

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:

WORK SESSION MEETING  
JUNE 3, 2025  
COUNCIL CONFERENCE  
ROOM

CALL TO ORDER

The Champlin Parks and Recreation Commission met in a Work Session Meeting and was called to order by Chair Gary Flandrick at 6:00 p.m.

ROLL CALL

Present: Chair Gary Flandrick, Commissioners Mary Broughton, Ken Hirsch Jr., Jenny Max, Tim Mueller, and Rob Musto.

Absent: Commissioners Mike Maher and Maggie Minge

Also present: Park & Rec Director Dan Glynn and Jess Vetrano from LHB.

APPROVAL OF  
AGENDA

Motion by Commissioner Broughton, seconded by Commissioner Hirsch, to approve the agenda for the June 3, 2025, Work Session Meeting as presented. Voting in favor: Chair Gary Flandrick, Commissioners Mary Broughton, Ken Hirsch Jr., Jenny Max, Tim Mueller, and Rob Musto. Motion carried 6-0.

NEW BUSINESS

PARK SYSTEM  
MASTER PLAN  
CONSULTANT CHECK-  
IN

Park & Rec Director Dan Glynn reviewed the Park System Master Plan planning process, which began earlier this spring. Jess Vetrano from LHB was in attendance to provide an update on the progress made so far and to outline the public engagement opportunities planned for this summer.

Ms. Vetrano presented a Power Point reviewing Project Goals, Parks System Distribution, Demographics, and Community Engagement & Next Steps.

The project goals include:

- Collaborative and equitable planning, design, and engagement process.
- Develop system-wide, holistic plan that is unique to Champlin and reliant on community engagement.
- Develop a park system that is equitable, sustainable, and forward-thinking.
- Prepare a quality document that is accessible and actionable, which includes prioritization and financing strategies tying directly to your CIP.

There are almost 300 acres across 30 parks in the system, split into three categories – Community, Neighborhood, and Special Use. There are over 140 acres of greenways with trails connecting the system. There are three facilities, including the Champlin Community Center, Ice Forum, and Mississippi Crossings Event Center. A map of the park system was displayed for the Commission.

Commissioner Musto asked for the definition of accessible, and Ms. Vetrano stated according to ADA guidelines.

A trail system map was displayed and Ms. Vetrano noted it is a well-connected system between regional trails, city trails and city sidewalks. On-road trails were not included in the review as not all have protected infrastructure. Included was the planned expansion of West Mississippi Regional Trail which will connect Champlin's riverfront.

Community Parks are intended to serve the entire community. Access is assumed to be by personal vehicle for community parks. Community Park coverage is good for Champlin. Elm Creek Park Reserve also provides community-level amenities.

Commissioner Musto reminded Ms. Vetrano that the Elm Creek Park Reserve has swimming, and she stated she is aware of that. He noted there is a pool at the Lifetime Fitness Center. It was unknown if that is still publicly available.

Commissioner Broughton asked about a pool/beach on the Brown property. The Browns had wanted the property to be kept passive. Mr. Glynn stated that the property is deed-restricted for passive use. Ms. Vetrano stated in the plan from WSB that there was a beach proposed on the Brown property.

Neighborhood parks are intended to serve those living immediately around them. Access is assumed to be by foot or bicycle for neighborhood parks. Coverage is decent, even with access barriers of Highway 169 & Great River Road. Some gaps are filled by uses provided in community parks (i.e., Andrews Park) or schools (i.e., Jackson Middle School).

Ms. Vetrano reviewed Informal Summer Distribution, Athletic Fields Distribution, Play & Picnic Shelter Distribution, Informal Winter Distribution, Community Demographics, Median Income, Race, Home Ownership, Land Cover, and Surface Temperature.

Upcoming Community Engagement include:

- Stakeholder Meetings – Associations, schools, maintenance staff, and others who work with the City in the park system.
- Online Survey – First round aimed to gather feedback about the existing system and second round aimed to refine direction based on developed concepts. The questions on the survey were reviewed.
- Pop-Up Events – Summer Series, Farmer's Market, Big Trucks & Cool Stuff.

The Parks & Recreation Commissioners are requested to help, as LHB cannot attend every community event this summer. Commissioners will be provided with the tools to help collect input by providing boards and guidance materials. Next steps include:

- Finish tour of park facilities.
- Begin online survey, pop-up events, and stakeholder meetings.
- Continue to refine and complete existing conditions and analysis.

Commissioner Musto asked how the survey will be distributed, and Ms. Vetrano stated it will be placed on social media, sent to an email list, and put in with utility bills. Commissioner Broughton suggested it be put on the billboard and post flyers at Andrews Park. The online survey can be accessed through a QRG code. Commissioner Hirsch suggested a prize for those who respond by having their names put into a drawing.

Commissioner Musto asked what the response rate is for surveys, and Ms. Vetrano stated generally good, depending on how well advertised. The online survey should be available very soon.

Commissioner Broughton asked if respondents can be identified as whether they live in Champlin or not. Ms. Vetrano asked the Commission if there are any neighborhoods to be reached out to specifically.

## COMMUNITY EVENT PARTNERSHIP POLICY

Mr. Glynn reviewed that over 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.

**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.

**Key Criteria for Approval:**

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

- Aligns with the 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 demonstrated a positive relationship 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 initiative supports 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.

The proposal aligns with the vision, values, and goals of the City of Champlin:

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- The proposal is innovative and fosters a working relationship with new organizations or collaborates with one or more organizations.

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. A draft of the complete policy was provided for the commission's review and comment.

The draft will be reviewed again at the July Parks & Recreation Commission Meeting.

## PARKS & RECREATION UPDATE

Mr. Glynn provided the June 2025 Director's Report:

- LHB continues to work on the Park System Master Plan. They worked with staff to confirm park boundaries using the GIS data supplied by the City. There were discrepancies with park acreage with the City's Comprehensive Plan and other planning documents. LHB and staff did a park tour on 5/29. Parks toured included JRAC, Woodlawn, Harold Johnson, Andrews, Northland, Galloway, Brittany, Veterans, Chandler, Mississippi Point, Elm Creek Terrace, and the Brown property.
- Staff met with CDAA regarding the lawful gambling operation at the new restaurant. There will be ongoing negotiations between CDAA and the City. This was temporarily paused due to the retirement of the former City Administrator and the onboarding of the new City Administrator.
- The Community Center's roof was replaced on June 12.
- The retooled City Sponsorship program is doing well. Lightbridge Academy (new daycare by Target) will be the title sponsor of the MC Summer Series this year. Additionally, staff was able to secure premier sponsors from Comcast, CPYHA, and Edward Jones – David Keniston. Most of our other community events have title sponsors as well.
- MP Asphalt will be crack sealing parking lots at the Mississippi Crossings, Andrews Park, and JRAC in June.
- Staff has been working on getting proposals for the 2026 Trail Project. The trails for the 2026 project are in the southwest area of the City by Woodlawn Park.
- The Woodlawn Park Playground has been installed and is open.
- Staff has been working on the removal of some firepits at the Mississippi Crossings, ADA dock connection, and an ADA path in Mississippi Point Park.
- Staff has been getting ready for the MC Summer Series. There are two major logistical challenges facing us this summer: restaurant construction and the loss of 40 parking stalls, and the enforcement of no carry-in alcohol. Alcohol can be purchased at the restaurant in the future, as they will have exclusive alcohol sales. Staff met with the Police Department earlier this year to develop a plan on how to enforce no carry-in alcohol. We are going to focus on the education piece, which includes:
  - Four new sandwich boards with no carry-in alcohol messages. They will be placed at the two main walkways by the OPA, the DC Chandler parking lot, and the Dean Ave overflow lot.
  - Three new no-carry-in alcohol signs will be placed by the boat dock gangways.
  - Announcement before each concert.
  - No coolers on all advertising.

## OLD BUSINESS

### PARK TOUR FOR THE PURPOSE OF THIRD PARTY ADVERTISING

Mr. Glynn reviewed that City Staff were contacted by two organizations that use City athletic facilities to inquire if they could sell advertising on outfield fence lines. The proceeds would then be used to lessen costs for their members. This item was reviewed at the Parks & Recreation Commission work session meetings in October and November 2024 and was tabled at the regular meeting in November.

The item was to be revisited the following spring when commissioners would be able to tour the parks and assess the potential aesthetic impact the signage might cause. Previous discussions regarding aesthetic impact included elevated signs, signs allowed only near foul poles, and signage size.

The park tour will include Reynolds Park, JRAC, Northland Park and Andrews Park. Mr. Glynn will schedule the tour.

## OTHER BUSINESS

### ADJOURNMENT

Motion by Commissioner Musto, seconded by Commissioner Mueller, to adjourn the meeting. Voting in favor: Chair Gary Flandrick, Commissioners Mary Broughton, Ken Hirsch Jr., Jenny Max, Tim Mueller, and Rob Musto. Motion carried 6-0.

The meeting was adjourned at 7:00 p.m.

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Gary Flandrick, Parks and Recreation Chairperson

ATTEST:

  
Dan Glynn, Parks and Recreation Director

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