

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
JULY 1, 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 Broughton and Musto.

Also present: Park & Rec Director Dan Glynn.

PLEDGE OF
ALLEGIANCE

APPROVAL OF
AGENDA

Motion by Commissioner Hirsch, seconded by Commissioner Mueller, to approve the agenda for the July 1, 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

May 6, 2025 Regular
Meeting

Motion by Commissioner Hirsch, seconded by Commissioner Minge, to approve minutes for the Parks and Recreation Commission Regular Meeting of May 6, 2025, as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller. Motion carried 4-0.

May 6, 2025 Work Session
Meeting

Motion by Commissioner Hirsch, seconded by Commissioner Mueller, to approve minutes for the Parks and Recreation Commission Work Session Meeting of May 6, 2025, as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Maggie Minge, and Tim Mueller. Motion carried 4-0.

June 3, 2025 Work Session
Meeting

Motion by Commissioner Mueller, seconded by Commissioner Minge, to approve minutes for the Parks and Recreation Commission Work Session of June 3, 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:

This July marks NRPA's 40th annual Park and Recreation Month. This year's theme, "Build Together, Play Together," is a reminder of the contributions of more than 160,000 full-time park and recreation professionals – along with hundreds of thousands of part-time and seasonal workers and volunteers – who maintain our country's close-to-home parks. Each July, we celebrate park and recreation professionals and how they improve the lives of tens of millions of people, making a lasting impact in communities across the country. Park and recreation programs are essential to community health and well-being, and help cultivate lifelong friendships, memories, and family bonds that people hold dear decades later.

The 2025 Champlin Farmers Market can be found in the Ice Forum parking lot every Tuesday from 2:00 p.m. to 6:00 p.m. through September. Come shop fresh, local goods weekly.

The MC Summer Series presented by Lightbridge Academy continues this Thursday with Dueling Noted.

Big Trucks & Cool Stuff is back on July 31st. This free event is held in the public works yard behind City Hall. This is a great opportunity for little ones to experience the big equipment the City has.

Commissioner Hirsch asked how the Farmer's Market was going, and Mr. Glynn stated it has been going well.

RESIDENT FORUM

No one appeared to address the Commission.

NEW BUSINESS

Community Event Partnership Policy

Mr. Glynn reviewed the past couple of years; the City has seen a significant increase in interest from parties seeking to partner with the City to host public events. This growing demand presents valuable opportunities for community engagement, cultural enrichment, and economic activity. However, it has also highlighted the need for a consistent and transparent approach to evaluating and managing these partnerships.

The Community Event Partnership Policy was developed to guide the City in evaluating partnership requests in a fair and consistent manner. The policy ensures that events align with the City's values and goals, while also confirming that partner organizations have the capacity and credibility to deliver high-quality events.

The Community Event Partnership Policy has four different definitions depending on the City's role in the event:

- Lead – City coordinates and manages all aspects of the event. City brings in partners and sponsors as needed.
- Partner – Partnership is mutually beneficial for all parties. Each partnering organization contributes resources to the planning and execution. Examples of resources may include meeting space, staff support, and coordination. At least one City division or department takes responsibility for the partnership and will be present at the event. The event may be promoted by the City.

To be considered for the City to be a Partner, organizations must demonstrate:

- Aligns with City of Champlin's mission, vision, and goals.
- Is free or low-cost.
- Located in a City of Champlin facility or park.
- Open to the public.
- Is nonpartisan.
- Does not promote any religion.
- Does not promote private business interests.

The following factors shall be considered when approving or denying a partnership: The individual/organization has a positive reputation:

- The individual or organization has a demonstrated positive relationship and history within the Champlin community.
- If no relationship with the City of Champlin exists, the individual or organization exhibits a genuine and good faith effort to advance the City's mission and goals.
- The organization and/or its planners exhibit integrity, credibility, strong reputation, leadership, and experience.
- The organization can execute and sustain its efforts independently, including funding.
- The proposal aligns with the vision, values, and goals of the City of Champlin.
- The applicant has demonstrated knowledge and ties its proposal to the City's vision, goals, and values.
- The applicant currently participates or volunteers with the City or other Champlin-based community groups.
- The proposal promotes overall civic engagement, meets an unidentified gap, or fulfills an existing need.
- The events or initiatives support an underrepresented cause or need in Champlin.
- The proposal is innovative and fosters a working relationship with new organizations or collaborates with one or more organizations.

- Supporter – The community group coordinates all aspects of the event. In accordance with the approval factors, the City may be able to provide other in-kind services such as:

- Staff attendance – the City may staff an outreach table or tent.
- Technical assistance – City staff can meet with groups to provide guidance for the event to include making connections to other groups and services in the community.
- Letters of support for other funding opportunities.
- The City may share information with the community as a courtesy.
- Other – Not sponsored or endorsed by the City.

Mr. Glynn stated Staff will use this policy to evaluate future partnership proposals and ensure transparency in the decision-making process. Parties wishing to partner with the City will be required to fill out an application form, which will then be reviewed by City staff utilizing an evaluation form. Staff recommends approval of the Community Events Partnership Policy. The policy will protect the City's interests while potentially expanding partnership opportunities that would benefit the community.

Commissioner Mueller asked if events would be graded after the event, and Mr. Glynn stated that all of the existing partnerships will continue, and new partnerships will be evaluated. We do not want to duplicate events during the year.

Motion by Commissioner Hirsch, seconded by Commissioner Minge, to approve the Community Events Partnership Policy 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 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 City 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.

Commissioner Minge referred to the funds going into the Park Facilities and asked if this was different from the original request to have funds help defray costs for participants. Mr. Glynn stated that is correct.

Motion by Commissioner Hirsch, seconded by Commissioner Minge, to approve the City's Facility Use Policy and the relevant City ordinance with changes as presented.

Commissioner Mueller noted that it does not seem the Commission is approving what was discussed at the last meeting. Mr. Glynn stated that the Commission discussed that it would not be aesthetically pleasing. Commissioner Mueller stated that after the park tour, the Commission felt further advertising would distract from the environment. He would move to not allow third-party advertising.

Commissioner Hirsch agreed that the Commission felt it would distract from the environment. Mr. Glynn stated that from the discussion during the park tour, he understood it would not detract from the appearance of the park. Commissioner Mueller stated that from the parks visited, he did not feel it belonged there. Mr. Glynn stated it is up to the Park Commission whether the Commission wants to do it or not, and if it is desired, the changes will need to be made to the Facilities Policy and the City ordinance.

Commissioner Minge stated she would like to see some definitions as to the number of advertisements that could be posted in a park facility.

Chair Flandrick recalled talking about allowing it in the three large parks within the City, and not the small community parks. Commissioner Hirsch stated that if it is up to the Commission, then each request will be looked at individually. Commissioner Minge stated it makes the most sense to table this and bring it to the next Commission Work Session for further discussion.

REVISED Motion by Commissioner Hirsch, seconded by Commissioner Mueller, to table consideration of the City's Facility Use Policy and the relevant City ordinance with changes as presented to the August Park Commission Work Session. 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 July 2025 Director's Report:

- The Park System Master Plan will have two surveys. The first-round survey is now live and can be filled out. The survey will be posted weekly for the next month on the City's Facebook account, inserted into the upcoming utility bill, sent to the Parks & Recreation Department's user list, and sent to community groups. Topics that get a lot of traction will then have more in-depth questions for the second-round survey.
- LHB will be having a pop-up booth for public engagement at the concert on 6/26.
- Father Hennepin Festival was cancelled Saturday afternoon after the incidents with Senator Hoffman and Representative Hortman. Staff is working on rescheduling the concert and fireworks for later this summer. The festival was off to a slow start with the weather that Champlin experienced on Thursday and Friday.
- The accessible dock connection at the Mississippi Crossings and another accessible trail in Mississippi Point Park have been completed.
- Trails were crack-sealed the week of June 21. Crack sealing of the parking lots at Andrews Park, JRAC, and Mississippi Crossings will happen within the next couple of weeks.
- The lease expires at the end of June at 519 E. Hayden Lake Road. Staff submitted a request to the County to remove it from the property tax rolls.
- We had a good crowd for the first Summer Series concert on June 5th.
- Miller Dunwiddie is completing the Condition Assessment study at Dunning School. This study is 100% grant-funded, as the City received a state historical society grant. Staff from Miller Dunwiddie visited the school on June 5. They took a 3D model of the building's interior using cameras and had tools to determine original paint colors, among other things.
- The City was awarded a grant from the County to replace the scoreboards at JRAC. CDAA and CPBA will offset any additional costs that are needed.
- Summer programming is in full swing, and the splash pad is open.

ADJOURNMENT

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

The meeting was adjourned at 7:40 p.m.

Gary Flandrick, Parks and Recreation Chairperson

ATTEST:

Dan Glynn, Parks and Recreation Director

