

**OSSEO PARKS & RECREATION COMMITTEE MINUTES
REGULAR MEETING
March 10, 2016**

1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Chair Kerstin Schulz at 6:00 p.m., Thursday, March 10, 2016.

2. ROLL CALL

Present: Committee members Dee Bonn, Brittney Quant, Kerstin Schulz, Larry Stelmach, Sloan Wallgren, Alden Webster, and Anne Zelenak.

Absent: None.

Others present: Todd Woods, Ed Columbus, Joan Columbus, City Planner Nancy Smebak Abts.

3. APPROVE AGENDA

A motion was made by Larry Stelmach, seconded by Alden Webster, to approve the meeting's agenda as written. The motion passed 7-0.

4. APPROVE MINUTES

A motion was made by Sloan Wallgren, seconded by Alden Webster, to approve the January 5, 2016 meeting minutes as written. The motion passed 7-0.

5. PUBLIC COMMENTS

No public comments were offered.

6. OLD BUSINESS

Dee Bonn questioned whether The Lookout had been contacted regarding serving as an approved caterer for the Community Center. Nancy Abts replied that staff had not received this direction from the City Council, believing that the rationale was to wait until the Community Center Policy had been updated before contacting potential users.

7. NEW BUSINESS

A. FOOD TRUCK FESTIVAL PRESENTATION

The Committee heard a presentation from Larry Stelmach and Todd Woods concerning a proposed Food Truck Fair to be held Sunday, May 15, 2016, from 12 noon until 7:00 pm in Osseo. The presenters discussed their plans to date. The event would include various food truck vendors, a beer garden, and musical entertainment. It would bring new people to Osseo. The event would follow the Osseo Car Show, held on May 14.

The plans have been discussed with the Minnesota Food Truck Association, who consider the event to have potential. Potential costs include law enforcement, portable toilets, Public

Works services, advertising, and picnic tables. Parking could be accommodated on residential streets. No fee would be charged for food truck participants, but a deposit would be required to ensure attendance and cleanliness. Much of Central Avenue, from 2nd to 5th Streets, would be closed to traffic to accommodate the event. In the event of light rain, attendees would be expected to take shelter in local businesses. Heavy rain would be an unavoidable risk.

The Committee discussed event logistics. Large tents would be undesirable, due to cost and inclement weather already deterring attendance. A disk jockey could provide music, but likely would not offer the level of entertainment as a live band. A Battle of the Bands event could be considered as part of the entertainment. Some members of the Osseo Lions had considered such an event. Police Reserve Officers and cleanup volunteers could possibly be recruited to cut down on cost. Although some Osseo businesses may not be open on Sundays, other benefits to keeping the event on a Sunday we discussed.

The presenters asked the Committee to consider making a recommendation to the Economic Development Association and City Council regarding the event.

Dee Bonn made a motion, seconded by Alden Webster, to recommend the Osseo EDA consider the event. The motion passed, 7-0.

Dee Bonn made a motion, seconded by Brittney Quant, to recommend the Osseo City Council consider the event. The motion passed, 7-0.

B. REVIEW CITYWIDE EVENTS CALENDAR

Nancy Abts presented a calendar and cost estimate sheet showing known 2016 Parks and Recreation-related events in Osseo. She recommended the Committee refer to the calendar when considering new events.

C. RECOMMEND MUSIC AND MOVIES IN THE PARK PROGRAM SCHEDULE

The Committee reviewed a schedule of events slated for every other Tuesday in the summer. Movies are proposed for later in the summer, to meet the licensing company Swank's screening requirements as well as earlier sunset times. Musical acts are scheduled earlier in the season. Kerstin Schulz noted she would like to see additional movies on the schedule. Other cities' movies are well received, and she believes families may be more likely to attend movies.

Ed Columbus, with the Lions Club, is willing to be an emcee for the events. Ed shared some of his thoughts with the Committee. After preliminary conversations, the Osseo Lions may consider donating funds to cover some of the event costs, as well as assisting with event logistics. They would like to generate enthusiasm for the events. Chairs for older attendees are recommended. Costumes may be a fun addition to movies. Nursing homes can be contacted. Concessions to support local nonprofit groups are also recommended. The Lions can provide a sound system to augment the city's projector and screen. Individual business sponsors may want to support specific events.

Committee members thanked Ed and the Lions for stepping forward to support the events.

Larry Stelmach asked how the number of movies was determined. Dee Bonn explained restrictions on showing Disney movies, which can only be screened in August. Additionally,

there is more flexibility with re-screening movies than there is with rescheduling musical acts; Swank grants up to 1 year to re-screen canceled films. As such, the Committee could consider adding movie performances to the August schedule.

Larry Stelmach asked when schedules would be approved in the future, so that schedules are not published without Committee approval. Nancy Abts said that the schedule could be set any time. She explained the subcommittee's process in arriving at the proposed schedule, and noted that subcommittee proceedings had been distributed to the committee via email. The Spring edition of the Osseo Outlook city newsletter listed the event schedule as every other Tuesday from June 14-August 23.

A specific children's band was not identified for the June 14th "Kickoff" concert. The committee agreed that, though expensive, the Teddy Bear Band was a desirable performer.

The committee would like to solicit feedback from attendees at the events. An online survey or "suggestion box" were suggested.

The Committee recommended replacing the draft schedule's July 26th screening of *The Birds* with *E.T.*, and adding *The Wizard of Oz*, to August 16, with costumes and/or a sing-along suggested, reserving August 30 as a rain date. \$5500 was recommended a not-to-exceed amount for the events, with up to an additional \$500 allocated for printing event schedules and publicity of the events.

Chair Schulz volunteered share information on the donation opportunities with Osseo businesses.

Dee Bonn made a motion that the Committee recommend the City Council approve the amended agenda, the amended not-to-exceed amounts, the Committee's plan to solicit donations in support of the program, and the plan to allow nonprofit concession sales as part of the Music & Movies in the Park event series. Alden Webster seconded the motion. The motion carried, 7-0.

D. CONSIDER SUMMER RECREATION PROGRAMMING

The Committee reviewed a previous discussion about summer recreational programming. Nancy Abts reported that Osseo previously offered a summer craft program two days a week for 5 weeks in the summer. The City hired a leader and assistant at a fairly affordable rate. This program was used as the basis for the proposed Arts and Sports Sampler programs to be discussed.

Specific dates for the programs, as well as scheduling conflicts were discussed. Budgetary, staffing, registration, and insurance concerns were also considered. The Committee discussed issues related to health conditions, and whether parents/guardians should be expected to accompany their children. General consensus was that children age 8 and older would not need to be accompanied by a parent. Qualifications for the service provider were also discussed, and first aid certification was seen as an important component. Advance registration should be required, and registration forms should include a local contact person. Emergency services should also be alerted to the event schedule.

Tuesday & Thursday mornings were discussed for sports, and Wednesdays for arts programs.

Larry Stelmach made a motion that the Committee recommend that City Council approve the amended program schedule. The motion was seconded by Alden Webster, and carried 7-0.

The Committee discussed that program will utilize temporary part-time employees. The application and hiring process will be designed to ensure that potential employees are prepared to take on leadership of the program, with minimal direction from the City.

Sloan Wallgren made a motion that the program should have a not-to-exceed budget of \$3,000. Alden Webster seconded the motion. The motion passed 7-0.

E. CONSIDER DONATIONS TO SUPPORT SUMMER PROGRAMS

The City is able to ask for donations to support the Osseo Community Fund. An organized effort will be coordinated by Chair Schulz. Solicitations could possibly be included in utility bill mailings. Alden Webster offered to coordinate a visit to the American Legion with Larry Stelmach to ask for donations.

The Committee discussed the distinction between solicitation and accepting donations for the activities as opposed to accepting sponsorships for programs. Some donors may prefer to remain anonymous. The Mayor may also wish to announce the opportunity for donations at regular City Council meetings.

8. ANNOUNCEMENTS & EVENTS

Pending events were discussed, including:

- Osseo Fire Department Easter Egg Hunt March 19
- Osseo Lions Pancake Breakfast Fundraiser March 20
- 2016 Senior Spring Forum April 13 – NW Hennepin Human Services Council
- Step To It Challenge May 1-28 (Registration opens April 1)
- A potential return of the Osseo Trolley in 2016—volunteers were encouraged to contact City Hall
- City-Wide Garage Sale May 12-15
- InterMarque Classic Car & Craft Show May 14

The Committee discussed re-painting the street arrows that direct walkers for the Step To It Challenge.

Larry Stelmach made a motion that the Council consider sidewalk painting to support the Step To It program. Brittney Quant seconded the motion, and it carried 7-0.

9. STAFF & COMMITTEE MEMBER REPORTS

Nancy Abts reported that the City had been approved to receive a \$50,000 grant to support the Gateway Sign project, to be located at the intersection of County Road 81 and Central Avenue/Jefferson Highway. She discussed a Comprehensive Planning session scheduled for March 23rd at the Minnetonka Community Center, and reminded committee members to submit information on park evaluations and community center users by March 22. She also noted that her last name had changed to Abts in January.

Dee Bonn reported that the exercise programs continued to be strongly attended and encouraged new participants to join in.

Larry Stelmach acknowledged many contributors and donors to Osseo's programs, and thanked committee members for their patience during his earlier presentation.

Kerstin Schulz reminded those interested in participating in the May 14 Craft Show to contact City Staff or herself for more information.

Sloan Wallgren reported that he appreciated the potential Food Truck event scheduled for a Sunday, which could allow those who work on Saturdays to attend. He appreciates events that are not on the typical time. He looked forward to a series of interesting events in Osseo in May.

Alden Webster asked how the boys' basketball team had done at the state tournament game that night. After hearing the team had not won their game, he announced he had no report.

10. ADJOURNMENT

A motion was made Alden Webster, seconded by Anne Zelenak, to adjourn the meeting at 8:48 p.m. The motion carried 7-0.

Respectfully submitted,

Nancy Smebak Abts
City Planner