

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
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 7:10 p.m.

ROLL CALL

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

Absent: Commissioners Mary Broughton and Mike Eckert,

Also present: Park & Rec Director Dan Glynn.

PLEDGE OF
ALLEGIANCE

APPROVAL OF
AGENDA

Motion by Commissioner Musto, seconded by Commissioner Hirsch, to approve the agenda for the February 4, 2025 Regular Meeting as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Mike Maher, Tim Mueller, and Rob Musto. Motion carried 5-0.

APPROVAL OF
MINUTES

January 7, 2025 Regular
Meeting Minutes

Motion by Commissioner Musto, seconded by Commissioner Mueller, to approve the minutes for the January 7, 2025 Work Session as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Mike Maher, Tim Mueller, and Rob Musto. Motion carried 5-0.

January 7, 2025 Work
Session Meeting Minutes

Motion by Commissioner Hirsch, seconded by Commissioner Maher, to approve the minutes for the January 7, 2025 Regular Meeting as presented. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Mike Maher, Tim Mueller, and Rob Musto. Motion carried 5-0.

ANNOUNCEMENTS

Mr. Glynn made the following announcements.

Expedition YETI started this past Thursday and runs through the end of the month. This free winter activity involves exploring a new park each week and solving a weekly riddle. Ready to go on the annual hunt? Visit City website to download the official answer sheet and get started.

RESIDENT FORUM

No one appeared to address the Commission.

NEW BUSINESS

Approve Consultant
Selection 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 a quality PSMP. The interviews will help determine which is the best fit for Champlin.

The presentations were made to the Commission at the Work Session earlier this evening.

Mr. Glynn reviewed a Power point presentation. This is one step above a Comprehensive Plan for the City. This will be a strategic document that provides a roadmap on decision-making. The four major components are existing conditions, public engagement, needs assessment and implementation plan. An outside consultant offers expertise and fresh perspectives. The timeline was reviewed. Mr. Glynn stated LHB would be his recommendation based on the presentations.

Motion by Commissioner Musto, seconded by Commissioner Mueller, to approve LHB for the Park System Master Plan. Voting in favor: Chair Gary Flandrick, Commissioners Ken Hirsch Jr., Mike Maher, Tim Mueller, and Rob Musto. Motion carried 5-0.

**PARKS & RECREATION
UPDATE**

DIRECTOR'S REPORT

Mr. Glynn presented the February 2025 Director's Report.

- The City closed on the Brown property (519 and 701 E. Hayden Lake Rd) in early January. The tenants at 519 E. Hayden Lake Rd decided to continue their existing agreement and rent through the end of June. The Browns have a three-year rent back agreement where they can stay at their home for three years.
 - The purchase leaves approximately \$300,000 in state bonding monies to purchase the Sawatsky property (824 Cartway Road). This is approximately a \$200,000 shortfall with closing costs and legal fees. We are looking at ways to fill the funding gap.
- Staff reviewed Park System Master Plan proposals and narrowed the list to two finalists. Finalists selected had the best combination of experience, project approach, and references.
- The 2025 Trail Replacement Project is at the 60% design phase. Staff submitted an encroachment permit application with Excel Energy since we would like the trail to be realigned to the south of a transmission line pole. This will make the trail safer by eliminating a blind curve and provide a buffer between private property and the trail.
- Pavement ratings and past maintenance work was reviewed to develop the 2025 Crack Seal Trail Project. 8.2 miles of trails will be crack sealed this year. This is nearly a third of the City's trail system.
- We have four available spots at the leased dock space at Mississippi Point Park. It is free to enter the lottery and \$2350 for the season.
- The puzzle event (Jigsaw Jamboree) that took place was a success. This was the second year of the event. Changes made from the first year were to have a competitive and recreational division. This resulted in more teams participating in 2025.
- The Frostbite 500 (Trout Ice Fishing Contest) had 22 spots available as of 1/30/2025.

**2025 Trail Crack Seal
Project**

Maps showing the 2025 Crack Seal Trail Project locations were provided and explained.

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 7:25 p.m.



Gary Flandrick, Parks and Recreation Chairperson

ATTEST:



Dan Glynn, Parks and Recreation Director