



COMMITTEE MEETING
6:00 p.m., November 7, 2017

Parks and Recreation Committee

- 1. Call To Order**
- 2. Roll Call**
- 3. Approve Agenda** (Unanimous additions required)
- 4. Approve Minutes** (Unanimous approval required)
- 5. Public Comments**
- 6. Special Business**
- 7. Budget Update**
- 8. Old Business**
 - A. Boerboom Park Master Plan Feedback
 - B. Summer Youth Programs Report
 - C. Discuss Sipe Park Picnic Shelter Policy
- 9. New Business**
 - A. Discuss Downtown Banner Designs
 - B. Discuss Signs for City Facilities
 - C. Discuss Downtown Beautification Plan
 - D. Discuss Flooding Pleasure Rink for Winter 2017-2018
 - E. Discuss Revisions to Boerboom Park Bandshell Policy
 - F. Discuss 2018 Meeting Schedule
- 10. Upcoming Events**
 - A. Minidazzle, Dec 1
 - B. Lions Lunch with Santa, Dec. 2
- 11. Staff & Committee Reports**
 - A. Comprehensive Plan Open House & Public Hearing, November 20
 - B. Osseo Orchard Update
- 12. Adjourn**
 - Next meeting date to be determined, per item 9G

COMMITTEE MEMBERS: Chair Kerstin Schulz, Vice Chair Sloan Wallgren, Councilmember Larry Stelmach, Councilmember Anne Zelenak, Dee Bonn, Brittney Quant, Alden Webster

STAFF LIASON: City Planner Nancy Abts

OSSEO PARKS & RECREATION COMMITTEE MINUTES
REGULAR MEETING
August 8, 2017

4

1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Vice Chair Sloan Wallgren at 6:00 p.m., Tuesday, August 8, 2017.

2. ROLL CALL

Present: Committee members Dee Bonn (departed at 6:45 p.m.), Larry Stelmach, Anne Zelenak, Alden Webster, Sloan Wallgren, and Brittney Quant.

Absent: Kerstin Schulz.

Others present: Jenny Bohler-Penney, City Planner Nancy Smebak Abts.

3. APPROVE AGENDA

A motion was made by Zelenak, seconded by Stelmach, to approve the meeting's agenda. The motion passed 6-0.

4. APPROVE MINUTES

A motion was made by Zelenak, seconded by Webster, to approve the May 2, 2017 meeting minutes as written. The motion passed 6-0.

5. PUBLIC COMMENTS

Sloan advised the public that this the time for public comments. There were no comments from the public.

6. SPECIAL BUSINESS

A. SUMMER YOUTH PROGRAMS REPORT

Nancy provided the committee with an update regarding the Summer Youth Recreation Programs. The arts program was cancelled due to low enrollment. However, the sports programs were being well received. She noted enrollment had increased quite a bit for the second session of evening classes as word of mouth spread. Some of the Season 2 classes were at maximum enrollment. She added that a complete report on the programs would be available at the November committee meeting. Zelenak asked that the November report include information about how many participants were Osseo residents. She wondered if Revolutionary Sports would conduct an end-of-program survey for participants.

Sloan asked if RevSports offered winter programs. Nancy commented that the organization focused on sports rather than activities like skiing. Available facilities limit options for winter programs in Osseo. Larry offered to continue discussions with a skiing instructor who might be interested in offering classes in Osseo. This could be an option for year-round programming.

B. SIPE PARK PICNIC SHELTER UPDATE

Nancy informed the committee that site work for the picnic shelter had begun. Materials for the structure were ordered and should be arriving soon. She acknowledged the committee would discuss a draft policy for reserving the shelter later on during the meeting.

7. BUDGET UPDATE

A. YEAR-TO-DATE EXPENDITURES

Nancy reported that the committee activities occur using in two different “pots of money”. This includes General Fund recreation moneys for programs and a subset of the Community Fund donations for Music and Movies in the Park. There have not been a lot of expenses for youth recreation. About \$2,000 has been expended for youth recreation, of \$6,500 identified for resident subsidies. Nothing has been invoiced for these programs yet. She also discussed available information on various subsets of the Community Fund. Some years show no donations for Music and Movies in the Park.

B. 2018 BUDGET PROPOSALS

Nancy reported that department heads had met with finance to discuss preliminary budget recommendations for 2018. The preliminary budget will be refined several times before it is adopted. But recommendations from this committee could be incorporated in this year’s proposal.

C. DISCUSS SPONSORSHIP OF MUSIC & MOVIES IN THE PARK

Nancy noted that funding the Music and Movies in the Park program was an ongoing discussion item for the Committee. She explained several businesses had asked about setting up a booth during the events to promote their activities. She thought a sponsorship program might be a good opportunity for Osseo. She presented some examples of other communities’ sponsorship programs. This could be an opportunity to present a coordinated ask for donations, rather than continually returning to businesses with each new event.

Zelenak thought this could be a good option for Osseo, to reduce time spent asking for money and business time responding to requests. She would include sponsorship of downtown landscaping and Minidazzle in the proposal. Perhaps a higher level sponsorship would also be helpful. Stelmach agreed that sponsorship was different than donations. The recognition offered through sponsorship was important to business.

Sloan asked who would be responsible for coordinating recognition of sponsors. Nancy thought that having a dedicated staff person for this role would be helpful. She hoped that after a first year of creating materials and procedures it would be fairly easy to update the program with new information.

Sloan asked about timing of a sponsorship program. Nancy suggested that having a program in place at the end of 2017 would allow year-end donations and would help with planning for the 2018 schedule.

Larry and Alden agreed to work on revisions to the draft proposal discussed at the meeting.

8. OLD BUSINESS

A. RECEIVE INITIAL INPUT ON BOERBOOM PARK DRAFT MASTERPLAN

Nancy shared a summary on feedback regarding the Boerboom Park masterplan. The City Council will spend the summer gathering more input. After Lions Roar, the Council will consider adopting the plan.

Nancy believed there was a lot of support for the draft plan, and a diversity of opinions on almost every proposed feature. Dee commented that many young families did not want to have to wait 10 years for construction. Anne recognized that the plan would not be able to please everyone. Sloan did not see a need for a dog park, as others noted there were other splash pads in the area that could serve Osseo residents.

9. NEW BUSINESS

A. CONSIDER LANDSCAPING PLAN FOR OSSEO GATEWAY SIGN

Nancy remarked that landscaping for the Gateway Sign could be implemented this fall. A budget and planting plan were shared with the Committee.

Sloan asked if there would be ongoing maintenance. Nancy explained that the costs could be included in the 2018 budget, based on Public Works' calculations.

Nancy said the City Administrator had asked for a recommendation from the Committee.

A motion was made by Bonn, seconded by Zelenak, to recommend the City Council approve the landscaping plan. The motion passed 6-0.

B. DISCUSS SIPE PARK PICNIC SHELTER POLICY

Nancy shared an initial draft of a reservation policy for the Sipe Park Picnic Shelter. The draft combines elements of the Boerboom Park Bandshell Policy and Community Center Policy. She acknowledged that the Committee may want to review the policy again at their next meeting before making a recommendation.

Dee asked how people would know if the shelter was reserved. Nancy proposed a calendar be posted at the shelter. Larry asked about who would be responsible for posting the shelter. Nancy offered that a policy could be created without specifying which staff members would take which roles.

Sloan wondered if users could contact the non-emergency police number in the event of user conflict. Larry suggested signs in the shelter to notify people of the reservation policy. Anne proposed a discounted rate for Osseo residents, and Brittney agreed. The committee discussed \$50 for residents and \$60 for non-residents for a 4-hour reservation. Nancy asked the committee to send her any other comments.

C. DISCUSS FALL ARTS CLASSES

Nancy explained Vanessa Merry of Merry Time Arts offered to provide parent-child art classes this fall. The classes will be earlier in the day than the summer offerings. The agreement with Merry Time Arts is in place through the end of 2017, and can be updated with details about additional classes. The City would look for an enrollment of at least 6 students to offer the classes. Dee and Anne thought it was worth a shot. Sloan did not want

to waste anyone's time. Larry noted that these were weekdays, and would not be available for school-aged children. He suggested in-home daycare providers could be an audience.

Sloan hoped that future options could include opportunities for parents that work during the day.

A motion was made by Zelenak, seconded by Quant, to recommend the City Council approve the fall classes. The motion passed 5-0.

D. DISCUSS ACTIVE LIVING DEMONSTRATION PROJECT 2017

Nancy explained that the ongoing Healthier Communities project would include a demonstration project this fall. One suggestion was to try out a temporary dog park in a variety of locations throughout the city. Other options include pedestrian and bike improvements.

The committee discussed the options to explore a dog park. The option of testing out a variety of locations was attractive. However, some members had concerns about this feature. Given these concerns, the committee was not comfortable making a recommendation regarding the Demonstration Project.

10. UPCOMING EVENTS

The Committee reviewed upcoming events, including:

- Music & Movies in the Park
- Lions Roar Days, September 8-9
- Lions Halloween Event, October 28
- Minidazzle, December 1
- Lions Lunch with Santa, December 2

11. STAFF & COMMITTEE MEMBER REPORTS

Nancy also informed the committee that the Healthier Communities project was continuing. Work will continue through October. Larry reflected positively on experiences at Night to Unite.

12. ADJOURNMENT

A motion was made Webster, seconded by Quant, to adjourn the meeting at 7:29 p.m. The motion carried 5-0.

Respectfully submitted,

Nancy S. Abts
City Planner



Osseo Parks & Recreation Committee Meeting Item

Agenda Item:	Budget Update
Meeting Date:	November 7, 2017
Prepared by:	Nancy Abts, City Planner
Attachments:	Year-to-Date Expenditures & 2018 Preliminary Budget

Policy Consideration:

The Parks and Recreation Committee has asked to receive regular budget updates on recreation items.

Background:

Youth Recreation expenses include the summer programs offered in partnership with Revolutionary Sports. The proposed fall arts classes did not meet minimum enrollment numbers.

The budget shows expenditures. It does not show the amount the City received in registration payments, around \$3,700. The amount received in payments covers approximately 80% of the expenditures. The net costs to the City for the program are under \$1,000.

Previous Action or Discussion:

The Committee has also discussed various strategies for increasing donations to program offerings, including presenting a coordinated “ask” covering

Budget or Other Considerations:

The 2018 Preliminary Budget does not identify the opportunity to hire “summer recreation attendants” to assist with music and movies in the park, or other summer activities.

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee review the budget update. If there are needed changes, the Committee can vote to make a recommendation to City Council.

Next Step:

The city’s 2018 budget will be reviewed and approved by the end of the year. The annual Truth in Taxation hearing is scheduled for the November 27 City Council meeting. The final 2018 budget is expected to be approved on December 11.

City of Osseo
General Fund Expenditures Budget Worksheet For the Year 2018

										Note: Accounts indicating an "A" are allocatable to enterprise funds	
		2014	2015	2016	2017					2018 Proposed	
ACCOUNT	DESCRIPTION	Actual	Actual	Actual	Budgeted	YTD-9/30/17	% of Budget	Remaining		Amount	Notes
ADULT RECREATION											
101-42300-106	PART TIME WAGES-ADULT PROGRAM		\$ 2,055	\$ 2,484	\$ 3,000	\$ 1,478	49.26%	\$ 1,522		\$ 3,000	COORDINATOR
101-42300-125	EMPLOYER FICA CONTRIBUTION		\$ 229	\$ 123	\$ 230	\$ 113	49.14%	\$ 117		\$ 230	7.65%
101-42300-139	WORK COMP INSURANCE		\$ -		\$ 63	\$ 63	100.00%	\$ -		\$ 70	5% INCREASE OF YTD
101-42300-312	ADULT PROGRAMMING		\$ 8,061	\$ 7,523	\$ 8,000	\$ 4,641	58.02%	\$ 3,359		\$ 8,000	YOGA, JAZZEROISE
	TOTAL	\$ -	\$ 10,345	\$ 10,130	\$ 11,293	\$ 6,295	55.74%	\$ 4,998		\$ 11,300	0.06%
YOUTH RECREATION											
101-42301-106	PART TIME WAGES		\$ -	\$ 1,646				\$ -		\$ -	OUTSOURCED FOR 2017
101-42301-125	EMPLOYER FICA EXPENSE		\$ -	\$ 132				\$ -		\$ -	
101-42301-211	YOUTH PROGRAMMING		\$ -	\$ 1,024	\$ 8,000	\$ 4,573	57.16%	\$ 3,427		\$ 8,000	ENTIRE PROGRAM BUDGET
101-42301-211	MAPLE GROVE CC MEMBERSHIPS	\$ 1,635	\$ 1,257	\$ -	\$ -	\$ 648	#DIV/0!	\$ (648)		\$ -	CITY SUPPLEMENTS PORTION (SEE REVENUE CODE)
	TOTAL	\$ 1,635	\$ 1,257	\$ 2,802	\$ 8,000	\$ 5,221	65.26%	\$ 2,779		\$ 8,000	0.00%



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Boerboom Park Masterplan Feedback

Meeting Date: November 11, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Web Survey Responses
Verbal Survey Response Summary

Policy Consideration:

Following presentation of a draft master plan this spring, the City Council decided to spend the summer getting additional input on the plan. The Parks and Recreation Committee should receive this input on the plan.

Previous Action or Discussion:

Consultants from WSB and Associates prepared the draft master plan following public outreach at Lions Roar 2016 and at the Community Visioning Meeting in January. Three conceptual options were prepared. The Parks and Recreation Committee and City Council provided input on these concepts. Then, components of three options were combined into the master plan.

The City gathered input on the master plan through mid-September.

City Goals Met By This Action:

- 9) Plan and build an upgraded and expanded Boerboom Park
- 12) Increase communication with citizens and encourage citizen engagement
- 14) Promote a healthy and high quality standard of living
- 17) Adapt to changing demographics of the community

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee review the feedback to date.

The most contentious item seems to be a dog run. The committee may want to discuss whether they think the final draft prepared by WSB should include this feature.

The committee may also consider developing a future Park System & Community Facilities plan that looks at all public land and how it can be used to provide community amenities (e.g., new facilities in Sipe Park or at the Public Works-Osseo Orchard site). This document would respond to community interest in potential features (e.g., community garden, public art) and evaluate the feasibility of accommodating these features elsewhere in the city.

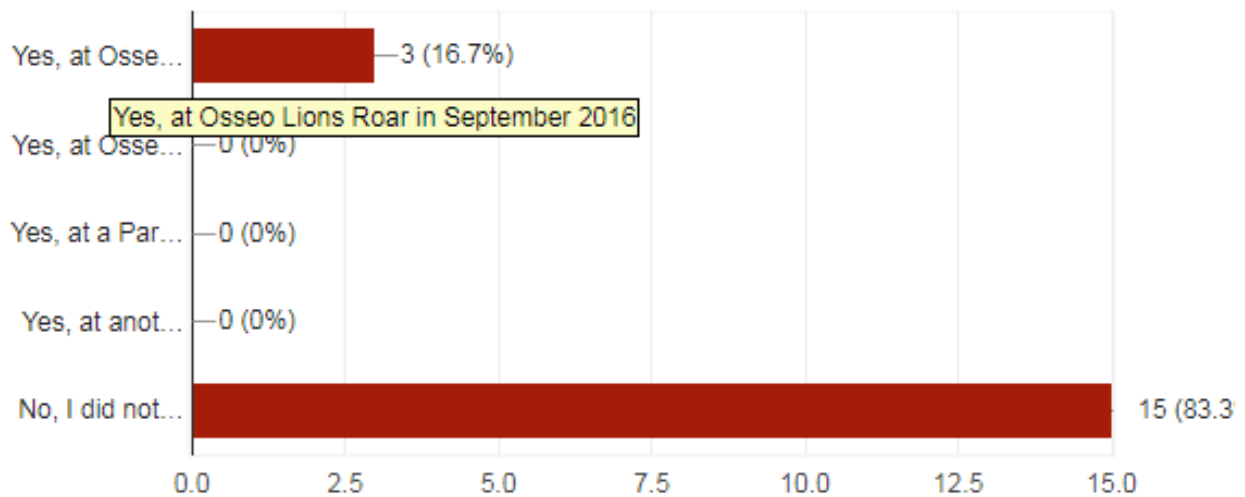
Next Step:

Staff plan to continue gathering input on the master plan until mid-September.

Boerboom Park Master Plan Feedback

Before this survey, did you provide input as part of the Public Outreach for the draft plan?

18 responses



Concept Plans

What do you like about Option 1 - Town Lawn? Why?

11 responses (*previous responses in italics; new responses in bold*)

Nothing really strikes me as great, seems like a larger version of what we already have.

The open concept

Public bathroom

I like the green space and possibility of a play area

The potential community garden and play areas. I think it would be beneficial to families in town and to people that maybe are in apartments with no outside space to plant gardens.

The openness and grassy areas.

room for potential community garden

I like the fountain and keeping the existing benches and performance stage

Like the openness and that the plan doesn't feel cluttered.

Fountain. Nice touch with water.

Community garden, more seating, better walkways & safer crossings. The gardens could be other places in town but the rest just makes the park more user friendly

What DON'T you like about Option 1 - Town Lawn? Why not?

14 responses (*previous responses in italics; new responses in bold*)

I don't think it is adding much and will remain an underutilized park in this plan.

Too plain

Community garden - no sense of ownership

I don't like how It has nothing to do with kids. Osseo is an up and coming city where many new families are moving. I think there should be 50% for kids, 50% for adults.

It doesn't add enough variety of uses for the park.

The placement of the stage away from the central memorial seems off.

No restrooms

Lots of picnic areas, I am not sure how much those will actually get used?

The mystery of future plans. "Possible play area". Less is more

no native or edible plantings

More children play area would be great

Would definitely like to see a play area for kids

Would really like an off leash area for dogs.

water fountain and play area. although there should be stuff for kids to do, we have other areas for play equipment. The water should be something you can play in not just look at otherwise it is a wasted expense.



What do you like about Option 2 - Urban Play? Why?

13 responses (*previous responses in italics; new responses in bold*)

I LOVE the play areas, this is completely necessary in my opinion. I like the nearby seating areas. Great hangout for kids of all ages

Splash pad family fun

I love the splash pad, open field for skating in winter, picnic areas, and a shelter! This accomodates families of all ages! We would come to the park almost every day!

The splash pad makes downtown Osseo a destination instead of residents with kids having to bring their business to Maple Grove.

Splash pad and ice skating, could make the center point a focus area for current and newly enticed residents, also my kids would LOVE it. And, the stage remains in the same area.

Splash pad and play areas

Splash pad, smaller picnic area, large picnic shelter. I think a splash pad would be used a lot by families in the area and surrounding areas (Maple Groves splash pad seems busy a lot). Smaller picnic areas seem more reasonable for the area. The large picnic area would be nice for larger gatherings. Open lawn for flooding ice skating. That's it.

not much

I LOVE the splash pad!

Like the play area

shade areas, water to play in and stage can be enjoyed from the street area/walkers/bikers

What DON'T you like about Option 2 - Urban Play? Why not?

10 responses (*previous responses in italics*; **new responses in bold**)

I don't think we need a splash pad. I think it looks silly 9+ months out of the year when it is not able to be used.

No bathroom

No restroom/changing area

The separated play areas. With the splash pad, I don't know that the park would need 2 play areas. This plan seems directed more at families with younger kids, it would be nice to see a mixture of kids/pets/older families which our city is made up of.

Too much investment for items that are just "fads".

there is no shade for the central seating area

Nothing. I love it!

Don't like that memorial area is moved and less central, my kids would love the splash pad but since there are others close by to access, I don't think that Osseo needs to spend the money to upkeep a water area.

seems like a lot work for not a lot of return. no splash pad needed.

Too much space for play and the skating area is a good idea but it should do dual duty



What do you like about Option 3 - Garden Park? Why?

12 responses (*previous responses in italics; new responses in bold*)

I like the addition of public art.

The dog run! Not too many dog areas around here so it's the perfect idea

Enclosed garden

More greenery is nice.

I like the variety of plantings

Dog run, community garden. I love the idea of a dog run (as I have a dog that loves to go to the dog park and meet other dogs). The community gardens seems like a good idea, especially for apartment citizens that may not have areas to grow otherwise. (I assume there would be a small fee to have a space in the garden).

I'm sure it would be beautiful with all the gardens. But that is also a lot of up keep.

native grasses and woodland plantings, community garden, nature play area

Memorial benches etc remain. Performance stage remains.

Love the idea of a peaceful, eye-pleasing garden park

DOG PARK! Art? Interesting...Community garden. Love the natural aspects.

native plantings, dog run

What DON'T you like about Option 3 - Garden Park? Why not?

14 responses (*previous responses in italics; new responses in bold*)

I don't like that only one very small area is dedicated for play. I think the children in the community need to have a larger space dedicated for them. I would also be concerned about the close proximity to the dog park and the play area. It seems like a lot of upkeep to keep the garden park looking nice.

A little too much going on.

Dog run owners will not pick up after their dog

There is nothing to "do" there. I would like to see that space available for people of all ages. I would like the park to be a place to go to have fun. I think a garden can be a part of it, just not the whole thing.

I don't like the dog run. Pets are great, but children and families don't always mix well with dogs. I feel that more interactive features for families would bring a lot more valuable to the community.

Overly busy with too many items,

No restrooms

Not a lot of children based things (there is the nature play area, but I am not sure once that entails-- would be better if it was a splash pad...)

Busy. It's got a lot going on. I don't think a dog run should be the same size for grass play area. There is a large dog park just a few miles away.

no edible plantings, woodland could include fruit/nut trees and native shrubs could include native edibles.

No real play area or splash pad

However, a dog run with dogs barking would really ruin the peaceful nature of this garden park concept

Not sure what a "rain garden" is.....

it doesn't seem very user friendly. it would need events to get people to hang around.

Draft Master Plan



What do you like about the Master Plan? Why?

16 responses (*previous responses in italics; new responses in bold*)

It's perfect! (3)

I like that the existing monuments remain, that it has a little bit larger play area and a dedicated picnic shelter area

Its perfect! Not too cramped not too plain it's perfect for osseo

Bathroom

I like how this park has a play area, garden, space for the concerts, a fountain. It looks like it would be good for all ages.

Lots of great features!

I like the idea of ice skating and FINALLY! a plan that includes restrooms

That it seems to contain more of a wide variety of the items of the others. I love the dog run, and bathrooms.

Very thought out and has a plan and place for everyone. It's a great blend of all three plans. Love it!

it seems to have room for just about everything

I like the fountain.

really like that there is more lawn space for the outdoor events/gatherings and that the play area is nearby for parents to keep an eye on their kids. Like the fountain bringing a focus to the memorial wall. Really like the flow of the paths through the park space - seems very natural.

Dog Park! Like fountains. I like the multi purpose design. Seems like a good central spot to drive the whole community.

the seating, restrooms, dog run, native plants, layout, better crossings, wider walks

What DON'T you like about the Master Plan? Why not?

12 responses (*previous responses in italics; new responses in bold*)

I don't like the climbing feature in the play area, there is already a nearby park (Pilgrim park in MG) that is dedicated to older children. I don't like the proximity of the dog run and the play area.

I think the play area should be bigger.

I don't like that it doesn't have a splash pad. If you look around the other communities with splash pads, they are very popular. The added visitors will help bring business to osseo.

I don't think the dog run is a good use of space or a needed feature.

Stage set back from original center area. And minus the splash pad.

nothing

There is no community gardens, the kids play area is nice, but I think a splash pad also would be even better. I don't think the dog run needs to have a decorative metal fence, I would do a cheaper more basic chain link fence and spend some of that money elsewhere.

no native grasses and no edible plantings

No splash pad. Not enough children play space.

I do NOT like the dog run!!! I don't think this is a big enough park space to accommodate a dog park because the barking of dogs will NOT be far enough away from the other community spaces. I personally do not want the barking of dogs to take away from the peace and beauty of this amazing new park!

I really can't come up with anything.

fountain and climbing area because they invite problems. leave open space for running games and make water feature interactive.

Are there any elements from Options 1-3 you think should be included in the Master Plan, but are not shown in this draft?

10 responses (*previous responses in italics; new responses in bold*)

I think it is a good combination of all three.

SPLASH PAD

A splash pad.

If you included the splash pad from Option 2- I would like the Master.

Splash pad - although a lot of maintenance to only use a few months a year

Splash pad, Community gardens. The community gardens would be great for residents that maybe don't have space in there current living locations to have a garden. The splash pad would be a huge gathering place in the summer for the local and nearby neighboring kids.

I can't think of anything. After reviewing each one individually it makes you realize how thought out the master plan is.

splash pad

I really like the natural aspects of the Garden park.

splash pad & community gardens encourage interaction and sense of ownership

Do you have other comments about Boerboom Park?

11 responses (*previous responses in italics; new responses in bold*)

just want to emphasize the need for a play area for the kids. We live in Osseo and have to travel 1.1 miles to visit Sipe Park in Osseo from our home. This is not always feasible and we end up traveling by car to the parks in MG or BP.

Its an amazing place

CROSSWALKS! I know you have it mentioned, but the crosswalks NEED to be improved. We are on the verge of selling our house mainly because of the crosswalks. We don't want our kids risking their lives crossing the street without us because cars don't stop at the crosswalk. A stop light, blinking lights, something, needs to be put there. I also think it would be ok to use tax dollars to fund the park. 10 years is a LONG time to have a plan. This park should start construction soon! I think people in Osseo would be willing to pay tax dollars to get this project started sooner since it appeals to everyone.

This is an opportunity to create something that will give to future of Osseo. The population is turning over and there are many young families moving in. I believe a child-orientated park will help rejuvenate businesses in Osseo.

I think there is an opportunity to increase the foot traffic and vitality of Osseo with a highly interactive park.

I LOVE that you are expanding it. This is one of my favorite features of current Osseo. Currently we go to Maple Grove to have play areas, rinks, and a splash pad. Keeping us in Osseo would be ideal, you would see a financial boost at food establishments vs. all others going to Maple Grove. Also, people may not want to leave due to more ammenities.

I would not spend the money on a fancy fence on the dog run (chain link would contain dogs better (especially smaller ones) and cost less, so that money could be spent elsewhere).

Love the history etc of the park.

LOVE that Osseo is working to make this park space bigger and more community friendly!

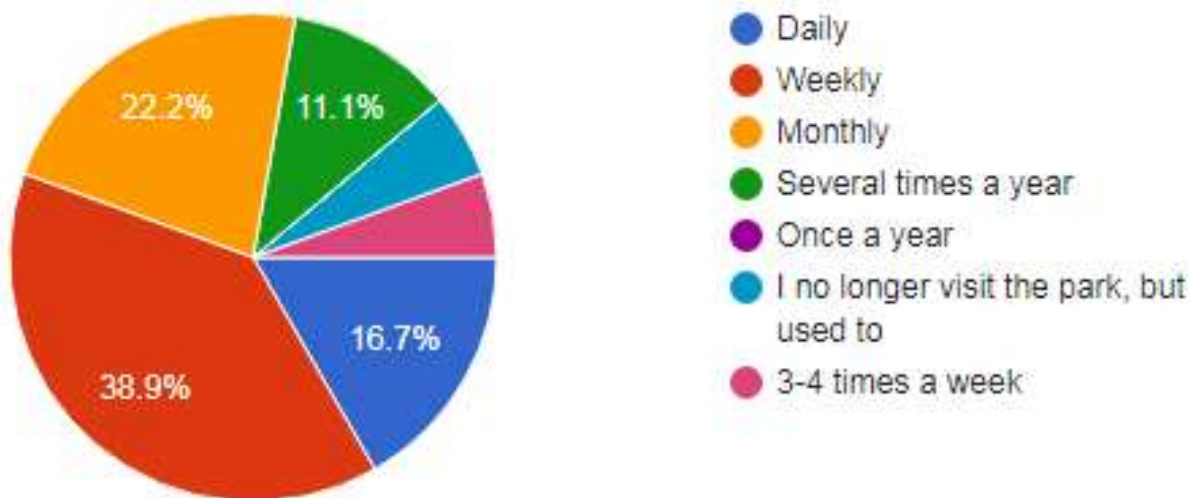
I'm excited for this project!

Id like to see a haunted house and/or specific gathering area for school events.

About You

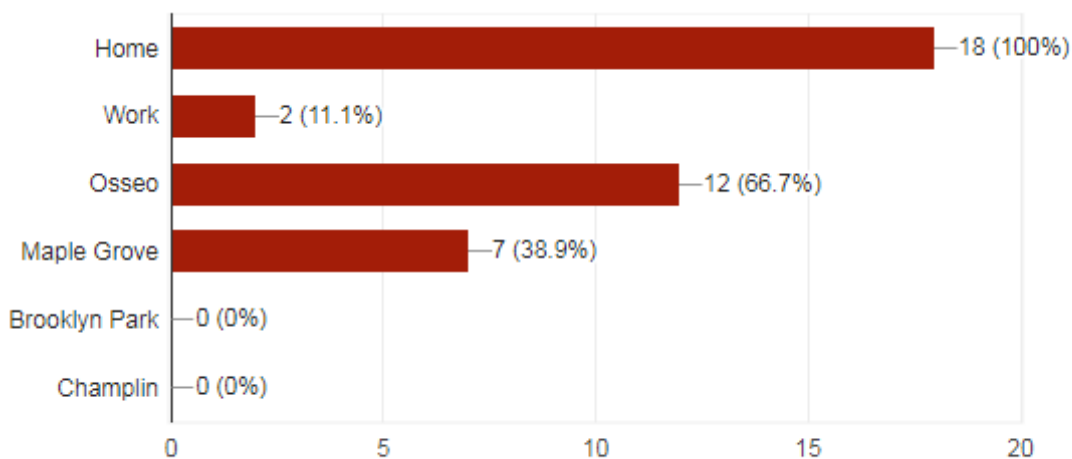
How often do you visit Boerboom Park?

18 responses



Where do you come from when you visit Boerboom Park? Please select all that apply.

18 responses



Thinking about future life changes, will you still come to the park 10 years from now? Why or why not?

18 responses (*previous responses in italics; new responses in bold*)

Yes (4)

Yes, it is the closest destination from our home which we hope to be our forever home.

Yes. I hope in 10 years my kids can hangout here just like I did

Yes, but my kids will be grown in 10 years. I think this park should be built soon so we can enjoy and experience everything it has to offer. Osseo has so many young families right now, I think this park should please them by getting done quickly.. not when our youngest kids are already 10.

Yes. Children.

Yes, as long as Osseo continues to be a good community for our family.

Yes, because my kids are still young...and there are other features that we will use when they outgrow the play area.

Yes, I have small children and live in Osseo.

Depends. I don't have kids now, and if I did, I would want to make sure it had kid friendly items. I currently have a dog, and if there was a dog run, I would definitely go there to get her out and about.

I am hoping to find a home to purchase in Osseo. I love this city.

I don't know

Yes.

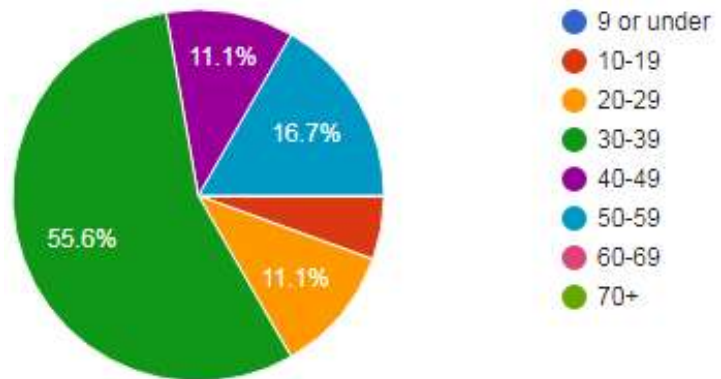
Yes, as my kids grow, we will continue to enjoy community events in Osseo and the park.

yes. We walk regularly with our dog.

Yes - and we love to see the winter display

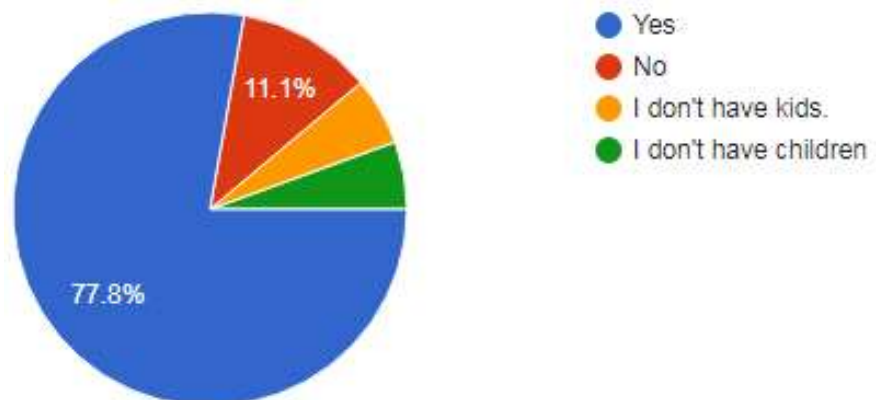
What is your age?

18 responses



Do you bring children to Boerboom Park?

18 responses



Boerboom Park Draft Master Plan –Input from Farmers Market & Tuesday night events

- Not all respondents answered every question. 25 Responses total.

How often do you visit the park?		<ul style="list-style-type: none">• We would come each week if there was a playground.• Every Tuesday (2)					
Where do you come from when you visit the park?		<u>Osseo</u> 10			<u>No Response</u> 15		
What do you like about the proposed master plan for the park?		<ul style="list-style-type: none">• The bathroom (2)• Playground (2)<ul style="list-style-type: none">• Climbing features• Picnic area• Dog run (2)• Use a lot of native plants (4)• Thank God there won't be a splash pad• Everything! (16)<ul style="list-style-type: none">• Very attractive appearance / Love the look of the plan (12)					
What would you change? What should be different?		<p>Safety & Comfort</p> <ul style="list-style-type: none">• We're concerned that people might drop off dogs in the dog run, and then not pay attention.• Leave out the retaining wall to keep kids from climbing.• If kids are unattended, the climbing area could be dangerous.• Dog run will keep people from coming to picnic <p>Additions</p> <ul style="list-style-type: none">• A bigger, better library would draw more people.• Add a drinking fountain• Add an "odd ball" road-side style attraction (e.g., 'The Biggest Ball of Twine in Minnesota)• Have a splash pad / water park feature—if not from ground shooting up, from overhead spraying down• Swings <p>Subtractions</p> <ul style="list-style-type: none">• Do not have the fountain <p>Adjustments</p> <ul style="list-style-type: none">• Dog run will not be big enough.<ul style="list-style-type: none">◦ Should be put by the Elementary School instead.• Put the bathroom closer to the picnic shelter• Add more benches to define areas• Have birdhouses in the native flower area• Have a butterfly garden <p>Timing</p> <ul style="list-style-type: none">• We hope it won't take 10 years to build the park and playground. Build the playground sooner rather than later! (8) <p>Financial & Operations Considerations</p> <ul style="list-style-type: none">• Leave out the Memorial Fountain to avoid maintenance issues. / There can be major problems keeping fountains operating.					
Other notes:	<ul style="list-style-type: none">• Three families discussed the splash pad and the idea of a small pool. When considering the cost, they understood why it was not shown in the final plans—but kids were disappointed.• Who will be responsible for cleaning the dog run?• A person in a wheel chair wanted to be sure everything in the park would be accessible.• How will this be paid for? Will taxes be raised?						
Age Range	<u>Kid</u>	<u>Teen</u>	<u>Young Adult</u>	<u>Young Family</u> 8	<u>Middle Age</u> 4	<u>Senior</u>	<u>No response recorded:</u> 13



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Summer Youth Programs Report

Meeting Date: November 11, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Participant Map

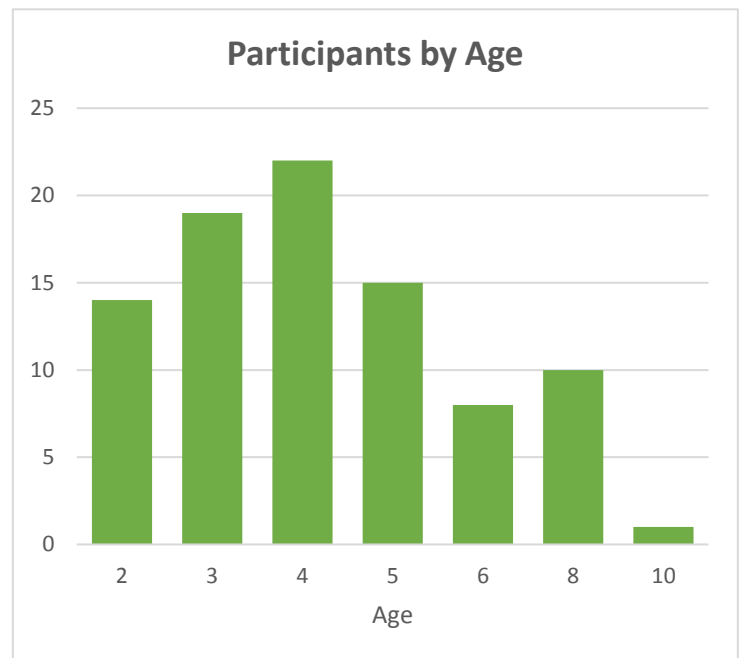
Policy Consideration:

The Parks and Recreation Committee requested a report on the summer youth programs.

Background:

The Committee proposed two youth programs for 2017, both using outside contractors to deliver services. An arts program was cancelled due to low enrollment. A sports program offered through Revolutionary Sports was increasingly popular, especially for parents of young children.

Season 1: Monday	Enrollees
RevSports KinderStars (4--6) Soccer	4
RevSports MightyStars (8--12) Tennis	2
RevSports TotStars (2--3) Soccer	6
Season 1: Wednesday	
RevSports KinderStars (4--6) Baseball/T--Ball	3
RevSports PreStars (3--5) Baseball/T--Ball	9
Season 2: Monday	
RevSports KinderStars (4-6) Soccer	12
RevSports TotStars (2-3) Soccer	12
Season 2: Wednesday	
RevSports KinderStars (4-6) Baseball/T--Ball	5
RevSports PreStars (3-5) Baseball/T--Ball	9
RevSports TotStars (2-3) Baseball/T--Ball	8
8/21/2017 Camp	
RevSports Sports Camp	12



Budget or Other Considerations:

The City paid RevSports approximately \$3,700 to provide programming. This was offset by registration fees paid by families. The net costs to the City were under \$1,000.

Recommendation/Action Requested:

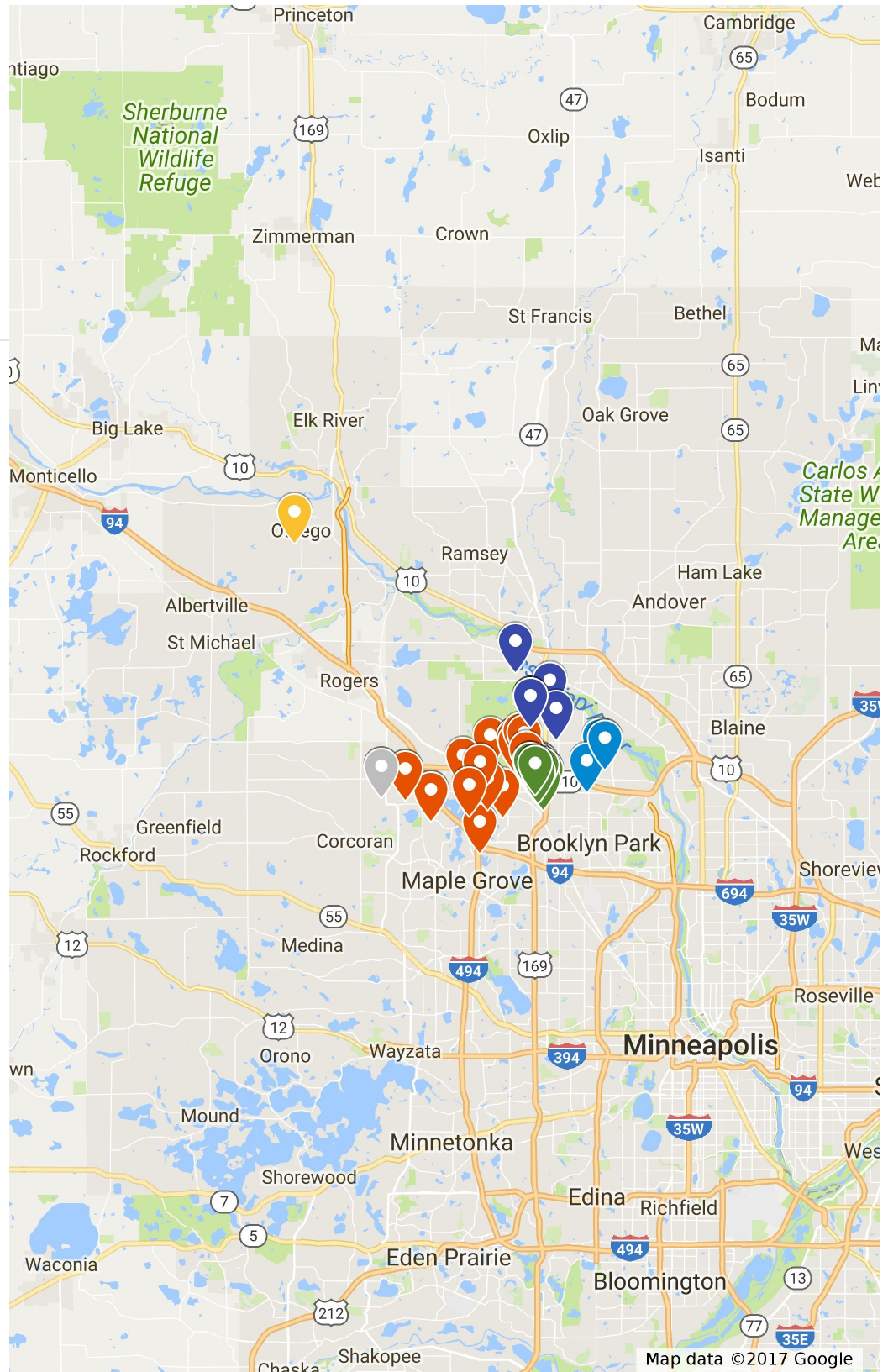
Staff recommends the Parks and Recreation Committee discuss the summer youth programs. If members have questions prior to the meeting, they are encouraged to contact City Hall so there is time to research answers.

Recreation Program Participants

Rec Participants: 91 total

📍	Osseo--55	(60%)
📍	Maple Grove--24	(24%)
📍	Champlin--7	(8%)
📍	Brooklyn Park--4	(4%)
📍	Corcoran--2	(2%)
📍	Otsego--1	(1%)

Cities for participants in the
2017 Summer Recreation
Program in the City of Osseo





Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Discuss Sipe Park Picnic Shelter Policy

Meeting Date: November 7, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Revised Draft Policy

Policy Consideration:

The Parks and Recreation Committee should discuss revisions to a draft policy for use of the Sipe Park Picnic Shelter.

Background:

A picnic shelter is being built in Sipe Park. The Osseo Lions plan to donate the shelter to the City once it is constructed. The Parks and Recreation Committee should continue to consider a use & reservation policy for the shelter, once it is constructed. The draft policy has been updated to reflect comments from the August meeting on resident vs. non-resident pricing.

Other issues to consider:

- The current draft sets the hours for reservations from 8 am to 10 pm. Some communities host fitness classes in their parks, which may start earlier than 8 am. The city's noise ordinance restricts sounds plainly audible at the property line between 10 pm and 7 am, so it may be reasonable to move the eligible hours for reservations to 7 am.
- The current draft allows changes or cancellations within 2 weeks of an event. It does not allow weather-related cancellations. Perhaps the period could be changed to 7 days instead of 2 weeks.
- The resident and non-resident fees for Sipe Park and Boerboom Park are different. Given the different costs in constructing and maintaining these facilities, these differences might make sense. If not, the committee can consider a recommendation to change either fee.

Budget or Other Considerations:

The proposed fees for a 4-hour rental period are \$50 for Osseo residents and businesses, and \$60 for non-residents and other businesses. A 50% discount is proposed for tax-exempt non-profit organizations.

Other metro communities charge between \$20 and \$200 for reserving picnic shelters.

City Goals Met By This Action:

- 6) Update City policies
- 14) Promote a healthy and high quality standard of living
- 18) Provide a variety of activities for all citizens with continued and new City events and programs

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee discuss the draft policy and provide recommendations.

The draft policy can be considered by the City Council at a future meeting.

CITY OF OSSEO

SIPE PARK & SHELTER USE POLICY



Sipe Park is a small City park and is meant for family-oriented uses and sporting events. A shelter was constructed in the park in 2017 through donations from the Osseo Lions Club, and is intended for small gatherings and recreational use.

A. GENERAL PROVISIONS AND PRIORITY FOR USE

1. The Sipe Park Shelter shall be used for small gatherings. The shelter is 576 square feet and contains three picnic tables.
2. The shelter shall be generally available for use by area civic, charitable or non-profit organizations, and for public and private gatherings. The shelter may also be used, subject to availability, for private parties and exhibitions. It shall not be used for any activity not consistent with the general purpose of the shelter or these policies.
3. City-sponsored programs have first rights to schedule the shelter for use. No rental for other events or ceremonies will be allowed at times when City programs are scheduled.
4. The shelter may be used for picnics, family gatherings, or similar events. The shelter is small, designed for picnicking, and is an open pavilion without walls or shelter from wind. It is located near a baseball field, and may be in the path of foul balls when games are played. (The ball field is reserved through the Public Services department. The field may be in use at the time the shelter is reserved; see item A10 below.)
5. Regularly-scheduled weekly- or bi-weekly events must be approved by the City Council.
6. Individuals or organizations desiring to reserve the Sipe Park Shelter must complete an application and submit it to the City. The application shall be submitted at least two weeks prior to the reservation date. The request will be reviewed by City staff, including the Public Services and Police Departments, in light of these guidelines and the availability of the facilities. For organizations using the facilities regularly/on an ongoing basis during the year, the application shall be completed quarterly (for weekly or bi-weekly events) or annually (for monthly events). For weekly or bi-weekly events, an additional Special Consideration application form must be submitted.
7. Park users may not seek donations, pass a collection plate, or solicit from attendees unless prior permission is granted by the City Council (see Special Consideration form). Sales of food or other items or services may be allowed only with prior permission from the City Council (see Special Consideration form) and appropriate licenses from the City of Osseo and public health authorities (including but not limited to Hennepin County and/or the State of Minnesota).
8. Use of the shelter shall not begin before 8:00 a.m. and shall end no later than 10:00 p.m.
9. No gambling of any kind may be conducted except with permission from the City Council (see form), and if needed, from the State of Minnesota.
10. The applicant understands that other users, such as the general public, may be in the park at any time allowed by general City policies.
11. The applicant signing the application must be at least 18 years of age.
12. Applicant must be on site during event and is responsible for group's compliance of City policies & ordinances.

Commented [NA1]: Update with actual numbers once installed

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Commented [NA2]: Would fitness classes be a possible use for the shelter? Would they start earlier than 8?

13. The Applicant must bring a copy of their approved application with them to the park on the date of their event. In addition to the posted reservation schedule, the approved application serves as proof of reservation. City Staff are not available to verify reservations in evening hours; on Fridays after 11:30 am; or on weekends or holidays.
14. No tobacco product use is allowed in any City park or open space. City-owned park land is designated and posted TOBACCO-FREE.
15. Pets are allowed in Osseo City Parks. Dogs must have identification on them. Animals must be on a hand-held leash no longer than 6 feet long. Pet owners must clean up promptly after their pets.
16. The applicant may be required to provide proof of insurance.

B. RESERVATIONS AND CANCELLATIONS

Reservations are accepted on a space-available basis. Any fees for rental or deposit are due and payable when making the reservation. Permits may be changed or cancelled up to two weeks before to the scheduled event. After this time, no changes or cancellations can be accepted, including weather-related cancellations. There is no fee for changes.

Commented [NA3]: Is this a reasonable period? Maybe 7 days instead?

C. RENTAL FEES

Rental fees are established on the city's Fee Schedule disclosed on the attached insert and are subject to change. Set up and clean up time must be included with the rental time.

D. DAMAGE/CLEAN UP DEPOSIT

1. The damage/clean up deposit is required at the time the reservation is made. Please refer to the attached fee schedule.
2. Clean up of picnic shelter and surrounding area is the responsibility of the permit holder. The deposit will be refunded after the event if no problems were incurred. If the shelter rental policy is not met, a deduction for the estimated labor or damage costs will be made from the original deposit. The remaining balance will be returned to the applicant with a receipt for the costs.
3. If additional damage is incurred to the facility or site beyond the deposit amount, the City will assess the amount of damage incurred and will forward damage costs to the individual, organization, and/or party responsible.

E. RENTAL EQUIPMENT AND DELIVERY/PICKUP

1. All equipment (rental or not) including tables, chairs, linens, and decorations must be delivered and picked up during the reservation period. The applicant is responsible for any delivery charges and for informing delivery people of City policies. The applicant is responsible for set-up and removal of all equipment and supplies brought in for the event.
2. There will be no storage of supplies or equipment related to the event inside the shelter. The City of Osseo is not responsible for damage or theft of any items.
3. There is one portable toilet in the park during summer months. No additional portable toilets are allowed except with permission from the City Administrator. Additional toilets must be provided by the applicant-permit holder. (Note request on application.)
4. Use of any inflatables, additional tents, or amusement rides is allowed only with permission from the City Administrator and a Special Event Permit, if required. (Note request on application.)

Commented [NA4]: Coordinate requirement with Special Event Permit as it is developed/adopted.

F. FOOD AND BEVERAGES

1. No alcoholic beverages are allowed.
2. No grills can be brought to the park. Catering is allowed without restrictions.
3. Offering food or other items for sale (non-catered events) requires City Council approval (see Special Consideration form), and may also require other City permits

G. MUSIC AND SOUND EQUIPMENT

1. Sipe Park is located in a residential area. Park users are reminded to be respectful of their surroundings. Live and taped music is allowed as long as the City's noise ordinance is strictly followed. Actions prohibited under the noise ordinance include—but are not limited to—unreasonably disturbing the peace and quiet of another and creating sounds plainly audible at the property line between the hours of 10 pm and 7 am.
2. Electricity is available at the shelter. No use of auxiliary power (e.g., generators) is allowed except with permission from the City Administrator. (Note request on application.)

H. TENTS, CANOPIES, SIGNS, BANNERS, AND DECORATIONS

1. No staked tents, canopies, etc. are allowed due to electrical and irrigation lines. Only freestanding/ weighted tents of up to 200 square feet will be allowed. The City is not responsible for the tent or items under or around the tent.
2. No signs or banners will be allowed without permission from the City Administrator. (Note request on application.)
3. All decorating must be included during your rental time.
4. No decorations may be permanently attached to any portion of the shelter facility or any other park structure. No pins, staples, nails, or gum-like substances may be used on any park structure. String and tape may be used, but must be completely removed at the end of the use period. Silly string or any similar products are not allowed. Glitter, flower petals, confetti, and similar items cannot be used as decorations.
5. All signs, canopies, tents, banners, and decorations, including tape or string, must be removed at the end of your rental time.

I. CLEAN UP

1. The applicant is responsible for removal of everything brought to the site and for cleaning up the site, including garbage and litter that does not fit in the garbage cans provided. No cleaning supplies are provided. Additional garbage cans can be requested for a fee. Because of the park's public nature, the City cannot guarantee that garbage cans will be empty at the start of the reservation.
2. If the facility and grounds are not sufficiently clean, labor costs to do so will be deducted from the damage deposit.

J. PARKING AND VEHICLE USE

1. There is no parking lot available next to the park where the shelter is located. General on-street parking is available in the area.
2. Driving vehicles into the park and/or parking on grass is prohibited.

Deleted: ¶
K. FIREARMS¶
No firearms are allowed in the park or shelter area except by sworn Minnesota peace officers.

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K. FEES

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Osseo Sipe Park Shelter Fees

Fee	Description
\$60*	Permit fee for up to 4 hours of use <u>(Non-residents, other businesses)</u>
<u>\$50*</u>	<u>Permit fee for up to 4hours of use (Osseo resident or business)</u> <u>*Non-profit Organizations: 50% discount from either resident or non-resident rate, based on organization's physical address. Legal proof of non-profit, tax-exempt status required.</u>
\$250	Damage/clean up deposit
\$20	Additional garbage can (each)

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M. SHELTER USE AGREEMENT

The use of the shelter will be allowed per the sole discretion of the City of Osseo, in consideration of a variety of factors that may affect the usage of the facility or park.

The undersigned agrees that it shall be totally responsible for all loss or damage or claims made by any person or any party that concerns use of the facility during the time the undersigned is using the shelter. The City shall not be responsible for any loss or damage or claims made by any person or party, it being understood that the sole and complete responsibility for use of the premises lies with the undersigned in case such claims are made. If claims are made against the City, the undersigned, for himself or herself and on behalf of the organization or group the undersigned represents, agrees to defend the City, its officers, councilmembers, employees, and agents against all claims made. Further, the undersigned, for himself or herself and on behalf of the organization or group the undersigned represents, agrees to indemnify and hold the City, its officers, council members, employees, and agents harmless from and against any and all claims and liabilities, including attorneys' fees, as to any claims for damages or loss which arise or are related to the use of the facility by the undersigned or the organization or group the undersigned represents, whether occurring on the premise or off-premise, including but not limited to accidental falls, discrimination, rights, etc. If the undersigned does not defend, indemnify, and hold the City harmless pursuant to the provisions of this Agreement, then the City may institute an action against the undersigned and all persons using the premises for recovery of all expenses and costs incurred by the City due to the failure to defend, indemnify, and hold the City harmless pursuant to the provisions of this paragraph.

The undersigned further agrees that if the signature of the undersigned is for and on behalf of an organization or group, that the organization or group has expressly authorized the undersigned to make this agreement on behalf of the organization or group and that the organization or group shall be bound by the undersigned's signature. The City may request that the undersigned furnish a certified copy of the resolution of the organization or association authorizing the undersigned to apply for use of the shelter if, in its discretion, it determines necessary. Alternatively, the City may require all members of the organization or association or all of its officers or directors or members as it shall determine to sign this Agreement or an addendum to this Agreement to further document this request and agreement to use the facility in the manner provided herein. If the organization or association requesting use of the facility is not incorporated, by signing this request and Agreement, the undersigned understands and agrees that all organization members or members of the group are or could be liable for use of the facility and that all members bear responsibility legally if the facility is not used properly and is not used in accordance with the terms of this request and agreement.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE USE OF THE SHELTER IS SUBJECT TO THE PAYMENT OF ALL FEES AND DEPOSITS AS REQUIRED BY THE CITY AND THAT THE UNDERSIGNED WILL BE RESPONSIBLE FOR THE PAYMENT OF ALL SUCH FEES AND DEPOSITS AS REQUIRED WHEN DUE.

(Policy approved ###/###; last updated ###/###)

CITY OF OSSEO

SIPE PARK SHELTER USE APPLICATION



INFORMATION PROVIDED TO THE CITY OF OSSEO MAY BE CONSIDERED PUBLIC DATA PURSUANT TO DATA PRACTICES LAW. THE CITY WILL COMPLY WITH ALL APPLICABLE LAWS IF THE INFORMATION IS SUBJECT TO A DATA REQUEST.

Applicant/Contact Person: _____
Address: (City, State, Zip) _____
Phone# (Day and Evening) _____
Name of Organization if different than Applicant: _____
Mailing Address: _____
Date(s) of Use: _____
Time(s) of Use: From: _____ am/pm to: _____ am/pm
Total Number of Hours Shelter will be used (include set-up & take-down): _____
Purpose of Event: _____
Number of Participants: _____
Fee charged or donations solicited from participants? Yes _____ No _____ If so, how much: _____
Will food or refreshments be served? Yes _____ No _____ What type: _____
Requests for City Administrator approval (post signs, bring additional toilets or generator, etc): _____

I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED CONTRACT. I UNDERSTAND THAT THE CITY OF OSSEO MAY CANCEL ANY RESERVED MEETING OR EVENT.

Date: _____ Name of organization, group, individual or Approved Caterer _____
Email: _____ Signature of applicant _____

This application request received on: Date _____ By _____
Rental & event fees for event received on: Date _____ Amount _____ Check# _____
Damage and cleanup deposit received on: Date _____ Amount _____ Check# _____
Approved by Public Services: Date _____ Name _____
Comments: _____
Approved by Police Dept.: Date _____ Name _____
Comments: _____
Verification of no damages: Date _____ Name _____
Deposit returned to applicant on: Date _____ Amount _____ By _____

PLEASE RETURN THIS APPLICATION TO OSSEO CITY HALL, 415 CENTRAL AVENUE, OSSEO, MN

CITY OF OSSEO

SIPE PARK & SHELTER



INFORMATION PROVIDED TO THE CITY OF OSSEO MAY BE CONSIDERED PUBLIC DATA PURSUANT TO DATA PRACTICES LAW. THE CITY WILL COMPLY WITH ALL APPLICABLE LAWS IF THE INFORMATION IS SUBJECT TO A DATA REQUEST.

APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

☐ Rental Fee Waiver
 ☐ Soliciting donations / Sales
 ☒ (Bi-)Weekly Use
 ☐ Gambling
*Applications for special consideration must be reviewed by the City Council. Fee waivers cover rental fees only; the applicant is still required to provide a rental deposit. The Council meets on the second & fourth Monday of each month; requests must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A COVER LETTER** to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369 or fax at 763-425-2624 or via email at cityhall@ci.osseo.mn.us*

Name of Applicant:					
Address:					
Name of Contact Person: (if different than applicant)					
Contact Phone: (daytime)		Email address:			
Description of event or purpose for which City facilities will be used:					
COMMUNITY BENEFITS					
How many Osseo residents will benefit from your event? How will they benefit?					
NEED:					
Why is it necessary to hold this event at a City facility?					
<i>If request is for a Fee Waiver:</i> Explain why paying the fee would be a hardship.					
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?					
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.					
Signature:					
Date of application:					
STAFF USE ONLY					
Est. total value of waiver (\$):		City Council Review date:		Approved date:	



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Discuss Downtown Banner Designs

Meeting Date: November 7, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Banner Cost Proposals
Banner Design Ideas

Policy Consideration:

The City is considering replacing the faded Banners along Central Avenue. Local companies have provided proposals for new banners.

Background:

The City currently has two designs for the Central Avenue Banners. Red and green banners are displayed in the winter, and orange and blue banners are used in the summer. There are approximately 70 banners in each design. These banners have been used for approximately 5 years and are beginning to show their age. Based on information from banner vendors, most banners will last 3-4 years. More durable fabrics may extend the life slightly, but many communities find they are ready for a “fresh look” at that time, regardless of banner condition.

There are two primary options for creating the banners. They can be screenprinted, which limits the number of colors that can be used but generally costs less per banner. They can also be digitally printed, which can incorporate multiple colors, and in some cases individualized text on each banner (for example, “Sponsored by: [BUSINESS NAME]”). Banners that are digitally printed generally cost more per banner. There is a significant variation in the per banner cost. The most expensive banners cost \$140 each, while the least expensive are \$21 each. Most are in the area of \$50 each.

City Staff have come up with a few ideas for banners, using photos of the community or stock image suggestions provided by banner vendors.

Previous Action or Discussion:

This topic has not been discussed recently.

Budget or Other Considerations:

A funding source for the new banners has not been identified at this time. The City budgets a modest amount for Maintenance and Operations at the City Hall Campus and in the city’s Parks. New banners might also be an Economic Development or Beautification expense.

City Goals Met By This Action:

- 2) Foster and promote economic development in the City
- 4) Improve the City’s aging and deteriorating infrastructure
- 14) Promote a healthy and high quality standard of living

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee discuss the suggestions for banner designs and make suggestions as needed.

Next Step:

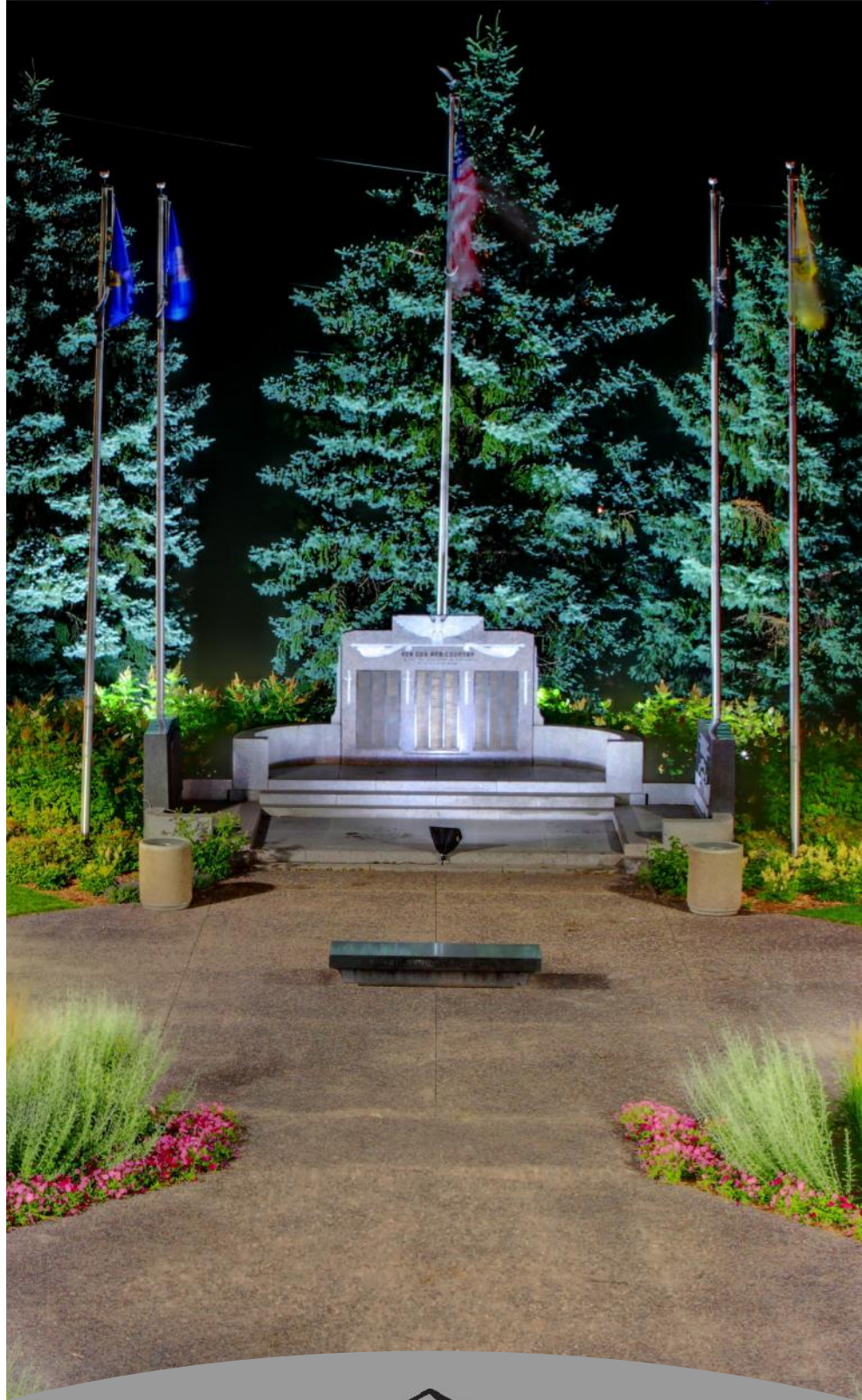
The designs can be reviewed at a future Committee meeting, or at future meetings of the City Council or Economic Development Authority.

Banner Vendor Estimates

Print & Material	Mainstreet Design				Northern Lights Display			Display Sales				
Digital Best Fabric	140 @ \$76 ea		\$10,640		140 @ \$21 ea		\$2,940		140 @ \$68 ea		\$9,520	
	Design set up included		\$0		included		\$0		4 @ \$60 ea		\$240	
	Total / Per Unit		\$10,640				\$2,940				\$9,760	\$ 70
Digital standard fabric	140 @ \$60 ea		\$8,400					140 @ \$39 ea		\$5,460		
	Design set up included		\$0					4 @ \$60 ea		\$240		
	Total / Per Unit		\$8,400							\$5,700		\$ 41
Screen Print	2 colors				70 @ \$38 ea		\$2,660	\$ 38	70 @ \$45 ea		\$3,150	
	3 colors		70 @ \$56		\$3,920	70 @ \$50 ea		\$3,500	\$ 50			
	Design set up included		0		included		\$0	2 @ \$195 ea		\$390		
	Total / Per Unit		\$3,920							\$3,540	\$ 51	



DiscoverOsseo.com



DiscoverOsseo.com



DiscoverOsseo.com







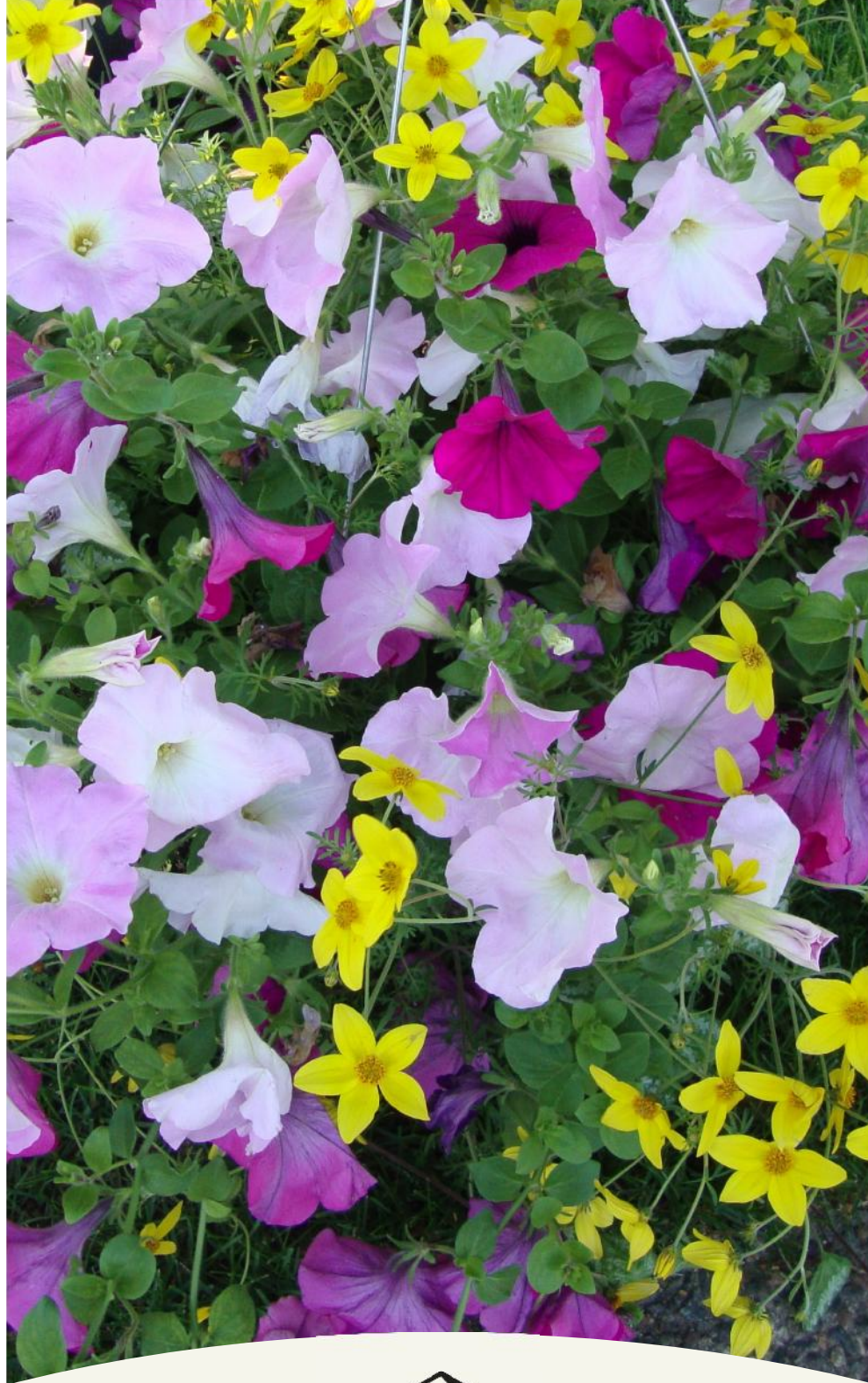
DiscoverOsseo.com



Welcome to Osseo



DiscoverOsseo.com



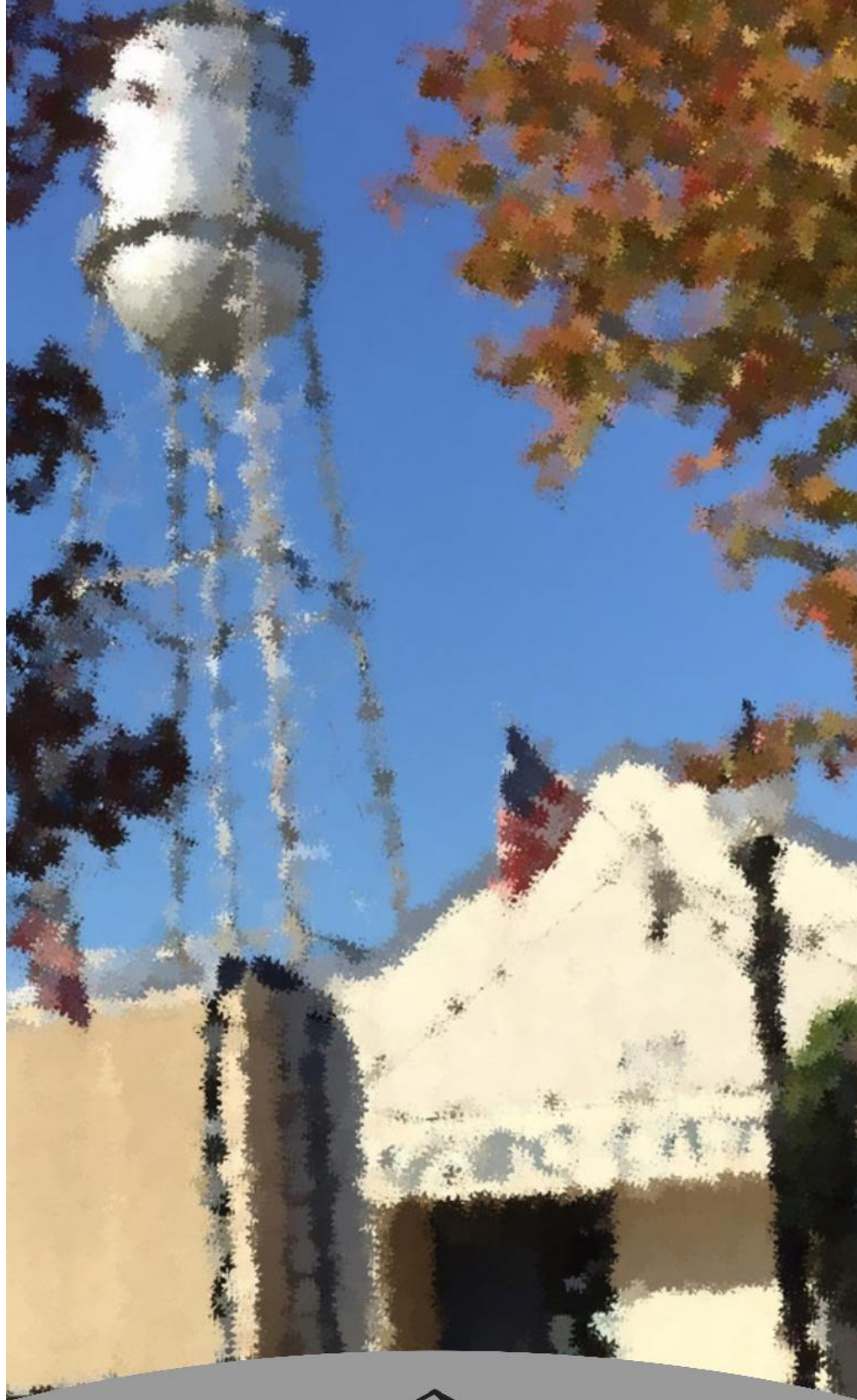
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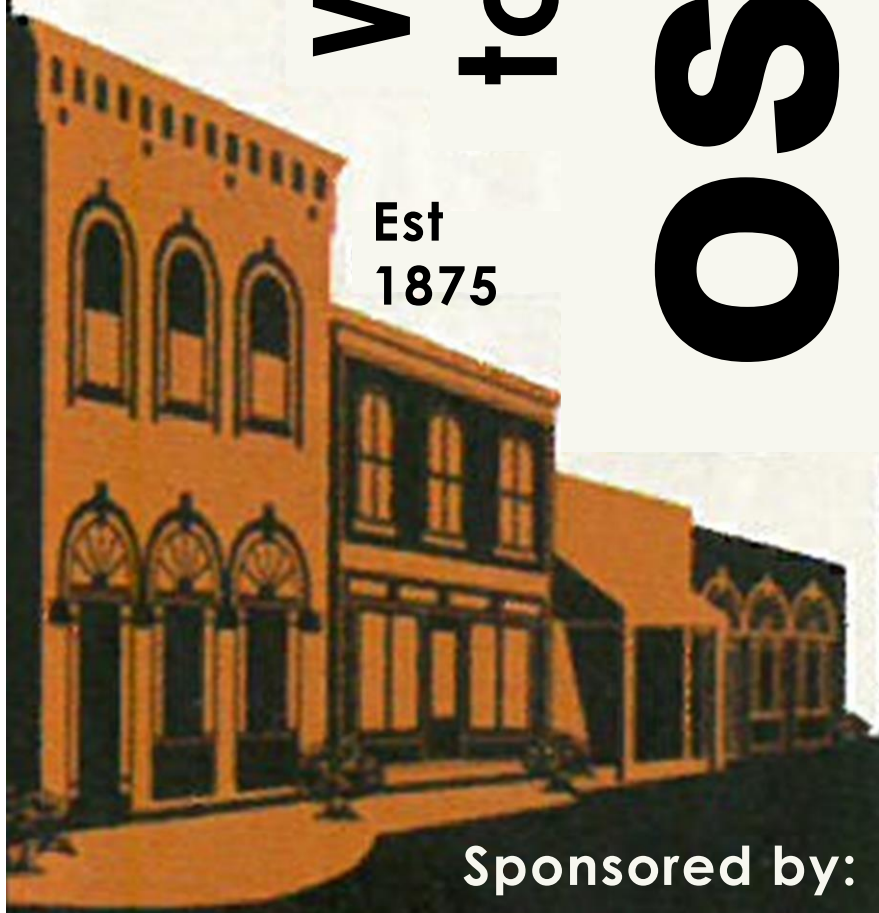
DiscoverOsseo.com

Banner
Design
16*

Could
be
screen
printed

Welcome to Historic OSSEO

Est
1875



Sponsored by:

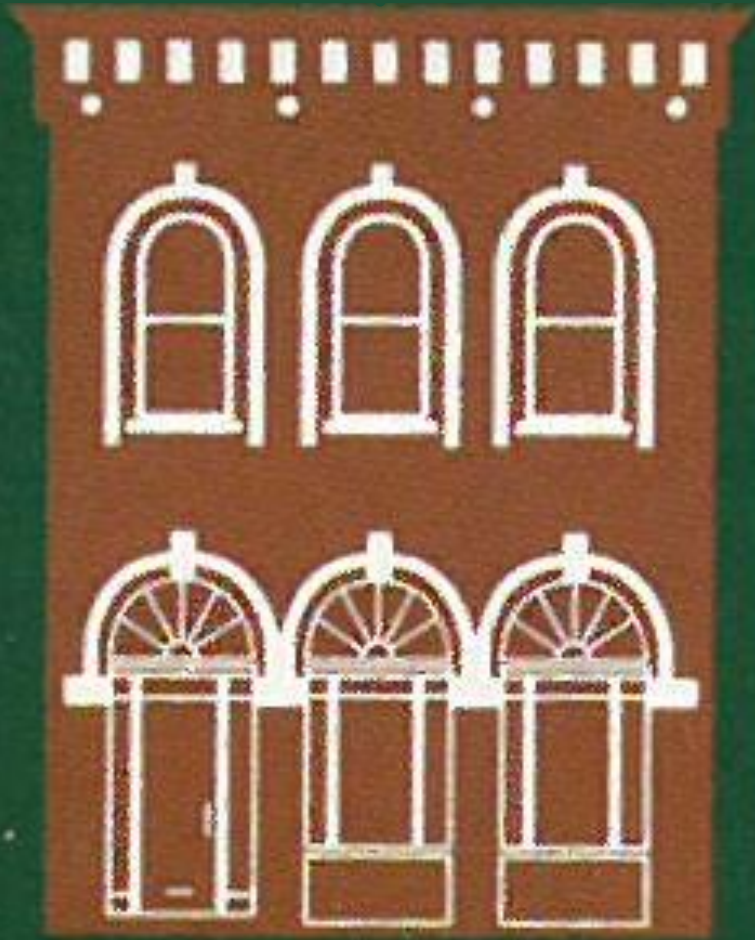
(Extra \$15 to add sponsors to
Digital Printed Signs)

Banner
Design

17

Could
be
screen
printed

HISTORIC OSSEO



ESTABLISHED
1875

WELCOME TO
HISTORIC



SPONSORED BY:

(EXTRA \$15 TO ADD
SPONSORS TO DIGITAL
PRINTED SIGNS)



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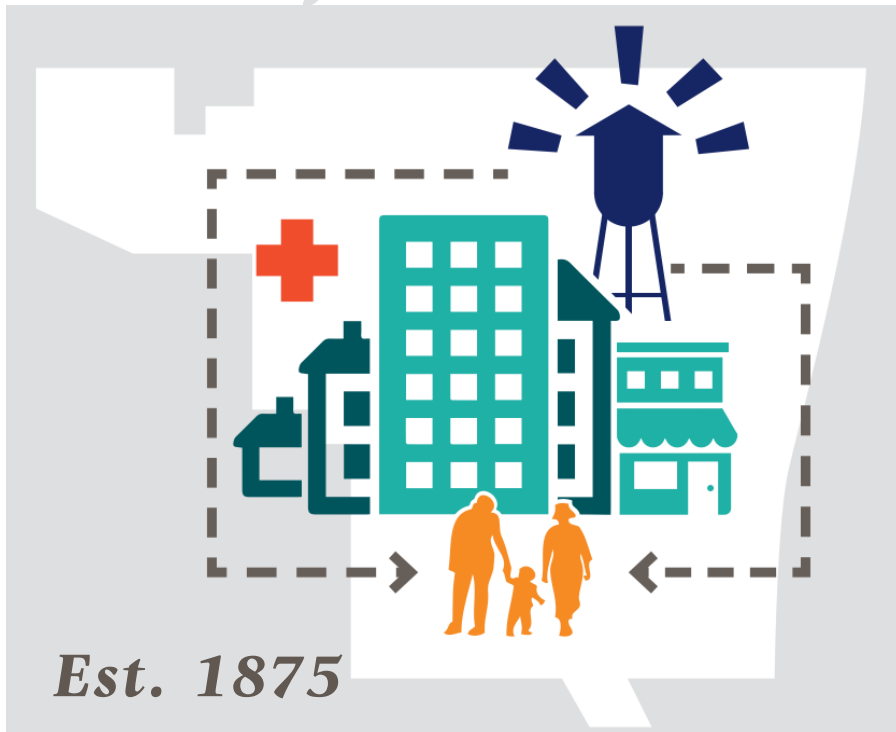
Season's Greetings

Sponsored by:

**\$15 to add sponsor names to
digital signs**

Discover

restaurants **business**
historic **friendly**
safe home
healthy



shops
accommodating
downtown
convenient

OSSEO

Discover



Banner
Design

22*

Oriole -
logo -
text
could
be
screen
printed
with
different
background

Discover



Discover

history



Osseo Parks & Recreation Committee Meeting Item

Agenda Item:	Discuss Signs for City Facilities
Meeting Date:	November 7, 2017
Prepared by:	Nancy Abts, City Planner
Attachments:	Images of Current Signs and Central Avenue streetscape elements

Policy Consideration:

The City is considering replacing the dated signs at City facilities. Local sign purveyors are working to create proposals based on some guidance from the City and hope to have them available for review at the meeting.

Background:

Wood signs are used to identify City Hall, Sipe Park, and the Public Works Facility. These signs are in poor condition. The City is considering proposals to replace these signs, and add coordinating signs to other community facilities at Boerboom Park and the newly-established Osseo Orchard.

The staff suggestion for these signs is that they be made of black metal, to coordinate with the existing street furniture along Central Avenue. Metal will be easy to repaint if needed. The font from the city's logo and Gateway pillars is used, but the logo is not included. This is because past signs lasted longer than past logos were in use. The faux stone base may mimic the existing limestone planting beds, or establish a new element that can be added to future community elements (Boerboom Park, City Hall Façade, etc).

The sign for City Hall is also proposed to have changeable colored lighting, to add visual interest in the evening and during dark winter days. The colors will echo the multicolored winter tree lights. They are also intended to be changeable to commemorate holidays and events—like the canopy in Maple Grove's Town Green Bandshell, Hennepin County's Lowry Avenue Bridge, and many other landmark structures.

The current signs have most of the text at 5 feet high, with a maximum height of 6 feet at the top of the logo "bubble". Primary text is 6 inches tall, with addresses 4" tall. Some signs have planting beds around the base.

Previous Action or Discussion:

This topic has not been previously discussed.

Budget or Other Considerations:

The City budgets a modest amount for Maintenance and Operations at the City Hall Campus and in the city's Parks. The new signs may be phased in over several years, based on fund availability and other contingencies (e.g., the Boerboom Park sign may not be updated until after the park reconstruction is underway).

City Goals Met By This Action:

- 4) Improve the City's aging and deteriorating infrastructure
- 12) Increase communication with citizens and encourage citizen engagement
- 14) Promote a healthy and high quality standard of living

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee discuss new signs for city facilities.

Next Step:

The designs can be reviewed at a future Council meeting.

Current sign in Sipe Park

New Signs for City of Osseo Facilities

The City of Osseo desires to replace the aging wood signs identifying its public facilities. (Main lettering: ~4' off grade. Total height with old logo: ~6')

The new signs should coordinate with the Central Avenue improvements completed in 2009. They should include a unified visual appearance in font and materials.

Designs should strike a balance between durability and affordability. Low-maintenance black metal and faux stone are suggested as possible visual elements.

Product specs and supplier information for unique materials selected (e.g., faux stone) should be provided to the City. Due to budgetary limitations, new signage may be phased in over several years.

Please provide design recommendations and approximate costs for each of the 5 signs.



Open to suggestions regarding cost-effective sign designs. Possibilities identified by the City include:

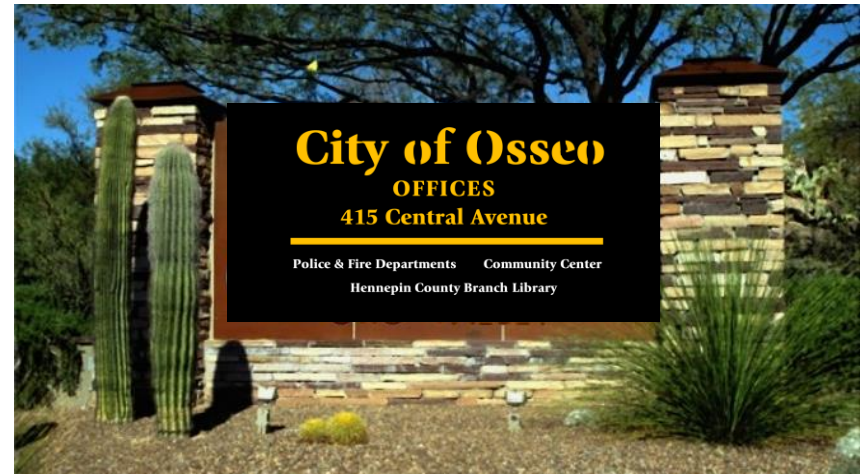
Posts with stone on base only



Posts only; no stone



Stone on sides & bottom



Long stone plinth

CITY of OSSEO OFFICES

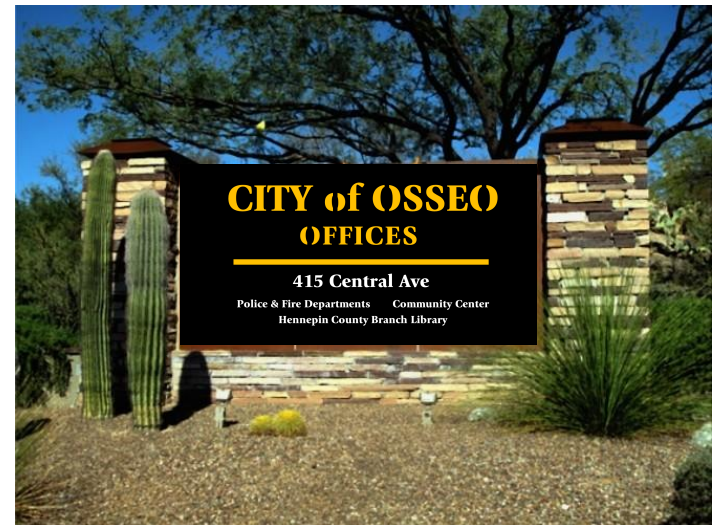
415 Central Ave

Police & Fire Departments Community Center
Hennepin County Branch Library



Monument Signs: City Hall, Parks, Public Works

- Black metal (reference current street furniture)
- Cutout letters
 - City Hall ONLY: LED color-change lights
 - Others: White background (or, could be changeable solid background)
- Consistent base materials—brick or faux stone suggested. The City may eventually add a similar material to the City Hall façade.



#1: City Offices Sign [Only]: 2 sided monument style preferred. Text shown in yellow to be cutouts, backit by color-changing LEDs. White text may be decal or cutout. May need to include the “Hennepin County” logo for the library.

Letter
Height

6”

**CITY of OSSEO
OFFICES**

Proportional

4”

415 Central Ave

Proportional

Police & Fire Departments

Community Center

Hennepin County Branch Library

#2: Sipe Park Sign: 1-sided post style preferred. Text shown above dashed line to be cutouts. Text below dashed line may be decal or cutout.

Letter
Height

6"

SIPE PARK

4"

600 2ND St SE



~

Osseo Parks are Tobacco Free



~

Land Donated by William Sipe in 1950

#3: Boerboom Park Sign: Post or Monument style, 1- or 2-sided possible. Text shown above dashed line to be cutouts. Text below dashed line may be decal or cutout.

Letter
Height

6"
BOERBOOM
6"
PARK

4"

415 Central Ave.

~
Osseo Parks are Tobacco Free



#4: Public Works Sign: Post style preferred. All text may be decal or cutout.

Letter
Height

6"

**OSSEO PUBLIC
WORKS**

4"

800 Broadway St E

#5: Orchard Sign: Post style preferred. All text may be decal or cutout.

Letter
Height

6"

**OSSEO
ORCHARD**

4"

200 8th AVE SE



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Discuss Downtown Beautification Plan

Meeting Date: November 7, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Map of Planting Bed Locations

Policy Consideration:

The City is considering the long term viability of the downtown beautification program. The Economic Development Authority has asked administrative staff to come up with a strategy to maintain the planting beds and flower baskets.

Background:

The annual costs of downtown beautification are estimated at \$12,000. This includes approximately \$4,000 for flower baskets and materials, and an \$8,000 of maintenance costs paid to Designing Nature for regular upkeep of the plantings.

In recent years, the beautification program has averaged \$6,000 in donations. Staff estimates that an additional \$3,000 in maintenance costs can be saved from the Designing Nature bill if their work is supplemented by City Staff and volunteers. The City Administrator is confident that downtown beautification is an eligible expense for the City.

The outstanding amount can be partially paid for with sponsorship. Public Works staff has determined the approximate cost of a hanging flower basket to be \$200 and a raised flower bed to be \$175. In 2017, the City purchased 68 baskets and maintained 7 raised flower beds. The new planting bed at the Gateway Sign and existing beds near the Clocktower may also attract sponsors. If all items are sponsored (an unlikely occurrence), the program would cover the entire cost of downtown beautification. If approximately 20% of the items were sponsored, the contributions would cover the expected program gap of \$3,000.

Strategies for identifying and thanking donors include:

- Listing in the "Osseo Outlook" newsletter
- Acknowledgement of donation at City Council meetings
- Acknowledgement on Social Media
- Acknowledgement on the Gateway Sign
- Posting a list of donors on the city's website
- Providing donors with a 'thank you' certificate

Plaques identifying donors are not recommended for the following reasons:

- Too difficult to attach to poles or hang on baskets
- Adds cost and staff time to the beautification program
- The plaques will not be very visible
- The plaques may be stolen
- The other strategies for thanking donors will provide more visibility with less effort and additional cost

Budget or Other Considerations:

An item has been added to the proposed 2018 city budget to cover any un-recouped costs annual for Downtown Beautification. The Economic Development Authority may consider paying off a significant deficit in the Beautification/Flower Fund.

City Goals Met By This Action:

- 1) Ensure City's continued financial stability
- 3) Maintain as low a tax rate as possible

Options:

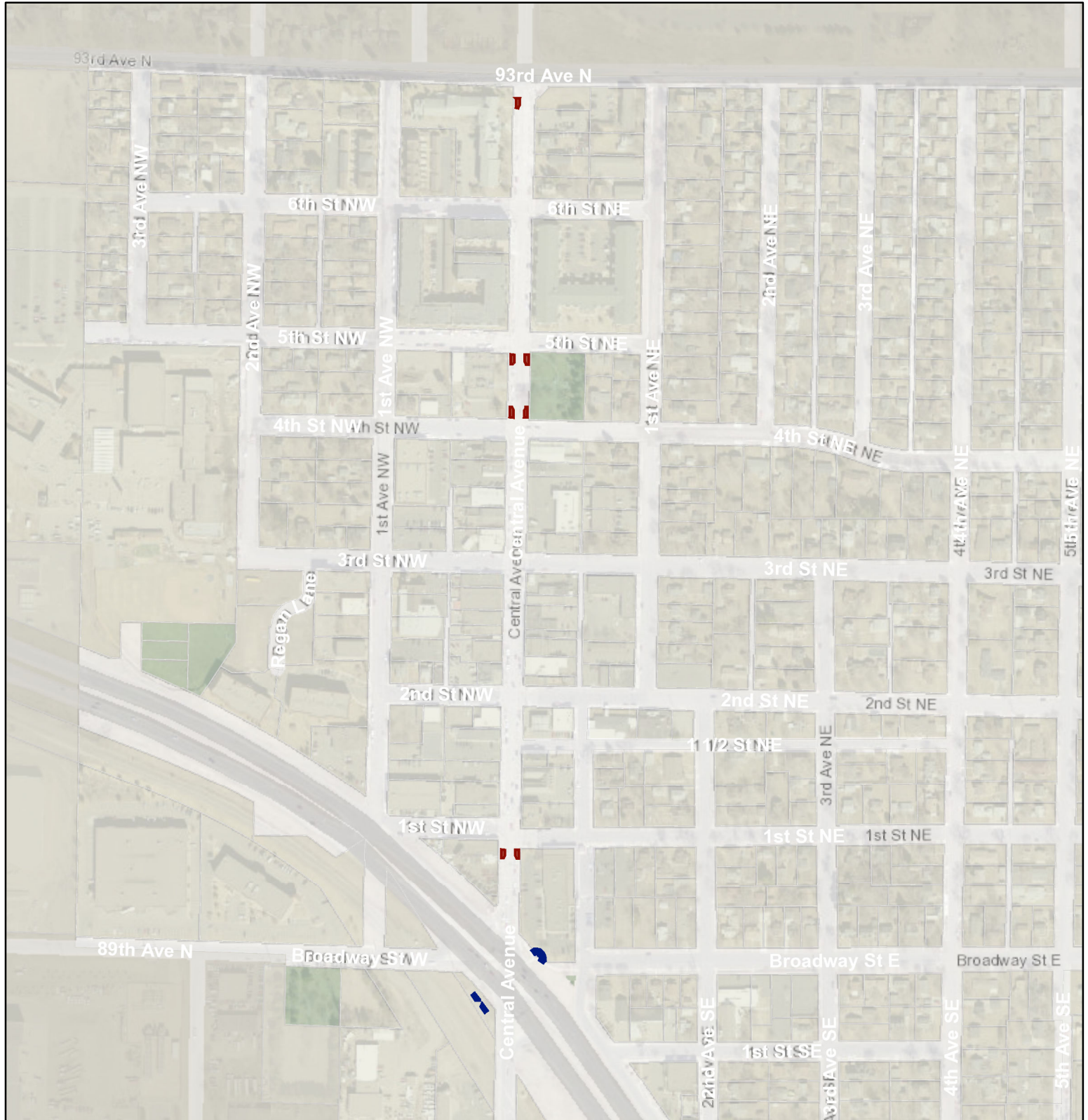
The Parks and Recreation Committee may choose to ***make the following recommendation to the City Council and Economic Development Authority:***

1. Approve the Downtown Beautification Plan as presented;
2. Approve the Downtown Beautification Plan with noted changes/as amended;
3. Deny the Downtown Beautification Plan; or may
4. Table action on this item for more information.

Next Step:

The Economic Development Authority will consider the Downtown Beautification Plan at their upcoming November 13 meeting. If the EDA approves of the plan, they will consider paying off the negative balance in the Beautification/Flower Fund.

Planting Beds



1 inch = 400 feet



October 31, 2017

Map Powered by DataLink
from WSB & Associates



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Discuss Flooding Pleasure Rink for Winter 2017-2018

Meeting Date: November 7, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Location Map

Policy Consideration:

The Committee should discuss whether the Pleasure Rink, adjacent to the hockey rink, should be flooded during Winter 2017-2018.

Background:

The Public Services Director reports that the open public skating area/pleasure rink located just east of the outdoor hockey rink is not frequently used. He does not remember seeing any skate marks last season, despite the rink being in place before the winter break, and relatively mild weather overall. Given the considerable amount of water needed to establish the rink and staff time needed to maintain it, Public Works recommends not flooding the rink this year.

Previous Action or Discussion:

After the matter was circulated in the City Administrator's weekly memo, Councilmembers asked that the Committee review the proposal.

Budget or Other Considerations:

Savings of approximately 30,000 gallons of water, costing \$153, and approximately 40 hours of staff time, equating to approximately \$2,400.

City Goals Met By This Action:

- 1) Ensure City's continued financial stability
- 5) Continue to give Staff the necessary tools to do their jobs effectively and efficiently

Recommendations:

The Parks and Recreation Committee may choose to ***make the following recommendation to City Council:***

1. Flood the Pleasure Rink for Winter 2017-2018;
2. Do not flood the Pleasure Rink for Winter 2017-2018;
3. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee choose recommendation 2) Do not flood the Pleasure Rink for Winter 2017-2018.





Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Discussion Revisions to Boerboom Park Bandshell Policy

Meeting Date: November 7, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Policy
Excerpt of Minutes from June 13, 2011
Excerpt of Minutes from August 8, 2016

Policy Consideration:

As part of the process of creating the Sipe Park Picnic Shelter Policy, possible revisions to the Boerboom Park Bandshell Policy were identified.

Previous Action or Discussion:

The Bandshell Policy was adopted in 2007 and updated in 2011 to include language regarding tobacco-free parks. In 2016, the policy's fee schedule was updated to establish rates for events requiring special approval by the City Administrator. This change came following a local yoga teacher's request to use the parks to host classes. (To date, no events requiring special approval have been held in bandshell or Boerboom Park.)

Background:

Updates to the bandshell policy are proposed to clarify the additional charge for events requiring special approval by the City Administrator and to remove the section regarding firearms. Language clarifying the fee schedule is also proposed.

Budget or Other Considerations:

As was covered in agenda item 8C, the resident and non-resident fees are different for reserving Sipe Park and reserving Boerboom Park for events requiring City Administrator approval.

City Goals Met By This Action:

- 6) Update City policies
- 14) Promote a healthy and high quality standard of living
- 18) Provide a variety of activities for all citizens with continued and new City events and programs

Options:

The Parks and Recreation Committee may choose to ***make the following recommendation*** to the City Council:

1. Approve the changes to the Bandshell Park Policy as presented;
2. Approve the changes to the Bandshell Park Policy as presented with noted changes/as amended;
3. Deny the changes to the Bandshell Park Policy as presented;
4. Table action on this item for more information.

The item will be placed on a subsequent City Council meeting for consideration and approval.

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
June 13, 2011**

1. CALL TO ORDER

Mayor Al Lindquist called the regular meeting of the Osseo City Council to order at 7:00 p.m. on Monday, June 13, 2011.

2. ROLL CALL

Members present: Council members Allan Hartkopf, Duane Poppe, Mark Schulz, Rick Weber, and Mayor Al Lindquist.

Staff present: City Administrator Jeffrey Dahl, City Attorney Loren Magsam, Fire Chief Mark Lynde, and Police Chief Tom Hartkopf.

Others present: Dave Callister, Rebecca Kurtz, Marcus Thomas, Sarah Rippke, Kevin Rebman, Susan Blood, Anita Perkins, Violet Zumwinkle, Dorothy Clarke, John Hall, Martin Duffy, Clair Coughlin, James Kelly, Mawaye Appleton, Christiana Boadu, Emily Anderson, Ron Barger, Sabrina Ali, Ben Harvay, Akua Clsare, Monica McDonald, Anna Drennan, and LeeAnn Mortenson.

9. OLD BUSINESS

A. APPROVE OSSEO OUTDOOR PARK & RECREATIONAL FACILITIES
TOBACCO-FREE POLICY

Dahl stated at the last City Council meeting the Council received a request from the Association for Nonsmokers and a group of local students to have Osseo parks become tobacco free. After discussion by the Council, staff was directed to prepare a tobacco-free policy for Osseo Parks and Recreational Facilities. Staff recommended approval of the new Smoke-Free Park Policy, modification of the Bandshell Park Policy, and implementation of the policy by posting signs in the parks.

A motion was made by Poppe, seconded by Hartkopf, to approve the Smoke-Free Park Policy, along with implementation of the policy through posting signs. The motion carried 5-0.

A motion was made by Poppe, seconded by Schulz, to approve the modification to the Bandshell Park Policy as proposed. The motion carried 5-0.

**OSSEO CITY COUNCIL
REGULAR MEETING MINUTES
August 8, 2016**

1. CALL TO ORDER

Mayor Duane Poppe called the regular meeting of the Osseo City Council to order at 7:05 p.m. on Monday, August 8, 2016.

2. ROLL CALL

Members present: Councilmembers Harold E. Johnson, Mark Schulz, Larry Stelmach, Anne Zelenak, and Mayor Duane Poppe.

Staff present: City Administrator Riley Grams, City Planner Nancy Abts, and City Attorney Mary Tietjen.

Others present: Bill Quan, Patcharee Meela, Jessica Pechacek, Polwat Nakalak, and Sherry Murdock.

10. NEW BUSINESS

B. CONSIDER REQUEST TO USE CITY PARKS

City Planner Nancy Abts stated the bandshell at Boerboom Park can be reserved at no charge, per the Bandshell Policy. In the policy, the bandshell is to be used for performances and ceremonies. Sales and soliciting donations are not allowed without permission from the City Administrator. The policy does not mention ticket sales, but in the past Lorie Line concerts were held in the park with ticket sales. Similarly, the ballfields at Sipe Park can be reserved and used at no charge.

Abts explained the City of Maple Grove offers its Yoga in the Park events through its Parks and Recreation Department. Instructors are employed by the department, and a free-will offering is collected at the classes. Maple Grove does rent some of its park facilities to private users under certain circumstances. A resident group of less than 100 persons is charged \$50 for an entire day's rental of Maple Grove Park Facilities, with higher rates for more users and non-residents.

Abts reported Maple Grove's park facility fees are comparable to the Osseo's community center fees. Staff recommends adopting the Community Center Fee Schedule for use of the park when that use is not covered under the current Bandshell Policy. This could be done on a trial basis for the rest of 2016. The Council could request an end-of-season report (from the applicant or staff) on the outdoor classes as a condition of approving the request. Regardless of event type, the current \$100 electrical access fee would also apply.

Jessica Pechacek introduced herself to the Council and noted she was a yoga instructor interested in holding classes at Boerboom Park. She stated she would be moving her classes to the community center when the weather turned colder.

Stelmach understood there was a \$100 electric fee. Ms. Pechacek explained she would not require any electrical services as she would be providing her own music for the yoga classes. She estimated her classes would be \$5 to \$10 per class in order to keep the fee reasonable.

Stelmach questioned how long Ms. Pechacek would require the use of the park in order to hold a yoga class. Ms. Pechacek anticipated she would need the park for two hours, which would allow her to setup, hold a one-hour class, and cleanup.

Schulz did not anticipate there would be a large amount of cleanup given the fact the yoga members would clean up their mats and water bottles before leaving. He was in favor of the City getting out of the way in order to allow this local business owner to thrive. He asked if Ms. Pechacek was a resident of Osseo. Ms. Pechacek stated she lived in Osseo on 3rd Street and supported the \$25 fee to use Boerboom Park for four hours.

Johnson inquired if Ms. Pechacek would be able to get enough clients to attend her classes given the fact the City was currently offering free yoga on Monday nights. Ms. Pechacek believed that residents would pay for her classes since she would be offering classes on different nights of the week and at different times.

Grams questioned how classes would be handled in the event of rain. Ms. Pechacek reported if the weather was inclement she hoped to hold the classes in the community center.

Schulz discussed how community center time was scheduled. He supported Ms. Pechacek offering yoga in the park but questioned how the park and community center scheduling would be managed by staff. Abts recommended Ms. Pechacek schedule time at the community center if the forecast was looking poor. She noted the community center schedule was quite open on Wednesday and Thursday evenings. Keys could then be picked up in advance and could be placed in the drop box overnight.

Schulz suggested the park and community center be scheduled simultaneously in order for Ms. Pechacek's classes to be successful. Grams agreed with this recommendation.

Schulz asked that Ms. Pechacek be given a key card in order for her entry and exit into the community center to be streamlined.

Zelenak questioned if the Council needed to consider a fee for the use of the community center by a for-profit entity. She suggested the matter be tabled in order for the Community Center Policy to be further reviewed.

Stelmach requested staff review the fee schedule for the community center. Abts reviewed those who were allowed to use the community center. She noted the space was not to be used for private profit-making activities.

Schulz understood Zelenak's concerns but wanted to see Ms. Pechacek not be delayed and be allowed to hold classes in the park yet this summer. He explained that the community center was merely a backup space for the classes. He supported Ms. Pechacek being allowed to use Boerboom Park and the community center on a temporary basis until the Community Center Policy could be revised.

Stelmach questioned if Ms. Pechacek had her own insurance in order to cover an accidental injury at one of her classes. Ms. Pechacek indicated she would be obtaining her own liability insurance if her request was approved by the City.

Stelmach respected the Community Center Policy; however, he noted he could support a 60-day suspension of the policy in order to allow Ms. Pechacek the ability to hold classes in Boerboom Park using the community center as a backup space.

Zelenak believed Ms. Pechacek had a great idea; however, she also understood the City had a policy in place. She felt she did not have enough time to prepare to review this matter.

City Attorney Mary Tietjen advised the Council could waive the Community Center Policy and allow for private and for-profit uses, pending review and amendment of the policy. This would then allow the Council to refine the policy at a future date.

A motion was made by Stelmach, seconded by Schulz, to approve the request to use parks and associated changes to the Bandshell Fee Schedule, waiving the Community Center Policy, and allow for private and for-profit uses for 60 days, pending review and amendment of the policy to allow community programming. The motion carried 5-0.



City of Osseo

415 Central Avenue

Osseo, MN 55369

Phone (763) 425-2624

Fax (763) 425-1111

The Henry J. Boerboom Veterans Memorial Park is a small City park and is meant for family-oriented uses and events. Monuments have been erected to honor the veterans from various wars. A bandshell was constructed in the park in 2006 through donations to the City, and is intended for performing arts and the Music & Movies in the Park series each summer.

BANDSHELL PARK POLICY

A. PRIORITY FOR USAGE AND GENERAL REGULATIONS

1. The Osseo Bandshell Park shall be used primarily for City of Osseo performing arts programs and special events such as Concerts/Performances in the Park or Movies in the Park/Family Film Festival. These City sponsored programs have first rights to schedule the bandshell park for performances or use. Concerts/Performances and Movies in the Park are typically held on Tuesday evenings. No rental for other events or ceremonies will be allowed on these dates.
2. The bandshell may be used for wedding or similar ceremonies. The stage is small, designed for performing arts, and is an elevated floor without guardrails.
3. All applicants must complete the Bandshell Park Use Application. All such applications will be reviewed by City staff, including the Public Services Department and the Police Department. APPLICATIONS MUST BE RECEIVED A MINIMUM OF TEN (10) DAYS PRIOR TO THE EVENT.
4. Participants or sponsors may not seek donations, pass a collection plate, or solicit from the audience unless prior permission is granted by the City Administrator. **An additional fee may be required for these events.**
5. Use of the bandshell shall not begin before 10:00 a.m. and shall end no later than 10:00 p.m.
6. No sales of any items are allowed during uses by performers or sponsors without prior permission from the City Administrator. Sales of food or refreshments by civic groups and non-profit groups may be allowed only with prior permission from the City Administrator. **An additional fee may be required for these events.**
7. The applicant signing the application must be at least 18 years of age.
8. No gambling of any kind may be conducted except with permission from the City Administrator. **An additional fee may be required for these events.**
9. The applicant may be required to provide proof of insurance.
10. The applicant understands that other users such as the general public may be in the park at any time allowed by general City policies. **The rental agreement does not provide exclusive use of the park.**
11. We encourage all users to be mindful of planted areas and the overall beauty of this Veterans Memorial Park.
12. No tobacco product use is allowed in any City park or open space. City-owned park land is designated and posted TOBACCO-FREE.

B. RENTAL FEES

Rental fees are disclosed on the attached insert and are subject to change. Rehearsal and clean up time must be included with the rental time.

C. RESERVATIONS AND CANCELLATIONS

Reservations are accepted on a space available basis. Any fees for rental or deposit are due and payable when making the reservation.

D. DAMAGE/CLEAN UP DEPOSIT

1. The damage/clean up deposit is required at the time the reservation is made. Please refer to the attached fee schedule.
2. The deposit will be refunded within two weeks after the event if no problems were incurred. If the bandshell rental policy is not met, a deduction for the estimated labor or damage costs will be made from the original deposit. The remaining balance will be returned to the applicant with a receipt for the costs.
3. If additional damage is incurred to the facility or site beyond the deposit amount, the City will assess the amount of damage incurred and will forward damage costs to the individual, organization, and/or party responsible.

E. RENTAL EQUIPMENT AND DELIVERY/PICKUP

1. All equipment (rental or not) including tables, chairs, linens, and decorations must be delivered and picked up during the rental period. The applicant is responsible for any delivery charges and for informing delivery people of City policies. The applicant is responsible for set-up and removal of all equipment and supplies brought in for the event.
2. There will be no storage of supplies or equipment related to the event inside the bandshell. The City of Osseo is not responsible for damage or theft of any items.
3. No portable toilets are allowed except with permission from the City Administrator. No public restroom facilities are located in the park.
4. Use of any inflatables or amusement rides is allowed only with permission from the City Administrator.

F. FOOD AND BEVERAGES

No food or beverages of any sort are allowed as part of your event. No alcoholic beverages are allowed. No grills can be brought to the park.

G. TENTS/CANOPIES/SIGNS/BANNERS

No staked tents, canopies, etc. are allowed due to electrical and irrigation lines. Only freestanding/ weighted tents will be allowed. The City is not responsible for the tent or items under or around the tent. No signs or banners will be allowed.

H. MUSIC AND SOUND EQUIPMENT

1. Live and taped music is allowed as long as the City's noise ordinance is strictly adhered to.
2. Electricity is available at the bandshell but at a cost. Please refer to the attached fee schedule. All arrangements for electricity must be approved by and facilitated with the City Public Services Department (763-425-5741). No use of auxiliary power (generator) is allowed except with permission from the City Administrator.
3. No dancing is allowed on the bandshell platform.

I. DECORATING

1. You may use the florist or decorator of your choice.
2. All decorating needs to be included during your rental time.
3. No decorations may be attached to any portion of the bandshell facility or any other park structure. No tape, pins, staples, nails, or gum-like substances may be used on any park structure. Silly string or any similar products are not allowed. Rice, glitter, rose petals, sand, and confetti cannot be thrown or used as table decorations. Soap bubbles are allowed.
4. Candelabras for wedding ceremonies are allowed.
5. All decorations must be removed at the end of your rental time.

J. CLEAN UP

1. The applicant is responsible for removal of everything brought to the site and for cleaning up the site, including garbage and litter.
2. If the facility and grounds are not sufficiently cleaned up, labor costs to do so will be deducted from your damage deposit.

K. PARKING

There is no parking lot available next to the park where the bandshell is located. However, there is a small municipal lot one-half block away. General on-street parking is available in the area.

~~L. FIREARMS~~

~~No firearms are allowed in the park or bandshell area except by sworn Minnesota peace officers.~~

M L. CITY POLICIES AND REGULATIONS

The use of the bandshell will be allowed per the sole discretion of the City of Osseo, in consideration of a variety of factors that may affect the usage of the facility or park.

The undersigned agrees that it shall be totally responsible for all loss or damage or claims made by any person or any party that concerns use of the facility during the time the undersigned is using the bandshell. The City shall not be responsible for any loss or damage or claims made by any person or party, it being understood that the sole and complete responsibility for use of the premises lies with the undersigned in case such claims are made. If claims are made against the City, the undersigned, for himself or herself and on behalf of the organization or group the undersigned represents, agrees to defend the City, its officers, council members, employees, and agents against all claims made. Further, the undersigned, for himself or herself and on behalf of the organization or group the undersigned represents, agrees to indemnify and hold the City, its officers, council members, employees, and agents harmless from and against any and all claims and liabilities, including attorneys' fees, as to any claims for damages or loss which arise or are related to the use of the facility by the undersigned or the organization or group the undersigned represents, whether occurring on the premise or off-premise, including but not limited to accidental falls, discrimination, rights, etc. If the undersigned does not defend, indemnify, and hold the City harmless pursuant to the provisions of this Agreement, then the City may institute an action against the undersigned and all persons using the premises for recovery of all expenses and costs incurred by the City due to the failure to defend, indemnify, and hold the City harmless pursuant to the provisions of this paragraph.

The undersigned further agrees that if the signature of the undersigned is for and on behalf of an organization or group, that the organization or group has expressly authorized the undersigned to make this agreement on behalf of the organization or group and that the organization or group shall be bound by the undersigned's signature. The City may request that the undersigned furnish a certified copy of the resolution of the organization or association authorizing the undersigned to apply for use of the bandshell if, in its discretion, it determines necessary. Alternatively, the City may require all members of the organization or association or all of its officers or directors or members as it shall determine to sign this Agreement or an addendum to this Agreement to further document this request and agreement to use the facility in the manner provided herein. If the organization or association requesting use of the facility is not incorporated, by signing this request and Agreement, the undersigned understands and agrees that all organization members or members of the group are or could be liable for use of the facility and that all members bear responsibility legally if the facility is not used properly and is not used in accordance with the terms of this request and agreement.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE USE OF THE BANDSHELL IS SUBJECT TO THE PAYMENT OF ALL FEES AND DEPOSITS AS REQUIRED BY THE CITY AND THAT THE UNDERSIGNED WILL BE RESPONSIBLE FOR THE PAYMENT OF ALL SUCH FEES AND DEPOSITS AS REQUIRED WHEN DUE.

Osseo Bandshell Fee Schedule

<u>Fee</u>	<u>Description</u>
\$0	Rental fee for events not requiring special approval
\$250	Damage/clean up deposit
\$100	Electrical fee
\$75	Installation of acoustic panels

Rates for events requiring special approval

WEEKDAYS (MONDAY 8:00 AM-FRIDAY 12 NOON)	
RESIDENTS, OSSEO BUSINESSES	\$25 per up to 4 hours non-exclusive use of the bandshell and park bandshell use and non-exclusive park use
NON-RESIDENTS, NON-OSSEO BUSINESSES	\$75 per up to 4 hours non-exclusive use of the bandshell and park bandshell use and non-exclusive park use
<p>A. RENTAL FEE – The rental fee and all deposits must accompany the signed application. The rental fee and deposits will be returned if the space becomes unavailable and the reservation is cancelled by the City of Osseo. No physical use of the facility shall be allowed under any circumstances unless all necessary fees and deposits have been paid in full.</p>	
<p>B. DAMAGE AND CLEANUP DEPOSIT - In addition to the rental fee, a damage and cleanup deposit of \$250 shall be required. This shall be refunded within three weeks after the event, subject to any deductions. Examples of causes that would result in withholding return of damage deposit include: if any damage to the facility or surroundings is done, if items owned by the facility are broken or lost, if cleaning costs are incurred, if the public safety resources is activated unnecessarily, and/or if the facility is not vacated at the time indicated on the application. If applicant's use of the facility results in any public employee being required to respond to the facility for any cause attributable to applicant's use of the facility, and if the City incurs overtime wage expense for that employee's response, then the cost of such overtime wage expense shall be deducted by the City from the applicant's deposit. The applicant shall be responsible for any and all expenses that exceed the deposit.</p>	
<p>C. SPECIAL FEES - The City Council may set special fees or vary or waive fees for special conditions or circumstances, including where the applicant has performed a commensurate service to the City.</p>	
<p>D. ADMINISTRATION – All decisions, determinations, and interpretations of the policy guidelines and rental rates shall be handled at the discretion of and by the City Administrator or designee.</p>	

APPLICATION FOR USE AND RENTAL OF OSSEO BANDSHELL PARK

Applicant/Contact Person: _____

Address: _____

Phone# (Day and Evening) _____

Name of Organization: _____

Mailing Address: _____

Date of Use: _____

Time of Use: From: _____ am/pm to: _____ am/pm

Purpose of Event: _____

Number of Participants: _____

Is entertainment part of your event? Please describe. _____

Will electricity from the City be needed? Yes _____ No _____ Comments: _____

I HAVE READ AND AGREE TO THE CONDITIONS OF THE ATTACHED POLICY/AGREEMENT. I UNDERSTAND THAT THE CITY OF OSSEO MAY CANCEL ANY RESERVED EVENT.

Date: _____

Name of organization, group, or individual

Signature of applicant

This application request received on: Date _____ By _____

Rental fees due for event: _____

Rental fees received on: Date _____ Amount _____ Check# _____

Damage and clean up deposit received on: Date _____ Amount _____ Check# _____

Approved by Public Services: Date _____ Name _____

Comments: _____

Approved by Police Dept.: Date _____ Name _____

Comments: _____

Verification of no damages: Date _____ Name _____

Deposit returned to applicant on: Date _____ Amount _____ By _____

Please return this application to Osseo City Hall, 415 Central Avenue, Osseo, MN 55369



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Discuss 2018 Meeting Schedule

Meeting Date: November 7, 2017

Prepared by: Nancy Abts, City Planner

Attachments: (None)

Policy Consideration:

Consider a meeting schedule for 2018

Background:

The Parks and Recreation Committee has met quarterly since July 2015, with occasional special meetings to consider time-sensitive matters. However, this meeting schedule doesn't always coincide with the city's recreational events. With an extra meeting added to the spring, the committee held 5 meetings in 2016 and 2017. For 2018, the committee might consider an every-other-month meeting schedule, for a total of 6 meetings.

The following dates and topics are suggested. Meetings can be cancelled if there is not business to discuss—for example, if no Osseo Homecoming event is planned and nothing else is on the August 7 agenda.

Date	Topics
Tuesday, February 6	Summer Recreation Programs, Music & Movies in the Park, Sipe Park Picnic Shelter, Osseo Spring Opener, Ongoing Boerboom Park Planning
Tuesday, April 3	Finalize Summer Recreation Programs & Music & Movies in the Park, Osseo Spring Opener, Citywide Night to Unite, Ongoing Boerboom Park Planning
Tuesday, June 5	Lions Roar, Citywide Night to Unite, Consider Fall/Winter programming, Ongoing Boerboom Park Planning
Tuesday, August 7	Osseo Homecoming, Ongoing Boerboom Park Planning
Tuesday, October 2	Minidazzle, Review Summer Programs, Downtown Beautification, Ongoing Boerboom Park Planning
Tuesday, December 4	Consider Summer 2018 Programming, Ongoing Boerboom Park Planning

If meetings were to be held quarterly, proposed dates are Tuesdays: February 6, May 8, August 7, and Wednesday, November 7 (following Election Day).

Budget or Other Considerations:

Meeting every-other-month would require 6 meetings per year, one more than the 5 meetings held in 2015 and 2016 (when special meetings were held in March to consider summer programming). The additional costs for recording and broadcasting meetings would be paid through the Cable fund. Additional staff time would be required to prepare for and document one additional meeting each year.

City Goals Met By This Action:

- 9) Plan and build an upgraded and expanded Boerboom Park
- 12) Increase communication with citizens and encourage citizen engagement
- 18) Provide a variety of activities for all citizens with continued and new City events and programs

Options:

The Parks and Recreation Committee may choose to:

1. Approve the bi-monthly meeting schedule proposed above;
2. Approve the quarterly meeting schedule proposed above;
3. Approve a 2018 meeting schedule with noted changes/as amended;
4. Table action on this item for more information.

Next Step:

The next Committee meeting will be held on _____ at 6 pm.

Minidazzle

**Friday, December 1, 6 - 8 pm
Downtown Osseo**

Fire Truck Parade on Central Ave. • Bonfire on 5th St NE
BOERBOOM VETERANS PARK Santa & elves & goody bags
Carolers • U.S. Marine Corps Reserve Toys for Tots • "Nest"
Donations OSSEO COMMUNITY CENTER Hot dogs •
Hot cocoa • Cookies • Face Painting • Holiday Music

Lunch with Santa

**Saturday, December 2, 11 am - 1 pm.
Osseo Community Center**

Kids eat free

Photos with Santa • Goody Bags • Children's Holiday Movie

Sponsored by Osseo Lions Club



DRAFT 2040 Comprehensive Plan

OPEN

HOUSE

Monday, November 20
5:00-6:00 pm

City Council Chambers
Refreshments provided



PUBLIC HEARING

Starts at 6:00 pm

At the Osseo Planning Commission Meeting



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Osseo Orchard Update

Meeting Date: November 11, 2017

Prepared by: Nancy Abts, City Planner

Attachments: Planting Diagram

Background:

The Osseo Orchard was installed on September 20. New Hope-based nonprofit The Food Group & City of Osseo partnered with sponsors the Fruit Tree Planting Foundation & vitafusion™ to create a community orchard.

Volunteers planted over 30 trees and fruiting shrubs at the Osseo Public Works Site. The harvest from these trees will be used for the community. Remaining produce will be gleaned by volunteers from The Food Group and distributed to local food shelves. Although it will take several years for the fruit trees to mature, the berries should be available next summer.

Support for planning regarding this event was provided by Hennepin County's "Creating Healthier Communities" grant and the Minnesota Department of Health's Statewide Health Improvement Partnership (SHIP). Plans are underway for tree care and pruning classes in late winter and throughout 2018. Photos from the planting are posted in an album on the [City's Facebook Page](https://www.facebook.com/DiscoverOsseo/) at <https://www.facebook.com/DiscoverOsseo/>

Budget or Other Considerations:

The donation included an irrigation system for the orchard. Other supplies, including signage for the plants, has been provided through the "Creating Healthier Communities" grant. Some additional resources from Hennepin County have been identified to continue to support the orchard in 2018.

City Goals Met By This Action:

- 14) Promote a healthy and high quality standard of living
- 17) Adapt to changing demographics of the community
- 18) Provide a variety of activities for all citizens with continued and new City events and programs

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee discuss the orchard and ask questions as needed.

OSSEO COMMUNITY ORCHARD DIAGRAM

