



**COMMITTEE MEETING**  
**6:00 p.m., February 7, 2017**

## **Parks and Recreation Committee**

- 1. Election of Officers**
  - A. Chair
  - B. Vice-Chair
- 2. Call To Order**
- 3. Roll Call**
- 4. Approve Agenda** (Unanimous additions required)
- 5. Approve Minutes** (Unanimous approval required)
- 6. Public Comments**
- 7. Special Business**
  - A. Boerboom Park Master Planning Process—WSB & Associates
- 8. Budget Update**
  - A. 2017 Budget & Year-to-Date Expenditures
- 9. New Business**
  - A. Discuss Summer Youth Recreation Programs
  - B. Discuss Music & Movies in the Park events
  - C. Review Feedback from Lions Roar and Community Visioning Session
- 10. Old Business**
- 11. Upcoming Events ( )**
  - A. Osseo Fire Relief Association Fireman's Dance, February 10, 8 pm - midnight
  - B. Osseo Fire Department/Fire Relief Association Easter Egg Hunt, April 9
  - C. Citywide Cleanup, April 29
  - D. Citywide Garage Sale, May 11-14
  - E. Vintage Car Show and Craft Sale, May 13
- 12. Staff & Committee Reports**
  - A. Creating Healthier Communities Project Update
- 13. Adjourn**
  - Next **tentative** meeting Tuesday, March 14 to discuss Summer Recreation programs (if needed)
  - Next **scheduled** meeting Tuesday, May 2, 2017

---

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

**STAFF LIASON:** City Planner Nancy Abts

**OSSEO PARKS & RECREATION COMMITTEE MINUTES  
REGULAR MEETING  
October 4, 2016**

**5**

**1. CALL TO ORDER**

The Osseo Parks & Recreation Committee meeting was called to order by Chair Kerstin Schulz at 6:05 p.m., Monday, October 4, 2016.

**2. ROLL CALL**

Present: Committee members Kerstin Schulz, Larry Stelmach, Brittney Quant, Anne Zelenak, Sloan Wallgren (arrived at 6:16 pm), and Alden Webster (arrived at 6:14 pm).

Absent: Dee Bonn.

Others present: Ed Columbus, Joan Columbus, City Planner Nancy Smebak Abts.

**3. APPROVE AGENDA**

**A motion was made by Quant, seconded by Stelmach, to approve the meeting's agenda as written. The motion passed 4-0.**

**4. APPROVE MINUTES**

**A motion was made by Zelenak, seconded by Quant, to approve the July 14, 2016 meeting minutes as written. The motion passed 4-0.**

**5. PUBLIC COMMENTS**

Chair Schulz advised the public that this the time for public comments. There were no comments from the public.

**6. SPECIAL BUSINESS**

There was no special business.

**7. BUDGET UPDATE**

Abts presented information on year-to-date budget expenditures and a preview of the 2017 preliminary budget for items that related to Parks and Recreation. She explained that the budget categories reflected different funds. The General Fund comes from the tax levy, and funds youth and adult recreation. The Music and Movies in the Park events are paid through the Community Fund, and the Park and Beautification Funds are also separate funding sources. It is not easy, or in some cases possible, to transfer money from one fund to another.

Money that is leftover in the General Fund can be applied to the 2017 budget, lowering the amount of taxes collected. Osseo cannot use its general fund to provide musical

entertainment, so the Community Fund is used for those events. The Community Fund also covers the Farmers Market and community festivals like Minidazzle and Lions Roar. The Community Fund and Beautification Funds saw limited donations in the recent past, but have received funding in 2016.

Stelmach wondered whether “voluntary” donations to the Community Fund could be distinguished from donations solicited in the “Push for Petals”. Abts noted that the city had a list of everyone who was sent a “Push for Petals” letter. She felt that the “Push for Petals” was successful.

Zelenak asked what would happen if the City did not receive enough donations, especially for Community Fund expenses. Abts noted that in this instance extra funds in other areas of the Community Fund could cover the difference. Stelmach clarified that all the bills had been paid and the City itself was in the black. Abts agreed that pulling out specific funds balances for the Committee did not give an accurate picture of the city’s overall finances.

## 8. NEW BUSINESS

### A. REVIEW MUSIC AND MOVIES IN THE PARK EVENTS

Abts noted that this was the first year the City had been fully responsible for the events. A lot of the feedback was positive. She shared some estimates of attendance, and summaries of requests from the public. More event signs were asked for, and more information on weather-related cancellations could be helpful.

If more events will be scheduled in the future, additional funding will be needed, and more staffing could be necessary too. Staff recommended that the Committee discuss the 2016 series, identify any changes, and begin forming a subcommittee to address 2017 events if desired. Abts invited Ed Columbus to speak.

Columbus noted that the events went well. The pre-show warmups were well received. Concession sales were modest and varied based on the group. If he brings his ice cream truck he would look at changing how he donates his proceeds. Costs for the trivia gift cards came out of the ice cream proceeds. He commented that days with a band and a movie got late. He asked the Committee about their thoughts.

Chair Schulz noted she thought turnout was great. Stelmach noted he had seen people from many different cities attending the Teddy Bear Band. He complemented Ed on his role as an MC for the events.

Wallgren thanked Ed for his volunteer service. He noted that in the future other staff and volunteers would probably need to share the workload. When taking down the screen after the E.T. movie, he saw more than 50 people still at the park which was a good number.

The Committee suggested more information about donation opportunities and surveys be emphasized before the events start. Ed Columbus though businesses might want to sponsor events.

Quant suggested a subcommittee form now to start planning for the 2017 events. Webster and Schulz volunteered to help with this subcommittee.

Abts also noted that the Osseo Fire Relief Association donated \$2,000 to the event series.

## B. REVIEW SUMMER YOUTH RECREATION PROGRAMS

Abts recounted a program summary of the Summer Youth Recreation program. Following a recommendation in May from the Parks and Recreation Committee, the Council hired Megan Nelson and Kaylee Omland to provide recreational programming to elementary-aged students. The program ran from June 21 through July 27, with no classes the week of July 4. It was noted the program came in under cost and did not exceed the \$3,000 approved. Many supplies (especially for the sports program) can be re-used.

Megan Nelson provided the Council with a recap on the summer youth recreation programs. She explained soccer, kickball, tag, and the water day were the highlights of the summer. The children also enjoyed touring the Fire Department, Police Department, and Public Works vehicles. The activities for the summer arts and crafts program were then discussed. Nelson summarized the evaluation forms she received and noted there was great interest in continuing the program next summer.

Abts noted that 35 people had registered for the arts program and 32 for the sports program. Actual attendance was lower. One suggestion was to promote the program while students were still in school so more people would know about it.

Abts noted that it might seem early to start planning for 2017, but the committee did meet quarterly. Stelmach noted he had attended a few of the events and that he was impressed with the program staff. More advance promotion could increase participation, he thought. Weather might also have affected attendance.

Schulz noted that her kids enjoyed the program. Wallgren thought the \$3,000 spent was a good investment. The registration number might be increased in light of lower attendance. Zelenak asked staff to follow up with more information about whether 8 was a good cutoff age for students to be accompanied by parents, or if that policy should be changed. Abts agreed to contact Nelson for her thoughts.

Zelenak and Quant agreed to serve on a subcommittee to look at programming for 2017.

## 9. OLD BUSINESS

### A. SIPE PARK SHELTER UPDATE

Abts reviewed an item from the July Parks and Recreation Committee meeting. The Sipe Park Picnic Shelter project was reviewed by the Planning Commission and approved by the City Council this fall. A building permit is under review. The Lions hope to have the shelter framed up this fall. Ultimately the shelter will be donated to the City, and the City will manage maintenance and reservations.

Stelmach asked whether the Council had directed staff to put together a skeleton policy. Abts and Zelenak did not remember that direction. Stelmach noted the Bandshell policy had not been overly criticized and might be a good basis for a picnic shelter policy.

Abts noted that there might be some differences between how the Bandshell and Picnic Shelter would be used, but the Bandshell policy could be a good basis for the Picnic Shelter guidelines.

Wallgren suggested that only one group be able to reserve the shelter per day, to make sure the shelter is left clean.

## B. COMMUNITY CENTER POLICY

Abts noted that the Parks and Recreation Committee had been looking at changes to the Community Center Policy for several months. A small group including Chair Schulz and Councilmembers Zelenak and Stelmach had also looked at more detailed changes to the document.

Two overarching goals were identified for policy changes. The first was increasing use of the Community Center, and the second was to begin to recover some of the costs of maintaining the Community Center.

A summary of changes included opening the Community Center to all users, including for-profit groups; allowing new regular weekly uses when they are approved by the City Council; and having the City manage weekend rentals instead of the current Exclusive Caterer. For the second goal, a fee would be added for all groups who use the Community Center, including nonprofit groups, and a possible charge for accessing the kitchen.

Stelmach supported a smaller charge for nonprofit groups. Fifteen bucks for a night seemed okay to him. He did not think the kitchen charge made sense, given the limited use for the kitchen. He would like to see the Community Center very busy before fees are raised.

Wallgren supported no charge for nonprofit users. He didn't think fifteen dollars per use would make a difference overall for the Community Center.

The Committee also discussed lowering costs for non-Osseo users. For one half of the Center, \$50 seemed like a reasonable charge. They suggested using the same rate for weekday and weekend rentals. They agreed to offer nonprofit groups a 50% discount on regular fees, while acknowledging that some groups might request to have this fee waived in exchange for the services they provide to the City. The committee came to consensus on a new fee schedule for rentals.

Abts described other changes to the policy. Reservations could be made 12 months in advance under the new policy, with other requests being reviewed by the Parks and Rec Committee for reservations more than 1 year in the future. Ongoing events would be paid quarterly in advance.

Catering would be open to anyone for food, but with an Approved Caterer system for alcohol service. The Committee preferred to look at selecting approved caterers once the revised policy is adopted by the City Council.

**A motion was made by Webster, seconded by Wallgren, to recommend the City Council consider the Community Center Policy as amended. The motion carried, 6-0.**

## 10. UPCOMING EVENTS

The Committee reviewed upcoming events, including:

- ☐ Osseo Homecoming
- ☐ Osseo Lions Pie Baking Contest

- ☐ Lions Halloween Event
- ☐ Minidazzle

#### 11. STAFF & COMMITTEE MEMBER REPORTS

Abts noted that she had learned interesting and relevant information about parks planning at the American Planning Association conference last week. She reminded the Committee that the ongoing Comprehensive Plan Update would include Parks and Recreation components and that Committee members would be kept informed of the process.

Stelmach noted that the Vice Presidential debate would be televised at 8 pm this evening. Schulz remarked that the Explore Osseo business group held a business crawl in conjunction with Lions Roar and had another event scheduled with Minidazzle. Interested groups could contact her.

#### 12. ADJOURNMENT

**A motion was made Webster, seconded by Quant, to adjourn the meeting at 7:27 p.m. The motion carried 5-1.**

Respectfully submitted,

Nancy Smebak Abts  
*City Planner*

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

02/01/17 11:45 AM

Page 1

Account Descr	2016 YTD Budget	2016 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42301 YOUTH RECREATION				
E 101-42301-106 PART TIME WAGES	\$1,800.00	\$1,645.50	\$154.50	91.42%
E 101-42301-125 EMPLOYER FICA EXPENSE	\$200.00	\$132.31	\$67.69	66.16%
E 101-42301-139 WORK COMP INSURANCE	\$150.00	\$0.00	\$150.00	0.00%
E 101-42301-211 OPERATIONS	\$7,850.00	\$1,023.96	\$6,826.04	13.04%
DEPT 42301 YOUTH RECREATION	\$10,000.00	\$2,801.77	\$7,198.23	
FUND 101 GENERAL FUND	\$10,000.00	\$2,801.77	\$7,198.23	
	\$10,000.00	\$2,801.77	\$7,198.23	

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

02/01/17 11:44 AM

Page 1

Account Descr	2017 YTD Budget	2017 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42301 YOUTH RECREATION				
E 101-42301-106 PART TIME WAGES	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-125 EMPLOYER FICA EXPENSE	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-139 WORK COMP INSURANCE	\$0.00	\$0.00	\$0.00	0.00%
E 101-42301-211 OPERATIONS	\$8,000.00	\$0.00	\$8,000.00	0.00%
DEPT 42301 YOUTH RECREATION	\$8,000.00	\$0.00	\$8,000.00	
FUND 101 GENERAL FUND	\$8,000.00	\$0.00	\$8,000.00	
	\$8,000.00	\$0.00	\$8,000.00	



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

02/01/17 11:44 AM

Page 1

Account Descr	2016 YTD Budget	2016 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42300 ADULT RECREATION				
E 101-42300-106 PART TIME WAGES	\$3,000.00	\$2,483.67	\$516.33	82.79%
E 101-42300-125 EMPLOYER FICA EXPENSE	\$230.00	\$123.33	\$106.67	53.62%
E 101-42300-139 WORK COMP INSURANCE	\$150.00	\$0.00	\$150.00	0.00%
E 101-42300-211 OPERATIONS	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-304 LEGAL SERVICE - CIVIL	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-312 PROGRAMMING	\$6,000.00	\$7,522.74	-\$1,522.74	125.38%
DEPT 42300 ADULT RECREATION	\$9,380.00	\$10,129.74	-\$749.74	
FUND 101 GENERAL FUND	\$9,380.00	\$10,129.74	-\$749.74	
	\$9,380.00	\$10,129.74	-\$749.74	

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

02/01/17 11:44 AM

Page 1

Account Descr	2017 YTD Budget	2017 YTD Amt	Balance	% of Budget
FUND 101 GENERAL FUND				
DEPT 42300 ADULT RECREATION				
E 101-42300-106 PART TIME WAGES	\$3,000.00	\$0.00	\$3,000.00	0.00%
E 101-42300-125 EMPLOYER FICA EXPENSE	\$230.00	\$0.00	\$230.00	0.00%
E 101-42300-139 WORK COMP INSURANCE	\$63.00	\$0.00	\$63.00	0.00%
E 101-42300-211 OPERATIONS	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-304 LEGAL SERVICE - CIVIL	\$0.00	\$0.00	\$0.00	0.00%
E 101-42300-312 PROGRAMMING	\$8,000.00	\$0.00	\$8,000.00	0.00%
DEPT 42300 ADULT RECREATION	\$11,293.00	\$0.00	\$11,293.00	
FUND 101 GENERAL FUND	\$11,293.00	\$0.00	\$11,293.00	
	\$11,293.00	\$0.00	\$11,293.00	



## Osseo Parks & Recreation Committee Meeting Item

---

**Agenda Item:** Summer Youth Recreation

**Meeting Date:** February 7, 2016

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

**Attachments:** (none)

---

**Policy Consideration:**

Discuss broad directions for the Summer Youth Recreation Program.

**Previous Action or Discussion:**

The City offered a Summer Youth Recreation Program last year. The Parks and Recreation Committee should discuss how the program can be better in 2017.

**Topics to discuss:**

Staffing

The two employees who provided the program last year have a busy summer planned. They have not expressed interest in returning for 2017. So, the committee should discuss how best to move forward for 2017. Whether new employees or contractors are chosen for 2017, they can be encouraged to use supplies left over from last year.

Scope

The Committee can also discuss the Scope of the 2017 project. The length of the program could be changed, and the age of students could change.

Details

The Committee can also weigh in on details about how people register for the program and whether adding a small registration fee (e.g., \$10/kid, \$15/family) to cover the cost of a T-shirt or refreshments could help encourage everyone who registers to attend the program.

**Budget or Other Considerations:**

Last year, the City spend less than \$3,000 on the summer youth programs. A total of \$8,000 was budgeted for Youth Recreation for 2017.

**City Goals Met By This Action:**

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

**Recommendation/Action Requested:**

Staff recommends the Parks & Recreation Committee discuss the questions presented and provide direction to the subcommittee.

**Next Step:**

Staff & Subcommittee members will include the Committee's comments when preparing a proposal for the summer programs.



## Osseo Parks & Recreation Committee Meeting Item

---

**Agenda Item:** Summer Music & Movies in the Park

**Meeting Date:** February 7, 2016

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

**Attachments:** (none)

---

**Policy Consideration:**

Discuss broad directions for the Summer Music and Movies in the Park Program.

**Previous Action or Discussion:**

The City began coordinating the Music & Movies in the Park events last year. The Parks and Recreation Committee should discuss how the program should be managed in 2017.

**Topics to discuss:**

Funding

Although the overall Community Fund has a positive balance, donations for Music & Movies in the Park events have not covered expenses for the past two years. Creative solutions be needed if there will be more events in 2017.

The Parks and Recreation Committee should discuss possible ways members can work to increase donations for 2017.

Staffing

The Committee should discuss who will staff the events for 2017.

Ed Columbus, local resident, Osseo Lions member, and Ice Cream purveyor, volunteered as the event MC in 2016. Dee Bonn helped greet and distribute payment to concert performers. Music events tended to go pretty smoothly, since bands handle their own setup and tear down. The movies required more work. Setting up and taking down the movie screen and projector was a complicated and time consuming late night task.

Scope & Schedule

The Committee can also discuss the Scope of the 2017 series. Staff estimates that weekly events could be booked for approximately \$10,000. No concerts are recommended for July 4 (Independence Day) or August 1 (Night to Unite).

**Budget or Other Considerations:**

Due to statutory limits on what city tax funds can and cannot be used for, funding for the concerts & movies must come from the Community Fund. The Youth Recreation money cannot be used for these events.

**City Goals Met By This Action:**

- **Ensure City's continued financial stability**
- **Provide a variety of activities for all citizens with continued and new City events and programs**

**Recommendation/Action Requested:**

Staff recommends the Parks & Recreation Committee discuss the questions presented and provide direction to the subcommittee.

**Next Step:**

Staff & Subcommittee members will include the Committee's comments when preparing a proposal for the summer programs.