

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  
December 12, 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, Community Development Director John Cox, City Engineer Tim Hanson, Assistant City Engineer Todd Tuominen, Park Facilities Manager Charlie Lehn, Police Chief Dave Kolb, Finance Director June Johnston, Assistant Finance Director Reidun Zollicoffer, City Attorney Scott Lepak, City Clerk Roberta Colotti and Councilmember-Elect Ryan Sabas (Ward 4).
- Approval of Agenda  
(December 12, 2016)  
Motion                        Motion by Councilmember Johnson and seconded by Councilmember Terry to approve the agenda for the December 12, 2016 Regular Meeting as presented. 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 November 28, 2016 Worksession and November 28, 2016 Regular Meeting as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.
- Approval of Bills  
(December 12, 2016)  
Motion                        Motion by Councilmember Miller and seconded by Councilmember Terry to approve the bills as submitted for payment on December 12, 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:
- City Council Work Session and EDA Work Session - Following Tonight's Council meeting in the Council Conference Room
  - Residents interested in applying for the 2017-2018 Ward 1 City Council vacancy should contact City Clerk Roberta Colotti at 763-923-7111. Applications accepted December 5<sup>th</sup> through December 16<sup>th</sup>.
  - City Hall closed on Monday, December 26<sup>th</sup> and the December 26<sup>th</sup> Council meeting has been cancelled due to the Christmas holiday.
  - City Hall closed on Monday, January 2<sup>nd</sup> for the New Year's Day holiday.
  - Interviews for Ward 1 Council Vacancy – Tuesday, January 3<sup>rd</sup> and Wednesday, January 4<sup>th</sup> in the Council Conference Room
  - Council Worksession – Monday, January 9<sup>th</sup> at 5:45 p.m. in the Council Conference Room
  - City Council Meeting – Monday, January 9<sup>th</sup> at 7:00 p.m. in the Council Chambers
  - Public Informational Meeting regarding reconstruction of 109<sup>th</sup> Avenue to be held in January
  - City Hall closed on Monday, January 16<sup>th</sup> for the Martin Luther King Jr. holiday
  - Legislative Worksession – Wednesday, January 18<sup>th</sup> at 6:00 p.m. in the Council Chambers
  - City Council/Staff Strategic Planning Session – January 20<sup>th</sup> and 21<sup>st</sup> at Eastman Nature Center in the Three Rivers Park District
  - Residents interested in serving on the Planning, Park and Recreation or Environmental Resources Commission in 2017 should contact City Clerk Roberta Colotti at 763-923-7111.

Presentation of Police  
Department Awards and  
Commendations

Special Presentations

The Police Chief welcomed the invited guests in attendance at the meeting tonight. He stated that the first three awards were issued and presented at the Department Meeting but he wanted to share them with the Council. He presented a Commendation Award for Mike Kennedy, a Commendation Award for Investigator Johans and an Award of Merit to the Investigative Division and the members within that Division.

The Police Chief presented the Champlin Police Public Safety Award to Riverway Church which has provided funding and Target which provides discounts to make the donated dollars stretch as far as possible for the Shop with a Cop program.

Mayor ArMand Nelson stated that Riverway Church and Target Corporation also donate time and volunteers to other programs within the City.

The Police Chief asked the Champlin Police Crime Prevention Board to come forward and provided background information on the group and the programs that the fund has assisted in providing over time and specifically this past year. He presented the Crime Prevention Board with the Champlin Police Public Safety award for their ongoing support of the Department's mission.

Mayor ArMand Nelson stated that this is an example of residents and businesses coming together for the benefit of the residents.

The Police Chief asked Leslie Johansson and Jeff Martin to come forward to receive the Life Saving Medal for their actions and response to a call of a five-month baby that was unresponsive and not breathing which they rescued. He provided a summary of the incident and presented Leslie Johansson and Jeff Martin with the Life Saving Medal for their efforts.

Robert Kennedy Sr. stated that on the day his son stopped breathing officers responded quickly and gave him hope that his son could live. He thanked the police department for their response and efforts, stating that they are proud to be residents of Champlin. He expressed great thanks for saving the life of his baby boy.

2016 Adopt-A-Park  
Participation Recognition

The Park Facilities Manager stated that in 1991 the Adopt-A-Park program was put into place to develop an alternative source to fund park maintenance. He recognized the participants in the 2016 Adopt-A-Park program. He asked that the City Council formally recognize and commend the participants for their commitment to the City's park and recreation system including:

Boy Scout Troop #276, Champlin Park National Honor Society, Baha'i Faith, Mom's Club of Champlin/Dayton/Anoka, Champlin Cub Scout Pack #276, Girl Scout Troop #16624, Ms. Nancy Benzinger, Ms. Patricia Clemmensen, and the Mr. Dan Moldan Family.

Motion

Motion by Councilmember Johnson and seconded by Councilmember Miller to recognize and commend the 2016 Adopt-A-Park participants for their commitment to the City's park system. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Overview of Worksession  
Discussion

The City Administrator provided an overview of the discussion that occurred earlier in the evening at the Council Worksession regarding the update of the 2016 Financial Management Plan (FMP), noting that the City implemented the first FMP in 2000/2001 and the plan is updated every five years. He stated that this year was especially busy, going through each of the six infrastructure funds. He explained the process that is used to anticipate costs for the future. He stated that the Council will take action on the Plan later tonight.

The City Administrator stated that the Council also discussed an ordinance amendment that would change the Mayor's term from two years to four years. He explained that a survey was done of surrounding cities and 14 of 17 cities have four year terms for their Mayor. He stated that the consensus direction was to bring the item forward first reading tonight.

The City Administrator reported that there is a vacancy in Ward 1 as a result of the 2016 Election of Councilmember Karasek to the office of Mayor. The City Council is looking to fill this seat by

appointment and opened applications on December 5<sup>th</sup> with a closing date of December 16<sup>th</sup>. Interviews are currently planned for January 3<sup>rd</sup> and 4<sup>th</sup> with an anticipated appointment of a Ward 1 Councilmember at the January 9, 2016 Regular Meeting.

Consent Agenda

Mayor Nelson requested to pull Item #12, Appointment of Advisory Person to Ward 1 Council Candidate Interview Panel, from the Consent Agenda for further discussion.

Resolution No. 2016-83  
Ordering the Feasibility  
Study for Mill and  
Overlay Improvements  
Within Anderson Estates  
(Improvement Project No.  
21702)  
Resolution 2016-83

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Ordering the Feasibility Study for Mill and Overlay Improvements Within  
Anderson Estates (Improvement Project No. 21702)

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 12<sup>th</sup> day of December 2016.

Resolution No. 2016-84  
Capital Appropriations  
from the 2016 Grant from  
the Environmental Trust  
Fund for the Mill Pond  
Restoration  
(Improvement Project No.  
21311)  
Resolution 2016-84

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution for Capital Appropriations from the 2016 Grant from the Environmental Trust Fund for  
the Mill Pond Restoration (Improvement Project No. 21311)

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 12<sup>th</sup> day of December 2016.

Accept Land Conveyance  
Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to approve the land conveyance conditioned upon receiving a clean Phase II Environmental report. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Approve 2017-2026  
Capital Improvement Plan  
Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to approve the 2017-2026 Capital Improvement Plan as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2016-85  
Accepting Donations  
Received by the City of  
Champlin in 2016  
Resolution 2016-85

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Accepting Donations Received by the City of Champlin in 2016

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 12<sup>th</sup> day of December 2016.

Resolution No. 2016-86  
Approving Amendments  
to the 2016 Budget  
Resolution 2016-86

Councilmember Miller introduced the following resolution and moved its adoption:

Approving Amendments to the 2016 Budget

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 12<sup>th</sup> day of December 2016.

Approve 2017 Business  
Licenses  
Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to approve the 2017 licenses and hours of operation for the businesses as listed in the staff report, subject to all licensing requirements being met. It is further directed that the City Clerk and Police Chief notify any businesses continuing to operate after the first of the year, without completing the required materials and securing the required license, to cease operations and to issue applicable citations to those failing to discontinue doing business. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and

Terry. Voting against: none. Motion carried.

Champlin Utility Round  
Up Program  
Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to approve the Champlin Round Up Program in support of the Parks and Recreation Department's youth and senior programs. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Appointment of Advisory  
Person to Ward 1 Council  
Candidate Interview Panel  
Motion

Mayor Nelson stated that he is listed in the report as recommended for appointment to the Ward 1 Council Candidate Interview Panel and he would like to add Kara Terry to the group.

Motion by Mayor Nelson and seconded by Councilmember Miller to appoint Mayor ArMand Nelson and Councilmember Terry to the Ward 1 Council Candidate Interview Panel. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2016-87  
Adopting City of  
Champlin Data Practices  
Procedures Policy  
Resolution 2016-87

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Adopting City of Champlin Data Practices Procedures Policy

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 12<sup>th</sup> day of December 2016.

Approve 2017-2019  
Teamsters Labor  
Agreement  
Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to approve the 2017-2019 agreement with the Teamsters Union. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Approve 2016 Update to  
the Financial Management  
Plan  
Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to approve the 2016 update to the Financial Management Plan as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Open Forum

No comments made.

Public Hearings

Resolution No. 2016-88  
Adopting the 2017 Budget  
and Establishing Fund  
Appropriations,  
Resolution No. 2016-89  
Approving a Tax Levy for  
2017 Operating Budget  
Appropriates, and  
Resolution No. 2016-90  
Approving a Tax Levy for  
2017 EDA Operating  
Budget Appropriations

The Finance Director stated that Minnesota Statutes requires the City to hold a public hearing prior to five working days before December 20<sup>th</sup> for the purpose of adopting a final tax levy and budget. She stated that the focus of the 2017 operating budget is preparing for the future, noting that this approach to fiscal management ensures that future taxpayers will have manageable property tax bills for municipal services. She noted that the City Council has made the decision to lower the levy by an additional \$50,000 from the amount certified to the County in September. She highlighted some of the budget challenges as well as highlights from the budget and levy. She also provided comparison information to other communities and the tax burden on an average home in Champlin. She explained how property taxes are allocated between the County, School District, special taxing districts and the City of Champlin.

Public Hearing

Mayor Nelson opened the public hearing at 7:44 p.m.

No comments made.

Motion

Motion by Councilmember Johnson and seconded by Councilmember Miller to close the public hearing at 7:45 p.m. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Councilmember Karasek commended staff for the Financial Management Plan and the amount of detail that

is put into the Plan and the amount of detail put in to presenting the information to the Council.

Resolution 2016-88

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Adopting the 2017 Budget and Establishing Fund Appropriations

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 12<sup>th</sup> day of December 2016.

Resolution 2016-89

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Approving a Tax Levy for 2017 Operating Budget Appropriations

The motion for the adoption of the resolution was duly seconded by Councilmember Miller, 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 12<sup>th</sup> day of December 2016.

Resolution 2016-89

Councilmember Johnson introduced the following resolution and moved its adoption:

A Resolution Approving a Tax Levy for 2017 EDA Operating Budget Appropriations

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 12<sup>th</sup> day of December 2016.

First Reading of an Ordinance Amending Chapter 2, Article II, Section 2-24 of the City Code Regarding Terms and Transition

New Business

The City Administrator stated that there is interest on the part of the Council to discuss amending the mayoral term from two years to four years. He noted that following the consensus discussion of the Council, he is bringing forward the proposal to amend the ordinance to extend the term from two year to four years.

Mayor Nelson stated that he brought forward this request as he felt that there is a learning curve and the City would benefit from the additional years of experience.

Motion

Motion by Councilmember Johnson and seconded by Councilmember Karasek to approve the first reading of an ordinance amending Chapter 2, Article II, Section 2-24 of the City Code regarding terms and transition.

The City Attorney stated that this would become effective following the November 2018 election with the person taking office in 2019.

Councilmember Miller stated that he believes this should be made effective with the 2020 Election.

Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, and Terry. Voting against: Councilmember Miller. Motion carried.

Presentation of Plaque of Appreciation to Outgoing Mayor and Councilmembers

Administrative Presentations

Mayor Nelson presented a plaque of recognition to Councilmember Miller for his eight years of service to the City of Champlin.

Councilmember Miller stated that he appreciates the recognition and stated that it has been a pleasure to serve the City.

Mayor Nelson presented a plaque of recognition to Councilmember Terry for her four years of service to the City of Champlin.

Councilmember Karasek presented a plaque of recognition to Mayor Nelson for his eight years of service on

the City Council, with four being as Mayor and four as Ward 4 Councilmember, and five years of service on the Parks and Recreation Commission. He noted that Mayor Nelson has been a mentor to him and has been a great leader to the Council.

Mayor Nelson stated that it has been a great honor to serve the City of Champlin and thanked his family for allowing him to serve in this capacity. He stated that the residents, staff, and Commission members have been great to work with and expressed appreciation for all of them. He hoped that future Councils can work together and respect the differences that they may have.

Adjournment

The Champlin City Council adjourned the regular meeting at 7:56 p.m.

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Ryan Karasek, Mayor

Attest:

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Roberta Colotti, CMC, City Clerk