

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  
July 14, 2014  
Municipal Center

- Call to Order                   The Champlin City Council met in Regular Session and was called to order by Mayor ArMand Nelson at 7:03 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, City Engineer Tim Hanson, Assistant City Engineer Todd Tuominen, City Planner Scott Schulte, City Attorney Scott Lepak, City Finance Director June Johnston and City Clerk Roberta Colotti.
- Approval of Agenda  
(July 14, 2014)  
Motion                         Motion by Councilmember Johnson and seconded by Councilmember Karasek to approve the agenda for the July 14, 2014 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 Miller and seconded by Councilmember Karasek to approve the minutes of the June 23, 2014 Worksession and June 23, 2014 Committee-of-the-Whole Meeting as presented. Voting in favor were Mayor Nelson, Councilmembers Karasek and Miller. Voting against: none. Abstained: Councilmembers Johnson and Terry. Motion carried.
- Motion by Councilmember Miller and seconded by Councilmember Karasek to approve the minutes of the June 23, 2014 Regular Meeting as presented. Voting in favor were Mayor Nelson, Councilmembers Karasek, Miller and Terry. Voting against: none. Abstained: Councilmember Johnson. Motion carried.
- Approval of Bills  
(July 14, 2014)  
Motion                         Motion by Councilmember Terry and seconded by Councilmember Johnson to approve the bills as submitted for payment on July 14, 2014. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.
- Announcements             Mayor Nelson made the following announcements:
- There will be an Executive Session, following tonight's Council meeting, in the Council Conference Room.
  - Council Worksession – Monday, July 28<sup>th</sup> at 5:45 p.m. in the Council Conference Room.
  - City Council Meeting – Monday, July 28<sup>th</sup> at 7:00 p.m. in the Council Chambers.
  - EDA Executive Session – Monday, July 28<sup>th</sup> following the Council meeting in the Council Conference Room.
  - The Farmer's Market is now open and will be held every Wednesday through October 8<sup>th</sup> from 9:00 a.m. to 1:00 p.m. at the Ice Forum parking lot. On Wednesday, July 16<sup>th</sup> the Environmental Resources Commission will be at the market.
- Special Presentations
- Presentation of 2013  
Financial Report           The Finance Director reported that Tom Hodnefield was present tonight to present the results of the 2013 Financial Audit and report. She noted that this would be the last time the Council would see Mr. Hodnefield as he would be transitioning from government work and therefore the City will work with a different partner in the future. She advised that the City received an unmodified/clean opinion on the audit. She recommended that the Council accept the report once the presentation is complete.

Tom Hodnefield, HLB Tautges Redpath, Ltd., reported that as of July 1<sup>st</sup> the company has renamed themselves as Redpath and Company. He noted that several reports are issued in conjunction with the

audit and advised that an overview of the reports are found on page two of the packet supplied to the Council. He reported that the City received an unmodified result, which is the highest level that can be awarded. He noted that other than the opinion the rest of the report is prepared entirely by Champlin City staff, which is rare, and commended the City staff for that ability. He advised that the City received a Certificate of Achievement for the report last year and noted that he will speak more to that later tonight. He briefly reviewed highlights of the report including changes to PERA funding reporting requirements.

Motion

Motion by Councilmember Karasek and seconded by Councilmember Miller to accept the 2013 Audit Report as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Presentation of Certificate of Achievement for Excellence in Financial Reporting

The City Administrator reported that the City received notification that the City has once again qualified for Certificate of Achievement for Excellence in Financial Reporting, which is the highest level of recognition in this field.

Mr. Hodenfield reported that the City's 2012 report qualified for this award. He again noted that the report is prepared entirely in house, which is a huge accomplishment for City staff. He then presented the award to Mayor Nelson and the Finance Director.

Mayor Nelson commended the Finance Director and her staff for their quality work.

Council Committee Quarterly Reports

Councilmember Miller, Metro Cities – No Report.

Councilmember Terry, Anoka-Champlin Fire Board - Reported that she has been appointed as the Chair and that various policies and procedures were approved in regard to Champlin handling the financial duties. She recognized the cooperative effort between the Champlin City Administrator and Anoka City Administrator in refining the details of the new polices.

Councilmember Johnson, QCTV Board - Reported that a business appreciation event was recently held at the QCTV studios. He advised that numerous staff positions have been filled, while some still remain open.

Councilmember Karasek, District Advisory Council on Community Education – Reported that there has not been a meeting since the time of the last report. He reminded residents that there are many summer activities for school age kids and adults that are currently being offered through Community Education.

City Council Worksession Overview (July 14<sup>th</sup> at 5:45 p.m.)

The City Administrator reported that the City Council discussed the Financial Management Plan and Infrastructure Funds in preparation for the 2015 Budget discussions.

Consent Agenda

Consent Agenda

Councilmember Miller requested to pull Item #8, “Resolution No. 2014-60 Authorizing the Execution of a Joint Cooperative Agreement between the City of Champlin and Hennepin County for Participation in the Urban Hennepin County Community Development Block Grant Program in FY 2015-2017”, from the Consent Agenda for further discussion.

Resolution No. 2014-59 Appointing Deputy Clerks Resolution 2014-59

It was proposed that certain City staff be appointed to serve as Deputy Clerks to assist with the election process.

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Appointing Deputy Clerks

The motion for the adoption of the resolution was duly seconded by Councilmember Johnson, 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 14<sup>th</sup> day of July 2014.

Council Bylaw  
Amendments (Open  
Forum and Meetings  
Conducted by Interactive  
Media)  
Motion

Motion by Councilmember Miller and seconded by Councilmember Johnson to adopt the amendments to the Council bylaws related to Open Forum and Meetings Conducted by Interactive Media as presented. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Appointment of Election  
Judges for the 2014  
Primary and General  
Elections  
Motion

Motion by Councilmember Miller and seconded by Councilmember Johnson to appoint the Election Judge Candidates as presented, to serve at the Primary Election on August 12<sup>th</sup> and the General Election on November 4<sup>th</sup>. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Resolution Authorizing  
the Execution of a Joint  
Cooperative Agreement  
between the City of  
Champlin and Hennepin  
County for Participation in  
the Urban Hennepin  
County Community  
Development Block Grant  
Program in FY 2015-2017  
Motion to Table

Councilmember Miller stated that he would like to table this item as he believes that a more in-depth explanation is needed.

The City Administrator noted that the City uses the program as a pass-through for the senior transportation program.

Councilmember Miller noted that the agreement expands some of the County's powers and he wanted to ensure that was clear prior to adoption.

Motion by Councilmember Miller and seconded by Councilmember Karasek to table Resolution No. 2014-60 Authorizing the Execution of a Joint Cooperative Agreement between the City of Champlin and Hennepin County for Participation in the Urban Hennepin County Community Development Block Grant Program in FY 2015-2017. Voting in favor were Mayor Nelson, Councilmembers Johnson, Karasek, Miller and Terry. Voting against: none. Motion carried.

Resolution No. 2014-60  
for Capital Appropriations  
from the 2014 Minnesota  
State Bond Proceeds for  
the Elm Creek Dam at the  
Mill Pond (Improvement  
Project 21008)  
Resolution 2014-61

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Regarding Capital Appropriations from the 2014 Minnesota State Bond Proceeds for the Elm Creek Dam at the Mill Pond

The motion for the adoption of the resolution was duly seconded by Councilmember Johnson, 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 14<sup>th</sup> day of July 2014.

#### Open Forum

No comments made.

#### New Business

Resolution No. 2014-61  
Approving a Site Plan for  
a 26,500 Square Foot  
Medical Clinic and  
Associated Site  
Improvements at 11269  
Jefferson Highway: MSP  
Commercial (Project  
2014-11)

The City Planner noted that at the June 23, 2014 City Council meeting the Council approved the plat for this parcel and noted that MSP Commercial intends to build a 26,500 square foot medical facility with proposed site improvements. He advised that MSP Commercial intends to lease the facility to Allina. He noted that the plan is to keep the current facility operational during construction. He highlighted the area to the west, which will be reserved for future development opportunity, noting that action would require a re-plat of the property, which would be reviewed by the Council.

The City Planner reviewed the proposed building materials and design. He referenced a mound currently existing on the site that will be lowered. He advised that additional retaining walls and a monument sign would be added which will add to the aesthetics of that intersection. He advised that the area to the west reserved for future development will be graded in conjunction with this project, noting that the required trees will be replaced in order to create a buffer and additional screening. He referenced the phasing plan, which includes five steps as well as parking plans for patients and employees. He advised that during a portion of the construction employees will be parking offsite.

The City Planner reported that the applicant held an open house, which was attended by approximately 10 residents. He noted that resident questions centered on the western portion of the site that will remain undeveloped at this time and overall the comments were positive. He advised that the Planning

Commission held a public hearing on June 16, 2014 and recommended unanimous approval of the request. He stated that staff also recommends that the Council approve of this request subject to the 12 conditions in the report.

Councilmember Johnson questioned where the construction workers would be parking.

Alex Young, MSP Commercial, identified the areas that would be used for temporary employee and patient parking and also the area that would be used for construction parking. He advised that there are two portions of the project at which full parking will not be possible on the site, noting that the employee parking would be provided offsite for those two portions of the project.

Councilmember Johnson questioned the hours of construction, noting the northwest corner that will be used for staging is the closest to the townhomes.

Mr. Young advised that the construction workers will work within the Ordinance hours.

Councilmember Johnson questioned what would be done to stabilize the area.

Mr. Young advised that the eastern area will be fully landscaped, irrigated and sodded and that once construction is complete the area to the west will be stabilized. He advised that the intent is to mow the area for maintenance and noted that the landscaping along the berm would be completed as well. He noted that the benefit of this site is that the berm was constructed in order to delineate the commercial property from the neighboring properties. He advised that the existing trees along the berm will remain, along with additional trees being planted.

Councilmember Johnson noted that there are some fairly large trees along Jefferson and confirmed that those will be removed to make way for the new building. He asked that the phases be briefly explained.

Mr. Young briefly reviewed the steps that will be included in each construction phase and the associated timeline.

Councilmember Johnson questioned the type of access that patients would have to the building.

Mr. Young explained that patients will still be able to access the site in the same manner for the majority of the construction. He discussed possible patient access to the new facility once opened.

Councilmember Johnson questioned what Courage Kenny is.

Tim Grougt, Allina Health, explained that Sister Kenny has merged and is now titled Courage Kenny and provides physical therapy and rehabilitation services. He advised that there is a small component of the program available at the current clinic, which will be expanded.

Councilmember Terry questioned if eye and dental services will be provided.

Tim Grougt noted that the dental clinic closed some time ago but advised that the current eye services will be provided at the new facility along with expanded physical therapy services.

Councilmember Karasek commended Allina for staying within Champlin and believed the new facility will be a great addition to that area.

Councilmember Miller questioned what the back of the building would look like for residents passing by.

The Project Architect provided additional sketches of the building. He noted that the height has been varied, along with additional colors and material use.

Councilmember Miller asked for additional information regarding lighting for the site.

The City Planner noted that the light poles are capped at 25 feet and will follow the City Ordinance.

Councilmember Miller also thanked Allina for re-investing in Champlin.

Mayor Nelson stated that when the undeveloped section of the property is ultimately developed he would like to see it develop as a lower intensity use to minimize the impact on the adjacent residential neighborhood.

Resolution 2014-62

Councilmember Miller introduced the following resolution and moved its adoption:

A Resolution Approving a Site Plan for a 26,500 Square Foot Medical Clinic and Associated Site Improvements at 11269 Jefferson Highway (Lot 1, Block 1, Champlin Medical)

The motion for the adoption of the resolution was duly seconded by Councilmember Johnson, 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 14<sup>th</sup> day of July 2014.

Adjournment

The Champlin City Council adjourned the regular meeting at 7:51 p.m.

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ArMand Nelson, Mayor

Attest:

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Roberta Colotti, CMC, City Clerk