

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  
MARCH 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 Mary Broughton, Ken Hirsch Jr., Mike Maher, and Rob Musto.

Absent: Commissioner Tim Mueller

Also present: Park & Rec Director Dan Glynn.

PLEDGE OF  
ALLEGIANCE

APPROVAL OF  
AGENDA

Motion by Commissioner Musto, seconded by Commissioner Broughton, to approve the agenda for the March 4, 2025 Regular Meeting as revised removing adoption of minutes. Voting in favor: Chair Gary Flandrick, Commissioners Mary Broughton, Ken Hirsch Jr., Mike Maher, and Rob Musto. Motion carried 5-0.

ANNOUNCEMENTS

Mr. Glynn made the following announcements.

Tickets to the Family Glow Party on March 15<sup>th</sup> are available online. Join us for a night of glow-in-the-dark fun at the Mississippi Crossings Event Center. The party will feature neon lights, lively dance beats, a photo booth, and more.

Avoid the hassle of towing and launching your boat by purchasing a watercraft slip at Mississippi Crossings. Four slips are open for the 2025 boating season. We will have a lottery drawing on April 7<sup>th</sup> at 1pm to select winners. It's free to enter.

We seek to find vendors who want to be a part of the 2025 Farmers Market and 2025 Spring Craft Market. Interested in a booth at one or both events? Visit our website to learn more.

Commissioner Broughton asked where the farmer's market will be. Mr. Glynn stated it will be at the Ice Forum. The Craft Fair will be at the Crossings Event Center.

RESIDENT FORUM

No one appeared to address the Commission.

NEW BUSINESS

2024 Annual Report  
Presentation

Mr. Glynn reviewed the 2024 Parks & Recreation Annual Report offers a detailed overview of the department's activities, financial performance, and strategic progress over the past year. This year marked a pivotal phase of transition, as the department advanced its restructuring process with the creation of two new divisions: Recreation Programming and Facilities. This restructuring aimed to enhance operational efficiency, particularly in response to the addition of the Mississippi Crossing Event Center.

While these changes are still taking shape, their full impact is expected by 2026 as staff settle into their roles, the Recreation Coordinator position is filled in 2025, and seasonal employees transition into roles previously held by Public Service Workers at the Ice Forum.

The updated organizational chart, reflecting the completed restructuring, was provided for Commission review. Notably, the Recreation Facilities Manager began on September 30<sup>th</sup> and is taking over responsibilities previously managed by the Ice Arena Maintenance Supervisor in an interim basis. Additionally, the Event Center Supervisor joined the team on February 8<sup>th</sup>, and staff

demonstrated exceptional teamwork to manage the facility's demand until the position was filled and fully onboarded. The complete 2024 Annual Report was provided for Commission review. Mr. Glynn reviewed a power point presentation in detail.

Commissioner Musto asked about the transition to seasonal workers savings and Mr. Glynn stated the savings is \$69,000. Mr. Glynn noted there was not a facilities manager for the first half of the year.

#### Approval of 2025 Portable Restroom Vendor

Mr. Glynn reviewed the City uses a substantial number of portable restrooms in the park system and for special events. The City has provided a level of service where portable restrooms are located in parks with programmed activities thus not all parks have restroom facilities.

To ensure that the City is receiving the best price and service a request for proposal (RFP) was sent to area portable restroom vendors earlier this year. The City received proposals from Nelson Sanitation, Biff's, LRS, and On Site Companies. Alpha Toilet Services, who has been the vendor for the City in the recent past did not submit a proposal.

Nelson Sanitation provided the lowest cost proposal with a combined (regular park service and special events) cost of \$28,012.50. The next lowest cost proposal was from LRS at a cost of \$31,695.00. Nelson Sanitation also provided the lowest cost for extra cleaning services.

Vendor	Event Cost	Park System Cost	Total
Nelson Sanitation	\$5,992.50	\$22,020.00	\$28,012.50
LRS	\$10,565.00	\$21,130.00	\$31,695.00
On Site Companies	\$17,318.00	\$28,136.00	\$45,454.00
Biff's	\$12,495.00	\$35,706.66	\$48,201.66

Mr. Glynn noted Nelson Sanitation provides portable restrooms for Wright County Parks and their staff has had a positive experience working with them.

In 2024, the City spent \$30,655 for portable restrooms for regular park service and special events. There would be anticipated savings of roughly \$2,500 in 2025 by using Nelson Sanitation.

Commissioner Musto asked how often the portable restrooms are serviced and Mr. Glynn stated for the high traffic area they are serviced twice a week and the others are once a week.

Motion by Commissioner Musto, seconded by Commissioner Maher, recommend the City Council approve Nelson Sanitation as the 2025 Portable Restroom Vendor. Voting in favor: Chair Gary Flandrick, Commissioners Mary Broughton, Ken Hirsch Jr., Mike Maher, and Rob Musto. Motion carried 5-0.

#### PARKS & RECREATION UPDATE

#### DIRECTOR'S REPORT

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

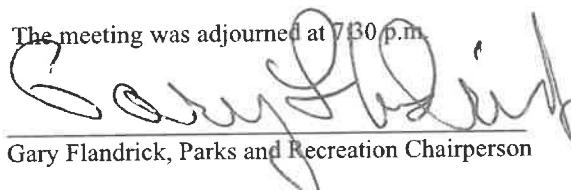
- LHB was selected as the consultant for the Park System Master Plan at the February Parks and Recreation Commission meeting. The agreement has been signed and work will start in April where the existing park conditions will be assessed.
- We are still waiting for a response from Xcel Energy regarding the encroachment permit for the 2025 Trail Project. A screenshot of the plans for the realignment around Xcel's utility pole was provided. The 90% design has been recently completed, and the plans and specifications will go to the City Council for approval on March 10<sup>th</sup>.
- There are four available spots at the leased dock space at Mississippi Point Park. It is free to enter the lottery and \$2350 for the season.
- Outdoor ice rinks closed for the season on February 23<sup>rd</sup>. Staff is compiling the use data to evaluate the service.
- The Frostbite 500 (Trout Ice Fishing Contest) sold out and was held on February 8<sup>th</sup>. The winner pictured below caught a 19" rainbow trout. The winner received a Traeger grill.

- Expedition Yeti finished on February 25<sup>th</sup>. 30+ families participated weekly in the scavenger hunt.
- Staff submitted bonding requests for a river jetty, and additional funding for Elm Creek Greenway land acquisition and predesign work.
- We received 99 applications for the Recreation Coordinator position. First round of interviews are scheduled for March 3<sup>rd</sup>.

ADJOURNMENT

Motion by Commissioner Musto, seconded by Commissioner Maher, to adjourn the meeting. Voting in favor: Voting in favor: Chair Gary Flandrick, Commissioners Mary Broughton, Ken Hirsch Jr., Mike Maher, and Rob Musto. Motion carried 5-0.

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



Gary Flandrick, Parks and Recreation Chairperson

ATTEST:



Dan Glynn, Parks and Recreation Director