



**COMMITTEE MEETING**  
**6:00 p.m., April 2, 2019**

## **Parks and Recreation Committee**

- 1. Call To Order**
- 2. Roll Call**
- 3. Approve Agenda** (Unanimous additions required)
- 4. Approve Minutes** (Unanimous approval required)
  - A. Minutes of February 5, 2019
- 5. Public Comments**
- 6. Special Business**
- 7. Budget Update**
  - A. Donations to Music & Movies in the Park
    - Osseo Fire Department Relief Association: \$2,000
    - Osseo-Maple Grove Hockey Association: \$1,500
- 8. Old Business**
  - A. Summer Youth Programs Update
  - B. Approve Park Use Policies (Sipe Park Picnic Shelter & Boerboom Park Bandshell)
  - C. Discuss Food Trucks at Tuesday events
- 9. New Business**
  - A. Discuss Pet Waste in Parks
- 10. Upcoming Events**
  - A. Step to it Challenge May 1-28
  - B. Citywide Garage Sale, May 9-12
  - C. Vintage Car Show & Craft Fair – May 11
  - D. Tuesday Events start June 11 (Teddy Bear Band)
- 11. Staff & Committee Member Reports**
- 12. Adjourn**
  - Next meeting June 4, 2019

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**COMMITTEE MEMBERS:** Councilmember Harold Johnson, Councilmember Larry Stelmach, Dee Bonn, Orlando Ponce, Brittney Quant, Kerstin Schulz, Alden Webster

**STAFF LIASON:** City Planner Nancy Abts

**OSSEO PARKS & RECREATION COMMITTEE MINUTES  
REGULAR MEETING  
February 5, 2019**

1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Chair Kerstin Schulz at 6:02 p.m., Tuesday, February 5, 2019.

2. ROLL CALL

Present: Committee members Orlando Ponce (arrived at 6:21 p.m.), Dee Bonn, Harold Johnson, Kerstin Schulz, Larry Stelmach, and Brittney Quant.

Absent: Alden Webster.

Others present: Ed Columbus, City Planner Nancy Abts.

3. ELECTION OF OFFICERS

Abts requested the Committee elect a Chair and Vice Chair for 2019.

Stelmach asked if Councilmembers could serve as Chair of the Committee. He stated it would be his preference to have the Committee led by a resident.

**A motion was made by Bonn, seconded by Stelmach, to elect Kerstin Schulz as Chair and Alden Webster as Vice Chair of the Parks and Recreation Committee for 2019. The motion passed 5-0.**

4. APPROVE AGENDA

**A motion was made by Quant, seconded by Johnson, to approve the meeting's agenda. The motion passed 5-0.**

5. APPROVE MINUTES

**A motion was made by Bonn, seconded by Quant, to approve the October 2, 2018, meeting minutes as presented. The motion passed 5-0.**

6. PUBLIC COMMENTS

Schulz advised the public that this is the time for public comments.

7. SPECIAL BUSINESS

There was no special business.

8. BUDGET UPDATE

A. ACKNOWLEDGE \$1,500 DONATION FROM AMERICAN LEGION

The Committee thanked the American Legion for their generous donation to the Music and Movies in the Park fund.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

A. APPROVE 2019 MUSIC & MOVIES IN THE PARK SCHEDULE

Abts stated a subcommittee including Committee Members Dee Bonn, Alden Webster, and Kerstin Schultz has met with staff to work on recommendations for the 2019 event schedule. The group identified several suggested dates for 2019 performances, and these dates are on a tentative “hold” with the performers. Two dates have several possible movies within a specific genre. These movies could be voted on by the City’s Social Media followers, or the Parks & Recreation Committee could select the movie.

Abts explained the subcommittee suggested possibly coordinating an event with Union Speed and Style in June, the week prior the Back to the 50s Car Show. The business owners are tentatively interested in working with the City on something like this, and preferred the date of June 18. Appropriate performances have been selected for that date, but this concert and movie could also ‘stand alone’ if Union Speed & Style is not able to participate.

Abts indicated the group also discussed waiting until the Farmers Market opens to start regularly hosting a Food Truck at the events. Staff suggests using an application similar to the Farmers Market application to select Food Truck vendors. Under our current ordinances, food truck vendors will be required to get a Transient Merchant license for the day of the sales (\$30 for registration & a 1-day license). They must also be licensed by Hennepin County. Staff also suggests requesting a refundable \$50 deposit to ensure scheduled trucks attend the event, clean up afterward, and submit a feedback survey on their experiences to help the Committee plan for future events.

Abts recommended applications for Food Truck vendors be reviewed and selected based on several factors, including variety of products (focusing on “food” and not the snack or desert items that are already sold by nonprofit organizations), pricing, ‘home’ location of the vendor (with preference to locals), availability, and timeliness of application. Depending on interest, it may be possible to have one or two food trucks at each event. Starting sales at 4:30 pm and ending at 8:00 is suggested. The Parks & Recreation Committee should discuss whether the suggestions for Food Truck Vendors are appropriate. Local nonprofit organizations can again be invited to sell snacks and dessert items in the park during the events.

Abts stated finally, local youth organizations have been invited to become part of the event schedule this year. World Taekwondo Academy, located just outside of Osseo, can provide a brief demonstration prior to the Superhero movie on July 30. Elis Irish Dance Studio (which practices at Escalate Dance in Osseo) can also provide a demonstration. And students from Spark Music Studio in Osseo can provide musical entertainment at 7:00 pm, prior to the movie Coco on August 13. Staff reviewed the proposed movie schedule and

noted several of the movies were rated PG-13. Abts requested comment from the Committee on how to proceed.

Johnson asked when Night to Unite would be held. Abts reported this event would be held on Tuesday, August 6<sup>th</sup>.

Johnson questioned if it would be a good idea to have a food truck at the Farmer's Market. Bonn stated she believed this would be a very good idea. Johnson recommended the City start with one food truck to begin with and if this is successful a second food truck could be added. Bonn supported the idea of having only one food truck except for June 18<sup>th</sup> when two trucks should be present.

Stelmach inquired how many people attended the Farmer's Market each week. Bonn estimated there were 100 to 150 people each week.

Schulz questioned where the food trucks should be located. Bonn recommended the food trucks be located on Main Street facing the park. Stelmach stated he would be willing to contact several food truck vendors to see if there was interest in attending the City's Farmer's Market/Music and Movies in the Park events.

Johnson asked if the City should bring in food trucks for the antique car show. Stelmach stated this may impede local brick and mortar restaurants who hold special events on this weekend.

Schulz questioned if the Committee supported Darlene and the Boys in the Music & Movies schedule. The Committee supported this new performer.

Schulz commented on the proposed movie schedule and suggested several of the movies be adjusted to become more family friendly. The Committee supported adjusting the schedule.

Schulz inquired how the group felt about screening Grease. Bonn supported this movie being screened during the car event. Stelmach commented other alternatives may be Herbie, Herbie Reloaded, Chitty Chitty Bang Bang or Love Bug.

Ponce questioned if staff had data on the age range of for children attending the Movies in the Park events. Abts explained staff collects this information and it varies depending on the moving that was being shown.

Schulz questioned how the Committee wanted to select the super hero movie. Bonn supported letting the public decide this one on social media. Stelmach agreed. Abts commented for budgeting purposes, all of the movies cost the same.

Ponce commented Guess What's Cooking was voted the #1 Food Truck in the metro area. He noted this food truck was out of Big Lake and he could comment them to see if there was interest in attending an Osseo Farmer's Market. Johnson noted there was a Minnesota Lynx player with their own food truck and requested staff investigate this further. Ponce and Stelmach reported they were both interested in serving on a Food Truck Subcommittee to assist staff with planning.

Schulz commented on the food truck vendor license and requested feedback from the Committee. Stelmach stated it would be important to inform the food truck vendors that Music and Movies in the Park was a family centered event. Abts explained it would benefit the food truck vendor to have a novelty item brought in versus a duplication of a food item already sold in the City. She explained it would be her recommendation to have a new food truck brought to the City each week. Stelmach indicated he could support bringing certain food trucks back if they drew crowds to Osseo. He proposed the City consider finding sponsors for movies or musical acts.

Ed Columbus requested the Committee purchase a spare bulb for the projector and consider better timing the acts in order for one event to flow right into the other. He suggested no movie be screened on the Union car show event night. Bonn and Stelmach supported this recommendation.

**A motion was made by Bonn, seconded by Johnson, to recommend the City Council approve the 2019 Music and Movies in the Park Schedule and expenses not-to-exceed \$10,000. The motion passed 6-0.**

**B. APPROVE 2019 YOUTH SPORTS PROGRAMS**

Abts stated for the past two years, the City of Osseo has worked with Revolutionary Sports to provide recreational programming in Osseo. The City and RevSports work together to propose a schedule. For the past two years, the City has taken registrations in-house and forwarded information to RevSports before programs start. RevSports handles all staffing and logistics. A summary of the 2017 & 2018 schedules, as well as the 2019 proposal was reviewed with the Committee. Staff provided further input on pricing for the programs and how staff was investigating an online registration platform.

Schulz asked if the Committee supported moving from a six week program one night per week to a five week program two nights per week. The Committee supported this recommendation.

Schulz requested feedback from the Committee regarding pricing for the proposed youth sports programs. Ponce commented the \$50 rate was very affordable given the number of sessions that were being provided. Schulz commented she did not oppose the proposed increase. The Committee supported an increase to \$50 for non-residents.

Johnson questioned how many children were involved in the youth sports programs in 2018. Abts reported approximately 275 children participated in the sports programs last year. Ponce supported the City pursuing additional 8-12 year olds for the sports programs. Stelmach indicated the City many not know how to attract or retain children in this age group. Abts commented RevSports' niche was to provide younger children with intermural sports activities.

Ponce asked if the City had considered getting the school involved in the sports programs. Abts commented a lot of the school clubs do provide their own week long camps or programs. She reported a number of these camps are handled through the City of Maple Grove.

Schulz questioned if the Committee supported offering a discount for Osseo residents. She noted she supported the 30% discount for residents. Stelmach stated he also supported early registration being offered to Osseo residents. Ponce recommended the sports programs be posted on the City's Facebook page.

Quant commented she supported staff pursuing an online registration program. Ponce suggested staff investigate "myonlinecamps" as the City's online registration service. He reported he used this program and explained it was very simple to use. Stelmach supported the City pursuing an online registration process.

**A motion was made by Bonn, seconded by Quant, to recommend the City Council approve the 2019 youth sports programs as discussed. The motion passed 6-0.**

C. APPROVE 2019 STEP TO IT CHALLENGE PROGRAMMING

Abts stated two years ago, the City hosted a kick-off walk on the first day of the Step to it Challenge that was well received, despite the rain. (Several people asked if another kickoff walk would take place in 2018.) To build on several successful Step to it Challenges, staff suggest putting together a calendar of community "activities" during the May challenge. This includes another Kick off walk, a cleanup day at the Osseo Orchard, a Walk/Bike with a Cop event, Walk with a Tot (at the Osseo Education Center playground & walking track), and a Workout in the Park.

Johnson suggested the spring cleaning of Boerboom Park be worked into this challenge. Stelmach supported this recommendation and suggested the Public Works Department coordinate the work list.

Stelmach stated he appreciated this program and how interactive it was for participants. Ponce recommended the Step To It challenge be promoted on the City's Facebook page as this would encourage others to participate in the challenge. Abts commented on the success the City has had in this program.

**A motion was made by Johnson, seconded by Ponce, to recommend the City Council approve the 2019 Step To It Challenge Programming as discussed. The motion passed 6-0.**

D. 2019 MEETING SCHEDULE

Abts noted the Parks and Recreation Committee met quarterly from July 2015 through 2017, with occasional special meetings to consider time-sensitive matters. For 2018, the committee adopted an every-other-month meeting schedule, for a total of 6 meetings. Two meetings, in June and August, were cancelled due to lack of business. Staff reviewed the 2019 schedule of meeting dates and topics as suggested. It was noted meetings can be cancelled if there is not business to discuss.

**A motion was made by Bonn, seconded by Johnson, to approve the 2019 Meeting Schedule as presented. The motion passed 6-0.**

11. UPCOMING EVENTS

Abts reviewed the upcoming events with the Committee. She noted Ed Columbus has coordinated a seasonal display in Boerboom Park for Valentine's Day. She explained a Downsizing and Decluttering Session would be held at the Community Center on February 7<sup>th</sup>. She invited the public to attend the Fireman's Dance on February 8<sup>th</sup> at the American Legion. She discussed the Exchange for Change free swap event that would be held on February 9<sup>th</sup>. She encouraged residents to take advantage of the outdoor skating rinks.

12. STAFF & COMMITTEE MEMBER REPORTS

Abts reported Osseo was in need of additional volunteers to serve on the City's Commissions and Committees. Those interested should contact City Hall for further information.

Abts explained a Night to Unite planning meeting would be held with Officer Mortinson in February.

Johnson thanked the Fire Department for their assistance with a water leak that occurred at his residence.

13. ADJOURNMENT

**A motion was made Quant, seconded by Stelmach, to adjourn the meeting at 7:57 p.m. The motion carried 6-0.**

Respectfully submitted,

TimeSaver Secretarial Service

**CITY OF OSSEO**  
**BUDGET - RECREATION**

03/28/19 3:44 PM

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Account Descr	2019 Budget	2019 YTD Amt	Balance	% of Budget	DEPT Descr
FUND 101 GENERAL FUND					
DEPT 42300 ADULT RECREATION					
E 101-42300-106 PART TIME WAGES	\$2,350.00	\$511.56	\$1,838.44	21.77%	ADULT RECREATION
E 101-42300-125 EMPLOYER FICA EXPENSE	\$180.00	\$39.12	\$140.88	21.73%	ADULT RECREATION
E 101-42300-139 WORK COMP INSURANCE	\$50.00	\$68.00	-\$18.00	136.00%	ADULT RECREATION
E 101-42300-312 PROGRAMMING	\$7,500.00	\$1,591.76	\$5,908.24	21.22%	ADULT RECREATION
DEPT 42300 ADULT RECREATION	\$10,080.00	\$2,210.44	\$7,869.56		
DEPT 42301 YOUTH RECREATION					
E 101-42301-312 PROGRAMMING	\$13,000.00	\$247.47	\$12,752.53	1.90%	YOUTH RECREATION
DEPT 42301 YOUTH RECREATION	\$13,000.00	\$247.47	\$12,752.53		
DEPT 42302 SENIOR RECREATION					
E 101-42302-106 PART TIME WAGES	\$6,800.00	\$63.95	\$6,736.05	0.94%	SENIOR RECREATION
E 101-42302-124 EMPLOYER PERA EXPENSE	\$510.00	\$4.79	\$505.21	0.94%	SENIOR RECREATION
E 101-42302-125 EMPLOYER FICA EXPENSE	\$520.00	\$4.89	\$515.11	0.94%	SENIOR RECREATION
E 101-42302-139 WORK COMP INSURANCE	\$112.00	\$154.00	-\$42.00	137.50%	SENIOR RECREATION
E 101-42302-312 PROGRAMMING	\$300.00	\$116.75	\$183.25	38.92%	SENIOR RECREATION
DEPT 42302 SENIOR RECREATION	\$8,242.00	\$344.38	\$7,897.62		
FUND 101 GENERAL FUND	\$31,322.00	\$2,802.29	\$28,519.71		
	\$31,322.00	\$2,802.29	\$28,519.71		





**CITY OF OSSEO**  
**General Ledger**  
**Audit Detail Brief**

03/28/19 3:31 PM  
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Audit 2019 JANUARY to 2019 GASB Period

## Fund 253 MUSIC/MOVIES IN THE PARK

<u>GL Act G 253-10100CASH</u>			Begin	Debit	Credit	Balance
Account is	Active		\$1,023.53	\$5,000.00	\$0.00	\$6,023.53
Per	Transaction	Batch Name		Tran Dr	Tran Cr	Search Name
2019-01	1/24/19FUND	R 253-31600 CONTRIBUTION		\$1,500.00	\$0.00	OSSEO AMERICAN LEGIO
Rec		Rec/Ck#*				MUSIC/MOVIES DONATIO
2019-03	3/5/19FUND	R 253-31600 CONTRIBUTION		\$2,000.00	\$0.00	OFDRA - OSSEO FIRE DEP
Rec		Rec/Ck#*				2019 MUSIC/MOVIES DON
2019-03	3/22/19FUND	R 253-31600 CONTRIBUTION		\$1,500.00	\$0.00	OSSEO MAPLE GROVE HO
Rec		Rec/Ck#*				2019 MUSIC/MOVIES
<b>Total GL Act G 253-10100CASH</b>				\$5,000.00	\$0.00	In Balance
<u>GL Act G 253-20200ACCOUNTS PAYABLE</u>			Begin	Debit	Credit	Balance
Account is	Active		\$0.00	\$0.00	\$0.00	\$0.00
Per	Transaction	Batch Name		Tran Dr	Tran Cr	Search Name
-				\$0.00	\$0.00	
No Transacti		Rec/Ck#*				
<b>Total GL Act G 253-20200ACCOUNTS PAYABLE</b>				\$0.00	\$0.00	In Balance
<u>GL Act G 253-25500FUND BALANCE UNRES U</u>			Begin	Debit	Credit	Balance
Account is	Active		-\$1,023.53	\$0.00	\$5,000.00	-\$6,023.53
Per	Transaction	Batch Name		Tran Dr	Tran Cr	Search Name
2019-01	1/24/19FUND	R 253-31600 CONTRIBUTION		\$0.00	\$1,500.00	OSSEO AMERICAN LEGIO
Rec		Rec/Ck#*				MUSIC/MOVIES DONATIO
2019-03	3/5/19FUND	R 253-31600 CONTRIBUTION		\$0.00	\$2,000.00	OFDRA - OSSEO FIRE DEP
Rec		Rec/Ck#*				2019 MUSIC/MOVIES DON
2019-03	3/22/19FUND	R 253-31600 CONTRIBUTION		\$0.00	\$1,500.00	OSSEO MAPLE GROVE HO
Rec		Rec/Ck#*				2019 MUSIC/MOVIES
<b>Total GL Act G 253-25500FUND BALANCE UNRES UNDESIGNATE</b>				\$0.00	\$5,000.00	In Balance
Fund	253			\$5,000.00	\$5,000.00	
<b>Grand Total</b>				\$5,000.00	\$5,000.00	



## Osseo Parks & Recreation Committee Meeting Item

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**Agenda Item:** Summer Youth Programs Update

**Meeting Date:** April 2, 2019

**Prepared by:** Nancy Abts, City Planner

**Attachments:** RegWerks Online Registration Guide  
Registration summary

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**Policy Consideration:**

The Parks and Recreation Committee can review the summer youth program registration information to date.

**Background:**

Registration has begun for summer youth sports classes. After exploring a number of options, we were able to add a module to our Utility Billing service to collect registrations, at no charge. Setup was relatively straightforward and the online registration system has been active for two weeks. (Printed registration has been available for the same time period.)

To date, all registrations have occurred online. We have received no questions or complaints about the registration system, so it seems to be working well. Since most of our registrations come much closer to the program start date, we're pleased to see that so many people have signed up already.

Although most past participants learned about the program through social media or word of mouth, we are also working on flyers to be distributed to local schools.

**Budget or Other Considerations:**

The city is absorbing credit card processing fees for online registrations. (We do this for all credit card transactions, whether they are done online or by staff.) The registration fees for non-residents should cover this cost, and the Youth Recreation subsidies should also cover the cost for residents.

**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.

# City of Osseo

## Online Registration Guide

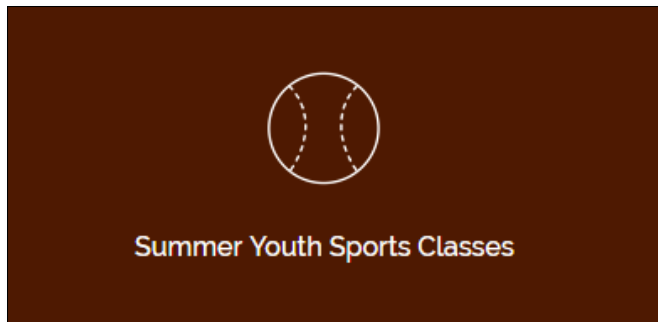


City of Osseo  
**Web Store**

Visit the City of Osseo Web Store to REGISTER ONLINE!

<https://cityofosseo.RevTrak.net>

### Select the Summer Youth Sports Classes Button



- ◆ Click on the **Summer Youth Sports Classes** Button located on the Home Page.
- ◆ Select the class for which you wish to register.
- ◆ Select **"Click Here to Register"** to proceed with the registration process.

- ◆ If you have not already logged into or created a RevTrak account, you will be prompted to do so now using your **Email Address** and **Password**.
- ◆ Select the exact participant you wish to register for the selected class. You may also select **"A New Person"** if they are not currently listed in your account.

**\*NOTE:** The selected participant *MUST* be the name of the person attending the class.

#### T-ball (Ages 2-3, + parent) TotStars

Class #: 2019 S2 T-ball 2-3 Mondays

Date: 7/15/2019 - 8/14/2019

Days: Mo

Time: 5:30 PM - 6:00 PM

Location: Osseo Education Center:

Price: \$50.00

[CLICK HERE to Register for this Class](#)

CHECKOUT

VERIFY

Review & Submit

BILLING [EDIT](#)

BILL TO:  
Matthew Lamb  
1234 Street Dr  
Minneapolis, GA 55555

PAYMENT METHOD [EDIT](#)

Please select a payment option.

ITEMS

T-BALL (AGES 2-3, + PARENT) TOTSTARS - LAMB, MATTHEW \$50.00  
Quantity: 1  
Lamb, Matthew 07/15/2019 - 08/14/2019 5:30 PM  
Mondays, July 15-August 12, August 19 & 26 are reserved as a make up dates for weather-related cancellations.

SUB TOTAL \$50.00  
TOTAL \$50.00

- ◆ Answer ALL required questions before clicking the **Add to Shopping Cart** or **Continue Shopping** buttons at the bottom of the page.
- ◆ Within the **Checkout** screen, you can verify your billing address and **Select a Payment Option**, prior to hitting **"Place Order"**.
- ◆ When you click **"Place Order"**, your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.

		Active Classes <i>as of 11:30 am, Thursday, 3/28/19</i>					
		Start Date	End Date	Title	Enrolled	Min. Size	Reg. Limit
Summer 1	Wednesdays	05/29/19	06/26/19	Baseball Coach Pitch (Age 4-6, + parent)	2	6	12
		05/29/19	06/26/19	Soccer (Age 2-3, + parent) TotStars	1	6	12
		05/29/19	06/26/19	Soccer (Age 3-5, + parent) PreStars	1	6	12
		05/29/19	06/26/19	Soccer (Age 4-6, + parent) KinderStars	2	6	12
		05/29/19	06/26/19	T-ball (Ages 2-3, + parent) TotStars	1	6	12
		05/29/19	06/26/19	T-ball (Ages 3-5, + parent) PreStars	2	6	12
	Mondays	06/03/19	07/01/19	Soccer (Age 2-3, + parent) TotStars	2	6	12
		06/03/19	07/01/19	Soccer (Age 3-5, + parent) PreStars	2	6	12
		06/03/19	07/01/19	Soccer (Age 6-9) MightyStars	4	6	12
		06/03/19	07/01/19	Tennis (Age 4-6, + parent) KinderStars	1	6	12
		06/03/19	07/01/19	Tennis (Age 6-9) MightyStars	0	6	12
		06/03/19	07/01/19	Tennis (Age 8-12) SkillStars	1	6	12
Summer 2	Mondays	07/15/19	08/12/19	Baseball Coach Pitch (Age 4-6, + parent)	0	6	12
		07/15/19	08/12/19	Soccer (Age 2-3, + parent) TotStars	0	6	12
		07/15/19	08/12/19	Soccer (Age 3-5, + parent) PreStars	2	6	12
		07/15/19	08/12/19	Soccer (Age 4-6, + parent) KinderStars	1	6	12
		07/15/19	08/12/19	T-ball (Ages 3-5, + parent) PreStars	0	6	12
		07/15/19	08/14/19	T-ball (Ages 2-3, + parent) TotStars	0	6	12
	Wednesdays	07/17/19	08/14/19	Flag Football (Age 4-6, + parent) KinderStars	1	6	12
		07/17/19	08/14/19	Flag Football (Age 6-9) MightyStars	0	6	12
		07/17/19	08/14/19	Flag Football (Age 8-12) SkillStars	0	6	12
		07/17/19	08/14/19	Soccer (Age 2-3, + parent) TotStars	2	6	12
		07/17/19	08/14/19	Soccer (Age 3-5, + parent) PreStars	1	6	12
		07/17/19	08/14/19	Soccer (Age 6-9) MightyStars	3	6	12
				Enrolled Total	28		



## Osseo Parks & Recreation Committee Meeting Item

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**Agenda Item:** Discuss Policies for Use of Boerboom Park Bandshell & Sipe Park Picnic Shelter

**Meeting Date:** April 2, 2019

**Prepared by:** Nancy Abts, City Planner

**Attachments:** Policies, with proposed changes  
Proposed fee schedule changes  
Excerpt of Parks & Recreation Committee Minutes from November 7, 2017

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### **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 in 2017. We have waited to adopt final changes until the Special Event ordinance was in place, to make sure that the park use policies and ordinance were in line with each other.

In some special situations, when events involve “use of any city ... property for any purpose other than the normal operations of the facilities,” a Special Event Permit will be required. Under these policies, free performances and gatherings are considered within the scope of ‘normal operations’ for the city’s parks, but Special Event approval would be required for money-making events or other unusual circumstances.

### **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 by the Administrator have been held in bandshell.)

The Sipe Park Shelter is now also available for use, and the City has received a few request to reserve it for private events. The policies will clarify how reservations are made.

### **Background:**

Updates to the bandshell policy are proposed to clarify the additional charge for events requiring special approval by the City Administrator and/or a Special Event Permit and to remove the section regarding firearms. Language clarifying the fee schedule is also proposed. The Picnic Shelter Policy is a new document, closely modeled after the Bandshell and Community Center policies. However, because the facilities are in different areas and are used differently, we have drafted separate policies for their use.

### **Budget or Other Considerations:**

The Parks & Recreation Committee recommended modest fees for the use of both facilities. Previously, there was no charge for use of the Bandshell (unless electrical service was required).

**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 park and shelter use policies and fees as presented;
2. Approve the changes to the park and shelter use policies and fees with noted changes;
3. Deny the changes to the park and shelter use policies and fees;
4. Table action on this item for more information.

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

# 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 ~575 square feet and contains four picnic tables.
2. The shelter shall be generally available for use by area civic, charitable or non-profit organizations, and for public gatherings. The shelter may also be used, subject to availability, for private parties, gatherings, 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 events have first rights to schedule the shelter for use. No rental for other events will be allowed at times when City events 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 Works 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 (see form for Special Consideration).
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 Works 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 annually. 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 without a Special Event permit to authorize this. Sales of food or other items or services may be allowed only with a Special Event permit 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 7:00 a.m. and shall end no later than 10:00 p.m.
9. No gambling of any kind may be conducted except with a Special Event permit, and if needed, approval 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.
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 only available to verify reservations during regular office hours.

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Deleted: not

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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. Requests for changes to permits may be made 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.

#### 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 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 or designee. Additional toilets must be provided by the applicant-permit holder. (Note request on application.)
4. Use of inflatables, amusement rides, or similar devices is allowed only with a Special Event Permit. (Note request on application.)

#### F. FOOD AND BEVERAGES

1. No alcoholic beverages are allowed without a Special Event Permit.



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 [a Special Event Permit](#), 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 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 [not currently](#) 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 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, 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 clean the area 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.

#### K. FEES

## Osseo Sipe Park Shelter Fees

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<u>Fee</u>	<u>Description</u>
\$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 4 hours of use (Osseo resident or business)</u> <u><i>*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.</i></u>
\$250	Damage/clean up deposit
<u>\$25</u>	Additional garbage can (each)

## 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 Works: 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](mailto: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:					
<b>COMMUNITY BENEFITS</b>					
How many Osseo residents will benefit from your event? How will they benefit?					
<b>NEED:</b>					
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:					
<b>STAFF USE ONLY</b>					
Est. total value of waiver (\$):		City Council Review date:		Approved date:	



## 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 via a Special Event Permit.
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 a Special Event Permit. Similarly, sales of food or refreshments by civic groups and non-profit groups may be allowed only with prior permission.
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 a Special Event Permit.
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**

Deleted: by the City Administrator. An additional fee may be required for these events.

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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 without permission from the City Administrator.

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. 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.

(Policy approved 7/9/07; last updated **x/x/2019**)

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

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## 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 <del>non-exclusive use of the bandshell and park</del> bandshell use and non-exclusive park use
NON-RESIDENTS, NON-OSSEO BUSINESSES	\$75 per up to 4 hours <del>non-exclusive use of the bandshell and park</del> bandshell use and non-exclusive park use
<p>A. <b>RENTAL FEE</b> – 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. <b>DAMAGE AND CLEANUP DEPOSIT</b> - 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. <b>SPECIAL FEES</b> - 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. <b>ADMINISTRATION</b> – 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 Works: 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

## Revised Fee Schedule

Parks	Fee	Fee Notes
Bandshell Use in Boerboom Park*	<del>N/C</del>	must register at City Hall; other fees may apply
	\$25	Osseo residents & businesses, up to four hours
	\$75	non-residents and businesses, up to four hours
Picnic Shelter Reservations in Sipe Park*	<del>N/C</del>	must register at City Hall; other fees may apply
	\$50	Osseo residents & businesses, up to four hours
	\$60	non-residents and businesses, up to four hours
	\$25	Additional garbage cans
Sipe Park Ballfield Use	N/C	must register with Public Works at 763-425-5741
	*50% off	tax exempt non-profit organizations, must be registered

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

**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

...

**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.**

...

**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.**



## Osseo Parks & Recreation Committee Meeting Item

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**Agenda Item:** Discuss Food Trucks at Tuesday events

**Meeting Date:** April 2, 2019

**Prepared by:** Nancy Abts, City Planner

**Attachments:** Draft application materials

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**Policy Consideration:**

Discuss updated information on Food Trucks at Tuesday events

**Background:**

Committee members and staff have been continuing to research strategies for hosting food trucks at City events.

One suggestion from the owners of [O'Cheeze](#) and [Dough Dough](#) food trucks (where my sister has been an employee) is to waive the Transient Merchant fees for the first year of the events, until we have a better idea of what attendance and sales will be.

**Recommendation/Action Requested:**

Staff recommends the Parks and Recreation Committee discuss Food Trucks at City Events.

If appropriate, the Committee can vote on a recommendation to the City Council.



## Osseo Parks & Recreation Committee Meeting Item

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**Agenda Item:** Discuss Pet Waste in Parks

**Meeting Date:** April 2, 2019

**Prepared by:** Nancy Abts, City Planner

**Attachments:** Sign mockup

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**Policy Consideration:**

The Parks and Recreation Committee should discuss concerns about pet waste in parks.

**Background:**

Osseo's parks are popular with people and pets alike. Some people have raised concerns about pet waste in the parks, particularly in Boerboom Park. Many downtown residents walk their dogs in the park. Pet waste stations are provided in both Boerboom and Sipe Park.

While City Code requires owners to pick up feces deposited by their animals (§ 93.18 (T)), not all owners always clean up after their pets. There are some concerns about pet waste in the areas of the parks where people are more likely to sit on the ground. Staff suggest adding signs to the seating area in front of the Boerboom Park Bandshell to encourage pet owners to have their animals 'go potty' in other places. 'Other places' could include the other side of the park, where the pet waste station is located.

**Budget or Other Considerations:**

Maintenance and upkeep of any improvements will be important, in addition to up-front costs.

There is no specific budget allocation for these items. However, there is a small amount allocated annually for Park Operations.

**Recommendation/Action Requested:**

Staff recommends the Parks and Recreation Committee discuss pet waste in parks.

If members have questions prior to the meeting, they are encouraged to contact City Hall so there is time to research answers.

*PLEASE*  
NO PET WASTE



Seating Area for  
Performances



# Osseo Clean Up Event

**For residents - valid driver's license with Osseo address required.\***

**Saturday, April 27, 8 a.m. to 12 noon**  
**800 Broadway Street East, Public Works lot**

Dispose of computers, general household, unusable furniture, appliances,  
 recycled metal, bundled/bagged yard waste, tires, and more.

**Questions? Call Public Works at 763-425-5741**

**Randy's Environmental Services, Osseo's residential waste contractor, will be on hand to collect and dispose of items dropped off.**

*Additional items and service rates can be negotiated with Randy's.*



## RECYCLE GLASSES & HEARING AIDS

**The Osseo Lions Club** will be on site collecting used eyeglasses, sunglasses, and hearing aids. Lions clubs collect millions of eyeglasses each year to address the need for glasses, making eyeglass recycling one of its most popular activities. For children, clear vision means a better education, healthier development, and a better quality of life. For adults, it means greater employment opportunity and economic strength. For seniors, it means less dependence on others. The donated hearing aids will be shipped to a regional Lions Hearing Aid Recycling Center where many will be refurbished for a recipient in need. Other aids will be distributed to teams of hearing care professionals and other volunteers for use during health care missions in developing nations. Thanks to the Lions for partnering with the City of Osseo on Clean Up Day!

## ACCEPTABLE ITEMS

ACCEPTABLE ITEMS	COST
Air compressor	\$25
Air conditioner, electric	\$25
Auto car seat (single)	\$18
Auto car seat (bench)	\$25
Bathtub (fiberglass)	\$15
Carpet and/or pad, 10'x12' or less	\$18
Chair, recliner	\$22
Computer keyboard (only)	\$2
Computer, lap top	\$20
Computer monitor	\$21
Computer processing unit	\$17
Couch/sofa	\$25
Dehumidifier	\$25
Dishwasher	\$20
Dryer	\$20
Freezer, residential electric	\$25
Furnace, residential	\$20
Hide-a-bed	\$35
Lawnmower (drained)	\$10
Lawnmower, riding (drained)	\$25
Mattress or box spring	\$25
Microwave	\$20
Oven/stove	\$25
Refrigerator, electric/household	\$25
Snowblower (drained)	\$20
Stereo	\$10
Stereo, console	\$55
Television (up to 27")	\$29
Television (36" or larger)	\$65

## ACCEPTABLE ITEMS

ACCEPTABLE ITEMS	COST
Tires, car or truck (no rims)	\$5
Toilet	\$6
Trash compactor	\$30
Washing machine	\$20
Water cooler	\$25
Water heater, up to 60 gal (empty)	\$20
Water softener	\$10
Other misc.	\$10



## UNACCEPTABLE ITEMS

- ◆ Brush
- ◆ Compost
- ◆ Construction demo materials
- ◆ Hazardous waste
- ◆ Paint
- ◆ Household cleaners
- ◆ Recyclable materials
- ◆ Commercial furnaces
- ◆ Water heater, over 60 gal.

**\*The City is charged for disposing of certain items and needs to recoup the cost for those items. Checks payable to City of Osseo or cash.** Other recycling facilities also charge for recycling, like Best Buy and Hennepin County Recycling Center, 8100 Jefferson Hwy, Brooklyn Park, (612) 348-3777, [www.hennepin.us/dropoffs](http://www.hennepin.us/dropoffs)





# May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			4:30 pm – Boerboom Park <b>May 1</b>	2	3	4
<b>Step to it</b> is a family-friendly activity challenge that motivates people of all ages and abilities to become more physically active May 1-28. Log your activity for a chance to win Minnesota Twins Tickets!			<b>Kickoff walk w/City Officials</b> Attend to pick up your free 'Step to it' T-shirt (while supplies last) <b>3660 steps-30 min</b>			
5	6	4:30 pm – Boerboom Park <b>May 7</b>	8	9	10	11
		<b>Boerboom Park Cleanup</b> <b>4350 "steps"-30 min</b> Help prepare the park for spring & get everything shipshape for Memorial Day. <i>Please bring work gloves if you have them.</i>				
12	13	4:30 pm – Boerboom Park <b>May 14</b>	15	16	17	18
		<b>Walk with a Tot</b> <b>3660 steps-30 min</b> Walk to the Playground at the Osseo Education Center, where we'll enjoy a frozen treat!				
19	20	4:30 pm – Sipe Park <b>May 21</b>	22	23	24	25
		<b>Sipe Park &amp; Osseo Orchard Cleanup</b> <b>4350 "steps"-30 min</b> Help prepare the park for the summer sports season & the Orchard for the growing season. <i>Please bring work gloves if you have them.</i>				
26	27	4:30 pm – Boerboom Park <b>May 28</b>	29	30	31	
		<b>Walk with a Cop</b> <b>3660 steps-30 min</b> Wrap up the Challenge by joining the Osseo Police Department for a walk around the area.				

## Other activities:

Monday <b>Yoga</b> @ Community Center - 4:30 pm <b>3800 steps-50 min</b>	Mon.+Thurs. <b>Senior Jazzercise</b> @ Community Center - 11 am <b>5460 steps-50 min</b>	<b>Pickleball</b> @ Sipe Park <b>4980 steps-30 min</b> Call 763.425.2624 for access code & play anytime	1-mile & 2-mile Osseo <b>walking loops</b> (follow white or blue arrows) <b>4350 steps-30 min</b>	<b>Log activity &amp; find more ideas at</b> <a href="http://step toit.org">step toit.org</a>
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## EVENTS

BOERBOOM PARK –  
416 CENTRAL AVE.

Sipe Park –  
600 2<sup>ND</sup> STREET SE

### \*Join Osseo in these Step to it activities!

Step to it is more than just "steps"! Join friends and neighbors in being active all month long. **Events start at 4:30 at the specified location.**

### The Step to it challenge

Step to it is an activity challenge that motivates people of all ages and abilities to become more physically active during the month of May.

### What counts as activity?

A variety of activities may be converted to steps, including running, cycling, dancing, manual wheel chair use, and many others.



# Citywide Garage Sale



**THURSDAY - SUNDAY  
MAY 9 - 12, 2019**

Maps will be available May 8  
online at [www.DiscoverOsseo.com](http://www.DiscoverOsseo.com) and at Dean's Supermarket

Osseo residents should submit sale information by May 7 to be included on the map, either online at [www.discoverosseo.com/event/garage-sale](http://www.discoverosseo.com/event/garage-sale), by email to [kbroden@ci.osseo.mn.us](mailto:kbroden@ci.osseo.mn.us), or by calling 763-425-2624, ext. 101. Please include sale days, times, address, and a brief description of goods for sale. Sales may not last longer than three days.

**DOWNTOWN  
OSSEO, MN**

**InterMarque™**  
VINTAGE FOREIGN MOTORCARS of the UPPER MIDWEST

**10AM-3PM  
RAIN OR SHINE**

# SPRING KICK-OFF

## 27TH ANNUAL VINTAGE FOREIGN CAR SHOW

**FEATURED  
MARQUE**

**MERCEDES**

**MAY 11  
2019**



### 2019 VINTAGE FOREIGN CLUB SPONSORS

Alfa Romeo Owners Club—Minnesota "Stella del Nord"  
Citroën Club of MN • MN Austin-Healey Club  
Jaguar Club of MN • Lotus Owners Oftha North (LOON)  
Mercedes-Benz Club of America: Twin Cities Section  
Metropolitans from MN • MN MG Group • MN Triumphs  
Vintage Sports Car Racing (VSCR) • North Coast Borgward Club

This is a FREE\* event open to 1999 OR OLDER, FOREIGN motorcars, motorcycles, scooters, and racers. FIRST COME FIRST PARKED. Placement starts at 9 am. Parking staff will be on hand to direct arrivals. Groups wishing to park together MUST ARRIVE EN-MASSE.

\*Please bring a non-perishable food item to donate. Visit [InterMarque.org](http://InterMarque.org) for a map + updates.

# CRAFT SHOW

**IN BOERBOOM VETERANS PARK**





Girl Scouts Traveling Europe (GSTE) will be handling the voting to help raise funds for their trip to Europe.

**SPECIAL THANKS TO  
THE CITY OF OSSEO!**



# 2019 Osseo

## Music & Movies in the Park

Date	Performance at 7:00 pm	Movie at Dusk	Sponsors
June 11	Teddy Bear Band <i>Children's music</i>		
June 18	Led Penny <i>Classic Rock</i>		
June 25	Snake Discovery <i>Presentation</i>	<i>Mary Poppins Returns</i> Sunset: 9:05 pm	
July 9	Classic Big Band		
July 16	The Zoomobile <i>Presentation</i>	<i>A Dog's Way Home</i> Sunset: 8:58 pm	
July 23	Darlene & The Boys <i>Classic Country</i>		
July 30	<i>Concert rain date</i>	<i>How to Train Your Dragon 3</i> Sunset: 8:44 pm	
Aug. 6	Night to Unite	Citywide celebration 5-8 pm	
Aug. 13	Spark Music Studio <i>Student Performances</i>	<i>Coco</i> Sunset: 8:30 pm	
Aug. 20	Capri Big Band*		
Aug. 27		<i>Bumblebee</i> Sunset: 8:00 pm	

Come early for the Osseo Farmers Market - July 9 - Sept. 24, 3-7 pm



Boerboom Park | 416 Central Avenue, Downtown Osseo

[DiscoverOsseo.com](http://DiscoverOsseo.com)

 DiscoverOsseo

 @CityofOsseo