

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
January 12, 2015
Municipal Center

- Call to Order The Champlin City Council met in Regular Session and was called to order by the City Administrator at 7:00 p.m.
- The City Administrator advised that the Mayor and Acting Mayor are absent and as a result the Council will need to nominate a Councilmember as Acting Mayor for tonight's meeting.
- Motion by Councilmember Miller and seconded by Councilmember Terry to appoint Councilmember Ryan Karasek as Acting Mayor for tonight's Council meeting. Voting in favor were Councilmembers Karasek, Miller and Terry. Voting against: none. Motion carried.
- Pledge of Allegiance The Pledge of Allegiance was recited.
- Roll Call Present were Acting Mayor Ryan Karasek, Councilmembers Bruce Miller and Kara Terry.
- Excused Absent: Mayor ArMand Nelson and Councilmember Eric Johnson.
- Also present were City Administrator Bret Heitkamp, City Engineer Tim Hanson, Assistant City Engineer Todd Tuominen, City Planner Scott Schulte, City Attorney Scott Lepak and City Clerk Roberta Colotti.
- Approval of Agenda
(January 12, 2015)
Motion The City Administrator requested to add Item #10a Adoption of the "Champlin City Council and Staff Pledge to our Residents".
- Motion by Councilmember Miller and seconded by Councilmember Terry to approve the agenda for the January 12, 2015 Regular Meeting as amended. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.
- Approval of Minutes
Motion Motion by Councilmember Miller and seconded by Councilmember Terry to approve the minutes of the December 8, 2014 Worksession, December 8, 2014 Regular Meeting, December 8, 2014 Worksession II and December 17, 2014 Worksession as presented. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.
- Approval of Bills
(December 22, 2014 and
January 12, 2015)
Motion Motion by Councilmember Terry and seconded by Councilmember Miller to approve the bills as submitted for payment on December 22, 2014 and January 12, 2015. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.
- Announcements Acting Mayor Karasek made the following announcements:
- City Hall will be closed on Monday, January 19th in observance of the Martin Luther King Jr. Holiday.
 - Council Worksession – Monday, January 26th at 5:45 p.m. in the Council Conference Room.
 - City Council Meeting – Monday, January 26th at 7:00 p.m. in the Council Chambers.
 - Council Worksession – Monday, January 26th immediately following the Council meeting in the Council Conference Room.
 - Legislative Worksession – Saturday, January 31st at 8:30 a.m. in the Council Chambers.
 - Council Closed Meeting – Saturday, January 31st at 10:00 a.m. in the Council Conference Room.
- Special Presentations
- Council Committee
Quarterly Reports Councilmember Miller stated that he has not attended a meeting for Metro Cities recently and as of 2015 Champlin is no longer a part of this group.

Councilmember Terry advised that the Anoka-Champlin Fire Board has met since the last update.

Councilmember Karasek provided an update regarding the District Advisory Council on Community Education stating that he recently attended a Legislative breakfast event and advised of the many programs available for residents of all ages.

Overview of Worksession Discussion

The City Administrator provided a brief overview of the discussion that occurred at the Council Worksession regarding the social media campaign. He stated that staff will provide an update on this process later in the agenda.

Consent Agenda

Resolution No. 2015-01
Designating the Official Newspaper for 2015
Resolution 2015-01

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Designating the Official Newspaper for the City of Champlin for 2015

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Resolution No. 2015-02
Designating Official Depositories for City Funds
Resolution 2015-02

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Designating the Official Depositories for the City Funds

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Approve 2015 Recording Secretary Service Agreement
Motion

Motion by Councilmember Terry and seconded by Councilmember Miller to approve the Addendum to the Recording Secretary Service Agreement, with Timesavers Off Site Secretarial, Inc., as presented for the term ending December 31, 2015. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2015-03
Increasing Typical Utility and Street Fees
Resolution 2015-03

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Increasing Typical Utility and Street Fees

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Resolution No. 2015-04
Increasing Northwest Area Sanitary Sewer and Storm Sewer Trunk Fees and Storm Sewer District 10A and 10B Fees
Resolution 2015-04

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Increasing Northwest Area Sanitary Sewer and Storm Sewer Trunk Fees and Storm Sewer District 10A and 10B Fees

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Designation of Interactive Meeting Technology for 2015
Motion

Motion by Councilmember Terry and seconded by Councilmember Miller to designate GoToMeeting as the technology of choice for interactive meetings for 2015. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Approve Final Payment to Knife River Corporation

Motion by Councilmember Terry and seconded by Councilmember Miller to approve the final payment to Knife River Corporation for the 2010 Mill and Overlay Project. Voting in favor were

for the 2010 Mill and Overlay Project (Improvement Project No. 21002)
Motion

Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Approve Council/Staff Mutual Expectations Agreement and Council/Staff Pledge to Residents
Motion

Motion by Councilmember Terry and seconded by Councilmember Miller to approve the documents titled "Mutual Agreement Between the Champlin City Council and Champlin City Staff" and "Champlin City Council and Staff Pledge to our Residents" as presented. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Open Forum

No comments made.

New Business

Resolution No. 2015-05 Approving a Conditional Use Permit to Replace an Existing Wood Retaining Wall with a Boulder Retaining Wall at 12112 Mississippi Drive: Tim Carlson (Project No. 2014-27)

The City Planner presented a request from the property owner at 12112 Mississippi Drive to replace an existing multi-tiered retaining wall currently composed of railroad ties with a boulder type granite retaining wall. He explained that this would be a more natural looking and stable wall, which would provide additional protection and erosion control to the riverbank. He stated that staff recommends that the project be supplemented with additional screening and plantings. He stated that because some of the work will occur below the ordinary high water level, a permit request to the DNR is also required. He stated that the City permit would be contingent to any conditions specified under the DNR permit. He advised that the City is proposing to complete some storm sewer improvements in conjunction with this project. He stated that the Planning Commission held a public hearing at their December meeting and recommended unanimous approval of the request subject to the conditions in the staff report.

Councilmember Miller stated that he viewed the project this past summer while on the river and believed that this would be a great improvement.

Acting Mayor Karasek stated that he is also in favor of the proposed improvements to the riverbank. He questioned how the changes to the Mississippi Critical Area rules would impact this project.

The City Planner stated that the Mississippi Critical Area rule changes would not impact the project as this is a replacement of an existing wall and will be an improvement overall which will provide additional stabilization.

Resolution 2015-05

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Approving a Conditional Use Permit to Replace an Existing Wood Retaining Wall with a Boulder Retaining Wall at 12112 Mississippi Drive: Tim Carlson (Project No. 2014-27)

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Resolution No. 2015-06 Approving the Final Plat and Resolution No. 2015-07 Approving the Final Planned Unit Development Plan and Adoption of Ordinance Nos. 747 and 748 Approving the Rezoning for the Cedars of Elm Creek: Summit

The City Planner stated that the Council entertained the Preliminary Plat request for this project in August and provided a brief background of the residential development as proposed. He stated that the developer will be partnering with a homebuilder for both the townhomes and single-family homes. He stated that this request would include multiple actions including a rezoning of the property, for both the single-family area and the townhome area. He advised that a Planned Unit Development (PUD) Plan is also required for the development and reviewed some of the elements of the development, which would require a PUD. He advised that the final action item would be the Final Plat request and reviewed the proposed lot sizes for the development. He stated that almost the entire site is within the floodplain and therefore would require mitigation efforts. He advised that the developer did receive FEMA approvals for the grading process and plan. He stated that the project is still in line with the Preliminary Plat request approved by the Council on August 11th. He stated that staff recommends

Development (Project 2015-01)

approval of the second reading of the rezoning, and approval of the Resolutions approving the Final Plat and Planned Unit Development Plan.

Councilmember Miller asked for additional information regarding the condition regarding a minimum number of floor plans.

The City Planner explained that the City is attempting to create a unique scenario and street appeal to avoid the detached townhomes from looking too similar and being monotonous. He stated that the City worked with the developer and an architect.

Councilmember Miller questioned if the fountain was the idea of the City or the developer.

The City Planner stated that the idea was a collaboration as the developer and the City agreed that this development should include high-level amenities.

The City Administrator recommended that staff be directed to put together a letter that will be included in each of the building files for the lots in the Cedars of Elm Creek subdivision notifying them of the construction of a future City trail adjacent to their home. The letters are to be signed by the Developer, Builder, Building Official and the proposed homeowner, prior to the submittal of their building permit application.

Acting Mayor Karasek stated that he liked that the City worked with the architect to develop these details and asked if that is common practice.

The City Planner provided an example of another situation in which the City obtained architectural input. He stated that the City always has a concern of monotony with townhome developments and advised that this situation was a great collaboration effort. He advised that the architectural services were provided at no cost to the City. He confirmed that the fountain maintenance would be the responsibility of the Homeowner's Association.

Acting Mayor Karasek stated that he has been aware of this project for several years through the evolution of the original idea to the current proposal. He stated that all of the residents he spoke with were very complimentary of the development as well as the developer and City staff, compared to the negative comments that were made several years ago. He commended the developer for their efforts with the neighboring residents.

Ordinance 747

Councilmember Miller conducted the second reading of an ordinance and moved its adoption:

An Ordinance Rezoning for the Cedars of Elm Creek
(Lots 17 through 23, Block 2)

The motion for the adoption of the ordinance was duly seconded by Acting Mayor Karasek, and upon vote being taken thereon, the following voted in favor thereof: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said ordinance was passed this 12th day of January 2015.

Ordinance 748

Councilmember Miller conducted the second reading of an ordinance and moved its adoption:

An Ordinance Rezoning for the Cedars of Elm Creek
(Lots 1 through 19, Block 1; Lots 1 through 15, Block 2; Outlot A and Outlot B)

The motion for the adoption of the ordinance was duly seconded by Acting Mayor Karasek, and upon vote being taken thereon, the following voted in favor thereof: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said ordinance was passed this 12th day of January 2015.

Resolution 2015-06

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Approving the Cedars of Elm Creek Final Planned Unit Development Plan

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Resolution 2015-07

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Approving the Final Plat for the Cedars of Elm Creek

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Resolution No. 2015-08
Directing the Preparation
of Plans and
Specifications for SCADA
System Improvements,
Improvement Project No.
21405

The City Engineer advised that the SCADA system controls, monitors and gathers data from the water and sewer system within the City. He briefly reviewed the SCADA system including the components of the system and which areas are controlled by the program. He reviewed the modes of communication the current SCADA system utilizes and described how those signals are sent throughout the system. He identified the current problems and challenges of the existing system including reliability, communication, hardware obsolescence, software compatibility, increasing staff call-outs, and emergency services. He stated that a Feasibility Study has been completed which identifies the controls and solutions. He stated that the report recommends that the system be upgraded. He stated staff is proposing Phase I at this time while Phase II would be presented at a future time. He reviewed the proposed project cost, the cost to develop plans and specifications and a timeline for the project. He recommended approval of the Resolution, which directs preparation of plans and specifications for the project.

Councilmember Miller questioned the lifespan of the system once upgraded.

The City Engineer noted that the system has components of hardware and software, which require ongoing maintenance. He estimated a lifespan of eight to ten years. He stated that the current system has been a good producer although one that is not widely used throughout the metro area. He advised that the upgraded system is more commonly used and more easily maintained.

Councilmember Miller questioned if the City is budgeting for continued upgrades and/or a new system in the future.

The City Engineer confirmed that the City has budgeted for the future as well as ongoing maintenance.

Councilmember Terry referenced the portion of the report addressing cost and asked for additional information regarding the fiber connections.

The City Engineer clarified the aspects that would be included in Phases I and II and noted that while all aspects of fiber connection are not included in this total cost estimate, the item has been included in the CIP budget. He stated that this transition would be seamless for residents.

Resolution 2015-08

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Directing the Preparation of Plans and Specifications for SCADA System Improvements,
Improvement Project No. 21405

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Resolution Nos. 2015-09
to 2015-13 Regarding
2015 Appointments

Council Presentations

The City Clerk advised that the appointment of the Acting Mayor for 2015 would require a motion, while the other actions would require a resolution. She reviewed the Mayor's recommended appointments for the various positions and recommended approval of the appointments as presented.

Appointment of Acting Mayor for 2015

Motion by Councilmember Terry and seconded by Councilmember Miller to appoint Councilmember Eric Johnson as Acting Mayor for 2015. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Designating Representatives and Alternates to the Anoka-Champlin Fire Board Resolution 2015-09

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Designating Representatives and Alternates to the Anoka-Champlin Fire Board

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Designating Representatives to the Quad Cities Cable Communications Commission Resolution 2015-10

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Designating Representatives to the Quad Cities Cable Communications Commission

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Designating a Representative to the School District Advisory Council for Community Education Resolution 2015-11

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Designating a Representative to the School District Advisory Council for Community Education

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Designating a Weed and Tree Inspector and Deputy Weed and Tree Inspector Resolution 2015-12

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Designating a Weed and Tree Inspector and Deputy Weed and Tree Inspector

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Designating Representatives to the Champlin Farmers Market Board Resolution 2015-13

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Designating Representatives to the Champlin Farmers Market Board

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: Acting Mayor Karasek, Councilmembers Miller and Terry, and the following voted against the same: none, whereupon said resolution was passed this 12th day of January 2015.

Appointment of Commissioners/ Appointment of Chairperson and Vice-Chairperson for Environmental Resources, Planning and Parks and Recreation Commissions

The City Clerk reviewed the Mayor's recommended appointments of Commission members, Chairperson and Vice-Chairperson positions for the Environmental Resources Commission, Planning Commission and Parks and Recreation Commission. She recommended that the appointments be approved as presented.

Motion by Councilmember Terry and seconded by Councilmember Miller to approve the appointments of Commission Chairperson and Vice-Chairperson as recommended and to approve the re-appointment of Commissioners as recommended. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Open Forum

Open Forum

The City Clerk stated that she received a request form for an open forum topic regarding park vandalism. She recognized that the open forum time has passed but noted that the Council can choose to hear the request.

Daniel Hanson, Oak Wood Terrace, stated that there has been continued vandalism at Galloway Park which is near his residence. The vandalism has ranged from tree damage to turf damage from vehicles. He stated that following the holidays some people drove their trucks through the park and did damage to the sod and gravel. He stated that he took pictures of the vandalism and advised that staff has locked the gates to the park following his input regarding vandalism. He stated that although he is not a staff member he would be willing to lock and unlock the gate each day in the morning and the evening to allow the park to be open during the day and locked during the night. He stated that if it was necessary that he be an employee in order to perform this task he would be willing to work for \$5 per day.

The City Administrator confirmed that the park has been locked and will be locked throughout the winter. He stated that there is sufficient space to park one or two vehicles near the gate. He stated that the Council will take action on the offer to open and close the gate by Mr. Hanson, at the next Council meeting.

Acting Mayor Karasek thanked the resident for his monitoring of the park. He encouraged other residents to call 911 if they see vandalism occurring in the parks.

Update on Social Media Campaign

Council Presentations

The City Clerk presented the City’s Facebook page and E-mail Blast opt-in program which are the newest methods of distributing information on City programs, services and projects. The City Clerk stated that the City’s objective for investing in a presence on social media is to increase communication opportunities regarding City services with residents, business owners and visitors by providing timely information that directly impacts them.

The City Council thanked the staff for their efforts in creating the City Facebook page and E-mail Blast program.

Acting Mayor Karasek encouraged residents to utilize both the Facebook page and E-mail Blast as different types of information may be distributed through each channel at times.

Adjournment

The Champlin City Council adjourned the regular meeting at 8:12 p.m.

Attest:

ArMand Nelson, Mayor

Roberta Colotti, CMC, City Clerk