



COMMITTEE MEETING
6:00 p.m., February 5, 2018

Parks and Recreation Committee

- 1. Call To Order**
- 2. Roll Call**
- 3. Election of Officers**
 - A. Chair
 - B. Vice-Chair
- 4. Approve Agenda** (Unanimous additions required)
- 5. Approve Minutes** (Unanimous approval required)
- 6. Public Comments**
- 7. Special Business**
- 8. Budget Update**
- 9. Old Business**
 - A. Consider Downtown Banner Design Contest
 - B. Outdoor Rink Update
- 10. New Business**
 - A. 2018 Youth Sports Programs
 - B. 2018 Music and Movies in the Park Preliminary Schedule
- 11. Upcoming Events**
- 12. Staff & Committee Reports**
 - A. Update on Special Event Permit
 - B. Osseo Orchard Update
- 13. Adjourn**
 - Next meeting date April 3, 2018

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

STAFF LIASON: City Planner Nancy Abts



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Election of Officers

Meeting Date: February 6, 2018

Prepared by: Nancy Abts, City Planner

Attachments: (none)

Background:

Officers for the Parks and Recreation Committee include the Chair, who runs the meetings, and the Vice Chair, who runs meetings when the Chair is not in attendance. Both officers also have an opportunity to help set agendas for upcoming meetings.

In 2017, the officers were:

Chair: Kerstin Schulz
Vice-Chair: Sloan Wallgren

There are no requirements regarding who fills the officer rolls.

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee elect officers for 2018. This can be done through a joint motion and vote covering both positions, or by an individual motion and vote on the officer for each position. Anyone may make the motion.

**OSSEO PARKS & RECREATION COMMITTEE MINUTES
REGULAR MEETING
November 7, 2017**

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1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Chair Kerstin Schulz at 6:00 p.m., Tuesday, November 7, 2017.

2. ROLL CALL

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

Absent: Larry Stelmach

Others present: City Planner Nancy Abts

3. APPROVE AGENDA

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

4. APPROVE MINUTES

A motion was made by Zelenak, seconded by Quant, to approve the August 8, 2017, meeting minutes as written. The motion passed 6-0.

5. PUBLIC COMMENTS

Kerstin advised the public that this is 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 fall arts program was cancelled due to low enrollment. She summarized the locations where participants lived, and shared information on their ages. She directed the committee to a written report provided by Revolutionary Sports.

Revolutionary Sports recommended a program similar to the 2017 offerings, but adding additional spring and fall sessions. Nancy noted this might be possible, but scheduling outdoor programs would depend on the climate. The program brought in registration fees in addition to the amount paid to RevSports. With those registration funds, the net cost to the city was under \$1,000.

B. SIPE PARK PICNIC SHELTER UPDATE

Nancy told the committee the shelter was in progress, and a policy for using it would be discussed later on the agenda.

7. BUDGET UPDATE

Nancy updated the committee on budget expenditures to date. She updated the committee on ongoing conversations with City Staff and the City Attorney regarding allowed expenditures and the group's ability to solicit donations. She also discussed the process for approving the 2018 budget. Following a question from Sloan, she explained that the "Recreation" budget items typically covered programming, and there were other areas of the budget where general equipment for the parks—for example, replacement swings at Sipe Park—were paid for. She also mentioned the city's Capital Improvement Plan (CIP), a tool used to plan for large, long range expenses. The CIP includes some funds for future Boerboom Park improvements.

8. OLD BUSINESS

A. BOERBOOM PARK MASTERPLAN

Nancy shared a summary of all feedback to date regarding the Boerboom Park masterplan. Nancy believed there was a lot of support for the draft plan, and a diversity of opinions on almost every proposed feature. The Dog Park remained a controversial feature.

Dee noted that a few people this summer had questioned the need to expand the park. Perhaps the second half of the park could be used for a revenue-generating development.

The committee discussed other recreational facilities in the community. Nancy noted that the committee might look at a future assessment of the city's park system, and whether there were other opportunities to add recreational features to other locations in the city.

A motion was made by Webster, seconded by Wallgren, to support continuing developing the draft plan as presented. The motion passed 6-0.

B. DISCUSS SIPE PARK PICNIC SHELTER POLICY

The draft policy discussed at the August meeting has been updated per the committee's comments. Nancy noted that a resident/non-resident fee had been added. The fees discussed at the last meeting are different than what is charged for 'special events' requiring City Administrator approval at the Boerboom Park Bandshell. She also pointed out that the policy allowed reservations starting at 8 am, but perhaps this could be moved to 7 am to allow possible fitness classes to be scheduled there. She also indicated the cancellation policy was two weeks in advance, and this could be changed to one week.

The committee supported moving the hours of reservations to 7 am. They suggested bringing pricing in line for both parks, but did not have a preference about which fees should be used. They felt the \$50 amount was reasonable, but realized this was not the same as the Boerboom Park fee or the Community Center fee. Regarding the cancellation window, the committee suggested keeping the period at two weeks with the understanding that events could be rescheduled to an available date if needed. Two weeks would give the opportunity for another user to make a reservation.

A motion was made by Bonn, seconded by Webster, to support the policy with the change to operating hours. The motion passed 6-0.

9. NEW BUSINESS

A. DISCUSS DOWNTOWN BANNER DESIGNS

Nancy reviewed the need for new downtown banner designs and presented some information on possible ways to print the banners as well as costs. She shared a number of possible design ideas that had been prepared by City Staff.

The committee discussed the banners. Anne felt that it would make sense for the banners to show things that weren't already visible from Central Avenue. She thought the general idea of banners featuring illustrations or images of local history was interesting, but did not support any of the specific designs in the packet. The banners could be an accent and identify Osseo. Brittney suggested a contest to select designs. Residents could submit photos or designs for banners. Maybe local students would also be interested in contributing ideas.

Anne also suggested the City provide information on the fonts used, so designs could be consistent. Kerstin wondered if the graphic designer of the current logo would be able to contribute ideas for the banners as well as the city facility signs. The committee agreed keeping two seasonal designs was appropriate.

B. DISCUSS SIGNS FOR CITY FACILITIES

The wooden signs at city facilities are showing their age, and updates to the signs have been an ongoing discussion topic. City Staff came up with ideas for new signs that coordinate with the existing downtown black metal furniture, and asked sign vendors to prepare some proposals. Staff suggestions focused on black metal background for easy repainting, with the possibility of cutout letters and a background material to make it easy to maintain. The current suggestion is that the City Hall sign has electrical service. Because electrical service is not in place at other facilities, other signs are not illuminated. The suggestion for the City Hall sign is to incorporate LED lights so that the sign's color can be changed to reflect holidays and add visual interest at night.

The Committee was unsure about the readability and durability of the cutout letters, unless a backing material was added. Nancy noted there might be space for a community bulletin board on the back of some of the signs.

Sloan supported signs on posts with clear space underneath, to allow views of what is beyond the sign. The committee agreed. Ongoing maintenance would be important regardless of whatever design was selected.

Kerstin suggested coordinating the new signs with the 'pillars' at the north and south ends of Central Avenue. The base or side of the signs could coordinate with the pillars and/or Central Avenue landscape planting beds.

C. DISCUSS DOWNTOWN BEAUTIFICATION PLAN

The Economic Development Authority has considered paying off a negative fund balance in the Beautification/Flower Fund, if a plan for ongoing financial solvency is included. City Staff have examined program costs and past revenues. They have prepared a plan that includes lowering the amount of time outside contractors work on the landscaping by

incorporating city staff and volunteer labor instead. They have also prepared a proposal for sponsorships of the flower baskets and planting beds. If all items are sponsored, the entire cost of downtown beautification would be covered.

Several opportunities to acknowledge sponsors are suggested. These include acknowledgement on social media and the city's website, on the Gateway Sign, at City Council meetings, and in the city's newsletter. They do not include small plaques or signs at each individual location, because these items add additional work and do not have the reach of some other methods of acknowledgement.

There is money in the proposed 2018 City Budget to cover expected gaps. Sponsorships would effectively help defray future costs of the program.

The Committee agreed that it would not hurt to try out this approach. They appreciated that sponsorships would be available to individuals as well as organizations.

A motion was made by Zelenak, seconded by Webster, to recommend approval of the Downtown Beautification Plan. The motion passed 6-0.

D. DISCUSS FLOODING PLEASURE RINK FOR WINTER 2017-2018

Nancy explained that the Public Services Director had not seen much evidence of use of the Pleasure Rink, east of the Hockey Rink, in recent years. She shared information on the approximately \$150 cost for 30,000 gallons of water and \$2,400 cost for 40 hours of staff time to flood and maintain the rink. The Public Services Director and City Administrator would prefer to forgo flooding the rink this year.

The Committee discussed winter activities in Osseo. They considered alternate locations for a pleasure rink, including the previous location in Sipe Park, but realized this would require additional attendants and warming facilities. Ways to address conflicts between hockey players and casual skaters were considered, including scheduled time for each group.

The Committee recommended the city's rink attendants spend this winter counting users of each facility. The incremental warmer weather last year might have covered up some tracks. Although people might be travelling to the new facilities in Maple Grove, but the committee would like to know for sure before recommending closing down the rink. The City could also spend more time promoting the warming house hours.

A motion was made by Wallgren, seconded by Webster, to recommend the Pleasure Rink remain open for 2017-2018, and the City spend more time promoting the facility and collecting data on its use. The motion passed 6-0.

E. DISCUSS REVISIONS TO BOERBOOM PARK BANDSHELL POLICY

Abts gave an overview of the existing policy and updates that have occurred since it was adopted in 2007. The policy was reviewed alongside the new Sipe Park Picnic Shelter Policy, and a few clarifications and changes are proposed. Anne asked about removing the Firearms clause, and whether there were sections of the City Code that should also be reviewed. Nancy agreed to look into these matters.

A motion was made by Bonn, seconded by Quant, to recommend the City Council approve the changes to the Boerboom Park Bandshell Policy as presented. The motion passed 6-0.

F. DISCUSS 2018 MEETING SCHEDULE

Over the past two years, the Committee has scheduled quarterly meetings and added a special meeting to discuss summer events. Nancy proposed an every-other-month schedule that would avoid some scheduling conflicts with the quarterly schedule. Dee asked about whether future meetings would support timely approval of summer programs. Nancy suggested a subcommittee could prepare a recommendation for the first meeting of 2018.

Anne asked about deadlines for the spring newsletter. Nancy believed programs could be approved in time to promote.

A motion was made by Wallgren, seconded by Webster to meet every other month in 2018, beginning in February, with meetings cancelled due to lack of business if needed. The motion passed 6-0.

10. UPCOMING EVENTS

The Committee reviewed upcoming events, including:

- Minidazzle, December 1
- Lions Lunch with Santa, December 2

11. STAFF & COMMITTEE MEMBER REPORTS

Nancy also informed the committee that the Draft Comprehensive Plan would be reviewed on Monday, November 20. She encouraged the Committee to review the plan, particularly the Parks and Community Facilities chapter.

Nancy also updated the committee on the Osseo Orchard. It is a culmination of the Healthier Communities project. Nonprofit The Food Group helped provide 30 fruiting trees and shrubs for the community. The produce will be available for community members to help themselves, and any remaining food will be collected by The Food Group and distributed to local food shelves.

Kerstin noted that Osseo businesses would be holding a Small Business Saturday promotion the Saturday after Thanksgiving.

Alden extended sympathies to those affected by the tragedy in Texas.

Anne and Brittney agreed to continue as a subcommittee for youth recreation programs. Kerstin and Dee agreed to continue as a subcommittee for summer Music and Movies in the Park events.

12. ADJOURNMENT

A motion was made Webster, seconded by Quant, to adjourn the meeting at 7:13 p.m. The motion carried 6-0.

Respectfully submitted,

Nancy S. Abts
City Planner

2017 Year-to-Date Expenditures

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OSSEO, MN

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BUDGET - ADULT RECREATION

Account Descr	2017 YTD Budget	2017 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42300 ADULT RECREATION				
E 101-42300-106 PART TIME WAGES	\$3,000.00	\$2,216.76	\$783.24	73.89%
E 101-42300-125 EMPLOYER FICA EXPENSE	\$230.00	\$169.54	\$60.46	73.71%
E 101-42300-139 WORK COMP INSURANCE	\$63.00	\$0.00	\$63.00	0.00%
E 101-42300-312 PROGRAMMING	\$8,000.00	\$7,258.01	\$741.99	90.73%
DEPT 42300 ADULT RECREATION	\$11,293.00	\$9,644.31	\$1,648.69	
FUND 101 GENERAL FUND	\$11,293.00	\$9,644.31	\$1,648.69	
	\$11,293.00	\$9,644.31	\$1,648.69	

2018 Budgeted Amount

OSSEO, MN BUDGET - ADULT RECREATION

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Account Descr	2018 YTD Budget	2018 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42300 ADULT RECREATION				
E 101-42300-106 PART TIME WAGES	\$3,000.00	\$142.10	\$2,857.90	4.74%
E 101-42300-125 EMPLOYER FICA EXPENSE	\$230.00	\$10.87	\$219.13	4.73%
E 101-42300-139 WORK COMP INSURANCE	\$49.00	\$0.00	\$49.00	0.00%
E 101-42300-312 PROGRAMMING	\$8,000.00	\$0.00	\$8,000.00	0.00%
DEPT 42300 ADULT RECREATION	\$11,279.00	\$152.97	\$11,126.03	
FUND 101 GENERAL FUND	\$11,279.00	\$152.97	\$11,126.03	
	\$11,279.00	\$152.97	\$11,126.03	

2017 Year-to-Date Expenditures

OSSEO, MN BUDGET - YOUTH RECREATION

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Account Descr	2017 YTD Budget	2017 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42301 YOUTH RECREATION				
E 101-42301-106 PART TIME WAGES	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-125 EMPLOYER FICA EXPENSE	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-139 WORK COMP INSURANCE	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-211 OPERATIONS	\$8,000.00	\$1,740.01	\$6,259.99	21.75%
E 101-42301-312 PROGRAMMING	\$0.00	\$4,653.00	-\$4,653.00	0.00%
DEPT 42301 YOUTH RECREATION	\$8,000.00	\$6,393.01	\$1,606.99	
FUND 101 GENERAL FUND	\$8,000.00	\$6,393.01	\$1,606.99	
	\$8,000.00	\$6,393.01	\$1,606.99	

2018 Budgeted Amount

OSSEO, MN BUDGET - YOUTH RECREATION

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Account Descr	2018 YTD Budget	2018 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42301 YOUTH RECREATION				
E 101-42301-106 PART TIME WAGES	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-125 EMPLOYER FICA EXPENSE	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-139 WORK COMP INSURANCE	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-211 OPERATIONS	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-312 PROGRAMMING	\$8,000.00	\$0.00	\$8,000.00	0.00%
DEPT 42301 YOUTH RECREATION	\$8,000.00	\$0.00	\$8,000.00	
FUND 101 GENERAL FUND	\$8,000.00	\$0.00	\$8,000.00	
	\$8,000.00	\$0.00	\$8,000.00	

CITY OF OSSEO
MUSIC AND MOVIES

Date		Revenues	Expenses	Balance
11/8/2013	BALANCE	5,386.14		5,386.14
2014	MOVIE		-374.00	5,012.14
2014	OBA - CONCERT		-2,825.00	2,187.14
2014	CONTINENTAL STRINGS		-1,500.00	687.14
2014	MOVIE		-374.00	313.14
2014	MOVIE		-374.00	-60.86
2014	MOVIE		-324.00	-384.86
2015	MOVIE		-1,846.00	-2,230.86
2015	TEDDY BEAR BAND		-712.50	-2,943.36
2015	EVENT SCHEDULES		-150.70	-3,094.06
2015	ZOOMOBILE		-325.00	-3,419.06
2015	OSSEO LIONS	2,000.00		-1,419.06
2015	TWIN CITY TRUMPET		-1,000.00	-2,419.06
2015	CLASSIC BIG BAND		-1,600.00	-4,019.06
2015	EVENT SCHEDULES		-108.94	-4,128.00
2016	EVENT RACK CARDS		-79.67	-4,207.67
2016	OSSEO LIONS	3,000.00		-1,207.67
2016	TEDDY BEAR BAND		-1,425.00	-2,632.67
2016	CLASSIC BIG BAND		-1,600.00	-4,232.67
2016	ZINGRAYS		-500.00	-4,732.67
2016	RAPTURE CENTER		-395.00	-5,127.67
2016	MOVIE SCREEN		-34.15	-5,161.82
2016	FIDDLEPAL LLC		-600.00	-5,761.82
2016	OFDRA	2,000.00		-3,761.82
2016	SWANK MOTION PICTURES - MOVE RENTAL		-1,165.00	-4,926.82
2017	2017 EVENT RACK CARDS		-126.13	-5,052.95
2017	LEGAL SERVICE - CONTRACTS		-43.27	-5,096.22
2017	LED PENNY		-450.00	-5,546.22
2017	MINNEAPOLIS COMMODORES		-400.00	-5,946.22
2017	SNAKE DISCOVERY		-155.00	-6,101.22
2017	TEDDY BEAR BAND		-1,425.00	-7,526.22
2017	CLASSIC BIG BAND		-1,600.00	-9,126.22
2017	KENTCO SIGN - SANDWICH BOARDS		-755.00	-9,881.22
2017	SUMMER NEWSLETTER		-368.08	-10,249.30
2017	SWANK MOTION PICTURES - MOVE RENTAL		-1,915.00	-12,164.30
2017	BAD MOJO		-400.00	-12,564.30
2017	AMERICAN LEGION	1,000.00		-11,564.30
2017	JAYCEES	500.00		-11,064.30
2017	OFDRA	2,000.00		-9,064.30
2017	OMGHA	1,000.00		-8,064.30
2017	LIONS	3,000.00		-5,064.30
2017	OSSEO LEGION	5,000.00		-64.30
2018	JAYCEES	500.00		435.70
2018	MRAC GRANT FUNDING MEETING		-17.39	418.31
				418.31
		25,386.14	-24,967.83	418.31



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Consider Downtown Banner Design Contest

Meeting Date: February 6, 2018

Prepared by: Nancy Abts, City Planner

Attachments: Call for Artists

Policy Consideration:

Consider making a recommendation to the City Council regarding a contest for downtown banners.

Previous Action or Discussion:

At the November 7 meeting, the Parks and Recreation Committee expressed interest in hosting a contest to solicit designs for downtown banners.

Background:

Staff have prepared the attached “Call for Artists” describing the contest. It is based on a successful City of Richfield contest for providing public art to decorate Utility Boxes.

Following the Parks & Rec Committee meeting, the following schedule is proposed:

Feb. 12	City Council approves contest; materials distributed
March 22	Entries Due, 4 pm
April 3	Parks & Recreation Committee reviews entries; makes recommendation
April 9	City Council announces winners and awards contract for banner printing
Week of May 7	Summer banners up in time for Intermarque Vintage Foreign Car Show
Fall 2018	Winter banners up

The contest will be promoted through the city’s website and social media channels. A press release can also be sent to The Press.

Budget or Other Considerations:

Contest winners will be compensated by seeing their banners displayed in Osseo. No other prizes are proposed.

City Goals Met By This Action:

Increase communication with citizens and encourage citizen engagement

Options:

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

1. Approve the Banner Contest;
2. Approve the Banner Contest with noted changes/as amended;
3. Deny the Banner Contest;
4. Table action on this item for more information.

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee choose option 1, Approve the Banner Contest.

Next Step:

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

Call for Artists

Downtown Banners in the City of Osseo, MN



DEADLINE FOR APPLICATIONS: THURSDAY, MARCH 22, 2018 AT 4 P.M.

1. Project Background

The City of Osseo is seeking banner artwork to apply to City-owned light poles as a public art and beautification project.

2. Banner Information

- This project's focus is creating banner art for downtown light pole banners in the City of Osseo.
- The finished banners are 17.5 x 37.5 inches and hang vertically.
- The banners are changed seasonally. The "Summer" banners are displayed from late spring to fall, and the "Winter" banners are displayed from fall until spring.
- Selected artwork will be professionally printed digitally on a high-quality vinyl. This vinyl product comprises the banners.
- The designs should accommodate variability in the banner manufacturing process and may require modifications.
- The City will contract with a vendor to print the banners at the City's expense. City staff will install the banners.

3. Images Submitted for Consideration

- Submitted artworks may include:
 - Digital versions of existing artwork
 - Artworks that are created digitally (e.g. photographs)
 - Digital images of three-dimensional artworks (sculptures, furniture, etc.) that can be converted to two-dimensional
- We are seeking designs that the public will perceive in a positive manner.
- We encourage artists to consider images that play with Osseo's unique, historic downtown context.
- Images may include original text and poetry, or the artist may obtain the rights to use text or poetry from another source.
- No advertising, branding, or commercial images allowed.
- Works containing controversial images that are offensive in nature will not be accepted.

4. Responsibilities of Selected Artist(s)

- Submitted artworks may include:
- Artists may submit up to four (4) designs. JPG or PDF formats are preferred for submissions.
- Once selected, the artist must submit the final, high-quality image to the City.
- Selected artists are responsible for all costs related to providing the image in a quality format (see below) that can be resized and manipulated by the selected vendor for individual boxes. These artists' costs may include, but are not limited to, photography, scanning, and graphic design expenses.
 - Image format(s) for selected entries:
 - Photoshop and Illustrator CS5 or below preferred; high-quality PDF are also acceptable
 - All raster files (either print files or linked files) must be 100-120 pixels per inch at 100%
 - Fonts must be converted to outlines. If fonts are not converted to outlines, please provide Macintosh or TrueType fonts.
 - All files are printed as CMYK; please create files in CMYK, not RGB

- Artists will be involved with City staff and vendors in the approval of a semi-final layout of their image on banner.
- If images of real living people are included, the artist must obtain a release from these people for the images to be used in this way. The artist must also obtain all releases necessary for text or poetry.
- Selected artists shall sign the cover sheet for this scope of services that includes the Intellectual Property terms outlined in Section 10.

5. Schedule

- February 13, 2018 –Call for Artists Released
- March 22, 2018 4:00 p.m. – Submission Due Date
- April 3, 2018 – Parks and Recreation Committee meeting to review submissions
- April 10, 2018 onward – Work with selected artist(s) on final design for fabrication
- May 2018 – Summer Banners installed
- Late fall 2018—Winter Banners installed

6. Proposal Due Date and Location

Proposals must be received no later than Thursday, March 22, 2018 at 4 P.M. Submission materials must be labeled Banner Proposal and delivered, in person or by e-mail, to:

Karen Broden, Administrative Assistant
City of Osseo
415 Central Avenue
Osseo, MN 55369

E-mail: kbroden@ci.osseo.mn.us

All questions regarding this RFP must be submitted **in writing** to the above address/e-mail.

7. Proposal Format and Submission Materials

Send one (1) copy of written materials or electronic PDF files that include, in this order:

- A. Cover Sheet
 - Completed copy of the attached cover sheet, signed by the artist.
- B. Digital Image Submissions
 - Up to four (4) designs per artist.
 - Image guidelines: Each image must be a separate file, labeled with the applicant(s) name and a number. Do not include explanatory text in the image file. Printed photographs, brochures, slides, or web sites should not be submitted and will not be reviewed by the selection panel.
 - Submitted image size: Images should be in a rectangular format, with a ratio of 1 wide to 2.14 tall. If your image is not rectangular, please mask your image to bring it to the appropriate size. JPG or PDF files are preferred.
- C. Signed Permission Statements and Release Forms
 - If works contain a text, a signed statement stating that: 1) You, the artist, own the copyright, or 2) the text is in the public domain, or 3) that you have contacted the copyright holder and they have given you a written agreement that you have permission to use the text; the written agreement must be provided along with the submission.
 - Signed release forms and contact information must be included if works contain models, specific persons, or portraits of individuals.

8. Selection Process and Criteria

The City of Osseo Parks and Recreation Committee will review all proposals received by the deadline, and make a recommendation to the City Council regarding final selection. The Committee and Council reserve the right to reject any and all submissions.

The following criteria will be used for evaluating and selecting designs:

- Stimulate excellence in urban design and public arts:
 - Is the image engaging and high quality in concept?
 - Is the image interesting and unique?
 - Does the image work within or play with the city's unique, historic context?
- Enhance community identity and place:
 - Is the image meaningful to the city and its residents?
 - Is the image consistent with the existing Downtown Osseo context?
- Contribute to community vitality
 - Does the image draw in the viewer and provoke positive community ideals?
 - Does the image celebrate the city?
- Involve a broad range of people/communities:
 - Will a broad range of people connect with the image?

9. General Information and Design Suggestions

- Artists are encouraged to submit designs for both "Summer" and "Winter" banners. The City reserves the right to select individual banner designs and does not guarantee multiple designs will be selected from one applicant.
- The City of Osseo logo may be used in banner designs.
 - Fonts used in the city's logo and other City signage include *LHF Hensler 2* and *ITC Giovanni Std Book*. These fonts, or similar fonts, may be incorporated in designs; however, this is not a requirement. The City reserves the right to substitute fonts or logo in final designs.

10. Terms and Conditions

The City of Osseo shall possess and own the final Public Artwork design to be provided by the Artist. The Artist retains all other rights provided through the Copyright Act of 1976, 17 U.S.C. Section 101 et. seq. to the Public Artwork.

Since the artistic designs leading up to and including the final design and dimension of the Public Artwork are unique, the Artist shall not make any additional, exact duplicate reproductions of the final design and dimension, nor shall the Artist grant to a third party, the right to replicate the artistic designs and dimensions of the Public Artwork without the written permission of the City of Osseo.

The Artist grants to the City of Osseo and its successors or assigns, an irrevocable license to make two-dimensional reproductions of the Public Artwork and the final designs to be used in brochures, media, publicity and catalogs or other similar, non-commercial publications.

The Public Artwork wrap and designs developed under this contract shall be the exclusive property of the City of Osseo and will be surrendered to Artist upon the completion of the Public Artwork, or upon the cancellation, termination, or expiration of this contract.

If the Public Artwork prepared under this contract is work or service provided by the Artist using a proprietary system for which the Artist has proprietary rights, then the City of Osseo will not own or claim the Public Artwork as the City of Osseo's exclusive property. The Artist represents and warrants that said work or service does not and will not infringe upon the proprietary or any intellectual property rights of any other persons or entities.

2018 CALL FOR ARTISTS – DOWNTOWN LIGHT POLE BANNERS

CITY OF OSSEO, MN

DEADLINE FOR APPLICATIONS: THURSDAY, MARCH 22, 2018 AT 4 P.M.

COVER SHEET

Name: _____

Address: _____

City/State/Zip: _____

Phone (day): _____

Phone (evening): _____

E-mail Address: _____

Website: _____

APPLICATION CHECKLIST

Enclosed/attached are the following submission materials (see Section 7 for details):

_____ A. Cover Sheet

_____ B. Digital Images (up to 4)

_____ C. Signed Permission Statements and Release Forms (if applicable)

Waiver

I understand that the materials we submit are public information under the Minnesota Government Data Practices Act and may be shared by the City of Osseo with members of the public or the media for information purposes or as otherwise required by the Data Practices Act. Accordingly, I/we hereby grant a non-exclusive license to the City of Osseo to make and distribute a limited number of copies of the submitted materials for the purposes of information and/or evaluation of the artwork related to this RFP and the related Public Arts Projects, or as required by the Data Practices Act.

Signature of Artist

Date



Osseo Parks & Recreation Committee Meeting Item

Agenda Item: Outdoor Rink Update

Meeting Date: February 5, 2018

Prepared by: Nancy Abts, City Planner

Attachments: Graph of Rink Attendance & Daily High Temperature

Background:

The Parks and Recreation Committee recommended operating both the hockey rink and pleasure rink during the 2017-2018 season and tracking attendance. Rink attendants have recorded the total number of users observed during their shifts. Excluding holidays, the rink is generally staffed the following hours:

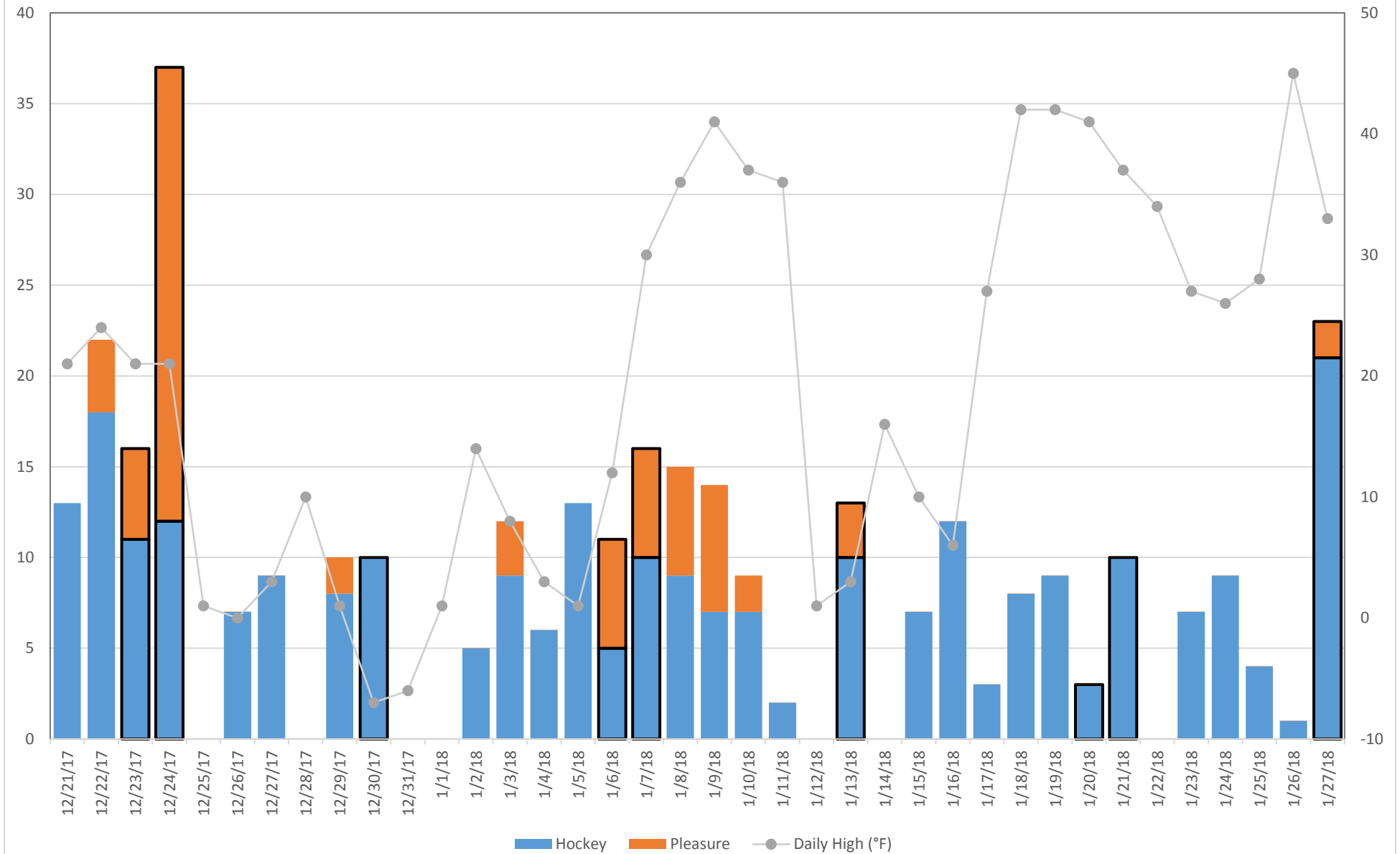
Monday – Thursday	4:00 pm – 8:00 pm
Friday	4:00 pm – 10:00 pm
Saturday	10:00 am – 10:00 pm
Sunday	12:00 noon – 8:00 pm

To date, the average daily attendance for the Hockey Rink has been just over 8 people. For the Pleasure Rink, it is closer to 2.4 people.

Recommendation/Action Requested:

Staff recommends the Parks and Recreation Committee discuss the rink attendance to date.

Rink Use and Temperature





Osseo Parks & Recreation Committee Meeting Item

Agenda Item: 2018 Youth Sports Programs

Meeting Date: February 5, 2018

Prepared by: Nancy Abts, City Planner

Attachments: (none)

Policy Consideration:

The Parks & Recreation Committee should consider a proposal for 2018 youth recreation programs provided by RevSports.

The Committee should discuss whether the City should continue to work with RevSports, and, if so, on the specifics of the 2018 program.

Background:

In 2017, the City of Osseo contracted with Revolutionary Sports to provide youth sports programs. The programs were well received, and the provider was easy to work with.

For 2018, RevSports has proposed adding spring and fall seasons to the summer sports class sessions. Like the two summer sessions offered in 2017, the spring and fall seasons would last 6 weeks. Proposed dates include:

Session	Programs	Weeks of	Potential Conflicts
Spring	Soccer Baseball/T-Ball Lacrosse Ninja Warrior (Obstacle Course)	April 23-May 28 <i>Wednesdays suggested</i>	<i>Mon, May 28—Memorial Day</i>
Summer #1	Soccer Baseball/T-Ball Lacrosse Ninja Warrior (Obstacle Course)	June 11-July 16 <i>Mondays suggested</i>	<i>Wed, July 4—Independence Day</i>
Summer #2	Soccer Basketball Flag Football Ninja Warrior (Obstacle Course)	July 23-August 27 <i>Wednesdays suggested</i>	<i>n/a</i>
Fall	Soccer Basketball Flag Football Ninja Warrior (Obstacle Course)	September 10-October 15 <i>Mondays suggested</i>	<i>n/a</i>

John with RevSports suggests offering 2-4 sports per night, one night a week. This offers more options for families with multiple kids, and more 'back up' options if a sport is cancelled. They have not found that many families

participate two nights a week. Mondays or Wednesdays remain possible days for the programs. Due to potential holiday conflicts, alternating between Mondays are suggested for the first Summer and Fall sessions, & Wednesdays are suggested for the Spring and second Summer sessions.

For most sports, the program may also need to consider a change of venue from Sipe Park to the fields at the Osseo Education Center (former Elementary School). With the new picnic shelter, there is limited space at Sipe Park for the programs, and RevSports appreciates the opportunity to have a dedicated space with no user conflicts. Especially if two programs are offered at the same time, it is helpful to be able to spread out. According to the school district, no other groups reserve the fields there.

The Committee should also consider offering a sports day camp program for 2018. If the program is much larger than what was provided in 2017 (when 12 campers participated), RevSports has requested more space to use as a backup indoor location to use during inclement weather. The Osseo Education Center or other ISD 279 property may be available for use (for a modest cost) for these purposes. However, facility availability may limit when these camps can be offered.

Budget or Other Considerations:

\$8,000 has been budgeted for under Youth Recreation for 2018. In 2017, the City spent under \$1,000 to provide registration subsidies for Osseo residents participating in sports programs; other costs were covered by participant registration. Osseo residents received a 30 percent discount on their registrations. Discounts/subsidized registrations were offered up to a maximum of \$6,500 had been used for this purpose; however, actual enrollment numbers fell below that amount. Most participants seemed pleased with the cost for the sports classes, whether they paid the resident or non-resident rate.

If there are charges for using school district property for day camps, this could be covered by reserving a portion of the \$6,500 amount for subsidized reservations to pay for these costs. Facilities costs should be in the neighborhood of \$100 for a 4 day + field trip camp, with possible additional costs to ensure school district staff are on hand during the camps.

City Goals Met By This Action:

- Increase inter-governmental cooperation and the sharing of City services
- Promote a healthy and high quality standard of living
- Adapt to changing demographics of the community
- Provide a variety of activities for all citizens with continued and new City events and programs

Options:

Discussion topics:

- Proposed Schedule: Adding spring and fall classes; scheduling 1 night/week rather than two
- Should Osseo offer Day Camps
- Subsidized Registrations: Keep a 30% subsidy for Osseo residents, or offer some other program?

Following discussion, the Parks and Recreation Committee may choose to ***make the following recommendation*** to the City Council:

1. Provide summer recreation programs in partnership with Revolutionary Sports as discussed;
2. Decline to provide summer recreation programs in partnership with Revolutionary Sports;
3. Table action on this item for more information.

Next Step:

The item will be placed on a subsequent City Council meeting for consideration and approval. If the Council approves a program at their February 12 meeting, details can be included in the Spring 2018 Osseo Outlook newsletter.



City of Osseo Parks & Recreation Committee Meeting Item

Agenda Item:	Music and Movies in the Park Preliminary Schedule
Meeting Date:	February 5, 2018
Prepared by:	Nancy Abts, City Planner
Attachments:	Low-Budget Scenario High-Budget Scenario 2017 Season Summary Population Pyramid (American Community Survey 2012-2016)

Policy Consideration:

Consider programming possibilities for summer Music and Movies in the Park events

Previous Action or Discussion:

The Parks and Recreation Committee has programmed the Music and Movies in the Park series since 2016. A subcommittee including Kerstin Schulz and Dee Bonn met to discuss the 2018 events.

Background:

Taking these recommendations into account, the Subcommittee has prepared a recommended schedule of summer programming. Events are recommended for Tuesday nights, beginning on June 12 and continuing through August 14 (low-budget scenario) or August 28 (if a \$5,000 grant is received). One Tuesday is held at the end of the season as a rain date, for concerts rescheduled in case of inclement weather. Movies can be re-shown at no additional cost for up to one year; the 2018 schedule includes one movie that was paid for in 2017 but not shown due to weather.

Music and presentations will be scheduled for 7:00 pm, with movies scheduled for dusk (sunset times vary from approximately 9 pm in June and early July, to 8:30 in mid-August). Concession vendors whose proceeds will support local nonprofits operating in Osseo will be allowed (vendors will be selected later).

Budget or Other Considerations:

Budget

Osseo is being considered for a [\\$5,000 grant](#) from the Metropolitan Regional Arts Council (MRAC) to support the 2018 events series. The official award notification for this grant will come on March 28, 2018. If the City wishes to be eligible for this funding, no "items in the project budget [can be] expended, or financial or other commitments made" before this date. Additionally, "grantees must wait until award notification before printing and/or disseminating publicity materials". Until the award notification, only preliminary planning can take place.

Preliminary programming options have been prepared for two scenarios: a "low budget" option that does not include the \$5,000 grant award, and a "high budget" option that does account for the grant funds.

The High Budget scenario includes more performances and an additional movie screening, as well as funding for “transportation” to provide shuttle services to and from the concerts for residents with limited mobility. The MRAC grant emphasizes cultural diversity, artistic quality, and expanding access to the arts. The event series proposed under the “high budget” scenario reflects these goals.

Staffing

Dee Bonn has volunteered to help set up the events, assist attendees, and deliver checks to the performers at the end of the evening. An emcee or announcer for the series will likely also be needed. Staffing to set up and take down the movie equipment will be needed. Both budget scenarios include the cost of hiring a part time “park attendant” for this work.

City Goals Met By This Action:

- Provide a variety of activities for all citizens with continued and new City events and programs
- Adapt to changing demographics of the community

Recommendation/Action Requested:

Staff recommends the Parks & Recreation Committee discuss the preliminary schedules and make suggestions and corrections as necessary.

Topics to Consider:

- Are the proposed events meeting the recreational needs of the Osseo community?
- Are there specific performers or performances that committee members would like to see considered as the schedule is finalized?
- How can the event series be evaluated? How will future events be improved?

Next Step:

Staff will follow up on recommendations offered by the committee. A revised schedule will be available at the April 3 Parks & Recreation meeting. This will be in time for Council approval and inclusion in the Summer Newsletter.

*2018 Music & Movies in the Parks- **LOW BUDGET SCENARIO***

<u>Date</u>	<u>Music</u>	<u>Movie</u>	<u>Sunset</u>	<u>Event Cost</u>	<u>Notes</u>
Tuesday, June 12, 2018	Kids			\$ 1,425	<i>Last day of school ISD 279: June 7</i>
Tuesday, June 19, 2018	Easy Listening - Rock			\$ 450	
Tuesday, June 26, 2018	Big Band	Yes	9:04 PM	\$ 550	
Tuesday, July 03, 2018	none				Independence Day Break
Tuesday, July 10, 2018	Presentation	Yes	9:00 PM	\$ 650	<i>Maple Grove Days July 11-15</i>
Tuesday, July 17, 2018	Easy Listening - Jazz			\$ 350	
Tuesday, July 24, 2018	Blues	Yes	8:49 PM	\$ 950	
Tuesday, July 31, 2018	Big Band			\$ 1,600	
Tuesday, August 07, 2018	none				Night to Unite
Tuesday, August 14, 2018	Presentation	Yes	8:21 PM	\$ 700	
Tuesday, August 21, 2018	Rain Date				

Event Focus	Summary	Total Cost	
Kids	<i>5 nights - 7 events</i>	\$ 3,275	<i>Parents often attend with their children</i>
Adults	<i>5 nights - 5 events</i>	\$ 3,400	<i>Families often attend concerts with their children</i>

Event Bookings: Total	\$ 6,675
Music Licensing Fees	\$ 1,080
Promotional Materials	\$ 600
2018 Cost	\$ 8,355

<i>Donations Expected</i>	
<i>Osseo Lions</i>	\$ 3,000
<i>Osseo American Legion</i>	\$ 1,500
<i>Osseo Maple Grove Hockey Assn</i>	\$ 1,500
<i>Donations Received</i>	
Fire Relief Assn	\$ 2,000
NW Area Jaycees	\$ 500
2018 Donations	\$ 8,500

*2018 Music & Movies in the Parks- **HIGH BUDGET SCENARIO***

<u>Date</u>	<u>Music</u>	<u>Movie</u>	<u>Sunset</u>	<u>Event Cost</u>	<u>Notes</u>
Tuesday, June 12, 2018	Kids			\$ 1,425	<i>Last day of school ISD 279: June 7</i>
Tuesday, June 19, 2018	Easy Listening - Rock			\$ 800	
Tuesday, June 26, 2018	Big Band	Yes	9:04 PM	\$ 550	
Tuesday, July 03, 2018	none				Independence Day Break
Tuesday, July 10, 2018	Easy Listening - Jazz	Yes	9:00 PM	\$ 1,250	<i>Maple Grove Days July 11-15</i>
Tuesday, July 17, 2018	Blues			\$ 500	
Tuesday, July 24, 2018	Presentation	Yes	8:49 PM	\$ 900	
Tuesday, July 31, 2018	Big Band			\$ 1,600	
Tuesday, August 07, 2018	none				Night to Unite
Tuesday, August 14, 2018	Easy Listening - Rock	Yes	8:21 PM	\$ 900	
Tuesday, August 21, 2018	Family-Friendly Variety			\$ 600	
Tuesday, August 28, 2018	Rain Date	Yes	7:57 PM	\$ 450	

Event Focus	Summary	Total Cost	
Kids	<i>7 nights - 8 events</i>	\$ 6,025	<i>Parents often attend with their children</i>
Adults	<i>6 nights - 6 events</i>	\$ 4,650	<i>Families often attend concerts with their children</i>

Event Bookings: Total	\$ 8,975
Transportation	\$ 2,000
Music Licensing Fees	\$ 1,080
Promotional Materials	\$ 825
2018 Cost	\$ 12,880

<i>Donations Expected</i>	
<i>MRAC Grant</i>	\$ 5,000
<i>Osseo Lions</i>	\$ 3,000
<i>Osseo American Legion</i>	\$ 1,500
<i>Osseo Maple Grove Hockey Assn</i>	\$ 1,000
<i>Donations Received</i>	
Fire Relief Assn	\$ 2,000
NW Area Jaycees	\$ 500
2018 Donations	\$ 13,000

2017 Music & Movies in the Parks-Summary

<u>Date</u>	<u>Event Focus</u>	<u>Event Cost</u>	<u>Est. Attendance</u>	<u>Cost / attendee</u>	<u>Notes</u>
June 6, 2017	Teddy Bear Band	\$ 1,425	~ 225	\$ 6.33	Last day of school ISD 279: June 8
June 13, 2017	Mpls Commodores	\$ 400	~ 100	\$ 4.00	
June 20, 2017	Snake Discovery + <i>The Wild Life</i>	\$ 518	~ 100	\$ 5.18	
June 27, 2017	Led Penny	\$ 450	~ 100	\$ 4.50	
July 4, 2017	none				Independence Day
July 11, 2017	The Skally Line	\$ 500	~ 75	\$ 6.67	Maple Grove Days July 12-16
July 18, 2017	Dirty Shorts Brass Band	\$ 450	~ 100	\$ 4.50	
July 25, 2017	-cancelled- WALL-E & Wise with Waste	\$ 363	n/a	n/a	Bad weather
August 1, 2017	none				Night to Unite
August 8, 2017	Classic Big Band	\$ 1,600	~ 250	\$ 6.40	
August 15, 2017	Moana	\$ 413	100+	\$ 4.13	
August 22, 2017	Lego Batman	\$ 413	~ 90	\$ 4.59	
August 29, 2017	Mighty Ducks	\$ 363	~ 70	\$ 5.19	

Event Focus	Summary	Total Cost	Est. Attendance	Excl. 7/25	Adjusted Cost
Kids	6 nights - 8 events	\$ 3,495	585	5 nights - 5 events	\$ 3,132
Adults	5 nights - 5 events	\$ 3,400	725	5 nights - 5 events	\$ 3,400

Event Bookings: Total	\$ 6,895
Signs, printing, legal services	\$ 1,292
2017 Cost	\$ 8,187

Donations Received	
Osseo Lions	\$ 3,000
Osseo American Legion	\$ 1,000
Osseo Maple Grove Hockey Assn	\$ 1,000
Fire Relief Assn	\$ 2,000
NW Area Jaycees	\$ 500
2017 Donations	\$ 7,500

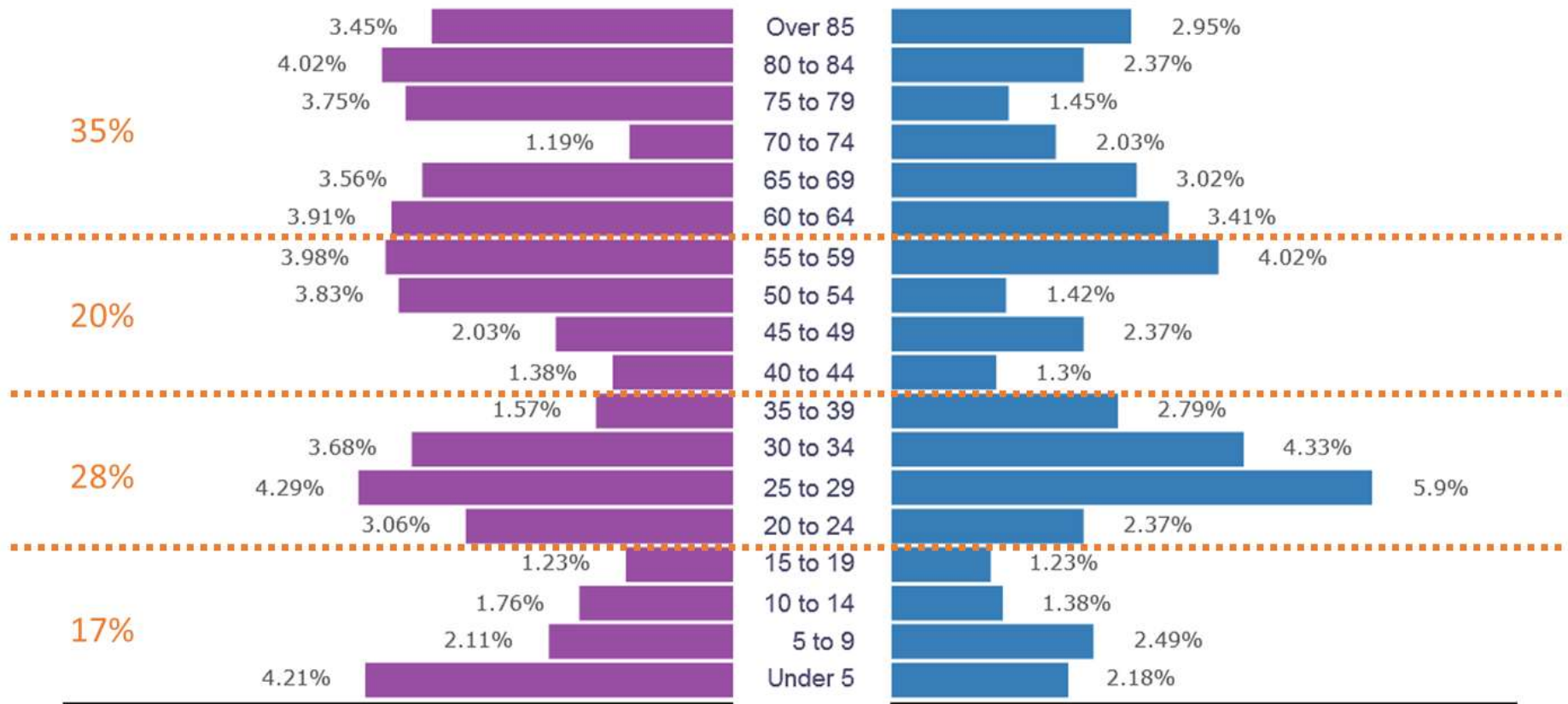
Population by Age and Gender in Osseo

Select data to chart:

☐ Census 1990 ☐ Census 2000 ☐ Census 2010 ☐ ACS 2006-2010 ☒ ACS 2012-2016

Female

Male



This chart cannot be saved as an image. Please contact us at research@metc.state.mn.us if you need assistance.

Source: U.S. Census Bureau [Decennial Census](#) or [American Community Survey](#).
[Download chart data](#)



Osseo Parks & Recreation Committee Meeting Item

Agenda Item:	Update on Special Event Permit
Meeting Date:	February 6, 2018
Prepared by:	Nancy Abts, City Planner
Attachments:	Excerpt from January 22 work session meeting minutes

Policy Consideration:

Receive an update on the city's pending Special Event Permit process

Previous Action or Discussion:

In July 2016, the Parks and Recreation Committee recommended the City adopt a Special Event Permit process to aid in review of proposed events. The City Council most recently discussed this permit at their January 22 work session meeting.

The City Council plans to consider the permit at a future work session.

Budget or Other Considerations:

Due to overlaps between the documents, the Parks and Recreation Committee will look at the use policies for Boerboom and Sipe Parks once the Council has adopted a Special Event policy.

City Goals Met By This Action:

- 6) Update City policies
- 18) Provide a variety of activities for all citizens with continued and new City events and programs

**OSSEO CITY COUNCIL
WORK SESSION MINUTES
January 22, 2018**

1. CALL TO ORDER

Mayor Duane Poppe called the work session of the Osseo City Council to order at 6:04 p.m. on Monday, January 22, 2018.

2. ROLL CALL

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

Members absent: None.

Staff present: City Planner Nancy Abts.

Others present: None.

4. DISCUSSION ITEMS

A. SPECIAL EVENT PERMIT AND ORDINANCE

City Planner Nancy Abts stated the City Council reviewed initial information regarding Special Event Permits at its work session on October 30. At that meeting, the Council reviewed an example from the City of St. Paul Park and provided direction to the Council to fit it for use here in Osseo. Staff took that direction and have now updated the draft permit application and draft ordinance.

Abts explained the Council wanted to go with an “a la carte” type fee structure for these special events. The applicant would fill out the application, and check off the various City resources needed for the event. Those resources would then trigger various fees from the City. After discussing this option in more detail, staff determined that the best way to set this system up is to set hourly fees for various staff members. This is a concept that has discussed previously.

There are three main areas of City services that a Special Event might need: Administration (Finance, Planner, Clerk, Administrator), Police (additional Police Officers or Reserve Officers), and Public Works (Director and Maintenance staff)). Staff has looked at other similar city fee structures and recommends the following:

City Staff – Professional \$80 per hour (time & half for over-time)

City Staff – Administrative Support \$50 per hour (time & half for over-time)

City Staff – Public Works Professional \$80 per hour (time & half for over-time)

City Staff – Public Works Maintenance \$60 per hour (time & half for over-time)

Police Services – Additional Police Officers (per current Police Services contract)

For example: If someone wanted to host a special event, which would require additional City services, they would fill out the application and drop it off at City Hall. Administrative Staff would review the application and estimate the time necessary for City Staff set up and take down for that particular event. The applicant would pay that fee up front, and the application would then go on the next available Council meeting for Council review and approval (on the consent agenda).

Abts stated in this example, if the event needs road closures, this would require Public Works Maintenance Staff time in order to drop off the necessary barricades and time to pick up the barricades at the end of the event. Generally speaking, these events will most likely happen over the weekend, however, Public Works usually drops off the barricades Friday afternoon, and then picks them up again Monday morning. The City would charge one hour (\$60) of fees for that item. If the event requires four hours of additional Police services (usually because of anticipated large crowds or when alcohol is being served), the applicant would also be charged for four hours of the current Police

Services rate (which is located on a separate contract through the Police Department and changes fees annually due to the highest Patrol Officer wage rate). The City could also charge a half hour or so for City Staff Administrative Support time in reviewing the permit application and preparing it for the Council packet.

Abts reported if, for some reason, staff over estimated time and fees, the City would be able to pay back any remaining in the escrow fund at the conclusion of the event. Additionally, if additional staff time was needed for the event, the City would attempt to seek additional payment from the applicant. By putting this in Ordinance form, it allows the City a better way to go after those applicants who do not pay for the additional fees (if necessary) through penalties as called out in the draft Ordinance (misdemeanor).

Abts explained this permit and Ordinance is targeted for those larger City-wide events that require additional City services (such as the Spring Opener, Car Show, Lions Roar, Minidazzle, etc). The vast majority of private resident parties (such as graduation parties and the like) would not trigger the need for additional City services (like the closure of streets/alleys or additional Police services).

Abts commented that historically the City has not asked for fees for additional City services for these types of events (the only exception is if the event needs more Police. Those events then enter into a contract with the Police Department itself for those services). As we have seen in recent months, the requests to waive fees because the event is viewed as a "City event" is a major topic of discussion. Staff has included draft language in the Ordinance to allow for the ability of the applicant to appeal to the Council to waive the fees associated with additional City services for Special Events. The Council should discuss this option and direct staff accordingly. An option that staff thinks may work is to charge those events that are making money (regardless of non-profit status) and waive the fees for events that have no money involved (such as the Car Show). This is something the Council should discuss and direct staff accordingly.

If the fee structure as proposed is recommended for approval, staff will add it to the Fee Schedule and seek updated approval from the Council on that item in the near future.

Stelmach stated the City has a lot of repeat events. He questioned if it took 60 days to approve a large event. Abts stated often discussions lasted longer than 60 days. For example, the City has already had conversations regarding the car show for this summer. She noted 60 days was not necessary for a graduation party but was helpful for larger events.

Schulz recommended the City remain consistent and have all permits reviewed with a 60-day time period. He supported all Public Works and Police fees being paid by permit seekers. However, he anticipated it would be difficult for the City to assess how much administrative staff time was dedicated to permit approvals.

Stelmach asked if staff logged the amount of time they spent on the Car Show. Abts stated she could make an estimate but noted staff did not have a completed time log.

Schulz asked if the City was proposing to have a special event permit fee. Abts explained staff was not proposing a fee.

Schulz suggested a permit fee be considered if staff was worried about covering its time.

Zelenak discussed how different and unique special events could be and explained some could require a great deal of staff time while others would not. She indicated the application process would help clarify how much staff time would be needed for each event.

Johnson commented on a large softball tournament he planned in the 1970s and how he went about planning this event. He expressed concern with the length of the proposed special event form and anticipated staff would have to go through this form with applicants.

Further discussion ensued regarding the proposed fee schedule for special event permits.

Schulz anticipated the Lions Club would have a difficult time if the City were to charge them a fee for a Special Event permit.

Stelmach agreed the Lions may request a waiver of any fees.

Schulz stated he supported the application process and the amount of information that would be gathered for special events. He indicated the challenging part was the fee assessment portion. He commented he did not want to get into waiving fees as this would greatly complicate the process.

Zelenak supported the proposed assessment fee and noted applicants could always make a request to the City Council to waive their fee, as has been done for use of the Community Center. She stated the Council would have to hear the requests.

Stelmach stated he really liked the proposed application as well but stated he was struggling with the idea of an administration/application fee.

Johnson suggested the fee be \$100 plus special services (Public Works and Police) versus an assessed fee for administrative review.

Schulz questioned what would trigger a Special Event Permit. He stated he would like to see a clearer definition of what would trigger the need for a Special Event Permit, along with a proposed fee.

Poppe asked if a new permit fee would be needed for each event sponsored by the Lions during Lions Roar. Abts stated one permit would be sufficient for this event.

Poppe inquired if the Football Day at the park would need a permit. Abts stated this was the case. She explained the City would not have to focus on the fees proposed to be tacked on if it was more important to hold a number of special events in the City.

Poppe questioned if the Movies or Music in the Park would require a permit, or the Farmers Market. Abts stated minimal City services are required for Movies and Music in the Park. She noted street closings were required for the Farmers Market.

Schulz suggested this item be readdressed by the City Council at its next work session.

The Council generally supported the application itself and directed staff to provide further information on the amount of time spent on Special Event permits, using existing City events as an illustration.