

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

Special Session
March 7, 2025
Mississippi Crossings Event Center

Call to Order	The Champlin City Council met in Special Session and was called to order by Mayor Ryan Sabas at 9:51 a.m.
Pledge of Allegiance	The Pledge of Allegiance was recited.
Roll Call	Present: Mayor Ryan Sabas and Councilmembers Jessica Tesdall (Ward 1), Tom Moe (Ward 2), Nate Truesdell (Ward 3), and Tim LaCroix (Ward 4). Absent: None. Also present were Finance Director Shelly Petersen and HR Generalist Kirsten McDermott.
Approval of Agenda (March 7, 2025) Motion	Motion by Councilmember Tesdall and seconded by Councilmember Truesdell to approve the agenda for the March 7, 2025 Special Meeting as presented. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried. <u>Open Forum</u> No comments.
Interview City Administrator Candidates	HR Generalist Kirsten McDermott provided an update to the City Council on the hiring process and guidelines to follow for interviews. She stated that the City Council will interview two candidates for the City Administrator position – Mr. Daniel Buchholtz and Ms. Jennifer Max. The Mayor and City Council introduced themselves to the first candidate, Mr. Daniel Buchholtz. Mr. Buchholtz was asked a series of questions and then was allowed 5 minutes to give a presentation to the City Council. Finally, Mr. Buchholtz was provided an opportunity to ask questions of the Mayor, City Council and staff members present.
Motion to Recess	Motion by Councilmember Moe and seconded by Councilmember Truesdell to recess the meeting at 11:45 a.m. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Motion to Reconvene	Motion by Councilmember Tesdall and seconded by Councilmember LaCroix to reconvene the meeting at 12:56 p.m. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried. The Mayor and City Council introduced themselves to the second candidate, Ms. Jennifer Max. Ms. Max was asked a series of questions and then was allowed 5 minutes to give a presentation to the City Council. Finally, Ms. Max was provided an opportunity to ask questions of the Mayor, City Council and staff members present. Upon completion, Ms. Max was excused from the meeting.
Motion	The Mayor and City Council then discussed their thoughts on the candidates. Motion by Councilmember Moe and seconded by Councilmember Tesdall to select Ms. Jennifer Max as the finalist for the City Administrator position, and to direct staff to negotiate a contract using the Council approved pay range and template City Administrator contract. Staff was further directed to work with the Mayor on any negotiations outside the parameters of the template contract. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Adjournment	The Champlin City Council adjourned the special session meeting at 4:20 p.m.

Ryan C. Sabas

Ryan Sabas, Mayor

Attest:

Julie Tembreull
Julie-Tembreull, Executive Assistant/City Clerk