

MINUTES OF THE WORK SESSION 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  
FEBRUARY 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 6:00 p.m.

**ROLL CALL** Present: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Mike Maher, Tim Mueller, and Rob Musto

Absent: Commissioner Mary Broughton and Mike Eckert

Also present: Park & Rec Director Dan Glynn.

**AGENDA** Motion by Commissioner Musto, seconded by Commissioner Mueller to adopt the agenda as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Mike Maher, Tim Mueller, and Rob Musto. Motion carried 5-0.

**NEW BUSINESS** Mr. Glynn announced Commissioner Ronald Powell has resigned from the Commission.

**Consultant Interviews for Park System Master Plan** Mr. Glynn reviewed the Park System Master Plan (PSMP) is a comprehensive document and process that includes an internal assessment, community engagement, resources and data collection, and development of an implementation plan. Once completed the PSMP will become the foundation for future decision-making, program planning, budgeting, and park system improvements.

The PSMP was approved by the City Council as a 2025 budget initiative. A request for proposal was drafted by staff in December 2024 and sent to consultants shortly after. The City received five proposals to complete the plan. A committee comprised of City Staff reviewed the proposals and selected two finalists based on previous experience, references, and project approach. The two finalists, HKGI and LHB, will have key project personnel present and take questions from commissioners.

The project is scheduled to take 18 months to complete. There is \$35,000 in the CIP for both 2024 and 2025. HKGI's proposal is for \$70,000 and LHB's proposal is \$77,164. There are funds for professional services in the operational budget that can be used to supplement the CIP and fund LHB's proposal amount.

Staff believes both consultants would provide quality PSMP. The interviews will help determine which is the best fit for Champlin.

LHB

The HKGI representatives introduced themselves as did the Park Commissioners. Ms. Lydia Major (Project Manager) and Ms. Jess Vetrano (Architect) from LHB reviewed their proposal including experience, approach, key personnel, past performance, cost proposal, availability & timeline, additional qualifications, asset management planning and additional experience. The total for their proposal is \$77,164.

Commissioner Mueller asked if new pricing was available in year 5? Ms. Major stated that is available. Sometimes it is done automatically. Contingency numbers are also included. He asked why LHB should be selected. Ms. Major stated they are confident they will do a great job for Champlin. She and Jess would be the ones working on the project.

Commissioner Musto asked how the public is engaged. Ms. Major stated they create a plan prior to communicating with the public. They have very good response rates for their online surveys. They will also hold pop-up events. An open house event has not been very well attended in the past.

Commissioner Maher asked about previous events held in other cities and how do they work with

staff to resolve some conflicts that may come up. Ms. Major stated they don't just do public engagement for parks. They have rooms set up in stations where residents have opportunities to talk with their neighbors about the park projects. Formal presentations are not normally done.

Commissioner Hirsch asked how they begin. Ms. Vetrano stated they start with a tour with staff of the parks. This normally takes two days. It is important to know what is City owned and what is County owned.

Chair Flandrick thanked Lydia and Jess for their presentation.

#### HKGI

Introductions were made. Mr. Kevin Clarke (Project Manager) and Ms. Leilan Farias (Landscape Designer) from HKGI reviewed their proposal including recent park system planning, project approach, project team, past project performance, cost proposals, staff availability and capability to meet deadlines. They also included information on team resumes and project experience. The total for their proposal is \$70,000.

Mr. Clarke stated they were part of the design of Andrews Park. Ms. Farias described the Asset Management tool they utilize when doing a project. Ms. Farias stated pop-ups are beneficial in obtaining public input.

Chair Flandrick noted a pop-up at Father Hennepin was included. Mr. Clarke explained how a pop-up at a City celebration has worked in the past.

Commissioner Maher asked about success stories from previous projects. Mr. Clarke described the projects in Maple Grove and Chanhassen.

Commissioner Hirsch asked what trends are seen in parks. Mr. Clarke stated replacement of playgrounds is big now. Many communities are dealing with that now. Nature Play has become a larger piece in playgrounds. Commissioner Hirsch asked about trends in maintenance. Ms. Farias stated nature play is big and finding a balance within communities.

Commissioner Mueller asked what changes will be seen in the parks based on the population. Mr. Clarke stated the age of residents are considered and what they desire in parks.

Chair Flandrick asked about the stability of the company and the team assigned to the project. Mr. Clarke stated they have been around for more than 40 years. The team is stable.

Chair Flandrick thanked Kevin and Leilan for their presentation.

Mr. Glynn stated both companies would be very capable of doing the job. He feels more comfortable with LHB as far as their plan for getting community engagement. Their team members are more experienced.

Commissioner Hirsch stated Mr. Glynn's recommendation based on his experience.

Commissioner Musto stated he feels LHB interviewed better. Commissioner Maher agreed.

The consensus of the Commission was to go with LHB as the consultant.

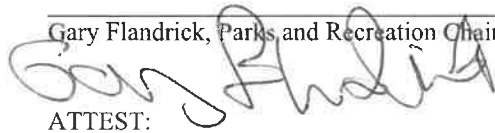
A motion can be made at the Regular Meeting following this work session.

#### ADJOURNMENT

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

The meeting was adjourned at 7:10 p.m.

Gary Flandrick, Parks and Recreation Chairperson

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ATTEST:

Dan Glynn, Parks and Recreation Director

A handwritten signature in blue ink, appearing to read "Dan Glynn", written over a horizontal line.