

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 13, 2014
Municipal Center

- Call to Order The Champlin City Council met in Regular Session and was called to order by City Administrator Bret Heitkamp at 7:00 p.m.
- The City Administrator noted that Mayor Nelson was unable to attend the meeting and advised that Acting Mayor Johnson was also unable to attend the meeting, explaining that the Council would need to nominate a Councilmember to serve as Acting Mayor for this meeting.
- Motion Motion by Councilmember Miller and seconded by Councilmember Terry to nominate Councilmember Ryan Karasek to serve as Acting Mayor for the January 13, 2014 City 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 and 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 Darrell Jensen and City Clerk Roberta Colotti.
- Approval of Agenda
(January 13, 2014)
Motion Motion by Councilmember Miller and seconded by Councilmember Terry to approve the agenda for the January 13, 2014 Regular Meeting as presented. 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 9, 2013 Worksession and December 9, 2013 Regular Meeting as presented. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.
- Approval of Bills
(January 13, 2014)
Motion Motion by Councilmember Terry and seconded by Councilmember Miller to approve the bills as submitted for payment on January 13, 2014. 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 closed – Monday, January 20th for the Martin Luther King Jr. Holiday.
 - Economic Development Authority Worksession – Tuesday, January 21st at 6:00 p.m. in the Council Conference Room.
 - City Council Worksession – Monday, January 27th at 5:45 p.m. in the Council Conference Room.
 - City Council Meeting – Monday, January 27th at 7:00 p.m. in the Council Chambers.
- Consent Agenda
Councilmember Terry introduced the following resolution and moved its adoption:
- A Resolution Designating the *Champlin-Dayton Press* as the Official Newspaper for the City of Champlin for 2014
- Resolution No. 2014-01
Designating the
Champlin-Dayton Press as
the Official Newspaper for
2014
Resolution 2014-01 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 13th day of January 2014.

Resolution No. 2014-02
Designating Official
Depositories for City
Funds
Resolution 2014-02

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Designating the Official Depositories for City's 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 13th day of January 2014.

Approve 2014 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, 2014. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2014-03
Increasing Typical Utility
and Street Fees
Resolution 2014-03

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 13th day of January 2014.

Resolution No. 2014-04
Increasing the Northwest
Area Storm Sewer Trunk
Fees and Storm Sewer
District 10A and 10B Fees
Resolution 2014-04

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Increasing the Northwest Area 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 13th day of January 2014.

Approve 2014-2023
Capital Improvement Plan
Motion

Motion by Councilmember Terry and seconded by Councilmember Miller, to approve the 2014-2023 Capital Improvement Plan as presented. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2014-05
Providing for the
Prepayment and
Redemption of Certain
Outstanding General
Obligation Bonds of the
City
Resolution 2014-05

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Providing for the Prepayment and Redemption of Certain Outstanding General
Obligation Bonds of the City

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 13th day of January 2014.

Open Forum

No comments made.

New Business

Resolution No. 2014-06
Approving a Conditional
Use Permit to Construct a
1,500 Square Foot
Detached Garage at 10805
French Lake Road: Todd
Belmore (Project No.

The City Planner reported that a request had been submit from Todd Belmore, who owns the property at 10805 French Lake Road, to construct a 1,500 square foot detached garage. He explained that a Conditional Use Permit (CUP) would be required for a detached garage of that size and reviewed how the request meets the criteria outlined in the City Code. He noted that there would not be any impact to adjacent properties based on the proposed location and that is why staff does not request additional screening. He advised that the Planning Commission held a public hearing at their December meeting and recommended unanimous approval subject to the conditions listed.

2013-14)

Councilmember Miller questioned if the CUP would remain with the property or whether the document would be terminated upon the sale of the property.

The City Planner stated that the CUP would remain with the property. He explained that the larger size garage is available to the property, through a CUP, because it is a larger lot. He stated that the property owner is aware that the lot would need to remain a specific size in order to accommodate that size garage, specifically if a subdivision were desired in the future.

Resolution No. 2014-06

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Approving a Conditional Use Permit to Construct a 1,500 Square Foot Detached Garage at 10805 French Lake Road

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 13th day of January 2014.

Council Presentations

2014 Appointments

The City Clerk presented the recommended appointments as submitted by Mayor Nelson.

Appointment of Acting Mayor for 2014
Motion

Motion by Councilmember Terry and seconded by Councilmember Miller to appoint Councilmember Eric Johnson to serve as Acting Mayor in 2014. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2014-07
Designating a Delegate and Alternate to Metro Cities

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Designating a Delegate and Alternate to Metro Cities

Resolution 2014-07

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 13th day of January 2014.

Resolution No. 2014-08
Designating Representatives and Alternates to the Anoka-Champlin Fire Board
Resolution 2014-08

Councilmember Terry 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 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 13th day of January 2014.

Resolution No. 2014-09
Designating Representatives to the Quad Cities Cable Communications Commission
Resolution 2014-09

Councilmember Terry 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 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 13th day of January 2014.

Resolution No. 2014-10
Designating a Representative to the School District Advisory Council for Community Education
Resolution 2014-10

Councilmember Terry 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 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 13th day of January 2014.

Resolution No. 2014-11
Designating a Weed and
Tree Inspector and Deputy
Inspector
Resolution 2014-11

Councilmember Terry introduced the following resolution and moved its adoption:

A Resolution Designating a Weed and Tree Inspector and Deputy Inspector

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 13th day of January 2014.

Resolution No. 2014-12
Designating
Representatives to the
Champlin Farmers Market
Board
Resolution 2014-12

Councilmember Terry 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 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 13th day of January 2014.

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

The City Clerk presented Mayor Nelson's recommendations for the Chair and Vice Chair positions, as well as re-appointments, to the Environmental Resources Commission (ERC), Planning Commission and Parks and Recreation Commissions.

The City Clerk announced that there are openings on the ERC and Planning Commission. She stated that interested residents can obtain an application from City Hall or the City's website.

Councilmember Miller respected the recommendations of Mayor Nelson and questioned if there were other nominations for the Chair positions of the Commissions.

The City Clerk stated that the three Commissions discuss the item at their December meeting and make a recommendation for the leadership positions which is then forwarded to Mayor Nelson for his review. She confirmed that the Council could be provided a list of other members who expressed interest in holding the leadership positions in future years.

Acting Mayor Karasek thanked the citizen volunteers who contribute their time and efforts to the City Commissions and Boards.

Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to appoint Commissioner Brad Thiel (Ward 1) as Chairperson and Commissioner Joseph Kallstrom (Ward 3) as Vice Chairperson of the Environmental Resources Commission for 2014, and to reappoint Commissioners Kathy Manemann (Ward 3) and Joseph Kallstrom (Ward 3) to three year terms ending December 31, 2016, and to recognize Commissioner Phillip Everson (Ward 4), who did not seek re-appointment, for his years of service. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to appoint Commissioner Robert "R.J." Thiel (Ward 1) as Chairperson and Commissioner Forest Elliott (Ward 1) as Vice Chairperson of the Planning Commission for 2014, and to re-appoint Commissioners Dan Costello (Ward 2), Michael Peterson (Ward 4) and Marie Swenson (Ward 3) to three year terms ending December 31, 2016. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Motion

Motion by Councilmember Miller and seconded by Councilmember Terry to appoint Commissioner Aaron Weixel (Ward 3) as Chairperson and Commissioner Gary Flandrick (Ward 1) as Vice Chairperson of the Parks and Recreation Commission for 2014, and to re-appoint Commissioners Rob Musto (Ward 2), Gary Flandrick (Ward 1) and Aaron Wixel (Ward 3) to serve three year terms ending December 31, 2016. Voting in favor were Acting Mayor Karasek, Councilmembers Miller and Terry. Voting against: none. Motion carried.

Adjournment

The Champlin City Council adjourned the regular meeting at 7:20 p.m.

ArMand Nelson, Mayor

Attest:

Roberta Colotti, CMC, City Clerk