

Minutes of the Proceedings of the Economic Development Authority of the City of Champlin in the County of Hennepin and the State of Minnesota Pursuant to Due Call and Notice Thereof

Regular Meeting  
December 8, 2025  
Municipal Center

- Call to Order                    The Champlin Economic Development Authority met in Regular Session and was called to order by President Sabas at 7:34 p.m.
- Pledge                            The Pledge of Allegiance was recited.
- Roll Call                        Present were President Ryan Sabas and Commissioners Tom Moe, Jessica Tesdall, Tim Huttner and Tim LaCroix.
- Absent: None.
- Also present were Deputy Executive Director Jenny Max, Executive Director Scott Schulte, Finance and Administrative Services Director Korrie Johnson and City Attorney Dave Schaps.
- Agenda                         Motion by Commissioner Huttner and seconded by Commissioner LaCroix to approve the agenda for the December 8, 2025, Regular Meeting as presented. Voting in favor were President Sabas, Commissioners Moe, Tesdall, Huttner, and LaCroix. Voting against: none. Motion carried.
- Minutes                         Motion by Commissioner Moe and seconded by Commissioner LaCroix to approve the minutes of the November 10, 2025, EDA Regular Meeting as presented. Voting in favor were President Sabas, Commissioners Moe, Tesdall, Huttner, and LaCroix. Voting against: none. Motion carried.
- New Business
- Local Affordable Housing    The Executive Director reported that in 2024, the City received approximately \$103,000 in Local  
Aid (LAHA)                    Affordable Housing Aid (LAHA) funds to support affordable housing initiatives for use in 2025. The  
Administration Fees        City's EDA elected to allocate the funds to the City's Front Door Program. The Front Door Program  
                                     is a grant program that assists qualified homeowners with exterior, front façade home improvements.  
                                     Due to the lack of in-house staff to administer the program, the EDA contracted with the Center for  
                                     Energy and Environment (CEE). CEE charges a one-time setup fee of \$1,500, an annual  
                                     administration fee of \$5,000, and \$600 per grant closed. Administrative costs for the 2025 program  
                                     amounted to \$15,500. Initially, staff believed that LAHA funds could be used to support program  
                                     administration costs; however, Minnesota Housing recently provided guidance that administrative and  
                                     staffing costs are ineligible. He explained that the EDA will be required to pay administrative  
                                     expenses related to future programs and reviewed the 2026 budget impacts.
- President Sabas stated that he will also provide this information on the administrative expenses to the  
                                     North Metro Mayors. He stated that a large portion of the community was constructed in the 1970s  
                                     and could benefit from maintenance and improvements, noting that the program can assist with that  
                                     while improving the aesthetic and values in the community.
- The Executive Director commented that it takes a lot of time to administer these programs in-house,  
                                     and Champlin does not have the staffing capacity for that. He stated that other cities that administer  
                                     the programs in-house have dedicated staff for these programs.
- Commissioner Moe asked about the number of applicants for the program this last year.
- The Executive Director replied that there were 50-plus original applicants, which were reduced to 18  
                                     through the process. He noted the program requirements and limitations and explained that some  
                                     changes were made to the program to expand eligibility.
- Commissioner Huttner asked if the funds were fully expended.
- The Executive Director replied that about \$30,000 is left and will roll over into 2026.

Commissioner LaCroix recognized that the language from the legislation was not very clear related to administrative fees, and that was then clarified by lawyers. He supported the costs as presented.

#### Motion

Motion by Commissioner Huttner and seconded by Commissioner Moe to approve the use of 2026 LAHA funds as outlined in the staff report. Voting in favor were President Sabas, Commissioners Moe, Tesdall, Huttner, and LaCroix. Voting against: none. Motion carried.

#### Resolution Approving an Interfund Loan from the EDA to the City for Purchase of Real Property

The Executive Director stated that in June 2023, Metro Transit (MTC) permanently closed the West River Road Park and Ride at 6020 117<sup>th</sup> Avenue North. The 151-space park and ride was closed due to declining use over the past decade and the availability of other park and rides in the market area. The property was originally acquired by the City in 1989 (acquisition costs were paid by the MTC), and the property was conveyed from the City to MTC. In 2024, the Metropolitan Council declared the property surplus for disposition and authorized the Regional Administrator to negotiate a fair market sale to the City and to execute the termination of the Joint Powers Agreement for the Construction and Maintenance of the Park and Ride Lot. In July 2025, the EDA Board authorized staff to make a purchase offer for the lot at a price of \$145,00, the MET Council is amenable to the price, though they believe it is below fair market price.

Mayor Sabas asked if there would be interest charged.

The Executive Director replied that this would not include interest. He noted that the funds from the later sale of the property would be returned to the EDA.

Commissioner Moe recognized that if the sale of the property goes above a threshold, a percentage of the profits would need to be shared with the MET Council.

The Executive Director confirmed that is accurate and reviewed the terms.

Mayor Sabas stated that he would be interested in discussing the possibility of the property being EDA-owned rather than City-owned.

The Executive Director stated that he would envision an RFP process for the property, which would include a number of stipulations for the potential development. He stated that the City would have the ability to reject any or all proposals. He stated that the Council would not need to hold a public hearing for the sale of the property, whereas the EDA would be required to hold a public hearing.

The City Attorney provided additional input, noting that EDA ownership of a property uses different pools of money.

The Executive Director suggested moving forward as proposed, and then there can be continued discussions on who would ultimately own the property. He stated that staff could then present more advantages and disadvantages.

Commissioner Huttner asked if the profit share would remain in place if the EDA owns the property.

The City Attorney stated that the details of the Purchase Agreement would need to remain in place, whether the City or EDA has ownership.

President Sabas commented that the City would also want to maintain a good relationship with the MET Council and did not believe that would be worth the risk.

#### Resolution 2025-01


Commissioner Moe introduced the following resolution and moved its adoption:

A Resolution Authorizing an Interfund Loan to the City of Champlin General Fund from the Champlin Economic Development Authority's Growth Fund

The motion for the adoption of the resolution was duly seconded by Commissioner LaCroix, and upon vote being taken thereon, the following voted in favor thereof: President Sabas, Commissioners Tesdall, Moe, Huttner and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 8<sup>th</sup> day of December 2025.

Adjournment

The City of Champlin Economic Development Authority adjourned the meeting at 7:54 p.m.

  
Ryan Sabas, President

Attest:

  
Julie Tembreull, Executive Assistant/City Clerk

Commissioner Moe introduced the following resolution and moved its adoption:

**RESOLUTION NO. 2025-01  
CITY OF CHAMPLIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA**

**RESOLUTION AUTHORIZING AN INTERFUND LOAN TO THE CITY OF CHAMPLIN  
GENERAL FUND FROM THE CHAMPLIN ECONOMIC DEVELOPMENT  
AUTHORITY'S GROWTH FUND**

WHEREAS, the Champlin Economic Development Authority (EDA) desires to authorize an interfund loan from the EDA Growth Fund to the City of Champlin General Fund in the amount of \$145,000 for the purpose of acquiring the former Park and Ride parcel from the Metropolitan Council; and

WHEREAS, the loan shall be made effective at the time of closing on said parcel at an interest rate of zero percent; and

WHEREAS, the City of Champlin shall pay back the entirety of the loan and all sale proceeds to the EDA upon sale of the parcel.

NOW, THEREFORE IT BE RESOLVED by the EDA Board of Commissioners to authorize an interfund loan of \$145,000 from the EDA's Growth Fund to the City of Champlin General Fund to support acquiring the former Park and Ride parcel from the Metropolitan Council. Said loan shall have a zero percent interest rate and all sale proceeds resulting from the City's sale of the parcel shall go to the EDA.

The motion for the adoption of the resolution was duly seconded by Commissioner LaCroix, and upon vote being taken thereon, the following voted in favor thereof: President Sabas, Commissioners Tesdall, Moe, Huttner and LaCroix, and the following voted against the same: none, whereupon said resolution was passed this 8th day of December 2025.

*Ryan Sabas*

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Ryan Sabas, Mayor

ATTEST:

*Julie Tembreull*

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Julie Tembreull, Exec. Asst./City Clerk