

**OSSEO PARKS & RECREATION COMMITTEE MINUTES
REGULAR MEETING
January 5, 2016**

4.

1. WELCOME & CALL TO ORDER

The Osseo Parks & Recreation Committee meeting was called to order by Vice Chair Sloan Wallgren at 6:00 p.m., Tuesday, January 5, 2016.

Present: Committee members Dee Bonn, Brittney Quant, Larry Stelmach, Sloan Wallgren, Alden Webster, and Anne Zelenak.

Absent: Kerstin Schulz

Others present: City Planner Nancy Smebak.

2. APPROVE AGENDA

A motion was made by Dee Bonn, seconded by Alden Webster, to approve the meeting's agenda as written. The motion passed 6-0.

3. APPROVE MINUTES

A motion was made by Larry Stelmach, seconded by Brittney Quant, to approve the October 6, 2015 meeting minutes as written. The motion passed 6-0.

4. PUBLIC COMMENTS

No public comments were offered.

5. PRESENTATION: OSSEO MUSIC & MOVIES IN THE PARK

Nancy Smebak explained that Barb Wiley was unable to make it to the meeting to talk about her involvement in the Osseo Music and Movies in the Park event. Dee Bonn reported that she had spoken to Barb over lunch and that Barb and her husband were no longer able to put together the summer programs. Barb suggested that the Park and Recreation Committee take over planning and organizing the event. Dee reported that the musicians bring all their own equipment, and that she believed the Lions Club could help cover costs. Barb Wiley had suggested that Movies in the Park were becoming less popular, due to late start time and heavy mosquitoes. The possibility of eliminating movies was raised.

Dee reported that Barb may have resigned from doing the events, and that future events would be up to the Parks & Rec Committee.

Larry Stelmach asked if Barb Wiley had reported where the equipment for screening movies was stored. Neither Dee Bonn nor Nancy Smebak knew. Nancy agreed to follow up on the question.

Larry also asked if anyone knew whether the Lions were willing to continue funding the event. Nancy did not know, but information would be provided in advance of the next meeting.

Larry mentioned that he did like the movies but not the mosquitoes. He felt that youth enjoyed the music, as well as parents.

Sloan Wallgren noted that in 2015 all the music events occurred in the first part of the season and all movies were later. He suggested changing this. Alden Webster noted that kids can watch movies any time. He suggested lowering the number of movies. Brittney Quant expressed support for movies, but suggested reducing their number to three.

Dee Bonn reported that in 2015 there were 5 movies and 4 events, including music and a ZooMobile visit. Committee members agreed that the Teddy Bear Band and ZooMobile visit were very popular.

Committee members discussed offering movies targeted at different age groups—young children, “twens”, and adults, with the adult screen focused on a classic film like Casablanca or the Maltese Falcon. Showing a film in early autumn was also discussed.

The committee discussed possible sources for videos. Smebak shared some informational brochures that were provided by Barb Wiley. They also discussed the necessary timeline for publishing the event schedule in the Summer Osseo Outlook.

A subcommittee consisting of Sloan Wallgren, Dee Bonn, and Brittney Quant, supported by Nancy Smebak, was created to further discuss the matter. Nancy reported that Barb Wiley had said she would be willing to help organize and plan for the events as well. The subcommittee will also contact the Lions and the organization’s Gambling Manager to discuss logistics.

A meeting will be called in mid-March to consider summer programming. March 15 was posed as a potential date.

6. DISCUSS PARKS & RECREATION COMMITTEE ROLE

Larry Stelmach reported that the City Council had discussed committee roles at a recent work session. He felt that there was support for the committee to take roles beyond planning for Boerboom Park, and that the Council would consider budgeting for the Parks & Recreation Committee’s recommendations. He discussed a variety of events that the City had previously been involved in. These include Lions Roar, a community-wide garage sale, and car shows.

Nancy Smebak suggested that the Committee is what it does. She encouraged committee members to propose agenda items for the meetings.

Members discussed possible new events, including an early spring Food Truck event. Committee members can encourage their contacts to contribute to Osseo events. Nancy noted that having events gets people into town the first time, and that she encouraged thinking strategically about what would make them come back a second time.

For their next meeting, the committee asked to review a calendar of expected city events and potential requests for time and funds to support these programs.

7. DISCUSS CITY BUDGET & PARKS & RECREATION FUNDING

Nancy discussed the City Budget, which was approved on December 14, 2015. Recreation line items total about \$19,000 dollars. Items include part-time staff salaries and \$10,000 for Other Recreation. An additional \$6,000 is dedicated to Yoga and Jazzercise classes. Coupons for Osseo Residents to use at the Maple Grove Recreation Center were purchased in previous years, and no new spending was required for these in 2016.

Parks budgeting includes 10% of Public Works employees' salaries. The budget also includes a Porta Potty in Boerboom Park and a warming house trailer for a soon-to-be ready ice rink.

The Parks & Rec Committee has most influence over the \$10,000 Other Recreation budget.

In response to a question to Larry Stelmach, Nancy explained that Arlene Barrett falls under the Senior Center budget. The Senior Center budget covers Arlene's salary and \$500 for incidental supplies.

Larry Stelmach raised the idea of the Parks & Recreation Committee taking on some fundraisers to supplement the budget. Alden Webster suggested the committee host a Steak Fry event at the American Legion. After discussion about such an event, the committee ultimately decided to review programmatic ideas and budgetary needs at their next meeting. A decision about hosting a fundraiser will be considered at future meetings. Committee members were encouraged to submit possible purchases and events to Smebak in advance of the next meeting.

8. DISCUSS COMMUNITY CENTER POLICY

Nancy explained some of the challenges of administering the City's Community Center, and some of the history of the community center policy. Challenges include monitoring use of the Center and access to the building, especially on the weekends. In response to these challenges, the policy was changed to only allow weekend rentals through an Exclusive Caterer. This reduced administrative challenges for City Staff, but has limited groups' access to the Center. Maple Tavern, an Exclusive Caterer, charges a \$300 food and beverage purchase for use of the Osseo Community Center. During the week, however, groups can use the Center without needing to pay for an Exclusive Caterer.

Larry Stelmach pointed out that the City now has more full time staff than when the revised policy was put in place. Administrative Assistant Karen Broden helps coordinate the community room rentals during the week. He asked what the cost would be to install surveillance cameras in the center; information will be provided at a future meeting.

Use charges are included to better distribute the burden of paying for Center upkeep to those who actually use the center—not all Osseo taxpayers. Committee members suggested that groups may be allowed to use the event without paying for an exclusive caterer, if no alcohol is served. Strict enforcement of the damage deposit policy could help account for more-than-usual wear and tear.

The committee went on to note that certain groups may be less likely to damage the room than others. Approved user groups may be allowed to use the Community Center, in a way similar to approved Exclusive Caterers are allowed to use the Center on the weekend. The criteria for approval would need to be established. Committee members will consider the topic and submit possible categories of approved uses to Nancy before the next meeting. Possibly, “preferred” users like Exclusive Caterers who would bring revenue to the center would be allowed to reserve the Community Center well in advance, with a possible window of 6 months or more in the future available for booking. Social groups or private users may be able to make room reservations for a much smaller window, perhaps only one month in advance.

Following discussion of Exclusive Caterers, **Larry Stelmach made a motion that the Parks and Recreation Committee ask City Council direct staff to contact The Lookout to see if they are interested in becoming an approved vendor. The motion was seconded by Sloan Wallgren. The motion passed, 6-0.**

9. DISCUSS SUMMER YOUTH ACTIVITIES

Currently, the City offers limited recreation activities in the summer. Fitness classes do continue year ‘round, and residents have access to the Maple Grove Recreation Center. Hennepin County Library does schedule children’s’ events in Osseo. Churches and community groups also offer events.

About 17% of Osseo residents are under the age of 20, and 10% are under the age of ten. This might mean there are 100 kids under the age of 10, Larry Stelmach noted. Young residents are less able to travel to other sites for recreation, and might be well-served by local programming in Osseo.

Sloan Wallgren stated his interest in creating a targeted recreation program for young residents. He sees the \$10,000 in the budget as appropriate for this purpose. These programs might bring people to town. He thought of a part-time employee running a program at Sipe Park or doing arts and crafts at the Community Center. With moderate wages, this could be accomplished for \$3,000-\$4,000, he believes.

Dee Bonn stated that crafts had been offered until recently, and that many residents had requested programs for young children, such as T-Ball. Brittney Quant suggested a Summer Sports Sampler offering brief opportunities to experience multiple sports. Anne Zelenak pointed out that a fee-based program could recoup some of the programming expenses. Nancy Smebak suggested contacting nearby recreation programs to see if they could provide “contract” services rather than running the program in-house. She also noted that it might be necessary to have multiple adults running the program in the event of an emergency.

The committee did not decide on ideal timing for such a program, although morning times on select weekdays or the weekend were discussed. Daycare programs may bring their charges to this sort of program. If the program is well advertised, it could bring children from nearby public and private schools and neighboring communities. The committee asked for more information to be provided at its upcoming March meeting.

10. DISCUSS BOERBOOM PARK EXPANSION

Nancy Smebak provided a few updates on Boerboom Park. Two of the three city-owned houses are rented, and the third is almost ready for renters. Staff continue to monitor grants

for the project. She asked the committee to complete park evaluation worksheets to compare Osseo's Parks with other parks members are familiar with. The compiled information will be presented to the committee and may be used in future grant applications and project proposals.

Sloan Wallgren asked for clarification on the type of grants that would be applied for. Nancy answered that grants may support park planning, site acquisition, and remediation. The evaluation exercise can help inform an RFP for park design, identifying key and missing features in Osseo's parks. She summarized possible grants, and will provide a list of funding sources at a future meeting. She admitted to being very optimistic in the timeline presented at October's meeting, which presented a "best case scenario".

11. STAFF & COMMITTEE MEMBER REPORTS

Alden Webster invited everyone to a Steak Fry to support Osseo Girls Hockey, to be held at the American Legion this Friday night.

Sloan Wallgren commented on the enjoyable fall Football season in Osseo and thanked coaches and community members for their involvement. The Minidazzle event was also impressive and well-received.

Anne Zelenak echoed his comments on Minidazzle.

Larry Stelmach stated he concurred with Sloan's statements and appreciated the night's discussion.

Brittney Quant had no report.

Dee Bonn stated many had attended recent Jazzercise (15 women) and Yoga (33 men and women), and invited all to join the events.

Nancy Smebak noted that the City had many committee appointments available in 2016. City Hall's new hours run from 7:30 am to 5:00 pm Monday-Thursday and 7:30 am – 11:30 am on Friday.

12. ADJOURNMENT

A motion was made by Dee Bonn, seconded by Alden Webster, to adjourn the meeting at 8:06 pm. The motion carried 6-0.

Respectfully submitted,

Nancy Smebak
City Planner