

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
November 10, 2025
Municipal Center

Call to Order The Champlin Economic Development Authority met in Regular Session and was called to order by President Sabas at 6:38 p.m.

Pledge The Pledge of Allegiance was recited.

Roll Call Present were President Ryan Sabas and Commissioners Tom Moe and Tim LaCroix.

 Absent: Commissioner Jessica Tesdall. There is a current Ward 3 vacancy.

 Also present were Deputy Executive Director Jenny Max, Executive Director Scott Schulte, City Attorney Dave Schaps, Finance and Administrative Services Director Korrie Johnson and City Planner Lexi Smith.

Agenda Motion by Commissioner LaCroix and seconded by Commissioner Moe to approve the agenda for the November 10, 2025, Regular Meeting as presented. Voting in favor were President Sabas, Commissioners Moe and LaCroix. Voting against: none. Motion carried.

Minutes Motion by Commissioner Moe and seconded by Commissioner LaCroix to approve the minutes of the September 22, 2025, EDA Regular Meeting as presented. Voting in favor were President Sabas, Commissioners Moe and LaCroix. Voting against: none. Motion carried.

2026 Use of Local New Business
Affordable Housing Aid City Planner Smith stated that in 2024, the City began receiving annual allocations of Local Affordable
(LAHA) Funds Housing Aid (LAHA) funds from the State of Minnesota to support affordable housing initiatives. In 2024, the City received approximately \$103,000 in LAHA funds for use in 2025, which were allocated to the Front Door Program. The Front Door Program is a grant program that assists qualified homeowners with exterior, front façade home improvements. In 2025, the City will receive \$279,775 in LAHA funds to spend in 2026. Staff recommend continuing the Front Door Program with several updates and reserving a portion of the funds to support a new housing loan program in 2027.

 Mayor Sabas asked for information on the eligibility of a roof.

 City Planner Smith stated that there were quite a few roof projects, and because of the cost, they use a lot of the available funds in the program, but do not make a large impact on the front façade of a home. She stated that a requirement is proposed to be added to include a second project with a roof. She noted that input was received from neighboring communities that require a beautification project in conjunction with a necessary project.

 Councilmember Moe recognized that the program threshold for the property value was \$350,000 and is proposed to increase to \$450,000. He asked and received confirmation that the intent is to make more homes eligible. He referenced the income thresholds and suggested that they be clarified.

 City Planner Smith confirmed that it could be done.

 Councilmember Moe also recognized the proposed increase in the project award amounts. He agreed with the change to require a beautification project with a roof project.

 Executive Director Schulte commented that there were a lot of inquiries in the program from residents who had home values just over \$350,000, and therefore, this increase will make more homes eligible.

Motion Motion by Commissioner Moe and seconded by Commissioner LaCroix to approve the use of 2026 LAHA funds as outlined, allocating \$150,000 to the Front Door Program with the noted program modifications and to allocate the remaining funds to the Housing Trust Fund for future program

development. Voting in favor were President Sabas, Commissioners Moe and LaCroix. Voting against: none. Motion carried.

2026 EDA Budget and
Levy

Executive Director Schulte stated that State Statute requires that the EDA recommend and that the City Council adopt the final 2025 Housing and Redevelopment Authority (HRA) levy by December 26, 2025. The proposed levy and budget were presented to the EDA on September 3rd and he presented one change that has been made since that time.

Motion

Motion by Commissioner LaCroix and seconded by Commissioner Moe to adopt the 2026 budget and recommend the City Council levy a Housing and Redevelopment Authority tax of \$678,000. Voting in favor were President Sabas, Commissioners Moe and LaCroix. Voting against: none. Motion carried.

18 West River Parkway
and 19 Colburn Entry –
Building Plans

Executive Director Schulte stated that the EDA purchased 18 West River Parkway and 19 Colburn Entry from John Paul's Auto in 1995 for \$160,000. The properties were leased back to John Paul's Auto until 2016. In 2018, the EDA entered into a lease with Champlin Sinclair for the building and vacant lot. Sinclair's lease terms were set at \$2,000 per month with tenant responsibility for all utilities and maintenance. The lease was month-to-month with no end date. In 2024, staff established a new month-to-month lease for \$2,400 per month with an increase of \$70 per year. The new lease was also month-to-month. With intentions to sell their service station and building, Champlin Sinclair requested to terminate their lease. On October 31, 2025, Sinclair vacated the properties. The vacancy presents an opportunity to assess the building's future. Executive Director Schulte presented background on the building, an overview of building options, and a recommended course of action.

Mayor Sabas recognized that the Sinclair property plays a part in this area and decision. He recognized the decision to rent the property to Sinclair in the past and believed that was the right decision at that time. He had concerns with renting the property without knowing what would happen with the Sinclair property. He stated that perhaps the building is used for storage of vehicles throughout the winter, and whether the City would have the ability to offer that service to residents for a charge.

Commissioner Moe asked if there was any update on the Sinclair property. He asked if there would be interest in someone wanting to rent the building month to month, given that it is already November.

Executive Director Schulte stated that the broker for the Sinclair property was at the property, and there has been some interest in the site, but the interest was in the whole block, noting that part of that block is city-owned property. He noted that he has not received any calls from interested parties. He commented that he would be okay supporting a longer-term rental, such as six months to begin, as a business may not want to have a month-to-month lease to start.

Mayor Sabas commented that he would not want to remove the building, as Sinclair has buildings on both sides of it. He stated that if there is interest in renting the building, he would want the renter to be aware of the situation on the front end.

Executive Director Schulte stated that zoning may not allow storage for that building.

Mayor Sabas agreed that most people already have their items stored for the winter.

Commissioner Moe noted that the setup of the building would make it difficult for renters to access their stored vehicles. He stated that he could also support renting the building, as long as the business is aware of the situation.

Mayor Sabas suggested offering a six-month lease to begin, with a 60-day clause included after that period to terminate the lease.

Commissioner LaCroix stated that he also does not support removing the building and would agree with renting the building as discussed, offering a six-month lease to begin. He asked if an auto repair use could operate under the existing Conditional Use Permit (CUP), or whether a business would need to apply for that, recognizing that the CUP process could be a deterrent for a short lease period.

Executive Director Schulte stated that he would need to verify if the CUP would continue to allow an

auto repair use.

Commissioner LaCroix agreed with the suggestion of Mayor Sabas that perhaps there is a local business looking for more storage and could use the building for that purpose throughout the winter months.

The City Attorney stated that staff can review the CUP to determine the uses that would be allowed and whether it would continue to a new user or whether it had lapsed.

Executive Director Schulte recognized the consensus to lease the space and noted that the EDA would be asked to approve any proposed lease terms.

Approve Decision to Not
Waive Statutory Tort
Liability Limits for the
Champlin Economic
Development Authority

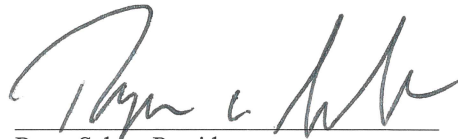
Finance Director Johnson stated that cities obtaining coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the Minnesota statutory tort limits to the extent of coverage purchased. This decision must be made on an annual basis.

Motion

Motion by Commissioner LaCroix and seconded by Commissioner Moe to not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 for the Champlin Economic Development Authority. Voting in favor were President Sabas, Commissioners Moe and LaCroix. Voting against: none. Motion carried.

Adjournment

The City of Champlin Economic Development Authority adjourned the meeting at 7:13 p.m.


Ryan Sabas, President

Attest:


Julie Tembreull, Executive Assistant/City Clerk