

Worksession  
March 24, 2025  
Municipal Center

Call to Order

The Champlin City Council met in Worksession and was called to order by Mayor Ryan Sabas at 6:30 p.m.

Roll Call

Present were Mayor Ryan Sabas and Councilmembers Jessica Tesdall (Ward 1), Nate Truesdell (Ward 3) and Tim LaCroix (Ward 4).

Absent: Tom Moe (Ward 2).

Also present were City Administrator Bret Heitkamp, Finance Director Shelly Peterson, and City Attorney Dave Schaps.

Approval of Agenda  
(March 24, 2025)  
Motion

Motion by Councilmember Truesdell and seconded by Councilmember LaCroix to approve the agenda for the March 24, 2025 Worksession Meeting as presented. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Truesdell and LaCroix. Voting against: none. Motion carried.

Results of Information  
Technology Assessment

The Finance Director stated that as approved by the Council in August of 2024, an independent assessment of the City's information technology system was performed. This assessment was in anticipation of the IT Director's upcoming retirement and intended to identify any weaknesses and provide recommendations and priorities for the IT Division moving forward.

Council Consensus:

- Staff presented the option to enter into a managed service agreement in the event the IT Director retires in 2025, as previously discussed. The Council reached a consensus to allow staff to move forward with the agreement, provided the incoming Administrator supports the transition.

Discuss Transition Plan  
for Finance Director  
Position

The City Administrator stated that with the anticipated retirement of the Finance Director/Deputy Administrator in July of 2025, staff has created a draft timeline and updated the job description for review by the City Council.

Council Consensus:

- The Council reached a consensus on the hiring timeline and process. They also approved staff's recommendation to re-title the position, maintaining Human Resource duties as a primary responsibility, while removing the Deputy Administrator duties. The incoming Administrator will have the discretion to decide if and when those responsibilities will be assigned.

Adjournment

The Champlin City Council adjourned the regular meeting at 6:58 p.m.



Ryan Sabas, Mayor

Attest:



Julie Tembreull, Executive Assistant/City Clerk