed for the Ice Forum in order to maintain sufficient fund reserves. The Capital Improvement Plan (CIP) contains \$360,000 for the repair of the parking lot in 2017 and \$800,000 for the mandated R-22 replacement. After these improvements the fund transfers will remain stable. It is projected that transfers for the Park Reserve Fund will not need to increase during the time period covered by the FMP. Debt will need to be issued for street maintenance and reconstruction in addition to increases in transfers to the CIP-Streets Fund. The need for debt issuance will be evaluated based on the projects being recommended.
- Mayors Term Of Office Mayor Nelson requested that the City Council consider an ordinance amendment that would change the term for the Mayor’s office from two years to four years. The effective date of the proposed term amendment would be subject to City Council discussion, but is tentatively proposed to become effective with the 2018 Election/January 1, 2019 Office or 2020 Election/January 1, 2021 Office.

Council Consensus

It was the consensus of the City Council to place this item on the Regular Agenda tonight for first reading of an ordinance amendment changing the term of office for Mayor from two years to four years effective with the 2018 Election/January 1, 2019 Office. Second reading and adoption of the

ordinance is to be scheduled for January 9, 2017.

Ward 1 Councilmember
Vacancy Interview Panel

The City Administrator stated that interviews to fill the Ward 1 vacancy that will be created when Councilmember Karasek assumes the office of Mayor is scheduled for January 3rd and 4th as needed. A recommendation will be forwarded to the City Council on January 9, 2017 for formal action. He stated that there has been some interest expressed in having one or two of the outgoing Councilmembers serve as advisory members to the City Council during the interview process. He asked if there was interest by the full Council in appointing advisory members.

Council Consensus

It was the consensus of the City Council place this item on the Regular Agenda tonight with consideration to appoint Mayor Nelson and Councilmember Terry to serve as advisory members to the City Council interview process scheduled for January 2017.

Adjournment

The Champlin City Council adjourned the Work Session at 6:27 p.m.

Attest:

Ryan Karasek, Mayor

Roberta Colotti, CMC, City Clerk