

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
February 10, 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, Community Development Director Scott Schulte, City Attorney Dave Schaps, and City Engineer Heather Nelson.</p>
Approval of Agenda (February 10, 2025) Motion	Motion by Councilmember Truesdell and seconded by Councilmember Moe to approve the agenda for the February 10, 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 LaCroix and seconded by Councilmember Truesdell to approve the minutes of the January 27, 2025 Worksession and January 27, 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 (February 10, 2025) Motion	Motion by Councilmember Moe and seconded by Councilmember Tesdall to approve ratification of payments as submitted on February 10, 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">• Council Worksession – Monday, February 24th at 6:00 p.m. in the Council Conference Room• City Council Meeting – Monday, February 24th at 7:00 p.m. in the Council Chambers• We are hiring here at City Hall! Visit our website to browse openings and apply online.• We have several open seats on our advisory commissions, and we are looking for passionate community members to join! Volunteering on a commission is an amazing way to make a positive impact and contribute to Champlin’s future. Visit our website to learn more about the Environmental Resources Commission, Planning Commission, and Parks and Recreation Commission.• Avoid the hassle of towing and launching your boat by purchasing a watercraft slip at Mississippi Crossings. Four slips are open for the 2025 boating season. We will have a lottery drawing on April 7th at 1 p.m. to select winners. It’s free to enter.• Need a spring break outing? Join us on March 15th for a night of glow-in-the-dark fun at the Mississippi Crossings Event Center! The party will feature neon lights, dance beats, glow sticks, and more. Visit our website to reserve tickets.• We seek to find vendors who want to be a part of the 2025 Farmers Market and 2025 Spring Craft Market. Interested in a booth at one or both events? Visit our website to learn more.
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">• The Council reviewed the City of Champlin Code of Conduct draft policy, which would apply to anyone elected or appointed. This item is on the Consent Agenda at tonight’s meeting.• The Council discussed Legislative priorities for 2025.

Consent Agenda

Councilmember Moe requested to pull Item 9.5, Approve Council Code of Conduct, from the Consent Agenda for further discussion.

2025 Body Worn Camera Biannual Audit Report Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to accept the Body Worn Camera Audit results. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Ice Cream Vendor License for Brain Freeze Ice Cream Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to approve the Ice Cream Vendor License for Brain Freeze Ice Cream for the term April 1, 2025 to March 31, 2026. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Appointment of Full-Time Environmental Specialist Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to authorize the appointment of Steven Touney to the position of full-time Environmental Specialist, subject to successful completion of a background investigation. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
4 th Quarter Preliminary Financial Reports Motion	Motion by Councilmember Truesdell and seconded by Councilmember Tesdall to accept 4 th quarter 2024 preliminary financial reports. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Approve Council Code of Conduct Motion	<p>Councilmember Moe stated that in reviewing the language during the worksession, a few changes and/or amendments were made to the document as written.</p> <p>The City Attorney provided a brief recap of the changes discussed by the Council in the worksession tonight.</p> <p>Mayor Sabas commented that the Council worked to ensure that this document would work for elected and appointed members currently and into the future.</p> <p>Motion by Councilmember LaCroix and seconded by Councilmember Truesdell to adopt the Code of Conduct as amended and presented. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.</p>
Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Goose Lake Parkway and Elm Creek Trail Area, Improvement Project No. 22502 Resolution 2025-12	<p>Councilmember Truesdell introduced the following resolution and moved its adoption:</p> <p style="padding-left: 40px;">A Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Goose Lake Parkway & Elm Creek Trail Area, Improvement Project No. 22502</p> <p>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 10th day of February 2025.</p>
Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Jefferson Highway/Elm Creek Parkway/Signals Project, Improvement Project No. 22501 Resolution 2025-13	<p>Councilmember Truesdell introduced the following resolution and moved its adoption:</p> <p style="padding-left: 40px;">A Resolution Approving Plans and Specifications and Order Advertisement for Bids for the Jefferson Highway/Elm Creek Parkway/Signals Project, Improvement Project No. 22501</p> <p>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 10th day of February 2025.</p>

Open Forum

No comments.

Resolution Approving
Plans and Specifications
and Ordering
Advertisement for Bids
for the 109th Avenue
Reconstruction Project,
Improvement Project No.
21606

New Business

The City Engineer stated that on March 28, 2022 the City of Champlin entered into a Joint Powers Agreement with the City of Brooklyn Park for design and construction services for the 109th Avenue Reconstruction Project between Jefferson Highway and Winnetka Avenue. On November 28, 2022, City Council approved the final design services for the 109th Reconstruction Project, Improvement Project No. 21606. Design on the project started in January 2023. Due to funding constraints, the improvements will be separated into two projects. Construction of Project 1 is anticipated to begin in the spring of 2025 and be completed in the fall of 2025. Construction of Project 2 will be in 2026 and will be brought to City Council for approvals when ready in early 2026.

Mayor Sabas asked if the sweet corn stand would still be accessible.

The City Engineer replied that it is her understanding that sweet corn would no longer be grown on that property as it is under consideration for development. She believed that sweet corn would be planned for the west side of 169.

Mayor Sabas acknowledged and thanked the partners in this project, along with everyone who has been involved in the planning for the project. He thanked the State representatives who were instrumental in the project, gaining \$10,000,000 in funding from the State.

Councilmember Truesdell asked if the detour route would impact other construction in Champlin.

The City Engineer stated that a segment of Elm Creek Parkway will be under construction for a mill and overlay. She stated that the contract requires that traffic flow be maintained for the duration of the project. She commented that the same engineer is used for both projects.

Councilmember Moe noted two additional construction projects that will also be going on this summer.

Councilmember LaCroix commented that this project borders a residential area of Champlin and asked if those residents would be informed of construction timelines and closures.

The City Engineer stated that the website would be kept up to date with the communication elements of this project. She stated that 600 letters were sent for the neighborhood meeting, and only three residents attended. She explained that because there is no direct resident access on this road, they would not be providing direct communication and will instead use the typical City platforms to keep all residents updated.

Mayor Sabas asked for clear signage as users of the buildings in that area have people coming from outside of Champlin.

Councilmember Moe recognized that Champlin has taken the lead in the project. He asked if Champlin is the lead for the Brooklyn Park water main project as well.

The City Engineer replied that Brooklyn Park is contracting separately with WSB for the construction administration of the water main work. She noted that the element will be part of the bid in an attempt to gain the best pricing, but that would be tracked and billed separately to Brooklyn Park.

Mayor Sabas commented that this project is much needed as Brooklyn Park continues to aggressively develop the northwest portion of their city.

Resolution 2025-14

Councilmember Truesdell introduced the following resolution and moved its adoption:

A Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for the 109th Avenue Reconstruction Project, Improvement Project No. 21606


The motion for the adoption of the resolution was duly seconded by Councilmember LaCroix, 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 10th day of February 2025.

Adjournment

The Champlin City Council adjourned the regular meeting at 7:30 p.m.


Ryan Sabas, Mayor

Attest:


Julie Tembreull, Executive Assistant/City Clerk

Councilmember Truesdell introduced the following Resolution and moved its adoption:

**RESOLUTION NO. 2025-12
CITY OF CHAMPLIN
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDER
ADVERTISEMENT FOR BIDS FOR THE GOOSE LAKE PKWY & ELM CREEK TRAIL
AREA, IMPROVEMENT PROJECT NO. 22502**

WHEREAS, pursuant to a resolution passed by the Council on November 12, 2024, plans and specifications have been submitted, and a Public Hearing was held, and the City Council ordered the project for the Goose Lake Pkwy & Elm Creek Trail Area, Improvement Project No. 22502, and

WHEREAS, the project consists of the following streets:

Goose Lake Pkwy EB & WB from Hazelwood Lane to Elm Creek Pkwy
Elm Creek Tr Highview Ct
Hilltop Ct Magnolia Ct
Norway Ct Oakview Ct
Pondview Cir Pondview Ct, and

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

1. The plans and specifications for the above-mentioned areas for the Goose Lake Pkwy & Elm Creek Trail Area, Improvement Project No. 22502 are hereby approved.
2. The City Clerk shall prepare and cause to be placed on the City's website and in Quest Construction Data Network, an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall specify the work to be done and shall state that bids will be received by the Clerk until 10:00 AM on March 11, 2025, at which time they will be opened electronically in the presence of the City Clerk or Engineer, will then be tabulated and will be considered by the Council of 7:00 p.m. on March 24, 2025, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless filed as set forth in the instructions to bidders in compliance with the requirements of electronic bidding and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the Clerk for 5% (five percent) of the amount of such bid.

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 10th day of February 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. 2025-13
CITY OF CHAMPLIN
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDER
ADVERTISEMENT FOR BIDS FOR THE JEFFERSON HWY/ELM CREEK
PKWY/SIGNALS PROJECT, IMPROVEMENT PROJECT NO. 22501**

WHEREAS, pursuant to a resolution passed by the Council on November 12, 2024, plans and specifications have been submitted, and a Public Hearing was held, and the City Council ordered the project for the Jefferson Hwy/Elm Creek Pkwy/Signals Project, Improvement Project No. 22501, and

WHEREAS, the project consists of the following streets:

Elm Creek Pkwy between Jefferson Hwy to 169
Jefferson Hwy

and

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

1. The plans and specifications for the above-mentioned areas for the Jefferson Hwy/Elm Creek Pkwy/Signals Project, Improvement Project No. 22501 are hereby approved.
2. The City Clerk shall prepare and cause to be placed on the City's website and in Quest Construction Data Network, an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall specify the work to be done and shall state that bids will be received by the Clerk until 10:00 AM on March 18, 2025, at which time they will be opened in electronically in the presence of the City Clerk or Engineer, will then be tabulated and will be considered by the Council of 7:00 p.m. on March 24, 2025, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless filed as set forth in the instructions to bidders in compliance with the requirements of electronic bidding and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the Clerk for 5% (five percent) of the amount of such bid.

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 10th day of February 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. 2025-14
CITY OF CHAMPLIN
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENT FOR BIDS FOR THE 109TH AVE RECONSTRUCTION PROJECT,
IMPROVEMENT PROJECT NO. 21606**

WHEREAS, the project consists of reconstructing 109th Ave Project 1 between Jefferson Hwy and Winnetka Ave, excluding the area covered by Project 2 which includes the intersection of 109th at Hwy 169 and

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

1. The plans and specifications for the above-mentioned areas for the 109th Ave Reconstruction Project 1, Improvement Project No. 21606 are hereby approved.
2. The City Clerk shall prepare and cause to be placed on the City's website and in Quest Construction Data Network, an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall specify the work to be done and shall state that bids will be received by the Clerk until 10:00 AM on March 20, 2025, at which time they will be opened in electronically in the presence of the City Clerk or Engineer, will then be tabulated and will be considered by the Council of 7:00 p.m. on April 14, 2025, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless filed as set forth in the instructions to bidders in compliance with the requirements of electronic bidding and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the Clerk for 5% (five percent) of the amount of such bid.

The motion for the adoption of the resolution was duly seconded by Councilmember LaCroix, 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 10th day of February 2025.

Ryan Sabas

Ryan Sabas, Mayor

ATTEST:

Julie Tembreull

Julie Tembreull, Exec. Asst./City Clerk