

Worksession
October 14, 2025
Municipal Center

Call to Order	The Champlin City Council met in Worksession and was called to order by Mayor Ryan Sabas at 5:00 p.m.
Roll Call	<p>Present were 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 Jenny Max, City Engineer Heather Nelson, City Planner Lexi Smith and City Attorney Dave Schaps.</p>
Approval of Agenda (October 14, 2025) Motion	Motion by Councilmember Moe and seconded by Councilmember Truesdell to approve the agenda for the October 14, 2025, Work Session as presented. Voting in favor were Mayor Sabas, Councilmembers Tesdall, Moe, Truesdell and LaCroix. Voting against: none. Motion carried.
Review Revised Assessment Policy	<p>City Engineer Nelson stated that the City of Champlin has a long history of assessing improvement projects. The current Assessment Policy was last updated in 2003, and the City's practice has followed the policy, but the current policy is outdated and disorganized. This update is a rewrite of the policy, intended to comply with State Statutes and the current assessment practices.</p> <p>The Council suspended this discussion to allow discussion on the next item.</p>
Discussion on Potential Amendments to Accessory Structure Regulations	<p>The City Planner stated that the City's zoning code currently regulates the size of accessory structures based on total lot area. This tiered approach establishes maximum allowable square footage for accessory structures that increases incrementally with larger lot sizes. This topic was requested by the City Council for discussion following the most recent variance request related to accessory structure size, which the Council tabled on September 22nd, to allow staff to bring forward potential alternative options. This ordinance was last reviewed and amended in 2019.</p> <p><u>Council Consensus:</u></p> <ul style="list-style-type: none">• The Council provided direction to staff to draft potential ordinance amendments. <p>The meeting was recessed at 5:57 p.m.</p> <p>The meeting reconvened at 7:36 p.m.</p>
Review Revised Assessment Policy (Continued)	<p>The City Engineer continued to review the proposed changes to the Assessment Policy.</p> <p><u>Council Consensus:</u></p> <ul style="list-style-type: none">• The Council provided input on the potential policy amendments. Nelson noted she will finalize the updated policy and will include it on an upcoming agenda for approval.
Discussion Regarding City Council Vacancy Process	City Administrator Max stated that Councilmember Nate Truesdell has submitted his letter of resignation from the City Council, effective October 31, 2025. The Council will accept his resignation at the October 27 th Council meeting. When the resignation is accepted, the City Council will declare a vacancy that will outline how the vacant Ward 3 Council seat will be filled. Councilmember Truesdell's term runs from 2025-2028; as more than half of the term remains, a special election will need to be incorporated into the process.

Council Consensus:

- It was the consensus of the Council to initiate the process to fill the vacancy by soliciting letters of interest from eligible residents in Ward 3 and conduct interviews to appoint a replacement and to direct staff to plan for a special election in May 2026 to fill the remainder of Councilmember Truesdell's term through 2028.

Adjournment

The Champlin City Council adjourned the work session at 8:20 p.m.



Ryan Sabas, Mayor

Attest:



Julie Tembreull, Executive Assistant/City Clerk