



COMMITTEE MEETING
6:00 p.m., December 7, 2021

Parks and Recreation Committee

- 1. Call To Order**
- 2. Roll Call**
- 3. Approve Agenda** (Unanimous additions required)
- 4. Approve Minutes** (Unanimous approval required)
 - A. October 5, 2021
- 5. Public Comments**
- 6. Special Business**
- 7. Budget Update**
 - A. Proposed 2022 Budget for Recreation
- 8. New Business**
 - A. Discuss Proposed 2022 Music and Movies in the Park Events
 - B. Discuss 2022 Osseo Youth Sports Programming
 - C. Discuss Yellow Tree 2022 Summer Series
 - D. Discuss Proposed 2022 Parks and Recreation Meeting Schedule
- 9. Staff & Committee Member Reports**
- 10. Adjourn**
 - Next Meeting: Dependent on item 8D

COMMITTEE MEMBERS: Councilmember Larry Stelmach, Councilmember Alicia Vickerman, Dee Bonn, Dori Trossen, Ashlee Thostenson, Kara Wolf, Chair Kerstin Schulz

STAFF LIASON: Community Management Coordinator Joe Amerman

**OSSEO PARKS & RECREATION COMMITTEE MINUTES
REGULAR MEETING
October 5, 2021**

1. CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Vice Chair Ashlee Mueller at 6:00 p.m., Tuesday, October 5, 2021.

2. ROLL CALL

Present: Committee members Dee Bonn, Ashlee Mueller, Larry Stelmach, Dori Trossen, Alicia Vickerman, and Kara Wolf.

Absent: Committee member Kerstin Schulz.

Others present: Community Management Coordinator Joe Amerman

3. WELCOME NEW COMMITTEE MEMBERS

Amerman welcomed new committee Dori Trossen and Kara Wolf to the Parks and Recreation Committee.

4. APPROVE AGENDA

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

5. APPROVE MINUTES

A motion was made by Vickerman, seconded by Bonn, to approve the June 1, 2021, meeting minutes as presented. The motion passed 6-0.

6. PUBLIC COMMENTS

Mueller advised the public that this is the time for public comments. There were no public comments.

7. SPECIAL BUSINESS

There was no special business.

8. OLD BUSINESS

A. REVIEW OF OSSEO SUMMER YOUTH RECREATION 2021

Amerman stated at the December 2020 meeting of the Osseo Parks and Recreation Committee meeting the Committee decided to once again partner with Revolutionary Sports to provide youth sports options for children ages 2-12. This year saw 392 individual class registrations, up from 221 in 2019, a 77% increase. The total number of children registering increased from 180 in 2019 to 232 in 2021, an increase of 29%. It's difficult to

identify precisely why we saw such a large increase in participation, though in discussion with our partner RevSports, it is likely a combination of a post-covid bump and comparatively low registration fees relative to our metro neighbors. While no survey was conducted, anecdotal feedback was overwhelmingly positive. He commented further on the per child rates that were paid by Osseo residents and non-residents, along with the fee paid to RevSports. It was noted the transition to a new software program would benefit the City and reduce the amount of time staff spends on registrations. Staff asked for comments or suggestions for next year.

Mueller reported her son had a wonderful time participating in baseball and soccer. She explained she was super impressed by the coaches.

Vickerman questioned if staff had data on attendance rates. Amerman stated he could get this information from RevSports.

Vickerman asked if the learning center worked better than Sipe Park. Amerman commented he did not receive any feedback regarding this change.

Vickerman stated she greatly appreciated this programming being offered by the City of Osseo.

Stelmach supported the programming being located at the learning center. He appreciated the fact the City was offering this programming at an attractive price point for families. He anticipated this programming was drawing people into Osseo from outside the community.

Trossen commented she has two sons that participated in the sports programs and both really enjoyed their activities. She stated it may benefit the City to find a way to encourage older kids to try new sports when they are a little bit older.

B. REVIEW MUSIC AND MOVIES IN THE PARK 2021

Amerman stated the 2021 Music and Movies in the Park event series began on June 15th with a performance by the Dirty Shorts Brass Band and concluded on August 24th with a night of music put on by the Yellow Tree Theatre. August 31st was set aside as a rain date, but fortunately this did not prove to be necessary. Food trucks were present, with the exception of one date, from July 13th on. This coincided with the start of the Osseo Farmers Market, which food trucks found appealing because they were guaranteed some foot traffic starting at an earlier time of day. Throughout the series Ed Columbus of the Osseo Lions served as Master of Ceremonies and oversaw the set-up of our sunset movies. Two movie attendants hired by the Public Works Department to manage set-up and tear down of the movie screening equipment did an excellent job this year, and Public Works Director Nick Waldbillig has recommended that they be hired again in 2022. He reviewed the expenses from the 2021 season and noted the balance remaining in the Music and Movie in the Park fund was \$10,600. He thanked all of the local organizations that made generous donations to this fund.

Stelmach explained he really enjoyed attending this events in the community. He suggested staff reach out to food trucks earlier in order to get them locked in for these events. He understood that local businesses were interested in sponsoring or helping to fund the weekly events.

Bonn asked if the food trucks were charged a license fee in order to attend these events. Amerman explained the City was not charging the \$50 transient merchant fee to food trucks.

Bonn supported the City not charging a fee to food trucks again in 2022.

Stelmach stated another option the Council has considered would be to take a deposit and if all goes well and the vendor cleans up after themselves, this deposit is returned. If the vendors mess was not cleaned up, then the deposit would be kept by the City.

Mueller questioned what food trucks were the most popular. Amerman commented he was uncertain, but could look into this further.

Mueller reported she heard great things about the Tex Mex food truck from Anoka. She asked if dessert trucks should be brought in. Amerman explained the City has not done this out of respect to Ed Columbus noting he had an ice cream cart at the events.

Wolf questioned if two food trucks could be brought in each night to reduce the long wait lines. Amerman stated this may be difficult because there were not enough people to support two food trucks.

Stelmach appreciated how the Music and Movies in the Park events were growing and drawing more people into the community. He anticipated the events would eventually be able to support two food trucks.

Bonn explained as she introduced herself to the food truck vendors each week, she learned that they really appreciated the fact there was only one food truck onsite.

Vickerman questioned when the group should begin looking for sponsors for next years events.

Stelmach suggested the Council and Parks and Recreation align and consider its goals and then consider holding conversations with local businesses.

9. NEW BUSINESS

A. DISCUSS SIPES PARK EQUIPMENT

Amerman stated at the beginning of July 2021, the Osseo Lions made a \$2,000 donation towards replacing aging playground equipment at Sipe Park. The equipment in the park, as highlighted in the attached picture, have begun to show signs of wear and rust and according to available records is nearing the end of its useful life. The financial cost of playgrounds is highly variable. It depends on the age range of the children expected to use the equipment, the overall size of the park, how much of the park is being replaced, etc. That noted, a common rule of thumb for playground costs is \$1,000 per every child the park can support at one time. In 2018 the City of Maple Grove conducted a metro wide study and has estimated that playground equipment for a neighborhood level park like Sipe Park costs roughly \$50,000. Funding for playground equipment would likely be a combination of city funds, donations, and grants. There are a number of grants available

for outdoor recreation purposes, such as the MN DNR Outdoor Recreation Grant Program, willing to provide matching funds up to 50% of the total cost.

Vickerman thanked staff for providing the group with photos. She explained her kids love playing at this park, but understood the park was aging. She supported the City pursuing funds in order to replace the park equipment at Sipe Park.

Trossen commented on how parks can be a draw for young families and encouraged the Committee to thoughtfully consider this.

Stelmach concurred this park was in need of improvement and could be a draw into the community.

Mueller questioned what the next steps would be. Amerman reported the next steps would be to contact companies that can provide the City with playground equipment quotes and these quotes would then be reviewed by the Parks and Recreation Committee.

Vickerman recommended the equipment be able to grow with the children in the community and not be chosen for young children.

Further discussion ensued regarding the use of the tennis court.

B. UPDATE ON BOERBOOM PARK EXPANSION

Amerman stated at the September 27, 2021, meeting of the Osseo City Council, the Council approved a purchase agreement for the single-family home located at 16 5th Street NE. The city will pay the owner \$154,000, and the closing documents are being developed by the City Attorney's office. This home is the last of the four residences sharing a block with Boerboom Veterans Park to remain outside of the City's control. The city has already decided to vacate and begin the process of demolishing 17 4th Street NE, but the other two residences will continue to be leased in the short term. The scope of work of a Minnesota Brownfields grant approved earlier this spring to pay for asbestos and environmental site assessments at 17 4th Street NE, 25 4th Street NE, and 417 1st Avenue NE is currently being modified to allow for its use to fund the same tests at the newly purchased residence.

10. STAFF & COMMITTEE MEMBER REPORTS

Stelmach welcomed Dori Trossen and Kara Wolf to the Parks and Recreation Committee.

Bonn explained she had the best summer of her whole life. She commented she appreciated all of the Music and Movie in the Park, along with the Yellow Tree Theater events.

Amerman stated Yellow Tree hopes to hold similar events in 2022 and staff was very excited to have them back.

Trossen thanked the committee members for the warm welcome.

Wolf explained she was excited to see Yellow Tree coming back next summer. She supported the City expanding its park and outdoor events because these events drew people into the community.

Amerman reported the Lions Halloween event would be held on Saturday, October 23, Small Business Saturday would be held on Saturday, November 27, Minidazzle would be held on Friday, December 3 and lunch with Santa would be held on Saturday, December 4.

11. ADJOURNMENT

A motion was made Vickerman, seconded by Bonn, to adjourn the meeting at 6:56 p.m. The motion passed 6-0.

Respectfully submitted,

Heidi Guenther
Minute Maker Secretarial

2022 Osseo Recreation Budget Excerpt

		2018	2019	2020		2021					2022	
ACCOUNT	DESCRIPTION	Actual	Actual	Actual		Budgeted	9/30/2021	% of Budget	Remaining		Amount	Notes
Recreation												
101-42300-106	PART TIME WAGES - ADULT PROGRAM	\$ 2,320	\$ 2,728	\$ 1,319		\$ 1,131	\$ 283.00	25.02%	\$ 848		\$ 2,200	Reduced by 50% in 2021, back to normal for 2022
101-42300-125	EMPLOYER FICA CONTRIBUTION	\$ 196	\$ 208	\$ 101		\$ 86	\$ 22.00	25.58%	\$ 64		\$ 167	7.65% budgeted increase
101-42300-139	WORK COMP INSURANCE	\$ 55	\$ 72	\$ 97		\$ 107	\$ -	0.00%	\$ 107		\$ 107	5.6% increase of YTD premium
101-42300-312	ADULT PROGRAMMING	\$ 7,070	\$ 6,620	\$ 3,604		\$ 3,750	\$ 4,182.00	111.52%	\$ (432)		\$ 5,500	Yoga, Jazzercise, Step to It (Reduced by 50% in 2021, back to normal in 2022)
101-42301-312	YOUTH PROGRAMMING	\$ 13,366	\$ 10,051	\$ 72		\$ 6,500	\$ 18,372.00	282.65%	\$ (11,872)		\$ 18,000	All youth programming (youth & teen) 50% class size in 2021. Large increase for 2022 (offset by revenue)
101-42302-106	PART TIME WAGES - SENIOR COORDINATOR	\$ 7,262	\$ 6,297	\$ 1,910		\$ 3,782	\$ 2,633.00	69.62%	\$ 1,149		\$ 3,500	Reduced by 50% in 2021, back to normal 2022.
101-42302-124	PERA CONTRIBUTION	\$ 468	\$ 472	\$ 143		\$ 284	\$ 197.00	69.37%	\$ 87		\$ 263	7.5% budgeted increase
101-42302-125	EMPLOYER FICA CONTRIBUTION	\$ 520	\$ 481	\$ 147		\$ 289	\$ 201.00	69.55%	\$ 88		\$ 268	7.65% budgeted increase
101-42302-139	WORK COMP INSURANCE	\$ 125	\$ 154	\$ 233		\$ 256	\$ 81.00	31.64%	\$ 175		\$ 256	LMCIT recommended to budget for a 10% increase
101-42302-312	SENIOR PROGRAMMING	\$ 209	\$ 589	\$ 380		\$ 500	\$ 345.00	69.00%	\$ 155		\$ 250	Gaming supplies
	TOTAL	\$ 8,585	\$ 27,674	\$ 8,006		\$ 16,685	\$ 26,316.00	157.72%	\$ (9,631)		\$ 30,512	82.87%



Osseo Parks and Recreation Meeting Item

Agenda Item: Discuss Proposed Movies and Music in the Park Events

Meeting Date: December 7, 2021

Prepared by: Joe Amerman, Community Management Coordinator

Attachments:

Policy Consideration:

The Parks and Recreation Committee should discuss the 2022 Music & Movies in the Park events.

Background:

Schedule:

As in every year, the Music and Movies in the Park takes place on Tuesday nights between the end of the school year and the beginning of the next school year. As in 2021, there are 12 Tuesdays that occur during that time frame. Based on the 2021 schedule, the final Tuesday has been reserved as a rain date. With August 2 set aside as Night to Unite in 2022, there are a total of 10 Tuesdays to plan for. We have also been notified that Ed Columbus is willing to return for another summer as host, though he will not be available the week of July 4 (performance night July 5). He also referenced that in past years the week of July 4 was left off the schedule as a break, and staff has confirmed that in 2012-2019 this was the case. Staff is asking that the Committee discuss the schedule and the number of performance nights desired and direct staff accordingly.

Performances:

Staff has been in contact with several of the bands that performed last year and have tentatively confirmed dates for three of them. These include The Teddy Bear Band on June 14, the Classic Big Band on June 28, and Led Penny on July 12. Staff has also been in contact with the Dirty Shorts Brass Band, the Spark School, Snake Discovery, and the Raptor Center at the University of Minnesota. All of whom have expressed in interest in returning though no dates have been selected or reserved pending Committee approval. Based on the feedback from the Parks and Recreation Committee, staff will either continue reaching out to past performers or will build out the schedule with others. Staff is asking that the Parks and Recreation Committee discuss performers, make comments, and direct staff accordingly.

Movies:

Swank Motion Pictures has informed the city that prices will remain what they were for 2021. They have given us an estimate of \$375-\$450 per title, though past experience suggests the cost will more often be in the neighborhood of \$450, rather than \$375. In 2021 the Parks and Recreation Committee chose to screen a movie every week of the summer, if that is chosen again this year the city can expect to spend roughly \$4,500 on movies. Once the schedule is confirmed, staff will receive a list of available movies from Swank Motion Pictures. Staff is asking the Parks and Recreation Committee to discuss the number of movie screenings desired for 2022 and direct staff accordingly.

Food Trucks

Staff will once again solicit food trucks to appear at our Tuesday night programming. Feedback from residents regarding food trucks has been very positive. Staff will begin by reaching out directly to the food trucks recommended by the Parks and Recreation Committee, and then by reaching out to food trucks through the Minnesota Food Truck Association roster of trucks. The Parks & Recreation Committee should review and comment on Food Trucks for 2021.

Budget or Other Considerations:

As always, funding for the music and movie programming is provided through donations from the community. Staff will begin reaching out to past donors following this meeting and will look to solicit as many donations as possible.

Recommendation/Action Requested:

Staff is asking that the Parks and Recreation Committee discuss the items included in this memo and direct staff accordingly.

Staff is also asking for the formation of a subcommittee, composed of 2-3 members, to aid with scheduling 2022 summer programming in between this meeting and the first meeting of 2022.



Osseo Parks and Recreation Meeting Item

Agenda Item: Discuss 2022 Osseo Youth Sports Programming

Meeting Date: December 7, 2021

Prepared by: Joe Amerman, Community Management Coordinator

Attachments:

Policy Consideration:

The Parks and Recreation Committee should discuss partnering with Revolutionary Sports (RevSports) for youth recreation programming in 2022.

Background:

Osseo has partnered with Revolutionary Sports since 2017 to provide youth sports programming during the summers. Though the COVID-19 virus cancelled what was planned for 2020, the summer of 2021 saw record numbers of participants in the program. Our programming consisted of 3 5-week sessions, beginning in May and ending in August. These took place at Sipe Park and were open to both residents and non-residents, through for differing registration costs.

Schedule:

John Richardson, Director of RevSports, is currently working up a tentative 2022 schedule based on last years schedule, which will be subject to approval by the Parks and Recreation Committee and City Council. This schedule will likely include the kind of COVID safety measures which were implemented last year, including increased buffer times between classes, and caps on the number of participants per program.

Registration Fees:

In 2021 the city collected registration fees of \$39.50 per program for residents, and \$52.50 per program for non-residents. The city then paid Revolutionary Sports \$42.50 per participant per program. \$42.50 is considered an absolute minimum by Revolutionary Sports and is an arrangement by which the city is responsible for promoting the programming, handling registrations and registration changes, and most communications. This is how the city is able to maintain a fee level which is lower than the average community sports program. Revolutionary Sports has in the past indicated that most of their partners in the metro area charge closer to \$59 per program, and Osseo could likely increase prices. However, at several past meetings the Parks and Recreation Committee has expressed satisfaction with the current rates and planning is proceeding under the understanding that will be the opinion of the Committee for 2022. There is a possibility that Revolutionary Sports will raise their \$42.50 per participant cost and will inform us by the end of this year. If this is the case, we will bring that information before the committee at its next meeting.

Recommendation/Action Requested:

Staff is asking for Committee input on the topic of youth summer sports programming in Osseo to help direct planning.

Next Steps:

Staff will return at the first meeting of the Committee in 2022 with a tentative plan and fee structure for Committee review and approval.



Osseo Parks and Recreation Meeting Item

Agenda Item: Yellow Tree Theater 2022 Summer Series Update

Meeting Date: December 7, 2021

Prepared by: Joe Amerman, Community Management Coordinator

Attachments:

Policy Consideration:

Consider an update on a proposed 6-night summer series organized by Yellow Tree Theater

Background:

In 2021 the city worked with Yellow Tree Theater to host a series of 6 musical events at Boerboom Park. At three of these events Omni Brewing was also present, with Council approval, to service alcohol.

In 2022, Yellow Tree is looking to return with another six nights. These would take place on Thursday nights, every two weeks between June 16 and August 25. They will be responsible for arranging performers and vendors, with the city coordinate to ensure the appropriate permits are applied for. This will eventually have to go before Osseo City Council for formal approval.

In a change from last year, Yellow Tree will likely be looking to have Omni at all 6 nights. Normally the Minnesota Department of Public Safety would not allow so many temporary liquor licenses to be pulled for events in that time frame. As a general rule only one permit can be approved within a 30-day period. However, there is a specific exemption for non-profits or charitable organizations operating in municipalities with less than 5,000 people.

Recommendation/Action Requested:

Staff is asking the Parks and Recreation Committee to discuss how else the city can support the Yellow Tree Summer Series.



Osseo Parks and Recreation Meeting Item

Agenda Item: Discuss Proposed 2022 Parks and Recreation Meeting Schedule

Meeting Date: December 7, 2021

Prepared by: Joe Amerman, Community Management Coordinator

Attachments:

Policy Consideration:

Consider a meeting schedule for 2022

Background:

For 2022, Staff is proposing a similar schedule to 2021, in which the Parks and Recreation Committee meets five times throughout the year. These will take place at 6:00pm on the first Tuesdays of February, April, June, October, and December, those dates being:

- February 1
- April 5
- June 7
- October 4
- December 6

Recommendation/Action Requested:

The Parks and Recreation Committee may choose to:

1. Approve the proposed meeting schedule;
2. Approve a meeting schedule with noted changes/as amended;
3. Table action on this item for more information.

Next Step:

The next meeting of the Osseo Parks and Recreation Committee will take place on _____ at 6:00pm.