

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  
May 12, 2025  
Municipal Center

Call to Order	The Champlin City Council met in Regular Session and was called to order by Mayor Ryan Sabas at 7:00 p.m.
Pledge of Allegiance	The Pledge of Allegiance was recited.
Roll Call	<p>Present: Mayor Ryan Sabas and Councilmembers Jessica Tesdall (Ward 1), Tom Moe (Ward 2), Nate Truesdell (Ward 3), and Tim LaCroix (Ward 4).</p> <p>Absent: None.</p> <p>Also present were City Administrator Bret Heitkamp, Finance Director Shelly Peterson, Community Development Director Scott Schulte, City Planner Lexi Smith, City Attorney Dave Schaps, City Engineer Heather Nelson, Fire Chief Ted Massicotti, Communications Coordinator Ashley Wagner, and City Clerk Julie Tembreull.</p>
Approval of Agenda (May 12, 2025) Motion	Motion by Councilmember Truesdell and seconded by Councilmember Moe to approve the agenda for the May 12, 2025, Regular Meeting as presented. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Approval of Minutes Motion	Motion by Councilmember Truesdell and seconded by Councilmember LaCroix to approve the minutes of the April 14, 2025, Worksession and April 14, 2025, Regular Session Meeting as presented. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Ratification of Payments (May 12, 2025) Motion	Motion by Councilmember Moe and seconded by Councilmember Tesdall to approve ratification of payments as submitted on May 12, 2025. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Announcements	<p>Mayor Sabas made the following announcements:</p> <ul style="list-style-type: none"><li>• Council Worksession – Tuesday, May 27<sup>th</sup> at 6:00 p.m. in the Council Conference Room</li><li>• City Council Meeting – Tuesday, May 27<sup>th</sup> at 7:00 p.m. in the Council Chambers</li><li>• Residents can recycle old appliances for \$16 each by registering online or calling by May 13<sup>th</sup> for the May 19<sup>th</sup> curbside collection.</li><li>• Champlin residents are encouraged to participate in the annual recycling drop-off event on May 17<sup>th</sup> from 9 a.m. to 1 p.m. at the Mann Theatre parking lot.</li><li>• The Parks and Recreation Department is now accepting business sponsorships for the 2025 sponsorship program to help support community events.</li><li>• The City is hiring for a variety of positions, and we encourage you to visit our website to apply and join our team.</li><li>• We are now accepting business expo and parade entries for the Father Hennepin Festival, apply only at <a href="http://Fatherhennepinfestival.com">Fatherhennepinfestival.com</a> or visit the City website to learn more.</li></ul>
Overview of Worksession Discussion	<p><u>Special Presentations</u></p> <p>The City Administrator provided a brief overview of the discussion that occurred earlier in the evening at the Council Worksession regarding:</p> <ul style="list-style-type: none"><li>• The Council received a presentation from the Environmental Specialist related to changes to recycling and organics collection, noting that organics recycling will be implemented for residents July 1<sup>st</sup>.</li><li>• The Council discussed the northwest area moratorium and related feasibility study. The Council received the information and reviewed the schedule going forward, which includes</li></ul>

setting priorities and public engagement. The moratorium is scheduled to end in August with a Comprehensive Plan amendment.

- The Council discussed a potential bylaw amendment, which would allow Council meetings to begin at 6 p.m., and worksessions at 5:00 p.m. The consensus of the Council was to move forward with that change on a trial basis, starting June 9<sup>th</sup> and going through September.

Recognition of City  
Administrator Bret  
Heitkamp

Mayor Sabas recognized the City Administrator for over 38 years of service to the City of Champlin, noting that this will be his last City Council meeting. He commented that every Mayor that Bret has worked for is present tonight and recognized the change that Champlin has gone through during that time. He commented on the great leadership that Bret has provided over the years and the positive impact he has had on Champlin. He wished him well in his retirement.

Former Mayor Bill Haas recognized how different Champlin was in the 1980s, when he served and hired Bret Heitkamp as a City employee. He stated that the priority at that time was the parks, with a focus on Andrews Park. He spoke of the hard work that brought attention to Champlin through softball tournaments. He stated that Champlin is now a first-class city, through the efforts of its mayors and Mr. Heitkamp.

Former Mayor Steve Boynton commented that he has known Mr. Heitkamp for 37 years when they were young men in their 20s. He stated that during that time, Mr. Heitkamp has amassed a long list of accomplishments, and his legacy in the community will live on for decades to come. He stated that it is almost unheard of for someone to stay with one city for the entirety of their career, but Bret chose to stay in Champlin, and he is insanely great at what he does. He commented that the two votes that he is most proud of during his time as mayor were two votes to promote Mr. Heitkamp to Parks and Public Works Director and then to make him City Administrator.

Former Mayor Mark Uglem commented that there is a reason all the mayors are present tonight because they have the greatest respect for Mr. Heitkamp. He stated that he first met Mr. Heitkamp in 1996 and recalled discussions about the ice arena and the decision to build the Ice Forum. He stated that Mr. Heitkamp is the absolute, consummate professional who has created a wonderful culture for Champlin. He recalled all the hard work that went into developing a quality city with good infrastructure and development. He stated that while the Council provides direction to staff, he recognized that the staff are the professionals doing the work. He commented that Champlin was a little town with dirt roads and has transformed into a successful city because of Mr. Heitkamp.

Former Mayor Armond Nelson commented that although he now lives in Duluth, he loved his time in Champlin. He recalled the issues he worked on as a member of the Park Commission, City Council, and as the Mayor with Mr. Heitkamp, and recognized the forethought that Mr. Heitkamp always had. He commented on the wonderful staff that Mr. Heitkamp brought to Champlin and that he has been able to retain. He recalled the bonding funds that the City was able to receive during his time as Mayor, and following that time, to complete the dam and Mill Pond projects.

Former Mayor Ryan Karasek recognized and echoed the great things that have been said about Mr. Heitkamp tonight and the things he has done for the community. He stated that the one thing he admires most about Mr. Heitkamp is the love he has for his kids and his family.

Mayor Sabas commented that it is remarkable to have five former mayors come in for the last Council meeting of a City Administrator.

Gina Heitkamp stated that although retirement felt so far away, this time has come so fast. She recognized the great job that he has done in this position and stated that retirement will be even better.

Mr. Heitkamp's children spoke about what a great father he is and wished him the best in his retirement. They spoke about how they participated in City programs and in his work life and stated that it is awesome to see all the former mayors who have also been part of their lives. His children said they are excited to have Bret all to themselves.

Councilmember Truesdell thanked Mayor Sabas for putting all of this together tonight.

Mayor Sabas commented that what Mr. Heitkamp has brought to the City is truly unique.

Waive First Reading,  
Conduct Second Reading  
and Adopt Ordinance  
Amending Chapter 30,  
Article X Peddlers,  
Solicitors and Transient  
Merchants, Sections 30-  
433, 30-434 and 30-437  
Ordinance No. 909

Resolution Approving the  
Local Road Improvement  
Program Grant Agreement  
for 109<sup>th</sup> Avenue  
Reconstruction Project 1 –  
Construction  
Improvement Project No.  
21606  
Resolution 2025-26

Accept  
Resignation/Retirement of  
the Full-Time City  
Administrator  
Motion

Waive First Reading,  
Conduct Second Reading  
and Adopt Ordinance  
Amending Chapter 30,  
Article VI Massage  
Establishments, Sections  
20-253 and 30-256  
Ordinance No. 910

Approve Resolution  
Requesting the Amount of  
\$1,860,000 be Reserved  
from the Municipal State  
Aid Street Construction  
Fund for 2025 State Aid  
Projects and Resolution  
Requesting Municipal  
State Aid Advance  
Funding for 2025  
Payments  
Resolution 2025-27 and  
Resolution 2025-29

#### Consent Agenda

Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

An Ordinance Amending Chapter 30, Article X Peddlers, Solicitors, and Transient Merchants, Sections 30-433, 30-434 and 30-437

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12<sup>th</sup> day of May 2025.

Councilmember Truesdell introduced the following resolution and moved its adoption:

A Resolution Approving Local Road Improvement Program Grant Agreement for SAPS 193-106-017, 193-594-002, 193-114-005, 193-594-001, 193-594-003, 193-106-020, and 193-594-004

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12<sup>th</sup> day of May 2025.

Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to accept the resignation/retirement of Bret Heitkamp, effective May 23, 2025. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.

Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

An Ordinance Amending Chapter 30, Article VI Massage Establishments, Sections 30-253 and 30-256

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12<sup>th</sup> day of May 2025.

Councilmember Truesdell introduced the following resolution and moved its adoption:

A Resolution Requesting the Amount of \$1,860,000 be Reserved from the Municipal State Aid Street Construction Funds for the 2025 State Aid Projects

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12<sup>th</sup> day of May 2025.

Councilmember Truesdell introduced the following resolution and moved its adoption:

A Resolution Requesting Municipal State Aid Advance Funding for 2025 Payments

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12<sup>th</sup> day of May 2025.

Approve License for the Sale of Consumer Fireworks to American Promotional Events (DBA TNT Fireworks) at the Cub Foods Parking Lot Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to approve the license for the sale of consumer fireworks to American Promotional Events (DBA TNT Fireworks) at the Cub Foods parking lot, located at 8600 114 <sup>th</sup> Avenue N., for the period of June 20 to July 5, 2025, contingent upon successful completion of Fire Department inspection and background check. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Appointment of Full-Time Public Works Service Worker Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to authorize the appointment of Jason Parks to the position of full-time Public Works Public Service Worker. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Approve Agreement with the Minnesota Department of Natural Resources for Phragmites Treatment Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to approve the Grant Agreement with the University of Minnesota and Minnesota Department of Natural Resources' employees or licensed agents to access the parcels under management for the purpose of implementing the management of nonnative phragmites and monitor treatment sites. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
1 <sup>st</sup> Quarter Financial Reports Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to accept 1 <sup>st</sup> quarter financial reports. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Approve Memorandum of Understanding Between the City and Law Enforcement Labor Services Inc. (Local #295) Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to approve the Memorandum of Understanding (MOU) between the City of Champlin and Law Enforcement Labor Services, Inc. (Local #295). Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Award 2025 Environmental Resources Commission (ERC) Landscaping for Water Quality Grants Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to approve the Landscaping for Water Quality Grant awards as recommended by the ERC and outlined in the staff report. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Approve Tobacco License for EAH Sports, LLC (DBA X-Golf Champlin) Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to approve a tobacco license for EAH Sports, LLC (DBA X-Golf Champlin) at 11351 Aquila Drive, Suite 101, in Champlin. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Waive First Reading, Conduct Second Reading and Adopt Ordinance Amending Chapter 58 Utilities Regarding Use of Hydrants Ordinance No. 911	Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:  An Ordinance Amending Chapter 58 Utilities Regarding Use of Hydrants  The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12 <sup>th</sup> day of May 2025.
Resolution Accepting Grant Award in the amount of \$1,250,000 from the Minnesota Metropolitan Council for the Acquisition of Property Along Elm Creek Greenway Trail Corridor	Councilmember Truesdell introduced the following resolution and moved its adoption:  A Resolution Accepting Grant Award in the Amount of \$1,250,000 from the Minnesota Metropolitan Council for the Acquisition of Property Along Elm Creek Greenway Trail Corridor and Adjacent to the Champlin Mill Pond  The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall,



Adjacent to Champlin  
Mill Pond  
Resolution 2025-28

Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12<sup>th</sup> day of May 2025.

Approve Refuse and  
Recycling Agreement with  
Champlin Refuse Inc.  
(CRI)  
Motion

Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to approve the revised contract agreement with CRI as presented. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.

Waive First Reading,  
Conduct Second Reading  
and Adopt Ordinance  
Amending Chapter 22 –  
Fees and Authorize Use of  
a Publication Summary  
Ordinance No. 912

Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

An Ordinance Amending Chapter 22 - Fees

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12<sup>th</sup> day of May 2025.

Open Forum  
No comments.

Resolution of Approval  
for a Conditional Use  
Permit for Church Use at  
the Champlin Ice Forum at  
12165 Ensign Avenue N  
(Project 2025-05)

New Business

The City Planner stated that the City owns and operates the Ice Forum located at 12165 Ensign Avenue N, which primarily serves as a recreational facility but also accommodates a variety of public and private events. Similar to the Community Center, the Ice Forum has occasionally been rented to religious organizations for worship services and related gatherings. Under the City's Zoning Code, religious assembly and related activities require a Conditional Use Permit (CUP) within the applicable zoning district. This means that religious use of the facility may only occur following approval of a CUP to ensure compatibility with adjacent land uses, consistency with zoning regulations, and adherence to any conditions of approval. Because the Ice Forum is City-owned and has hosted recurring religious rentals over the years, staff is bringing forward a CUP application on behalf of the City to formalize this use. The facility has historically been rented off and on by various church organizations, typically for short-term use or while they seek a permanent location. It recently came to staff's attention that the facility had not previously undergone the required CUP process to permit religious use. Moving forward, this application ensures the City remains in compliance with local zoning requirements and provides a clear, enforceable framework for regulating religious activity at the Ice Forum.

Planning Commissioner Jordan Simon stated that staff did a great review and the Planning Commission supports the proposed action.

Councilmember Moe asked if the City enters into a long-term rental agreement with the users.

The City Planner replied that the rentals occur on a case-by-case basis but can also happen for a longer term, such as once per week.

Resolution 2025-30

Councilmember Moe introduced the following resolution and moved its adoption:

A Resolution Approving a Conditional Use Permit for Church Use at the Champlin Ice Forum at  
12165 Ensign Avenue N

The motion for the adoption of the resolution was duly seconded by Councilmember Truesdell, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12<sup>th</sup> day of May 2025.

Resolution for a  
Conditional Use Permit

The City Planner stated that the City owns and operates a Community Center that serves as a multipurpose space for a variety of public and private events at 12450 Gettysburg Avenue N. The

for Church Use at the  
Champlin Community  
Center at 12450  
Gettysburg Avenue N  
(Project 2025-03)

facility has been rented on occasion to religious organizations for worship services and related gatherings. Per the City's Zoning Code, religious assembly and activities require a Conditional Use Permit (CUP) within the applicable zoning district. This means that such rental use shall only be permitted upon approval of a CUP to ensure compatibility with surrounding uses, adherence to zoning standards, and conditions of approval. Because the Community Center is City-owned, and religious groups have rented the facility on a recurring basis, staff is bringing forward a CUP application on behalf of the City. The space has been rented off and on over multiple years by different church organizations. Typically, the religious organizations either rent space until they find a permanent location for their organization or only rent a day or two. Most notably, Jesus Ministries consistently rented space here for 13 years. Only recently did staff realize the facility never received proper approval to host religious activities. The CUP step ensures compliance with local zoning requirements and provides a clear and consistent framework for regulating the religious use of the facility moving forward.

Resolution 2025-31

Councilmember LaCroix introduced the following resolution and moved its adoption:

A Resolution Approving a Conditional Use Permit for Church Use at the Champlin Community Center at 12450 Gettysburg Avenue N

The motion for the adoption of the resolution was duly seconded by Councilmember Truesdell, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12<sup>th</sup> day of May 2025.

Approve Amendments to  
the Joint Powers  
Agreement for the Anoka-  
Champlin Fire Department

The City Administrator stated that at the April 9, 2025, meeting, the Fire Board unanimously approved the amendments to the funding formulary aspect of the Joint Powers Agreement (JPA), which governs the administration and operation of the Anoka-Champlin Fire Department.

Councilmember Tesdall asked for clarification on the definition of duty crew calls compared to other calls.

The Fire Chief explained that duty crew calls are calls received at times at which the fire station is staffed. He explained that the calls not answered by duty calls are tracked by the hours. He commented that staffing time is a fixed cost.

Mayor Sabas recognized the work of Councilmembers Moe and Truesdell and the City Administrator for their work on the Fire Board.

Councilmember Moe commented that the JPA between the two cities allows them to have a wonderful fire department that they may not be able to have if they were by themselves. He recognized that there are fixed costs and the new JPA simplifies the assessment of those charges to each city. He thanked the Fire Chief and Finance Director for their work on this as well.

Motion

Motion by Councilmember Truesdell and seconded by Councilmember Moe to approve the JPA amendments as proposed by the Fire Board. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.

Waive First Reading,  
Conduct Second Reading  
and Adopt Ordinance  
Amending Chapter 2  
Administration, Section 2-  
24 Terms and Transition  
Regarding Mayoral Term

The City Administrator stated that at the April 14<sup>th</sup> worksession, the City Council provided consensus direction to amend the mayoral term back to two years, effective for the 2026 election. Staff were directed to bring the issue forward to the next Council meeting for formal adoption.

Mayor Sabas commented that he believes this item needs more discussion. He stated that the first reading to make the change to four years was made under former Mayor Nelson, and the second reading was completed under former Mayor Karasek. He stated that this would not impact his current term as Mayor. He recognized the thought that this creates inequity for two of the wards, but commented that no one has a right to the seat, even the current mayor. He stated that it is a large task to run for mayor, recognizing the cost. He stated that he wants good people to run for mayor, and two years is a short term for that position. He commented that while he is not opposed to the change, he believes that there should be more discussion on the topic.

Councilmember Tesdall commented that she initiated this discussion. She explained that it is not too often that you are able to course correct on something that was not anticipated. She stated that the vote to change the term to four years was the first meeting of former Mayor Karasek and a number of the Council members, and she did not believe they had the context to truly appreciate the impact of the change. She stated that there is an inequity with the mayoral term syncing with two wards. She did not feel that a four-year term appropriately provides voters the opportunity to course correct, and believed that the two-year term would provide voters with the choice as to who runs the city.

Councilmember Truesdell stated that he would tend to lean towards the two-year term. He stated that while this is a great Council and Mayor, you never know what will come in the future.

Councilmember LaCroix stated that he was not a part of the previous vote to change from four years to two years. He stated that he does see the realities of inequity between wards, which was thoroughly vetted in the past. He recognized the burden of running in an election and appreciated the opportunity for citizens to have a voice in the matter. He echoed the thoughts that while there is great leadership now, a two-year term may be helpful if course correction is needed in the future.

Mayor Sabas commented that Champlin has been blessed with great mayors, but agreed that could change in any election. He stated that while he would prefer to stay with the four-year term, he could support the change as well.

#### Ordinance No. 913

Councilmember Moe introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

#### An Ordinance Amending Chapter 2, Section 2-24 Terms and Transition Regarding Mayoral Term

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: Mayor Sabas, whereupon said ordinance was passed this 12<sup>th</sup> day of May 2025.

#### Council Farewell to City Administrator Bret Heitkamp

#### Council Presentations

Councilmember LaCroix commented on his experience working with Mr. Heitkamp through the parks, as a member of the Planning Commission, and as a member of the City Council. He recognized his great negotiation skills and his loyalty to Champlin. He wished him the best in the next phase of his life.

Councilmember Truesdell stated that Mr. Heitkamp has been a friend for many years. He recognized the change that has occurred in Champlin during the last 38 years and the passion that he has for the job and the City. He recognized the passion that Bret has for his family and believed that he will enjoy being able to spend more time with them.

Councilmember Moe recognized that the retirement of Mr. Heitkamp deserves more than the action on the Consent Agenda. He thanked and appreciated the work that he has done in his time working at the City and the great working relationship he has with the staff and Council. He stated that Bret has a servant's heart and was thankful that he chose to serve Champlin. He stated that the leadership of Mr. Heitkamp has made him a better Councilmember.

Councilmember Tesdall commented that she has been honored to know and work with Bret as he is truly an exceptional person. She wished him luck, opportunity, and prosperity in his next chapter.

The Community Development Director echoed the comments that have been said tonight. He stated that he has been working for Champlin for 25 years with Mr. Heitkamp and appreciated that he always raised the bar, challenging the development community to do more. He stated that Mr. Heitkamp was always ready and prepared and challenged him to do better in his position as well, in order to make the community better. He appreciated the mentorship and friendship that Mr. Heitkamp has provided.

The Communications Coordinator stated that it has been incredible to hear the stories tonight, recognizing how special Mr. Heitkamp is. She stated that his legacy will live for decades, and she has been honored to work with Bret and learn from him.

The City Clerk stated that Bret has been the cornerstone of the community and has transformed the City of Champlin. She stated that she has the privilege of working directly with him and spoke of how inspiring he has been, putting the residents first and acting with passion and transparency. She stated that Mr. Heitkamp has been a leader and a friend and wished him nothing but the best in his next chapter.

Mayor Sabas stated that the last day of Mr. Heitkamp is May 23, 2025, and, upon a unanimous vote of the Council, declared May 23, 2025, as Bret Heitkamp Day in Champlin and read the proclamation aloud. He stated that Mr. Heitkamp has made the community and everyone who has served with him proud.

Administrator Presentations

Administrator Farewell

The City Administrator commented that he had no idea what the recognition would be tonight and was honored by the comments made. He thanked the residents of Champlin and the visions of the former mayors for the actions they were able to accomplish. He explained that he would take that vision and apply his work ethic to see it through. He stated that he came to Champlin from Chaska with the opportunity to work on the parks department and appreciated the vision the community members had to develop the parks and trails system. He stated that it was a great opportunity, and he was embraced by the community, recognizing members of the community who made it easy for him to jump on board. He shared memories from his time working with the City and as a resident of Champlin. He commented that it has been easy to work with this staff and under the vision of those who have served on the Council and the community. He stated that it has been so rewarding to realize the vision, to participate, and live in and be a part of the community. He thanked everyone who attended and spoke tonight, recognizing how blessed he has been to work with everyone at Champlin.

Adjournment

The Champlin City Council adjourned the regular meeting at 8:31 p.m.

  
Ryan Sabas, Mayor

Attest:

  
Julie Tembreull, Executive Assistant/City Clerk

Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

**ORDINANCE NO. 909  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE AMENDING CHAPTER 30, ARTICLE X PEDDLERS, SOLICITORS AND  
TRANSIENT MERCHANTS, SECTIONS 30-433, 30-434 AND 30-437**

The City Council of the City of Champlin does hereby ordain the following:

Sec. 30-433 – Licensing; exemptions.

(a) City license/registration required. Except as otherwise provided for by this article, no person shall conduct business within this jurisdiction as a peddler, ~~solicitor~~ or a transient merchant without first obtaining a city license, or as a solicitor without first registering with the city.

(b) Application. An application for a city license/registration to conduct business as a peddler, solicitor or transient merchant shall be made at least 15 regular business days before the applicant desires to begin conducting a business operation within the city. Application for a license shall be made on a form approved by the city council and available from the office of the city clerk. All applications shall be signed by the applicant. All applications shall include the following information:

. . . . .

(d) Procedure . . .

Within 15 regular business days of receiving a complete application the city clerk must issue the license/registration unless grounds exist for denying the license/registration application under section 30-434, in which case the clerk must deny the request for a city peddler, ~~solicitor~~ or transient merchant license or solicitor registration.

Sec. 30-434 – License ineligibility.

The following shall be grounds for denying a peddler, ~~solicitor~~ or transient merchant license or solicitor registration:

. . . . .

Sec. 30-437 – Prohibited activities.

(12) No peddler, solicitor or transient merchant license or registration shall be issued to those whose sales occur directly from vehicles on city streets.

This ordinance shall become effective upon its passage and publication in accordance with applicable law.

Addition: **Bold**

Deletion: ~~Strikethrough~~

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12th day of May 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk

Councilmember Truesdell introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2025-26  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**RESOLUTION APPROVING LOCAL ROAD IMPROVEMENT PROGRAM GRANT  
AGREEMENT FOR SAPS 193-106-017, 193-594-002, 193-114-005, 193-594-001,  
193-594-003, 193-106-020, & 193-594-004**

WHEREAS, the City of Champlin has applied to the Commissioner of Transportation for a grant from the Local Road Improvement Fund; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$6,616,540.15 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that the City of Champlin does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52, and will pay any additional amount by which the cost exceeds the estimate and will return to the Local Road Improvement Fund any amount appropriated for the project but not required. The proper City officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12th day of May 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk

Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

**ORDINANCE NO. 910  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE AMENDING CHAPTER 30, ARTICLE VI MASSAGE  
ESTABLISHMENTS, SECTIONS 30-253 AND 30-256**

The City Council of the City of Champlin does hereby ordain the following:

Sec. 30-253 – License application verification and consideration.

(a) Therapeutic massage enterprise license.

(1) All applications shall be referred to the chief of police, or his or her designee, and such other city departments as the city administrator shall deem necessary for verification and investigation of the facts set forth in the application. The chief of police, or his or her designee, is empowered to conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history inquiry and/or a driver's license history inquiry on the applicant. ~~The individual or individual associated with an entity listed above applying for a therapeutic massage enterprise license must submit to mandatory finger printing by the police department.~~ The chief of police, or his or her designee, is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. The chief of police, or his or her designee, and other consultants shall make a written recommendation to the city council as to the issuance or non-issuance of the license. The city council or chief of police or his or her designee may order and conduct such additional investigation as it deems necessary, including but not limited to contacting other state agencies. In addition, all applications must include results of a comprehensive national criminal background check from a background investigative provider approved by the city. The national criminal background check is to be obtained and paid for by the therapeutic massage enterprise licensee upon signed release from employee. Upon completion of its investigation, the council shall grant or deny the license unless the application is withdrawn prior to council action.

(b) Massage therapist license.

(1) Verification and consideration. Within a reasonable period after receipt of a complete application and applicable fees for a massage therapist license, the issuing authority shall make recommendation to grant or deny the application. The issuing authority is empowered to conduct any and all investigations to verify the information on the application, including ordering a computerized criminal history



inquiry, background check, and/or a driver's license history inquiry on the applicant. All ~~individual applicants applying for a massage therapist license must submit to mandatory finger printing by the police department.~~ The massage therapist applicant must also provide three letters of reference from former employers or in conjunction with instructors who provided vocational instruction regarding associated with the 500 hours of massage therapy study. The city council or chief of police or his or her designee may order and conduct such additional investigation as it deems necessary, including but not limited to contacting other state agencies. In addition, all applications must include results of a comprehensive national criminal background check from a background investigative provider approved by the city. The national criminal background check is to be obtained and paid for by the therapeutic massage enterprise licensee upon signed release from employee. Notice shall be sent by the city clerk by regular mail to the applicant upon a denial informing the applicant of the right to appeal to the city council within 20 days. If an appeal is properly made, the matter shall be scheduled before a hearing officer, on behalf of the city council, for consideration and conclusion.

Sec. 30-256 – License restrictions.

(l) Inspections. In light of the high risk of involvement with illegal conduct an establishment providing massage therapy poses to the general public, the issuing authority, environmental health department or designee, and/or the city police department shall have the right to enter, inspect, and search the licensed premises during the hours in which the licensed premises is open for business to ensure compliance with all provisions of this section. Any search of the licensed premises are subject to reasonableness standards as recognized by the courts; search warrants will be secured when applicable. Any entry into a private residence will require either consent, exigent circumstances, or a search warrant. **Failure to comply with inspection may result in revocation of the license.** With reasonable notice, the business records of the licensee, including income tax returns, shall be available for inspection during the hours in which the licensed premises is open for business. The licensee is subject to a \$250.00 fee for a third inspection, if orders to correct are issued to the licensee and those orders are not corrected upon re-inspection. Licenses shall be granted only to establishments which can meet the safety and sanitary requirements of the city and of the building code regulations of the city and state.

This ordinance shall become effective upon its passage and publication in accordance with applicable law.

Addition:       **Bold**  
Deletion:       ~~Strikethrough~~

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12th day of May 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk

Councilmember Truesdell introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2025-27  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**RESOLUTION REQUESTING THE AMOUNT OF \$1,860,000 BE RESERVED FROM  
THE MUNICIPAL STATE AID STREET CONSTRUCTION FUND FOR 2025 STATE  
AID PROJECTS**

The Municipality of Champlin requests that the amount of \$1,860,000.00 be reserved from the Municipal State Aid Street Construction Fund for the State Aid Projects listed below.

- Project # 193-109-011 - \$280,000.00
- Project # 193-114-006 - \$560,000.00
- Project # 193-121-001 - \$1,020,000.00

**MUNICIPAL APPROVAL**

A Municipal Council Resolution authorizing this advance funding is attached or has been previously submitted.

\_\_\_\_\_  
Municipal Engineer

\_\_\_\_\_  
Date

**STATE AID APPROVAL**

Construction funds in the amount of \$\_\_\_\_\_ has been approved and reserved from the Municipal State Aid Street Construction Fund.

\_\_\_\_\_  
State Aid Finance

\_\_\_\_\_  
Date

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12th day of May 2025.

*Ryan Sabas*

---

Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

---

Julie Tembreull, Exec. Asst./City Clerk

Councilmember Truesdell introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2025-29  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**RESOLUTIONS REQUESTING MUNICIPAL STATE AID ADVANCE FUNDING FOR  
2025 PAYMENTS**

WHEREAS, the Municipality of Champlin is planning to implement Municipal State Aid Street Project(s) in 2025 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality is prepared to proceed with the construction of said project(s) through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of April 16, 2025	\$ (630,139.27)
--------------------------------------	-----------------

Less estimated disbursements:

• Project #193-121-001 (Goose Lake Pkwy 2025)	\$ 1,020,000.00
• Project #193-109-011 (Elm Creek Pkwy 2025)	\$ 280,000.00
• Project #193-114-006 (Jefferson Hwy 2025)	\$ 560,000.00
• Bond Principle (if any)	\$ --
• Project Finals (overruns-if any)	\$ --
• Other	\$ --
• Total Estimated Disbursements	\$ 1,860,000.00

Advance Amount (amount in excess of acct balance)	\$ (2,490,139.27)
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WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14. Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Champlin in an amount up to \$1,860,000.00. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

I HEREBY CERIFY that the above is a true and correct copy of a resolution presented to and adopted by the Municipality of Champlin, County of Hennepin, State of Minnesota at a duly authorized Municipal Council Meeting held in the Municipality of Champlin, Minnesota on the 28th day of April, 2025, as disclosed by the records of said Municipality on file and of record in the office.

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12th day of May 2025.

*Ryan Sabas*

---

Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk

Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

**ORDINANCE NO. 911  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE AMENDING CHAPTER 58 UTILITIES REGARDING USE OF  
HYDRANTS**

**Sec. 58-138. - Use of fire hydrants.**

No person other than authorized city employees shall operate fire hydrants or interfere in any way with the water system without first obtaining a permit to do so from the city as follows:

1. A permit to use a fire hydrant shall be issued for each individual job or contract and for a minimum of 30 days and for such additional 30-day periods as the city shall determine. The permit shall state the location of the hydrant(s) ~~and shall be for the use of that hydrant and none other;~~
2. The user shall make an advance cash deposit to guarantee payment for water used and to cover breakage and damage to the hydrant and meter, which shall be refunded upon expiration or termination of the permit, less applicable charges for use; and
3. The user shall pay a rental charge established in Chapter 22. ~~by city council resolution.~~
4. The method of connection will be determined by the city.
5. The meter will be provided by the city.

**~~Sec. 58-139. - Temporary connection for fire hydrants.~~**

~~An owner of a private water system may make a temporary aboveground connection to a fire hydrant, subject to the time periods, conditions and payment specified in section 58-138. In addition, the method of connection to the private system shall conform to all existing requirements of this article and the type of meter used shall meet the approval of the city.~~

**~~Sec. 58-140. Hydrant rentals.~~**

~~There shall be an annual rental fee, as set forth in chapter 22, for fire hydrants, payment by each owner (including the city) upon whose property such hydrant is situated.~~

**~~Sec. 58-13941. - Utilities superintendent.~~**

~~The city council may appoint a utilities superintendent who shall assume and discharge the responsibilities imposed by this division, along with such other duties as may be required or assigned to him.~~

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12th day of May 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk



Councilmember Truesdell introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2025-28  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**RESOLUTION ACCEPTING GRANT AWARD IN THE AMOUNT OF \$1.25 MILLION  
FROM THE MINNESOTA METROPOLITAN COUNCIL FOR THE ACQUISITION OF  
PROPERTY ALONG ELM CREEK GREENWAY TRAIL CORRIDOR AND ADJACENT  
TO CHAMPLIN MILL POND**

WHEREAS, the City of Champlin submitted a Capital Budget Request to the state in 2023 for land acquisition along the Elm Creek Greenway Corridor and adjacent to the Champlin Mill Pond, and

WHEREAS, the properties identified for acquisition include 519 E. Hayden Lake Road, 701 E. Hayden Lake Road, and 824 Cartway Road, and

WHEREAS, the City of Champlin was awarded \$1.25 million to complete the project, and

NOW, THEREFORE, BE IT RESOLVED by the Champlin City Council that:

1. The City hereby pledges to complete the project or phase if it exceeds the total funding provided by the proposed \$1,250,000.00 grant from the Minnesota Metropolitan Council.
2. The City has the financial capital to provide any required matching funds and the source of the City's matching funds shall be the Park Reserve Fund, Account 427.

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12th day of May 2025.

*Ryan Sabas*

---

Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk

**CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE NO. 912**

**AN ORDINANCE AMENDING CHAPTER 22 - FEES**

**Sec. 22-1. Fees.**

The fees to be paid to the city for the service, license or permit indicated shall be as follows. The presence of a fee in this section without a requirement elsewhere in the Code that the fee be paid shall be construed as a requirement that the fee be paid.

Section of Code	Description	Fee (In Dollars)
<i>CHAPTER 6 ALCOHOLIC BEVERAGES</i>		
	Preliminary background and financial investigation	500.00
	Comprehensive background and financial investigation	500.00 in-state or 10,000 outstate If actual cost less, balance returned
6-8	On-sale brewer taproom	450.00
	Brewer taproom license	300.00
	Off-sale growlers	200.00
	On-sale 3.2 percent malt liquor license	350.00
	Off-sale 3.2 percent malt liquor license*	150.00
	On-sale Intoxicating liquor license*	6,500.00
	Off-sale intoxicating liquor license*	380.00
	On-sale Sunday intoxicating liquor license*	200.00
	Intoxicating malt liquor	300.00
	On-sale Sunday intoxicating liquor license*	200.00
	Club liquor license*	300.00
	On-sale wine license*	1,000.00
	Temporary 3.2 percent malt liquor license	45.00
	Temporary on-sale intoxicating liquor license	55.00
	Consumption and display permits	250.00
	One-day consumption and display permits	25.00
	On-sale culinary class limited license	100.00
	*Annual fees will be prorated for a partial year license. Fees for licenses issued during the license year will be prorated according to the number of months remaining in the year. For this purpose, an unexpired fraction of a month will be counted as a whole month that has elapsed.	
	**No refund shall be issued for early termination of the license/permit term.	

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 10 ANIMALS</b>		
10-5(i)	Application fee for dog license:	
	For two years	12.00
10-5(j)	Replacement fee for duplicate dog license	1.00
	Deposit for no proof of rabies vaccination	25.00
10-6(d)	Impounding fee:	
	1st offense <del>in a year</del>	75.00
	2nd offense within a year of first offense	100.00
	3rd offense within a year of second offense	125.00
	4 <sup>th</sup> offense or subsequent offenses, per offense	150.00
10-6(e)	Boarding fee (per day or any part of the day)	40.00
10-7(b)	Annual license fee for commercial establishment:	
	Grooming shop	75.00
	Dog kennel (R-A zone only) maximum of ten animals	75.00
10-13(d)	Pigeon permit application fee	10.00
10-15(d)	Chicken permit application fee	<del>300.00</del> 200.00
	Chicken permit renewal fee	50.00
M.S. § 347.51, subd. 2(3)	Registration of a dangerous dog, per dog	500.00
M.S. § 347.541, subd. 4	Cost of hearing regarding dangerous dog registration	Full cost of attorney fees and staff time, up to the maximum established by state law

Section of Code	Description	Fee (In Dollars)	
CHAPTER 14 CEMETERIES			
		Resident	Nonresident
14-21	Cremation burial:		
	Monday—Friday	215.00	300.00
	Saturday, Sunday or Holiday	525.00	650.00
	Interment:		
	Monday—Friday	550.00	650.00
	Saturday, Sunday or Holiday	900.00	1,100.00
	Sale of grave (per grave)	775.00	1,200.00
	Disinterment:		
	Full - Monday—Friday	550.00	550.00
	Full - Saturday, Sunday or Holiday	900.00	900.00
	Cremation - Monday—Friday	215.00	215.00
	Cremation - Saturday, Sunday or Holiday	525.00	525.00
	Grave locate/markings (per grave)	30.00	30.00

	Misc.:		
	Deed Transfer	50.00	60.00
	Grave/Monument Locating Fee/HR	50.00	60.00

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 18</b> <b>EMERGENCY MANAGEMENT AND SERVICES</b>		
18-48	User fee as a result of a false alarm (per alarm)	As established by ordinance
18-50	Failure to submit a written report describing actions to be taken to discover and eliminate the cause of the false alarms, violation fee	As established by ordinance
18-54	False alarm fees:	
	1—3 false alarms in a year, per alarm call	N/C
	4—6 false alarms in a year, per alarm call	100.00
	7—9 false alarms in a year, per alarm call	250.00
	10 or more false alarms in a year, per alarm call	500.00

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 26</b> <b>FIRE PREVENTION AND PROTECTION</b>		
26-19	Fire Code reinspection fee - 1st Notice	N/C
	Fire Code reinspection fee - 2nd Notice	<del>50.00</del> N/C
	Fire Code reinspection fee - 3rd Notice	<del>100.00</del> N/C
	Fire Code reinspection fee - Per notice after the 3rd inspection notice	100.00
26-130	Fireworks license fee	As established by ordinance
	Permit for vendor selling fireworks and other goods, i.e., drug stores and gas stations (Minn. Stats. § 624.20 sets maximum fee)	100.00
	Vendor sales permit for exclusive fireworks sales, i.e., tent sales (Minn. Stats. § 624.20 sets maximum fee)	350.00
	Event display permit	N/C <del>\$100.00</del>

	Day care license inspection	50.00
26-46	False alarms:	
	1 through 3	N/C
	4 or more (per incident)	300.00
	Fire watch (per firefighter hour)	<del>45.00</del> 60.00
	Fire department stand-by (per firefighter hour)	<del>45.00</del> 60.00
	Fire incident report	10.00
	Fire investigation report	20.00
	Hot tar kettle	25.00
	Witness underground storage tank removal	<del>50.00</del> 75.00
	Hazardous material tank installation (per tank)	100.00
	Temporary tents and membrane structures (per structure)	50.00
	Burning permit (additional fee if standby personnel required)	75.00

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 30</b> <b>LICENSES, PERMITS AND MICELLANEOUS</b> <b>BUSINESS REGULATIONS</b>		
30-23(f)	Rental housing license fees. (If the license renewal date is less than six months from the date of issuance of the license, the license fee shall be half of the annual fee. The term of the license is set forth in the full ordinance adopting this section):	
	Single-family dwelling unit conversion fee	500.00
	Single-family unit	110.00
	Duplex	160.00
	Tri-plex	180.00
	Four-plex	200.00
	Base charge for units greater than four units	100.00
	Charge per additional unit	15.00
	*There is a \$3 convenience fee for all credit and debit card transactions of \$125 or less and 2.5% of the total transaction fee for \$125.01 or more for rental housing license fees.	
	Single-family dwelling unit conversion missed inspection/reinspection fee	250.00
	Reinspection fee	100.00

	Missed appointment fee	100.00
	Non-renewal fee (every 30 days late to renew)	50.00
30-90	Carnival license fee, for each day that the activities are to be conducted	25.00
30-168	Gasoline sales, annual license fees:	
	Per business	200.00
	Per nozzle	10.00
30-222(a), 30-253(1)a	Massage establishment business license, nonrefundable investigation fee	500.00
30-253(2)	Massage establishment business license, annual renewal fee*	300.00
30-278(2)	Massage therapist license, nonrefundable investigation fee for initial application	300.00
	Combined massage establishment and massage therapist, nonrefundable investigation fee for a single person serving as a business owner and therapist. Additional owner/therapists shall pay the massage therapist license, nonrefundable investigation fee	500.00
30-278(3)	Massage therapist license, annual renewal application fee*	200.00
	New combined owner/operator business/therapist license, home based business only, investigation fee	150.00
	Combined owner/operator business/therapist license, home based business only, annual fee*	250.00
	Combined owner/operator business/therapist licenses, Chiropractor Associated Business, investigation fee	150.00
	Combined owner/operator business/therapist licenses, Chiropractor Associated Business, annual fee*	50.00
30-309(d)	Mechanical device, license fee for 12-month period for each mechanical device	As established by ordinance
30-309(e)(6)	Entertainment device (video games):	
	Per location (annual fee) (per Minn. Stats. § 449.15)	15.00
	Per machine	15.00
30-340(d)	Mechanical contractor, annual license fee	As established by ordinance
30-403(a)	Pawnbroker business, nonrefundable investigation fee for new applications	1,500.00
30-403(b)	Pawnbroker business, annual license fee (new and renewal)*	13,500.00 + 5,000.00 bond
30-374.5	Pawnbroker transaction fee on billable transactions, per transaction	3.00
30-460(b)	Peddler, <del>solicitor</del> and transient merchant, application and license fees:	
	Investigation (per person)	<del>20.00</del> 50.00
	Daily rate	75.00
	Monthly rate	150.00
	Annual rate	650.00
30-517	Tobacco sales, license fee*	325.00
	<del>THC sales, license fee*</del>	<del>6,500.00</del>
30-546(c)	Vending truck, annual license fee	100.00
	Photocopies up to 100 copies (per copy)	0.25
	Photocopies over 100 copies	Actual cost of searching and



		retrieval (which includes actual copying costs)
	CD/DVD and similar electronic format copies	20.00 + actual cost of searching and retrieval
	Notary signature (per document)	5.00 per notary signature
	Assessment searches	20.00
	City budget	5.00
	Comprehensive financial report	10.00
	*Annual fees will be prorated for a partial year license. License applications received after July 1 will be charged ½ a year's fee.	
	**No refund shall be issued for early termination of the license/permit term.	
30-573	Mobile food unit one-day event (up to four annually)	20.00
	Mobile food unit annual (21-day maximum)	100.00
	Mobile food unit annual with tap room or as allowed by chapter 30	100.00
	<b>Mobile Food Unit Fire Inspection (annual)</b>	<b>100.00</b>
30-574	Cannabis microbusiness with a retail endorsement registration fee	\$0.00
	Cannabis microbusiness with a retail endorsement registration fee (renewal)	\$1,000.00
	Cannabis mezzobusiness with a retail endorsement registration fee	\$500.00
	Cannabis mezzobusiness with a retail endorsement registration fee (renewal)	\$1,000.00
	Cannabis retailer registration fee	\$500.00
	Cannabis retailer registration fee (renewal)	\$1,000.00
	Hemp Retail Business registration fee	\$125.00
	Hemp Retail Business registration fee (renewal)	\$125.00
	Cannabis Event Organizer registration fee	\$375.00

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 38</b>		
<b>OFFENSES AND MISCELLANEOUS PROVISIONS</b>		

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 42</b>		
<b>PARKS AND RECREATION</b>		
	Use	Number Resident and Nonresident

42-23	Shelter rental security fee	100 people or more, or with alcohol permission	250.00/4 hours + 66.00 each add. hour (4-hour minimum)
	Damage/Conduct deposit	Parameters set in section 42-23 and the special use permit application	300.00
	Mississippi Crossings	Full day rental Monday—Thursday (12 hours)	2,850.00
42-43	Mississippi Crossings	Full day rental Friday (12 hours)	3,600.00
		Full day rental Saturday (12 hours)	3,900.00
		Full day rental Sunday (12 hours)	3,300.00
		Main hall, hourly Monday—Thursday	100.00/hr
		Main hall, hourly Friday	150.00/hr
		Main hall, hourly Saturday	175.00/hr
		Main hall, hourly Sunday	150.00/hr
		Damage deposit	500.00
		Caterer on preferred list	10% food & beverage fee
		Park patrol	66.00/hr
		Additional permit for alcohol	0.00
		Easel with white board & markers	20.00
		Portable bar rental	20.00
		4'x8' platform stage	100.00
		Folding Chair Rental	250.00
		Additional staffing	80.00/hr
		Conference room rental	70.00/hr
		OPA	50-300/hr

		OPA (5 or more hours of usage)	250-1500	
42-43 (cont'd.)		OPA (public works clean up, trash)	84.25/hr	
	Special permit fee—Per permit request		20.00	
	Andrews— Picnic	Per 4-hour rental Extra hour Weekends (F/S/S)	200.00 40.00	230.00 50.00
	Andrews— Picnic	Per 2-hour rental Extra hour Weekday (M-Th)	80.00 30.00	110.00 40.00
	Andrews— Shade Shelter	Per 2-hour rental Extra hour	70.00 30.00	90.00 40.00
	Andrews— Spectator Pavilion	Per 4-hour rental	90.00	150.00
	Jerry Ruppelius Athletic Complex	Per 4-hour rental Extra hour	125.00 25.00	155.00 30.00
	Jerry Ruppelius Athletic Complex Tournament	Per field per day	125.00	150.00
	Kemp/Veteran's Memorial Park	Per day	150.00	200.00
		Per hour	30.00	50.00
	Splash Pad—Andrews Park			
	Individual		N/C	N/C
	Group user fee		45.00	45.00 day
	Field rental (non-league):			
	SB/BB/FB/soccer	Per day	100.00	110.00
	Lights	Per hour	50.00	60.00
	Tournaments:			
	Adult tournament	Per field/per day	200.00	225.00
	Youth tournament	Per field/per day	175.00	225.00
	City staff hired by user	Per hour	100.00	125.00
	League play:			
	Lawn bowling rink	Per hour	20.00	
	Bags or game rental	Per hour	20.00	
	Hockey rinks (parks):			
	During regular hours	Per hour	50.00	60.00
	During closed hours	Per hour	75.00	85.00

	Tennis courts/ pickleball courts (non complex)	Per hour	15.00	20.00
	Andrews – pickleball court complex	Per day	450.00	600.00
	Volleyball tournament	Per day per court	150.00	150.00
	Youth athletics:			
	Association participant user fees*	Per participant	22.00	
	Nonresident fee	Per participant		22.00 + 30.00
	Meeting rooms:			
	Ice forum—Small	Per hour	30.00	35.00
	Ice forum—Small Civic/Non-profit	Per hour	28.00	33.00
	Ice forum—Large	Per hour	40.00	45.00
	Ice forum—Large Civic/Non-profit	Per hour	38.00	43.00
	Ice forum—Large and small combined	Per hour	50.00	60.00
	Community center— Upper	Per hour	60.00	70.00
	<del>Community center—Lower</del>	<del>Per hour</del>	<del>35.00</del>	<del>45.00</del>
	Parks and PW building—Large	Per hour	40.00	50.00
	Parks and PW building—Large Civic/Non-profit	Per hour	30.00	40.00
	Parks and PW building—Small	Per hour	15.00	20.00
	Parks and PW building—Small Civic/Non-profit	Per hour	10.00	15.00
	Tent set-up	Per use	275.00	300.00
	Portable toilet:			
	Additional unit includes administrative fee	Per day	90.00	100.00
	Additional facility cleaning services	Per cleaning	60.00	65.00
	Skate sharpening	Per pair	7.00	
	Skate rental	Per pair	5.00	
	Open skate	Youth	4.00	
		Adult	5.00	
	Skills hour	Per person	7.00	
	Concession stand lease Champlin Ice Forum	Per season (Sept.—Feb.)	8,500.00	
	High school varsity locker room rental Champlin Ice Forum	Per season (Oct.—Sept.)	Locker room 8,500.00 +10.00/Ice	

			hour cleaning fee	
Ice Forum ice time:				
Outdoor ice	Per hour	55.00	75.00	
	Per tournament	85.00	95.00	
CPYHA storage Champlin Ice Forum		500.00		
Birthday party package	15 passes, 2 hr. meeting room, free skate rental	150.00	165.00	
	Extra skaters	5.00	5.00	
School group		4.00, per skater 4.00, skate rental		
Free style		12.00		

Ice Forum Rental: October—December		
Monday—Friday	Prime Time 3:00 p.m. to 9:59 p.m.	255.00
	Non-prime 6:00 a.m. to 2:59 p.m.	195.00
Saturday/Sunday	Prime Time 6:00 a.m. to 9:59 p.m.	255.00
	Non-prime 10:00 p.m. to 12:00 a.m.	195.00
March—September		
Monday—Sunday	Prime Time 7:00 a.m. to 12:00 a.m.	185.00
Summer Fire Sale Ice—1 week in advance 95.00 for open ice.		
January—February	Prime Time 3:00 p.m. to 9:59 p.m.	250.00
	Non-prime 6:00 a.m. to 2:59 p.m.	190.00
*There is a 2.5% convenience fee for all credit and debit card transactions of \$750 or more for all Chapter 42 fees.		

Section of Code	Description	Fee (In Dollars)
CHAPTER 46 SOLID WASTE		
	*The host site used for online <u>utility payments</u> directly charges a convenience fee for all electronic payment transactions, the amount can change but any change is posted on the city's website and the host site. As of 1/1/2025 that fee is \$1.25.	

46-51	Refuse (monthly fee per unit):	
	Dumpster	89.93
	Large cart (approximately <del>90</del> 95 gallons)	21.39
	Medium cart (approximately <del>60</del> 65 gallons)	16.79
	Small cart (approximately <del>30</del> 35 gallons)	12.17
	Cart exchange fee, per exchange Exceptions: No charge for replacement of broken cart, no charge for one exchange per year per household, no charge for new homeowner within 60 days of being named on the account	20.00
46-53(b)	Recycling (monthly fee per unit)	6.21
	Organics (monthly fee per unit) – effective July, 2025	3.85
	Cart exchange fee, per exchange Exceptions: No charge for replacement of broken cart, no charge for one exchange per year per household, no charge for new homeowner within 60 days of being named on the account	20.00
	Recycling and Organics, late payment charge	10% of current charges
	Certification fee	10% of past due balance
46-53(g)(1)	Recycling violation fees:	
	Each owner/occupant of a single-, two-, three-, and four-family dwelling	25.00
	Each owner of a multiple-family dwelling, commercial, industrial or institutional property	100.00

Section of Code	Description	Fee (In Dollars)
<i>CHAPTER 50 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES</i>		
50-24	Driveway construction, repair, or replace and curb cuts proposed within the limits of the public rights-of-way or easements, permit application fee	50.00
	Parking lot construction, repair, or replace permit fee	100.00
50-132(a)	Right-of-way excavation permit fee (per location covered by permit)	50.00
50-132(b)	Obstruction permit application fee	0.75/lineal foot
50-132(d)	Small wireless facility permit fee	250.00
50-198	Courtesy bench, annual application fee	30.00
	Courtesy bench areas, escrow for removal and restoration	As established by ordinance
	*There is a \$3 convenience fee for all credit and debit card transactions of \$125 or less and 2.5% of the total transaction fee for \$125.01 or more for all chapter 50 fees.	

Section of Code	Description	Fee (In Dollars)
<i>CHAPTER 54 TRAFFIC AND VEHICLES</i>		
54-93(e)	Annual permit for motorized golf cart	100.00



Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 58 UTILITIES</b>		
	*The host site used for online <u>utility payments</u> directly charges a convenience fee for all electronic payment transactions, the amount can change but any change is posted on the city's website and the host site. As of 1/1/2025 that fee is \$1.25.	
58-50	Discontinuance fee	175.00
58-54	Water turn-off and turn-on fee (after leak repair)	As established by ordinance
58-56	Disconnection from the existing water service leads at the curb stop box, permit fee	As established by ordinance
58-86(a)	Connection to the existing water service leads at the curbstop box, permit fee (plus state surcharges per application)	As established by ordinance
58-86(c)	Water reconnect fee when water services have been involuntarily stopped	N/C
58-108(a)	Water rates:	
	Residential properties Administrative charge, per month	8.18
	Residential properties Tier 1, 0—9,000 gallons, per 1,000 gallons	2.16
	Residential properties Tier 2, 9,001—34,000 gallons, per 1,000 gallons	2.74
	Residential properties Tier 3, over 34,000 gallons, per 1,000 gallons	3.46
	Commercial/industrial/public/apartments/irrigation meters Administrative charge, per month	8.18
	Irrigation meters, per 1,000 gallons	3.46
	Commercial/industrial/public/apartments Tier 1, 0—5,000 gallons, per 1,000 gallons	2.16
	Commercial/industrial/public/apartments Tier 2, 5,001—75,000 gallons, per 1,000 gallons	2.74
	Commercial/industrial/public/apartments Tier 3, over 75,000 gallons, per 1,000 gallons	3.46
58-108(g), 58-167, 58-168	Excess usage fee	105.52
58-110	Water rates, late payment charge	10% of current charges
	<b>Certification fee</b>	<b>10% of past due balance</b>
58-136	Non-compliance fee	75.00
	Fixed water consumption charge	As established by ordinance
58-136(d)	Water meter replacement non-compliance fee	75.00 per month
<b>58-140</b>	<b>Fire hydrant fees:</b>	
	<b>First 2,000 gallons water used</b>	<b>9.02</b>

	<del>Additional 1,000 gallons water used (per 1,000 gallons)</del>	<del>3.46</del>
58-140	Use of Fire Hydrants – Meter Monthly Rental fee	50.00
58-86	Water trunk source and storage (TSS) fee (per residential equivalent SAC unit)	4,690.00
	*There is a \$3 convenience fee for all credit and debit card transactions of \$125 or less and 2.5% of the total transaction fee for \$125.01 or more for TSS fees.	
58-192(c)	Building sewer installation, inspection and permit fee	As established by ordinance
58-196(d)	Pre-demolition sewer inspection fee	As established by ordinance
58-197(a)	Sanitary sewer use charges:	
	Sanitary sewer base rate for residential use, per month	8.94
	Sanitary sewer usage charge for residential use (based on December—February water usage) rate is per 1,000 gallons water used	6.54
	Sanitary sewer base rate for commercial/industrial/public/water metered apartment buildings use, per month	8.94
	Sanitary sewer usage charge for commercial/industrial/public water metered apartment buildings use rate is per 1,000 gallons water used	6.54
	Sanitary sewer base rate for non-metered residential per unit (per month)	36.31
	Sanitary sewer base rate for non-metered apartment buildings per unit (per month)	41.63
58-197(b)	Sanitary sewer, <del>charge</del> -late payment charge	10% of current charges
	Certification fee	10% of past due balance
58-270(c)	Stormwater connection permit fee	50.00
	*There is a \$3 convenience fee for all credit and debit card transactions of \$125 or less and 2.5% of the total transaction fee for \$125.01 or more for stormwater connection permit fees.	
	Stormwater, late payment charge	10% of current charges
	Certification fee	10% of past due balance
58-300, 58-301	Northwest Area Sanitary Sewer District Trunk Fee	4,410.00 per acre
	Northwest Area Storm Sewer District Trunk Fee	8,830.00 per acre
	Central Area Storm Sewer 10A District Fee—Low Density Residential	3,600.00 per acre
	Central Area Storm Sewer 10A District Fee—Medium and High Density Residential, Commercial and Industrial	5,540.00 per acre
	Central Area Storm Sewer 10B District Fee—Low Density Residential	6,170.00 per acre
	Central Area Storm Sewer 10B District Fee—Medium and High Density Residential, Commercial and Industrial	9,480.00 per acre



CHAPTER 58  
UTILITIES, ARTICLE V, STORMWATER UTILITY

The charges imposed as a part of this stormwater utility shall be derived from parcels net acreage and residential equivalency factor (REF). The REF is defined as the ratio of runoff volume generated by one acre of land to the runoff volume generated by one acre of low density residential land. The residential equivalency factors for each land use established as part of this stormwater utility shall be as follows:

<i>Land Use</i>	<i>REF</i>
Low Density Residential	1.0
Medium Density Residential	1.7
High Density Residential	2.0
Commercial/Office	2.8
Industrial	2.7
Public/Institutional	1.4
Parks/Open Space/Cemeteries/Undeveloped	0.27
Elm Creek Park Reserve/Wildlife Reserves	0.07
All stormwater utility fees shall be calculated based on the following formula:	

$(REF)(\text{Base Rate as established by the city council}) = \text{Rate per acre}$

Low density residential parcels shall be charged on a per lot 1/3 acre basis.

Medium density residential parcels shall be charged per lot based on a size of 0.15 acres.

All other land uses shall be charged on a per acre basis.

<i>The monthly base rate shall be as follows:</i>		
Low Density Residential	9.31	per lot/unit
Medium Density Residential	7.16	per lot
High Density Residential	55.84	per acre
Commercial Office	78.17	per acre
Industrial	75.40	per acre
Parks/Open Space	7.57	per acre
Public/Institutional	39.10	per acre
Elm Creek Park Reserve/Wildlife Management Areas	1.85	per acre
Residential Add-On Fee	7.57	per acre
Section of Code	Description	Fee (In Dollars)
58-284	Street Light Utility Fee (Monthly Rate)	
	Single-family/Townhouse/Duplex	3.91 per unit
	Multi-Family: Condominium, Apartment, co-op, etc.	7.82 per lot + 13.25 per acre over ½ acre
	Commercial/Industrial	7.82 per residential lot unit + 13.25 per acre over ½ acre
	Churches	3.91 per lot + 13.25 per acre over ½ acre

	Undeveloped Residential Property with Improvements*	3.91 per residential lot unit
	Undeveloped Medium Density with Improvements*	3.91 per residential lot unit
	Undeveloped High Density Property with Improvements*	7.82 per residential lot unit + <u>13.25</u> per acre over ½ acre
	Parks and Open Spaces	3.91 per lot residential unit

	Public/Institutional	7.82 per residential lot unit + 13.25 per acre over ½ acre
	Street light, <b>charge</b> late payment	10% of current charges
	<b>Certification fee</b>	<b>10% of past due balance</b>
	Certain lands are exempt as set forth in Chapter 58	
	* Undeveloped parcels without adjacent street light improvements built to city design standards will be charged 1 unit.	

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 62 VEGETATION</b>		
62-62	Recovery of Costs	
	Removal of nuisance/abatement fees:	
	1st occurrence	450.00 + 10% administrative fees
	Subsequent occurrences	600.00 + 10% administrative fees
	Labor and equipment used for removal and disposal of trees and vegetative matter, such as brush, leaves, shrubs, grass clippings and garden waste, per hour	100.00

Section of Code	Description	Fee (In Dollars)
<b>CHAPTER 106 BUILDINGS AND BUILDING REGULATIONS</b>		
Article II	State Building Code	
	Building permits:	
	sign	
	The City of Champlin bases its building permit fees off of the State Chart "B" Cost Per Square Foot Data Sheet as applied to Schedule "A" Permit Calculation Valuation Table, with limited exception as noted under Miscellaneous Permit Fees.	

	The following building valuation data is provided for use in computing the building permit fee. The unit costs are intended to include architectural, structural, electrical, plumbing and mechanical work. The unit cost also includes contractor's profit, which shall not be omitted:	
	Plan review fee:	
	New <b>construction</b> permits and commercial permits requiring a plan review.	65% of established permit fee
	<b>Residential new construction</b> <del>Repeats (residential only)</del> per calendar year and residential permits requiring a plan review.	25% of established permit fee
	Note: The plan review fee is in addition to the building permit fee.	
	Schedule "A"	
	Total Valuation:	
	1.00 to 500.00	23.00
	500.00 to 2,000.00	23.50 for the first 500.00
		3.05 per additional 100.00
	2,001.00 to 25,000.00	69.25 for the first 2,000.00
		14.00 per additional 1,000.00
	25,001.00 to 50,000.00	391.25 for the first 25,000.00
		10.10 per additional 1,000.00
	50,001.00 to 100,000.00	643.75 for the first 50,000.00
		7.00 per additional 1,000.00
	100,001.00 to 500,000.00	993.75 for the first 100,000.00
		5.60 per additional 1,000.00
	500,001.00 to 1,000,000.00	3,233.75 for the first 500,000.00
		4.75 per additional 1,000.00

	1,000,001.00 and up	5,608.75 for the first 1,000,000.00
		3.15 per additional 1,000.00

	Other inspections and fees:	
	1. Inspections outside of normal business hours	49.00 per hour*
	2. Reinspection fees assessed under provisions of section 305.8 of the state building code	49.00 per hour*
	3. Inspection for which no fee is specifically indicated (minimum charge—one-half hour)	49.00 per hour*
	4. Additional plan review required by changes, additions or revisions to plan (minimum charge—one-half hour)	49.00 per hour*
	5. For use of outside consultants for plan checking and inspections, or both	Actual costs**
	*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
	**Actual costs include administrative and overhead costs.	
	Permit refunds:	
	Permits applied for, processed and not picked up:	50% of the calculated permit fee
	Building permits issued and not acted on within 180 days:	50% of the calculated permit fee
	Only refunds for permits 126.00 or more	50% of the calculated permit fee
	*Add 0.5 percent to total cost for each story over three	
	**Deduct 20 percent for shell only buildings	
	***Deduct 11 percent for mini-storage	
	Note: A state surcharge is applied to all permits in addition to the city fees listed here. Currently set at .0005% of established value.	
	Miscellaneous building permits:	
	Miscellaneous permit fees (all permits are subject to a 1.00 state surcharge).	
	Agricultural buildings	17.00
	Demolition (per structure)	100.00
	Residential reroof	125.00
	Residential reside	125.00
	Swimming pools:	
	In-ground	40.00 + 1.00 state surcharge
	Aboveground	30.00 + 1.00 state surcharge
	Underground tank removal (each)	33.00
	Windows:	
	Replacement of windows (more than three)	125.00 + 1.00 state surcharge
	Window installation, window replacement or patio door (three or less)	50.00 + 1.00 state surcharge
	Residential solar	125.00

	Relocated structures	135.00 preliminary review in existing location, if approved then charged as new construction using Schedule "A" and Schedule "B"
	Masonry fireplace	Contract bid amount applied to Schedule "A"
	Footing and foundation only	15% of total established value applied to Schedule "A"
	Framing only	85% of total established value applied to Schedule "A"
	Commercial reroof	Contract bid amount applied to Schedule "A"
	<del>Eight-foot solid privacy fences</del>	<del>33.00 + 1.00 state surcharge</del>
	Commercial reside	Contract bid amount applied to Schedule "A"
106-30	Safety inspection of antennas constructed in the city over 35 feet from ground level, permit charge	33.00 + 1.00 state surcharge
106-31	Securities to guarantee as-built surveys, per lot	1,500.00
106-54	Securities to guarantee trees, per lot	500.00
106-55(a)(1)	Securities to guarantee sodding, per lot	1,000.00
	Electrical permit fees:	
	All services:	
	There is a 2.00 per circuit charge for replacing circuits that are disconnected in the old service panel and reconnected in the new panel in the same location	
	0 to 300 amp	55.00
	400 amp	71.00
	500 amp	87.00
	600 amp	103.00
	800 amp	135.00
	1000 amp	167.00
	Add 16.00 for each additional 100 amps over 1000 amps	
	Circuits and feeders:	
	The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder tap, or set of transformer secondary conductors:	
	0 to 100 amp	9.00

	101 to 200 amp	15.00
	300 amp	21.00
	400 amp	27.00
	500 amp	33.00
	600 amp	39.00
	Add 5.00 for each additional 100 amps over 700 amps	
	Minimum fee:	
	Minimum permit fee is 50.00 plus a 1.00 state surcharge. This is for one inspection only.	
	Minimum fee for rough-in and final inspections is 100.00 plus 1.00 state surcharge.	
	Maximum fee:	
	Maximum fee for single-family dwelling not over 200 amps is 200.00 plus 1.00 state surcharge.	
	Maximum cost covers three inspections.	
	Apartment buildings: Maximum fee per unit of an apartment or condominium complex is 90.00. This does not cover service, unit feeders or house panels.	
	Swimming pools	100.00 2 inspections
	Traffic signals	8.00 per each standard
	Street lighting	5.00 per each standard
	Transformers/generators	5.00 up to 10KVA, 40.00 11KVA to 75KVA, 60.00 76KVA to 299KVA, 165.00 over 299KVA
	Retro fit lighting	0.85 per fixture
	Sign transformer	9.00
	Remote control/signal circuits	0.85 per device
	Reinspection fee	50.00
	The fee is doubled if the work starts before the permit is issued.	
	Mechanical fees:	
	Commercial (subject to a .0005 percent state surcharge):	
	0.00 to 1,000.00 of value	39.00
	1,001.00 to 50,000.00 of value	39.00 for the first 1,000.00 + 2.5% of value
	50,001.00 and up of value	1,100.00 for the first 50,001.00

		+ 2% of 50,001.00
	Residential (subject to a \$1.00 state surcharge):	
	Furnace (each)	50.00
	Air conditioner (each)	35.00
	Ventilation (each)	35.00
	Furnace and air conditioner (each)	65.00
	Furnace and A/C and ventilation (each)	95.00
	Fireplaces:	
	Gas fireplace w/vent (each)	40.00
	Solid burning fireplace w/vent (each)	40.00
	Gas or solid burning w/existing vent (each)	35.00
	Chimney (each)	35.00
	Gas piping:	
	Gas piping (1 to 3 openings)	15.00
	Gas piping (additional openings) (each)	6.00
	Under floor heat:	
	Hot water	35.00
	Radiant heat	35.00
	Duct work only	35.00
	Plumbing fees (all permits are subject to a 1.00 state surcharge):	
	Plumbing fixture (each)	15.00
	Sump	15.00
	Drinking fountain (each)	15.00
	Water heater gas/electric (each)	30.00
	Water softener (each)	20.00
	Change over or repair (each)	20.00
	Irrigation/sprinkler (each)	50.00
	Water service—residential (each)	75.00
	Sewer service—residential (each)	75.00
	Water service—commercial	Value × 2.5% + .0005 state surcharge
	Sewer service—commercial	Value × 2.5% + .0005 state surcharge
	Fire suppression system	Value × 2.5% + .0005 state surcharge (minimum charge: 33.00 + .0005 state surcharge)
	Alarm/monitoring system	Value × 2.5% + .0005 state surcharge



	Internal storm	Value × 2.5% + .0005 state surcharge
	Service disconnect (each)	16.50 + 1.00 state surcharge
106-56	Securities to guarantee a driveway, per lot	700.00
Article VI	Vacant Building Registration	
106-86	Residential property registration fee*, per six months (fee is not prorated)	300.00
	Commercial property registration fee*, per six months (fee is not prorated)	500.00
	*There is a \$3 convenience fee for all credit and debit card transactions of \$125 or less and 2.5% of the total transaction fee for \$125.01 or more for all Chapter 106 fees.	

*Schedule "B" Square Foot Construction Costs*

Group	2016 International Building Code	Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly: Theaters, with stage	219.78	213.11	207.50	198.90	187.04	181.67	192.62	170.85	165.24
	Assembly: Theaters, without stage	201.12	193.89	188.83	180.24	168.60	163.20	173.95	152.40	146.00
A-2	Assembly: Nightclubs	172.80	167.28	163.54	150.74	142.11	138.19	145.46	128.67	124.32
A-2	Assembly: Restaurants, bars, banquet halls	171.88	166.88	161.70	156.00	146.09	142.93	150.78	132.09	128.47
A-3	Assembly: Churches	202.02	194.79	189.72	181.14	170.75	165.35	174.85	154.56	148.16
A-3	Assembly: General, community halls, libraries, museums	169.89	162.66	156.69	149.01	136.41	131.97	142.72	120.26	114.77
A-4	Assembly: Arenas	200.20	192.97	186.99	179.32	166.76	162.18	173.04	150.57	140.34
B	Business	176.28	169.87	164.60	156.58	143.15	137.81	150.57	125.77	120.31
E	Educational: Schools	181.33	175.10	170.55	162.79	151.77	144.11	157.20	132.56	128.77

F-1	Factory and Industrial: Moderate hazard	104.74	102.84	91.31	94.19	81.26	77.53	86.70	68.13	63.74
F-2	Factory and Industrial: Low hazard	103.82	98.98	94.19	89.60	81.26	76.62	85.79	68.13	62.83
H-1	High Hazard: Explosives	97.99	93.17	88.37	83.78	75.64	70.99	79.96	62.51	N.P.
H234	High Hazard	97.99	93.17	88.37	83.78	75.64	70.99	79.96	62.51	57.02
H-5	HPM	176.28	169.87	164.60	156.58	143.15	137.81	150.57	125.77	120.31
I-1	Institutional: Supervised environment	175.62	169.66	164.75	157.81	145.38	141.44	157.90	130.24	126.19
I-2	Institutional: Hospitals	294.92	288.51	283.23	275.21	260.88	N.P.	269.20	243.50	N.P.
I-2	Institutional: Homes for elderly and nursing homes	204.72	198.30	193.04	185.00	172.50	N.P.	179.00	155.12	N.P.
I-3	Institutional, restrained	200.34	193.98	188.70	178.15	168.40	162.14	174.68	151.02	143.72
I-4	Institutional: Day care facilities	175.62	169.66	164.75	157.81	145.38	141.44	157.90	130.24	126.19
M	Mercantile:	128.78	123.75	118.59	112.88	103.44	100.27	107.36	89.45	85.83
R-1	Residential, hotel	177.25	171.94	166.38	159.44	146.78	142.83	159.52	131.58	127.58
R-2	Residential: Multiple-family (IRC-3)	148.67	142.71	137.79	130.85	118.90	114.95	130.94	103.75	99.70
R-3	Residential: One- and two-family (IRC-1 & IRC-2)	138.70	134.94	131.45	128.16	123.47	120.21	126.02	115.53	125.44
R-3	Residential: Four-season porch								80.00	80.00
R-3	Residential: basement									20.00
R-4	Residential, care/assisted living facilities	175.61	169.65	164.75	157.80	145.38	141.43	157.08	127.68	26.18

S-1	Storage: Moderate hazard	97.06	92.24	86.52	82.85	73.79	70.06	79.03	60.66	56.27
S-2	Storage: Low hazard (public garage)	97.06	92.24	86.52	82.85	73.79	70.06	79.03	60.66	55.35
U	Utility, miscellaneous	76.80	72.52	67.99	64.60	58.27	54.45	61.73	46.08	49.86
U	Carports									20.00
U	Sheds									20.00
U	Three-season porch									40.00
U	Screen porch									30.00
U	Front covered porch									20.00
U	Gazebo									20.00
U	Green house/solarium									20.00
U	Deck									20.00
	Commercial tenant build out: Existing building									60.00

Section of Code	Description	Fee (In Dollars)
<i>CHAPTER 118 SIGNS</i>		
118-04	Permanent sign	35.00 + 2.00 per sq. ft.
	Sign permit, renewal fee	One-half the fee amount
	Temporary sign (no charge for political signs during election)	20.00 + 100.00 deposit
	Sign contractor, 24-month license fee	40.00
118-07	Sandwich board sign permit, annual license fee	20.00
	*There is a \$3 convenience fee for all credit and debit card transactions of \$125 or less and 2.5% of the total transaction fee for \$125.01 or more for all Chapter 118 fees.	

Section of Code	Description	Fee (In Dollars)
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CHAPTER 122 SUBDIVISIONS		
122-5(d)(2)	Park dedication, cash payment:	
	Commercial (per acre)	8,725.00
	Industrial (per acre)	7,283.00
	Residential (per housing unit)	4,797.00
122-33(b)	Waiver of plat, application fee	550.00 + 1,000.00 escrow
122-33(b)	Waiver of plat (not creating additional lots), application fee	300.00
122-34(b)(2)	Preliminary plat, application fee	450.00 + 10.00 per lot + 2,000.00 escrow
122-34(b)(2)	Final plat, application fee	200.00
	In addition to the above fees, applicant is required to deposit an escrow as stated above to cover actual costs of outside consultants, including city attorney, used for reviewing applications. An application is incomplete without paid escrow fees.	

Section of Code	Description	Fee (In Dollars)
CHAPTER 126 ZONING		
126-39	Zoning text amendment, application fee*	300.00 + 1,000.00 escrow
126-39	Rezoning, application fee	550.00
126-68(a)	Conditional use permit, application fee—Residential*	300.00 + 500.00 escrow
	Conditional use permit application fee—Commercial/industrial*	450.00 + 1,000.00 escrow
126-101(b)	Site plan, application fee*	550.00 + 2,000.00 escrow
126-135(h)(1)	Variances and appeals, application fee*	250.00
126-312(d)(2)	Preliminary PUD plan, application fee	500.00 + 1,000.00 escrow
	Final PUD plan	250.00
126-443(c)	Wireless telecommunications tower placement, nonrefundable application fee	2,000.00
	Planning/development/zoning:	
	Comprehensive plan amendment, application fee	500.00 + 500.00 escrow
	Vacation of right-of-way or easement application fee	300.00
	Proposed development sign (residential and commercial subdivisions)	100.00
	Conservancy district—Administrative review	50.00
	Formal zoning letter	50.00

	* In addition to the above fees, applicant is required to deposit an escrow as stated above to cover actual costs of outside consultants, including city attorney, used for reviewing applications. An application is incomplete without paid escrow fees.	
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Section of Code	Description	Fee (In Dollars)
<i>OTHER</i>		
	Police reports:	
	Each report (resident), per page	0.25
	Each report (nonresident), per page	0.25
	Fingerprints (appointment required)	25.00
	Electronic media	20.00 per DVD, tape, CD, etc.
42-23(f)	Police — Contracted Service Rate Police Sergeant —	Hrly rate + benefit calc
	Police Officer —	Hrly rate + benefit calc
	CSO —	Hrly rate + benefit calc
	Reserve Officer —	Hrly rate + benefit calc
	Explorer —	Hrly rate + benefit calc

First Reading: May 12, 2025  
 Second Reading: May 12, 2025  
 Adoption: May 12, 2025  
 Published in Star Tribune: May 19, 2025

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said ordinance was passed this 12th day of May 2025.

*Ryan Sabas*  
 Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*  
 Julie Tembreull, Executive Ass't./City Clerk

**CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**PUBLICATION SUMMARY OF ORDINANCE NO. 912 AMENDING  
CHAPTER 22 OF THE CITY CODE REGARDING FEES**

The full and complete Chapter 22 Fee Schedule for the City of Champlin is hereby amended. The fee amendments include the following Chapters: Animals, Fire Prevention and Protection, Licenses, Permits and Miscellaneous Business Regulations, Parks and Recreation, Solid Waste, Utilities, and Buildings and Building Regulations.

The full ordinance shall be available at City Hall during normal business hours, and by mail or electronic means. The City Code is posted online at [www.ci.champlin.mn.us](http://www.ci.champlin.mn.us)

Waive First Reading: May 12, 2025  
Second Reading: May 12, 2025  
Adoption: May 12, 2025

ATTEST:

Ryan Sabas, Mayor

Julie Tembreull, City Clerk

Councilmember Truesdell introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2025-30  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR CHURCH USE AT  
THE CHAMPLIN ICE FORUM AT 12165 ENSIGN AVENUE N**

**WHEREAS**, the City of Champlin owns and operates an ice forum located at 12165 Ensign Avenue N; and

**WHEREAS**, the facility serves as a recreational facility and multi-use space for public and private events; and

**WHEREAS**, from time to time, religious organizations have rented the facilities meeting rooms for worship services and related activities; and

**WHEREAS**, per the City of Champlin's Zoning Ordinance, religious assembly and activities require a conditional use permit; and

**WHEREAS**, city staff submitted an application for a conditional use permit on behalf of the City to formalize and regulate the use of the ice forum by religious organizations; and

**WHEREAS**, on April 21, 2025, the Planning Commission held a public hearing regarding the conditional use permit and recommended approval.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Champlin, Minnesota, that the conditional use permit for church uses at the Champlin Ice Forum be approved, subject to the following conditions:

1. Occupancy of the large meeting room shall be limited to no more than 81 persons at any given time.
2. Occupancy of the small meeting room shall be limited to no more than 44 persons at any given time.
3. Sound shall comply with MPCA standards.
4. No outdoor storage shall be permitted.
5. All parking must be accommodated on-site.
6. No live music or any related church activities shall occur on the outside of the facility.

7. No permanent signage related to any church use shall be permitted. One temporary, portable A-frame sign may be displayed on the property only during the approved rental period.
8. Shall follow all additional rules and requirements of the Park and Recreation Department.
9. The City retains the right to revoke the conditional use permit due to issues. It is the City's sole discretion to determine the extent of the revocation.
10. The conditional use permit shall be recorded with the Hennepin County Recorder's Office.

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12th day of May 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk



Councilmember Truesdell introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2025-31  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR CHURCH USE AT  
THE CHAMPLIN COMMUNITY CENTER AT 12450 GETTYSBURG AVENUE N**

**WHEREAS**, the City of Champlin owns and operates a community center located at 12450 Gettysburg Avenue N, legally described as:

Lot 1, Block 1, The Bungalows of Champlin, Hennepin County, Minnesota

**WHEREAS**, the facility is utilized for a variety of public and private events and is rented out to users; and

**WHEREAS**, from time to time, religious organizations have rented the facility for worship services and related activities; and

**WHEREAS**, per the City of Champlin's Zoning Ordinance, religious assembly and activities require a conditional use permit; and

**WHEREAS**, city staff submitted an application for a conditional use permit on behalf of the City to formalize and regulate the use of the community center by religious organizations; and

**WHEREAS**, on April 21, 2025, the Planning Commission held a public hearing regarding the conditional use permit and recommended approval.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Champlin, Minnesota, that the conditional use permit for church uses at the Champlin Community Center be approved, subject to the following conditions:

1. Occupancy shall be limited to no more than 84 persons at any given time.
2. Sound shall comply with MPCA standards.
3. No outdoor storage shall be permitted.
4. All parking must be accommodated on-site.
5. No live music or any related church activities shall occur on the outside of the facility.

6. No permanent signage related to any church use shall be permitted. One temporary, portable A-frame sign may be displayed on the property only during the approved rental period.
7. Shall follow all additional rules and requirements of the Park and Recreation Department.
8. The City retains the right to revoke the conditional use permit due to issues. It is the City's sole discretion to determine the extent of the revocation.
9. The conditional use permit shall be recorded with the Hennepin County Recorder's Office.

The motion for the adoption of the resolution was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 12th day of May 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk

Councilmember Truesdell introduced the following ordinance, waiving the first reading, conducting the second reading, and moving its adoption:

**ORDINANCE NO. 913  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**ORDINANCE AMENDING CHAPTER 2, SECTION 2-24 TERMS AND TRANSITION  
REGARDING MAYORAL TERM**

The City Council of the City of Champlin does hereby ordain the following:

Sec. 2-24. - Terms and transition.

Pursuant to authority granted in Minn. Stats. § 412.022, subd. 1, the term of the mayor of the city is hereby established by the city council to be ~~four~~ **two** years beginning with the term of the individual elected as mayor at the regular elections to be held in November ~~2018~~ **2026**.

This ordinance shall become effective upon its passage and publication in accordance with applicable law.

Addition:       **Bold**  
Deletion:       ~~Strikethrough~~

The motion for the adoption of the ordinance was duly seconded by Councilmember Tesdall, and upon vote being taken thereon, the following voted in favor thereof: Councilmembers Tesdall, Moe, Truesdell and LaCroix, and the following voted against the same: Mayor Sabas, whereupon said ordinance was passed this 12th day of May 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk