

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE CITY OF CHAMPLIN IN THE COUNTY OF HENNEPIN AND IN THE STATE OF
MINNESOTA THEREOF:

REGULAR MEETING
AUGUST 4, 2025
COUNCIL CHAMBERS

CALL TO ORDER

The Champlin Parks and Recreation Commission met in a Regular Meeting and was called to order by Chair Gary Flandrick at 7:00 p.m.

ROLL CALL

Present: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller.

Absent: Commissioners Mary Broughton and Rob Musto.

Also present: Park & Rec Director Dan Glynn.

PLEDGE OF
ALLEGIANCE

APPROVAL OF
AGENDA

Motion by Commissioner Mueller, seconded by Commissioner Hirsch, to approve the agenda for the August 4, 2025 Regular Meeting as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller. Motion carried 4-0.

ADOPTION OF
MINUTES

July 1, 2025 Regular
Meeting

Motion by Commissioner Hirsch, seconded by Commissioner Mueller, to approve minutes for the Parks and Recreation Commission Regular Meeting of July 1, 2025, as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller. Motion carried 4-0.

ANNOUNCEMENTS

Mr. Glynn made the following announcements:

Parks and Recreation offers a variety of programs in August for all ages. Be sure to visit the online catalog to browse offerings and reserve a spot.

The City is collaborating with LHB to develop a comprehensive park system plan. We are asking residents for feedback. Let us know what is working well, what isn't working, and what is needed in the park system by taking our survey. The survey can be found at www.publicinput.com/champlinparks and closes on August 10, 2025.

RESIDENT FORUM

No one appeared to address the Commission.

NEW BUSINESS

2026-2035 Parks and
Recreation Capital
Improvement Plan

Mr. Glynn reviewed that the Parks & Recreation Department is responsible for developing and managing the Capital Improvement Plan (CIP) for key community assets, including the parks system, trails, Champlin Ice Forum, and the Mississippi Crossings Event Center. The CIP is a scheduled plan for public physical improvements based on identified priorities and the City's financial outlook.

A PowerPoint presentation was given.

Overview – A CIP is a long-term planning document to identify, prioritize, and budget for major physical projects and infrastructure improvements over a multi-year period. The City of Champlin CIP is 10 years. The Parks & Recreation Department is responsible for the Park System, Champlin Ice Forum, and the Mississippi Crossings Event Center.

2026 – Park System CIP Items:

- Park Furnishing Replacements - \$10,000.
- Repair Existing Fence - \$8,000.

- Park System LED Light Upgrades - \$10,000.
- 519 E. Hayden Lake Road Demo, Abatement, and Property Removal - \$55,000.
- Woodlawn Basketball Court Reconstruction - \$72,000.
- JRAC – Ballfield Upgrades - \$24,000. (City - \$10,000 and Association \$14,000).
- Park System Master Plan - \$38,582.
- Andrews Park
 - Warming House Updates & Roof - \$30,000.
 - Picnic Building Locks - \$6,500.
 - Programming Building Renovations - \$6,500.
 - Splash Pad Equipment Replacement - \$10,000.
- Trail System Replacement Program.
 - 2026 Trail System Replacement Program - \$736,000. 6,703LF. Drainage Issues.
 - 2027 Trail System Replacement Program - \$332,000. 2,952LF.
 - 2028 Trail System Replacement Program - \$857,000. 3,456LF. Galloway Park Parking Lot.
 - 2029 Trail System Replacement Program - \$1,156,000.
 - 2030 Trail System Replacement Program - \$565,000.
 - 2031 Trail System Replacement Program - \$266,000.
 - 2032 Trail System Replacement Program - \$274,000.
 - 2033 Trail System Replacement Program - \$626,000.
 - 2034 Trail System Replacement Program - \$250,000.
 - 2035 Trail System Replacement Program - \$750,000.
- Playground Replacement Plan.
 - 2026 Playground Replacement Plan - Shores Park 3,600SF \$120,000.
 - 2027 Playground Replacement Plan – Oak Creek Park 2,500SF \$81,000.
 - 2028 Playground Replacement Plan – Paul Wethern Park 4,200SF \$169,000.
- Brown Property Project
 - 2026, 519 E. Hayden Lake Rd Demo & Abatement - \$55,000.
 - 2027 Park Master Plan & Cultural Resources - \$55,000 & \$25,000.
 - 2028, 701 E. Hayden Lake Rd Demo & Abatement - \$52,500.
 - 2028 Park Development - \$1,500,000.
- Notable Future Projects.
 - 2027 Richardson Park Reconstruct Tennis Courts - \$114,000.
 - 2027 Mississippi Crossings Jetty - \$250,000 (City - \$105,000, Grant - \$145,000).
 - 2027 & 2028 Chandler Park Master Plan & Rebuild \$55,000 & \$3,000,000.
 - 2028 Andrews Park Tennis Court Reconstruction - \$300,000.
 - 2030 Andrews Park Retrofit Lighting – Phase I - \$365,000.
 - 2031 Andrews Park Irrigation Replacement - \$400,000.
- 2026 Champlin Ice Forum CIP Projects
 - Parking Lot Reconstruction - \$750,000.
 - Plumbing Correction/Maintenance Area - \$250,000.
 - Bathroom Shower Updates - \$30,000.
 - Door Replacement - \$30,000.
 - Sound System - \$60,000.
 - Parking Lot Maintenance - \$12,000.
 - Lobby Flooring Repairs & Refinishing - \$30,000.

The total cost for 2026 projects includes \$1,322,582 for the parks system and \$1,162,000 for the Champlin Ice Forum, for a combined total of \$2,484,582.

The detailed proposed plans for each area the department is responsible for were provided for Commission review. Staff recommends approving the 2026-2035 Capital Improvement Plan as presented.

Commissioner Mueller asked if there is a market for used splash pad equipment. Mr. Glynn stated he does not know, and the old equipment is being stored in case of need in the future.

Motion by Commissioner Mueller, seconded by Commissioner Hirsch, to approve the 2026-2035 Capital Improvement Plan as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller. Motion carried 4-0.

OLD BUSINESS

Third-Party Advertising in Parks

Mr. Glynn reviewed that City Staff was recently contacted by two organizations that use the City's sports facilities, asking if they could sell advertising on outfield fence lines. They would then use the proceeds to lessen costs for their members. The City currently sells advertising on fence lines at Andrews Park. Having a third party selling advertising is currently not possible due to the City Ordinance Sec 42-26 – Advertisement.

The City Attorney reviewed the Code language and stated the City has two options:

1. Delete the code language listed below and deal with the issue via a City policy.
2. Delete and replace with the following language: "Posting signs or advertisements. No person shall post any sign or advertisement in a City park unless authorized by the City."

The City Attorney also proposed language for the policy. "All sponsorships and advertisements shall be consistent with the City's mission and values and will not compromise or contradict any ordinance or policy of the City or reflect negatively on the City's public image.

No advertising for firearms, liquor products, tobacco products, political or religious people or organizations, or sexually oriented products or stores shall be permitted on or within public facilities or property, or in City publications. Companies that are in the primary business of selling liquor or tobacco products may advertise in printed publications other than those concerning City parks, recreation, or youth programs.

Sponsorship and advertising proposals will be reviewed and evaluated by the City. The City reserves the right to reject any sponsorship.

The City reserves the right to terminate an existing sponsorship or advertising agreement in the best interests of the City."

Mr. Glynn provided neighboring city comparisons to their policies. Staff recommends updating both the City's Facility Use Policy and the relevant City ordinance to reflect this change. The amended code language was provided for Commission review.

The Commission tabled this item in November 2024 as they wanted to do a park tour to see how advertising signage would look in the parks. This tour took place as part of the June 2025 work session meeting. This item was again tabled at the July 2025 meeting.

There is currently no consistent industry standard regarding third-party advertising in parks. The decision largely depends on the vision and preferences of the governing bodies responsible for each park system. During the parks tour in June, the Parks & Recreation Commission's consensus was that additional advertising would be a negative to park aesthetics, and there were other avenues for the youth sport organizations to raise funds.

The City of Champlin Rules and Regulations for Community Rental Spaces and Park Facilities/Fields were provided with updates to the Advertising in Parks section for Commission review.

Motion by Commissioner Mueller, seconded by Commissioner Minge, to not allow Third-Party Advertising in City parks. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller. Motion carried 4-0.

PARKS & RECREATION UPDATE

DIRECTOR'S REPORT

Mr. Glynn reviewed the August 2025 Director's Report:

- Park System Master Plan Update.
 - The first-round survey is live. As of this morning, 820 people have responded to the survey. The survey was distributed through the City's listserv, department customer

database, July utility billing statement, social media, and yard signs at parks. The survey will be live through August 10, 2025. The consultants are pleased with the number of responses.

- We hosted a stakeholder meeting for sport organizations that use the park system on July 22, 2025. Overall, the different organizations are pleased with how things are going. The biggest needs, wants, and desires more rectangular field space outside and an indoor facility. We will be having a stakeholder meeting for neighboring government organizations on August 4. Representatives from the City of Brooklyn Park, Anoka-Hennepin School District, City of Dayton, and Three Rivers Park District have confirmed attendance.
- LHB and staff had pop-up booths at the farmer's market on July 1, Summer Series concert on July 24, and Big Trucks and Cool Stuff on July 31. The public is asked what is going well, what isn't working, and what they think is needed in the park system.
- The feedback from residents has been overwhelmingly positive that we are asking them about the park system.
- Staff and LHB toured the rest of the park system on July 24, 2025.
- The Saturday night concert and fireworks for Father Hennepin Festival have been rescheduled to Friday, August 29. The concert will now be at the Mississippi Crossings and will be free to attend.
- There are three Summer Series concerts in August:
 - August 7 – Anthony Shore (Elvis Tribute).
 - August 14 – Girls Night Out (Country).
 - August 21 – Gen X Jukebox ('90s Hits).
- The Champlin Farmer's Market runs through September 30 and is on Tuesdays from 2:00 – 6:00 p.m.
- Andrews Park hosted the NAFA Northern National youth softball tournament July 24-27. 120 teams from across the country played in the tournament.
- The lease expired at the end of June for 519 E. Hayden Lake Road. Staff had the utilities turned off. Police and Fire have been using the home for training purposes. It was advised not to demo the property until tribal consultations have begun, since there are mapped burial mounds on the property.
- The 2025 Trail project is tentatively scheduled to start the week of August 18 and be completed by the end of September. The project area is between Kentucky Ave N. and Douglas Ave. The trail will be closed during construction. A map of the project was provided for the Commission.

Commissioner Mueller noted he spoke with a friend who is in a wheelchair who told him there are three benches in Brittney Park. He suggested the location of the benches to the west and north ends be changed to allow people to look at the ducks. He had a concern about push scooters on the trails going fast with young operators and is concerned about liability. Mr. Glynn stated there are no motorized vehicles allowed on the trails. Mr. Glynn will speak with the Police Chief.

Commissioner Minge referred to the concert that was originally scheduled for the Father Hennepin Festival and asked how refunds were handled. Mr. Glynn stated all have been refunded.

ADJOURNMENT

Motion by Commissioner Hirsch, seconded by Commissioner Mueller, to adjourn the meeting. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller. Motion carried 4-0.

The meeting was adjourned at 7:30 p.m.



Gary Flandrick, Parks and Recreation Chairperson

ATTEST:



Dan Glynn, Parks and Recreation Director

