

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
March 10, 2014
Municipal Center

- Call to Order The Champlin City Council met in Regular Session and was called to order by Acting Mayor Eric Johnson at 7:00 p.m.
- Pledge of Allegiance The Pledge of Allegiance was recited.
- Roll Call Present were Acting Mayor Eric Johnson, Councilmembers Ryan Karasek and Bruce Miller.
- Excused Absent: Mayor ArMand Nelson, and Councilmember Kara Terry.
- Also present were City Administrator Bret Heitkamp, City Engineer Tim Hanson, Assistant City Engineer Todd Tuominen, Police Chief David Kolb, City Planner Scott Schulte, City Attorney Darrell Jensen, and City Clerk Roberta Colotti.
- Approval of Agenda
(March 10, 2014)
Motion Motion by Councilmember Karasek and seconded by Councilmember Miller to approve the agenda for the March 10, 2014 Regular Meeting as presented. Voting in favor were Acting Mayor Johnson, Councilmembers Karasek and Miller. Voting against: none. Motion carried.
- Approval of Minutes
Motion Motion by Councilmember Miller and seconded by Councilmember Karasek to approve the minutes of the February 19, 2014 Legislative Worksession, February 24, 2014 Regular Meeting, February 24, 2014 Executive Session, and February 24, 2014 Worksession as presented. Voting in favor were Acting Mayor Johnson, Councilmembers Karasek and Miller. Voting against: none. Motion carried.
- Approval of Bills
(March 10, 2014)
Motion Motion by Councilmember Karasek and seconded by Councilmember Miller to approve the bills as submitted for payment on March 10, 2014. Voting in favor were Acting Mayor Johnson, Councilmembers Karasek and Miller. Voting against: none. Motion carried.
- Announcements Acting Mayor Johnson made the following announcements:
- Open House for a proposed 100-lot single family residential subdivision – Harstad Property (Gonyea Companies) – Tuesday, March 11th from 5:30 to 7:00 p.m. in the Council Chambers.
 - Council Worksession – Monday, March 24th at 5:45 p.m. in the Council Conference Room.
 - City Council Meeting – Monday, March 24th at 7:00 p.m. in the Council Chambers.
 - Open House for proposed TH 169/101st Avenue Interchange Study – Tuesday, March 25th from 4:00 to 7:00 p.m. at Brooklyn Park City Hall.
- Special Presentations
- Presentation by League of Minnesota Cities (LMC) Ambassador
- League of Minnesota Cities (LMC) Ambassador, Mr. William Craig, explained that the LMC recruits retired municipal employees and elected officials to provide volunteer services as Ambassadors. He gave several examples of services that Ambassadors provide. He highlighted the types of information available to cities on the LMC website. He noted that when liability insurance was becoming difficult to obtain the LMC began to provide that insurance service. He stated that the LMC has an upcoming Loss Control Workshop for member cities. He described one of the LMC lobbying efforts, related to expanding the state sales tax to joint power agencies.
- The City Administrator stated that an example of a Champlin joint powers agreement is the Anoka-Champlin Fire Department. In the case of the purchase of a fire truck, which costs several hundred thousand dollars, the purchase would be exempt from sales tax if purchase by the City but not by the joint powers agency.
- Overview of Worksession Discussion The City Administrator provided an overview of the Council Worksession discussion regarding the Elm Creek Dam and Flood Mitigation Plans and the Andrews Park Phase II Change Orders. He stated that the Elm Creek Dam was constructed in 1936 and the City is requesting funding from the State Legislature this year for the reconstruction of the dam in 2014/2015. He stated that as part of the Elm

Creek Dam design, a flood study of the Elm Creek was completed and the new Elm Creek Flood Mitigation Study establishes the basis for the Elm Creek Dam design and the revision for the FEMA Flood Hazard Map. The construction of the new dam and a flood reduction culvert will result in 60 acres being removed from the flood hazard area.

The City Administrator stated that the Andrews Park Phase II Change Orders which were discussed at the Work Session will be presented for action by the Council as Item #8 at tonight's Regular Meeting.

Consent Agenda

Resolution No. 2014-20
Accepting the Bid and
Awarding the Contract for
the 2014 Street Seal Coat
Project (Improvement
Project No. 21402)
Resolution 2014-20

Councilmember Karasek introduced the following resolution and moved its adoption:

A Resolution Accepting the Bid and Awarding the Contract for the 2014 Street Seal Coat Project
(Improvement Project No. 21402)

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 Johnson, Councilmembers Karasek and Miller, and the following voted against the same: none, whereupon said resolution was passed this 10th day of March 2014.

Resolution No. 2014-21
Accepting the Bid and
Awarding the Contract for
the 2014 Street Crack Seal
Project (Improvement
Project No. 21403)
Resolution 2014-21

Councilmember Karasek introduced the following resolution and moved its adoption:

A Resolution Accepting the Bid and Awarding the Contract for the 2014 Street Crack Seal Project
(Improvement Project No. 21403)

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 Johnson, Councilmembers Karasek and Miller, and the following voted against the same: none, whereupon said resolution was passed this 10th day of March 2014.

Approve Transfer of 2013
Funds from the General
Fund to Infrastructure
Funds
Motion

Motion by Councilmember Karasek and seconded by Councilmember Miller to approve the transfer of \$350,000 from the General Fund to the infrastructure funds as proposed and amend the 2013 budget to reflect the transfers. Voting in favor were Acting Mayor Johnson, Councilmembers Karasek and Miller. Voting against: none. Motion carried.

Resolution No. 2014-22
Restricting Parking on
Both Sides of West River
Road Between 500 Feet
South and 400 Feet North
of East Hayden Lake Road
Resolution 2014-22

Councilmember Karasek introduced the following resolution and moved its adoption:

A Resolution Restricting Parking on Both Sides of West River Road Between 500 Feet South and 400 Feet North of East Hayden Lake Road

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 Johnson, Councilmembers Karasek and Miller, and the following voted against the same: none, whereupon said resolution was passed this 10th day of March 2014.

Open Forum

No comments made.

Unfinished Business

2014 Farmers Market
Operating Guidelines

The City Administrator stated that at the February 24th City Council meeting there was a request to amend the Farmers Market By-laws which was tabled. He stated that staff has re-titled the document "2014 Farmers Market Operating Guidelines" and the document is being submitted this evening for Council approval.

The City Administrator stated that the City Council had expressed concern with the current time for the event and questioned why the event was not open later in the evening. He explained that because the Champlin Farmers Market was created after some of the other local markets, this was the best time available to utilize an open time slot. He noted that existing staff is able to be present and the time does not require additional staffing. He stated that there had been a question as to how the operation affects the City budget and noted that the program recoups the cost to a breakeven point.

Councilmember Miller thanked staff for their response to his inquiries.

Councilmember Johnson requested that attendance levels be recorded. He questioned if there would be increased attendance on Kid's Day to warrant the additional expenses associated with this special event day.

Motion

Motion by Councilmember Miller and seconded by Councilmember Karasek to approve the 2014 Farmers Market Operating Guidelines as submitted. Voting in favor were Acting Mayor Johnson, Councilmembers Karasek and Miller. Voting against: none. Motion carried.

Approve Change Order Nos. 1-17 for Andrews Park Improvements – Phase II

The City Administrator noted that this item had also been discussed at the previous Council meeting with direction for the Parks and Recreation Commission to review prior to approval. He noted that the Parks and Recreation Commission held their meeting on March 4th and recommended unanimous approval of the change orders as presented. He noted that the contractor did not charge the five percent mark-up for the colored concrete and only charged for his cost. He stated that as it pertains to the \$3,300 associated with the additional furring strips the architect and design consultant will deduct this from their professional services contract for the project, based on the fact that the problem occurred as a result of the project specifications. He reported that the project continues to be far under budget, even with these proposed change orders and recommended approval.

Acting Mayor Johnson confirmed that future change orders would go before the Parks and Recreation Commission prior to the City Council review.

Motion

Motion by Councilmember Karasek and seconded by Councilmember Miller to approve of Change Orders No. 1-17, and described change order modifications, for the Andrews Park Improvements Phase II in the amount of \$24,341.55. Voting in favor were Acting Mayor Johnson, Councilmembers Karasek and Miller. Voting against: none. Motion carried.

Resolution No. 2014-23
Approving an Amendment to the Elm Creek Planned Unit Development Allowing Certain Indoor Recreational Uses in Elm Creek Commerce Center I (Project 2014-04)

New Business

The City Planner reported that there is a fraction of the Elm Creek Commerce Center that is vacant on the south end of the building. He advised that the building owner has negotiated a contract with Upsurge Sportz, noting that the business owners are Champlin residents. He stated that the use is currently not allowed at the proposed space but noted that the request would be similar to what has been done on two other occasions within this building. He explained that there are qualifying standards that must be met in order to allow the use within the industrial/business park type building. He advised that the proposed use does meet the standards and stated that staff does not recommend a sunset date for this use as staff believes that this type of use would be well suited within the building.

The City Planner reported that the Planning Commission held a public hearing on February 18, 2014 and recommended unanimous approval, with the suggestion that indoor recreation uses be defined. He noted that staff did include that definition under the qualifying standards and recommends approval of the request.

Councilmember Miller confirmed that the PUD would be with Opus and would not be with the business owners. He also referenced one of the qualifying standards regarding temporary signage and confirmed that it would not apply to a grand opening.

Acting Mayor Johnson asked if the building façade had been defined in relation to the requirement that the permitted wall sign shall not exceed 10% of the appropriate façade.

The City Planner explained how that calculation is done and confirmed that the tenant could have signs on two sides because of the double frontage.

Acting Mayor Johnson questioned if the terms of the lease between Opus and the business owner would match the City Code.

The City Planner confirmed that the language in the lease follows the City Code.

Councilmember Karasek questioned if there would be limits on the hours of operation.

The City Planner noted that the City does not currently limit the hours of operation for any tenants in the building.

The City Attorney stated that because there are two Councilmembers absent, all of the Councilmembers present would need to vote in favor for the project to be approved.

Resolution 2014-23

Councilmember Karasek introduced the following resolution and moved its adoption:

Approving an Amendment to the Elm Creek Planned Unit Development Allowing Certain Indoor Recreational Uses in Elm Creek Commerce Center I (Project 2014-04)

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 Johnson, Councilmembers Karasek and Miller, and the following voted against the same: none, whereupon said resolution was passed this 10th day of March 2014.

Resolution No. 2014-24
Approving Plans and Specifications and Ordering Advertisement of Bids for West River Road (CSAH 12) and Hayden Lake Road Improvements and Intersection Alignment (Improvement Project No. 21308)

The City Engineer identified the project location that would extend 400 feet north and south of West River Road and approximately 300 feet down Hayden Lake Road to construct the roundabout at that intersection. He identified trails that would be constructed of bituminous blocks and the proposed lighting that would be installed to ensure the roundabout is properly lit for driver safety. He advised that along with the project is the relocation of the driveway for the adjacent church. He noted that the project would involve the closing of both West River Road and Hayden Lake Road during construction and highlighted the detours that would be used. He noted that easements would be required for the project and highlighted the areas that would need temporary construction easements along with permanent easements that would be needed with the church. He reported the cost identified in the Feasibility Study of \$1,054,400, an Engineer's estimate of \$1,098,500, and the cost for the church driveway of \$52,200. He advised that the church would finance the relocation of their driveway and the City financing would be provided through Municipal State Aid, assessments, utility funds and the street light fund. He reviewed the proposed project schedule and timeline.

Councilmember Karasek stated that a resident contacted him regarding safety of the roundabout and questioned if signage would be installed.

The City Engineer described the signage and safety measures that would be included.

Acting Mayor Johnson questioned what type of plantings would be installed in the center island as he was concerned with visibility.

The City Engineer stated that landscaping would be bid as a separate project and advised that recommendations will come to the Council soon. He also further reviewed some of the safety benefits provided by a roundabout.

Councilmember Miller questioned if the signage would be installed similar to Douglas Drive.

The City Engineer confirmed that the signage is required to be similar to the Douglas Drive signage.

Councilmember Karasek referenced the proposed detour and questioned why Business Park Boulevard was recommended vs. TH 169.

The City Engineer explained the reasoning for the route, but added that he believed most drivers would take TH 169.

Councilmember Miller stated that it appears the lighting is excessive.

The City Engineer noted that Hennepin County expressed concern with the lights and wanted to ensure that the roundabout would be adequately lit to alert drivers. He noted that this plan still falls a little short of what Hennepin County would like to see.

Councilmember Miller questioned if there would be an impact from the lights on the neighboring

residential properties.

The City Engineer believed that the lighting will be very similar to what is provided currently, noting that there would be more uniformity.

Resolution 2014-24

Councilmember Karasek introduced the following resolution and moved its adoption:

A Resolution Approving Plans and Specifications and Ordering Advertisement of Bids for West River Road (CSAH 12) and Hayden Lake Road Improvements and Intersection Alignment (Improvement Project No. 21308)

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 Johnson, Councilmembers Karasek and Miller, and the following voted against the same: none, whereupon said resolution was passed this 10th day of March 2014.

Approval of 2014-2015
Work Plan Priorities

Administrative Presentation

The City Administrator stated that each year the Council established a list of goals and priorities. He advised that the document before the Council is a preliminary draft that takes into account the input of staff and the Council. He reported the strategic goals include budget financial management, economic development/redevelopment, transportation and provision of City services and summarized the areas of emphasis included for each goal, which provides specific action items to focus on.

The Police Chief presented the areas of emphasis for the Police Department including measurable results of the services provided by the department; identifying areas where enforcement, public contact and approachability can be more flexible and proactive; improving the functioning of the investigative division through increased supervisory time; and identifying new and additional means of community outreach and communication which can be performed with available resources.

Councilmember Karasek commended the City Administrator for high level of work and contribution to the City.

The City Administrator acknowledged the hard work and dedication to the document that everyone involved puts into it.

Acting Mayor Johnson stated that this is a living document that the City will be working from for 2014 and 2015.

Motion

Motion by Councilmember Karasek and seconded by Councilmember Miller to adopt the 2014/2015 Work Plan Priorities as presented. Voting in favor were Acting Mayor Johnson, Councilmembers Karasek and Miller. Voting against: none. Motion carried.

Adjournment

The Champlin City Council adjourned the regular meeting at 8:11 p.m.

Attest:

ArMand Nelson, Mayor

Roberta Colotti, CMC, City Clerk