

**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