



AGENDA

Parks & Recreation Commission

Regular Meeting

Monday, October 23, 2023

7:00 PM

Council Chambers, City Hall

- 1. CALL MEETING TO ORDER**
- 2. ADDITIONS OR CORRECTIONS TO AGENDA**
- 3. APPROVAL OF MINUTES**
 - a. Minutes of the September 25, 2023 Regular Meeting
- 4. AUDIENCE INPUT**
- 5. DISCUSSION (Response to Audience Input):**
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - a. Parks and Recreation Fees and Fees Policy
 - b. 2024 Capital Improvement Plan
 - c. Director's Report
- 8. ADJOURNMENT**

**ROSEMOUNT PARKS & RECREATION COMMISSION
REGULAR MEETING PROCEEDINGS
SEPTEMBER 25, 2023**

CALL MEETING TO ORDER

Pursuant to due call and notice thereof, a regular meeting of the Rosemount Parks and Recreation Commission was held on Monday, September 25, 2023, at 7:00 PM. in Rosemount Council Chambers, 2875 145th Street West.

Eliason called the meeting to order with Commissioners Bonkoski, Edminson, Flury, McDonald, Speich and Young. Angell and DeBettignies were absent.

Staff present included the following;
Parks and Recreation Director Dan Schultz and Recording Secretary Rambo

ADDITIONS OR CORRECTIONS TO AGENDA

APPROVAL OF MINUTES

- a. Minutes of the June 26, 2023 Regular Meeting

Motion by Speich **Second by** Young

Motion to approve Minutes of the June 26, 2026 Regular Meeting

Ayes: 7.

Nays: None. Motion carried.

- b. Minutes of the July 24, 2023 Regular Meeting

Motion by Speich **Second by** Bonkoski

Motion to approve the Minutes of the July 24, 2023 Regular Meeting

Ayes: 7.

Nays: None. Motion carried.

- c. Minutes of the August 28, 2023 Regular Meeting

Motion by Speich **Second by** Young

Motion to approve the Minutes of the August 28th, 2023 Regular Meeting

Ayes: 7.

Nays: None. Motion carried.

AUDIENCE INPUT

DISCUSSION (Response to Audience Input):

UNFINISHED BUSINESS

NEW BUSINESS

a. Project Updates

Director Schultz gave verbal updates on current Parks and Recreation happenings. Items included were progress reports for Central Park/Public Works Campus Master Planning, UMore Ballfields Park Building, Life Time Project, Bonaire Path Trail Design, Dunmore Park, Talamore Park, McMenomy Woods and the Dunmore Greenway Trail.

b. Director's Report

Park Improvement Fund Balance as of August 31, 2023: \$3,681,784.83

Inflows to the Park Improvement fund last month were as follows:

Dedication fees - \$40,800

Grants/Other - \$0

Interest - \$4,466.45

Donations - \$0

Expenditures - \$45,820.05 (various park designs, Flint Hills Building and new irrigation at Flint Hills)

ADJOURNMENT

There being no further business to come before the Parks and Recreation Commission, Eliason called the meeting and it was unanimously adjourned at 7:27 p.m.

Respectfully submitted,

Michelle Rambo
Recording Secretary

Parks & Recreation Commission Regular Meeting: October 23, 2023

AGENDA ITEM: Parks and Recreation Fees and Fees Policy	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Dan Schultz, Parks & Recreation Director	AGENDA NO. 7.a.
ATTACHMENTS: 2023 PR Fee Schedule	APPROVED BY: DLS
RECOMMENDED ACTION: None, discussion only.	

BACKGROUND

On an annual basis the Parks and Recreation Commission reviews the Parks and Recreation related portion of the City's Fees and Fee Policy. Staff typically makes recommendations as to whether the fees and fee policy should be changed and also provides data to support the recommended changes. Fees are often set based on trying to offset some of the operating costs and staying current with other similar facilities in the market.

Included in the packet are the current 2023 fees. Staff will make recommendations for the 2024 fees at the meeting on Monday, November 27, 2023. At the meeting in November, staff will provide some comparison data to help with showing where we are with our fees compared to some other local cities.

Staff will review the current fees with the Commission at the meeting on Monday.

RECOMMENDATION

None , discussion only.

PARKS AND RECREATION FEES

I. COMMUNITY CENTER, ARENA, AND FACILITIES

A. Definitions

1. City Groups, Organizations, or Activities (City sponsored activities.)
Includes Rosemount Halloween Festivity, Leprechaun Days, and Shamrock Awards Banquet.
2. Civic and Non-Profit Groups
Includes civic organizations, political groups, churches, athletic associations, fraternal groups, charitable groups, and character building organizations devoted to social, educational, recreational and civic development or other like purposes.
3. Commercial Groups
Includes groups that operate for profit or the purpose of promotion or advertisement.
4. Governmental Agencies
Includes county, state, federal, and special tax districts serving Rosemount residents.
5. Non-Resident Groups
Includes groups having more than one-half of their members not living within the Rosemount City limits.
6. Resident
Any person who maintains a residential address in the City of Rosemount.
7. Resident Groups
Includes groups having more than one-half of their members living within the Rosemount City limits.
8. School District #196
Includes all directly related school activities including curricular, co-curricular, extracurricular and all directly controlled school organizations; including Community Education.
9. Resident Athletic Groups
Includes RAAA and RAHA.

B. Priority for Scheduling Facilities

1. Purpose

Due to the large number of organizations that request Community Center facilities, the City Council has deemed it necessary to group by activity these organizations and establish a priority in order to insure that Community Center facilities are made available so as to best meet community needs.

2. Priority of Users

- a. National Guard
- b. Rosemount Parks and Recreation programs
- c. Community events
- d. All others

3. Permits and Rental Agreements

Uses may be determined by permit, contract or rental agreement on such terms as mutually agreed upon.

C. Facility Fees

1. Purpose

The City Council establishes the following user classifications for the purpose of setting fees. Specific fee charges are dependent on the purpose of the activities, type of group, facility that is requested and special services and/or equipment needed, with consideration to the market place and such other factors as may be deemed relevant. A fee schedule will be established by the City Council after review and recommendation of the Parks and Recreation Commission. The fee schedule will be reviewed as necessary but not less than annually by the Parks and Recreation Commission. Under supervision of the Parks and Recreation Director, the management staff at the Community Center would have the ability to negotiate for last minute rentals, long term rentals, and special events in order to maximize use of the Community Center. Staff would provide quarterly exception reports.

2. Fee Class of Users

- Class 1: City sponsored activities
- Class 2: Residents, resident civic, resident non-profit groups, ISD 196 schools, other Rosemount schools, and resident commercial groups.
- Class 3: Non-residents, non-resident civic, non-resident non-profit groups, and other governmental agencies, and non-resident commercial groups.

3. Fees

a. Auditorium

Auditorium alone:*

FEE CLASS	HOURLY RATE
Class 1	No fee for City sponsored events.
Class 2	\$53 per hour
Class 3	\$68 per hour

Auditorium with the Banquet Room and adjoining Lobby:* (all day fee)

FEE CLASS	SATURDAY FEE	FRIDAY FEE	WEEKDAY FEE (Sun-Thurs)**
Class 1	No fee for City sponsored events.		
Class 2	\$975	\$875	\$575
Class 3	\$1,325	\$1,225	\$775

** Add \$150 for Sunday – Thursday rentals scheduled past 10:00 p.m., no later than midnight.

b. Banquet Room

FEE CLASS	SATURDAY FEE	FRIDAY FEE	WEEKDAY FEE (Sun-Thurs)**
Class 1	No fee for City sponsored events.		
Class 2	\$875	\$775	\$475
Class 3	\$1,075	\$975	\$525
Class 2/3	Holidays	Additional \$500	

** Add \$150 for Sunday – Thursday rentals scheduled past 10:00 p.m., no later than midnight.

c. Classrooms 204-215

FEE CLASS	PER CLASSROOM
Class 1	No fee for City sponsored events.
Class 2	\$27 per 3 hours per Classroom
Class 3	\$33 per 3 hours per Classroom
<u>Classroom 221</u>	
Class 1	No Fee
Class 2	\$42 first 3 hour block
Class 3	\$48 first 3 hour block

Regular use of the Classrooms:

The Classrooms will be available for regular meetings. An organization in Fee Class 2 that is a resident civic or resident non-profit group can reserve one Classroom at no charge for one meeting per month. Dependent upon space availability, Rosemount Community Center Staff will coordinate the free meeting space to best accommodate multiple users. An organization can reserve up to one year in advance of the reservation period, and is charged a non-refundable \$26 reservation fee. An additional fee may be assessed relating to cleaning and setup costs.

d. Gymnasium

FEE CLASS	HOURLY
Class 1	No fee for City sponsored events.
Class 2	\$37 + tax per hour
Class 3	\$58 + tax per hour

Banquets or dance events in the Gymnasium will be charged Banquet Room rates.

Groups of 50 or more using the Gymnasium will be charged a custodial fee of \$25 per hour of use.

e. Audio Visual Equipment

Easels, paper and markers may be rented for \$16 + tax per use. (Easels are free of charge if no paper and markers are requested.) . There is no charge for use of microphones and lecterns.

f. Arena

Prime Time Ice	\$225 + tax per hour (During Prime Season)
Non Prime Time Ice	\$145 + tax per hour (During Prime Season)
Spring/Summer Ice	\$ 145 + tax per hour

Prime Ice Season: January, February, March, September, October, November and December

Spring/Summer Ice Season: April, May, June, July and August

Prime Time Rental Hours: Monday – Sunday 5:00 a.m. – 10:00 p.m.

Non-Prime Rental Hours: Monday – Sunday 10:00 p.m. – 5:00 a.m.

Dry Floor Events: Fees + tax to be negotiated by management staff

Public Skating Fees:

The order of priority for scheduling of ice time to major users (+200 hours per year) is as follows:

1. Community Center sponsored programs (Open Skating, Learn to Skate, events, etc.)
2. Rosemount High School Girls and Boys Hockey games and practices, based on limits mutually agreed upon. Schedule request are due by May 1st, revisions due by May 31st
3. Rosemount Area Hockey Association. Schedule provided by, June 1st revisions due by July 31st.
4. Signed Ice contract is due no later than August 7th, each year, after August 7th, RAHA will be required to purchase all ice hours in signed contract.
5. Other hockey associations or organizations requesting 200 or more hours per year.

After the above groups have been scheduled consecutively, ice time for secondary users (less than 200 hours per year) will be scheduled on a first come, first served basis.

6. Cancellations: Cancellations will be subject to 50% of the rental fee.

4. Deposits

- a. Specific to Banquet Room events, a damage deposit of \$500 is required two weeks prior to the event. As to the Auditorium and Gymnasium, depending on the type of event and group size, a damage deposit of up to \$500 may be added to rental charges. Pending the rental space does not incur any damages; the deposit will be refunded within 21 days after the event date.
- b. Specific to the Auditorium, Banquet Room and Gymnasium, a non-refundable rental deposit of one-half the fee is required within two weeks of permit issue. The renter will forfeit the reservation if the rental deposit is not received within two weeks after the permit issue date. The balance of the room fee is due two weeks prior to the event.
- c. Specific to the Ice Arena, a non-refundable deposit of 50% of the total contract price is required upon receipt of the Ice Arena contract for use. The remainder of the contract shall be paid before the group gets on the ice. RAHA and RHS (ISD 196) are exempt from paying a deposit and will make full payment for the previous month's ice bill.
- d. Specific to the Classrooms, the rental fee is required with the signed permit. The reservation is not confirmed until both the signed permit and the fees are paid.

II. OUTDOOR FACILITIES

A. Park Facility Priority Use

All City of Rosemount Parks and Recreation Activities will be given priority; all facilities will be scheduled to accommodate these activities. After all Parks and Recreation activities have been scheduled accordingly, then requests will be granted to other users in order of their priority as listed below. User Groups 2, 5, 6 and 7 are charged facility fees for tournaments and camps only. Fees are not charged for regular season play.

1. City Sponsored Events - All Parks and Recreation Activities which include, but are not limited to, adult leagues, tournaments, playground programs, special events, etc.
2. RAAA and RAHA
3. Residents
4. Other youth sports organizations based on resident participants
5. Rosemount Schools K-12
6. Rosemount Colleges and Universities (unless a special agreement is in place for use)
7. All Other Requests

B. Facility Fees

1. Erickson Softball Complex and Tournament Fees:

Athletic Fields (Ball, Soccer)	\$42 + tax/field/day
Field Maintenance	\$37/hour or cost incurred by City
Chalk	Cost incurred by City
Field Dry	Cost incurred by City
2. Park Shelter Fees:

Open Shelter (does not include other park amenities)	\$32 + tax/day (Resident) \$53 + tax/day (Non-Resident)
Enclosed Shelter (does not include other park amenities)	\$84 + tax/day (Resident) \$137 + tax/day (Non-Resident)
Amphitheater (comes with use of Central Park Shelter)	\$158 + tax/day (Resident) \$263 + tax/day (Non-Resident)
3. Non-League Facility Fees:

Fields (Ball, Soccer)	\$42 + tax/field/day
Tennis Court	\$11 + tax/court/4 hours
Hockey Rink	\$16 + tax/rink/4 hours
Volleyball Court	\$11 + tax/court/day

4. Camps
 - \$42 + tax/field/day (Resident)*
 - \$57 + tax/field/day (Non-Resident)*
 - * Direct Maintenance Fees for camps will be added to rental fees*
5. Independent League Field Fees:
 - Fields (Ball, Soccer, Outdoor Rinks) \$315 + tax/team/12 week season
6. Other Fees:
 - DCTC Soccer Lights \$37 + tax
 - Portable Toilet Based upon price quoted by toilet provider
 - Damage Deposit \$158 for all events (refundable)
 - Lost Key Fee \$53 per key
7. Cancellations will be subject to 50% of the rental fee. No refunds for inclement weather

II. The Rosemount Steeple Center Fees

 2023 Rental Rates All rentals are tax exempt				
	Monday-Thursday	Friday	Saturday	Sunday
		<u>Assembly Hall</u> 6-Hour Rental Block 9:00am – 3:00pm OR 5:00pm – 11:00pm <u>Full Day Rental</u> 9:00am-11:00pm	<u>Assembly Hall</u> Full Day Rental 9:00am-11:00pm	<u>Assembly Hall</u> Available Hours 2:00pm – 9:00pm* *Minimum 5-Hr Rental
ASSEMBLY HALL (2,520 sq. ft., 36'x70') (Stage: 23'-38' wide, up to 28' deep) Theater Seating Capacity: 204 Capacity With Tables/Chairs: 192	<u>3-Hour Min. Rental</u> Resident: \$150 Non-Resident:\$210 <u>Additional Hours</u> Resident: \$50/hr Non Resident:\$70 /hr	<u>6-Hour Min. Rental</u> Resident: \$300 Non-Resident:\$420 <u>Full Day Rental</u> Resident: \$700 Non-Resident:\$980	<u>Full Day Rental</u> Resident: \$700 Non-Resident:\$980	<u>5-Hour Min. Rental</u> Resident: \$250 Non-Resident: \$350 <u>Additional Hours</u> Resident: \$50/hr Non Resident:\$70 /hr
ROOM #100 Capacity With Tables/Chairs: 60 3' Square Card Tables (up to 15) Available Hours: Sun-Thurs, 8am-9pm Fri-Sat, 9am-11pm	<u>3-Hour Min. Rental</u> Resident: \$60 Non-Resident: \$70 <u>Additional Hours</u> Resident: \$20/hr Non Resident:\$25/hr	<u>3-Hour Min. Rental</u> <u>Between 8am-5pm</u> Resident: \$75 Non-Resident:\$90 <u>6-Hour Min. After 5pm</u> Resident: \$150 Non-Resident:\$180 <u>Additional Hours</u> Resident: \$25/hr Non Resident: \$30/hr	<u>6-Hour Min. Rental</u> Resident: \$150 Non-Resident:\$180 <u>Additional Hours</u> Resident: \$25/hr Non Resident: \$30/hr	<u>5-Hour Min. Rental</u> Resident: \$125 Non-Resident:\$150 <u>Additional Hours</u> Resident: \$25/hr Non Resident: \$30/hr
ROOM #200/201 Capacity With Tables/Chairs: 80 8' Banquet Tables (up to 10) Available Hours: Sun-Thurs, 8am-9pm Fri-Sat, 9am-11pm	<u>3-Hour Min. Rental</u> Resident: \$75 Non-Resident: \$90 <u>Additional Hours</u> Resident: \$25/hr Non Resident:\$30/hr	<u>3-Hour Min. Rental</u> <u>Between 8am-5pm</u> Resident: \$90 Non-Resident:\$105 <u>6-Hour Min. After 5pm</u> Resident: \$180 Non-Resident:\$210 <u>Additional Hours</u> Resident: \$30/hr Non Resident:\$35/hr	<u>6-Hour Min. Rental</u> Resident: \$180 Non-Resident:\$210 <u>Additional Hours</u> Resident: \$30/hr Non Resident:\$35/hr	<u>5-Hour Min. Rental</u> Resident: \$150 Non-Resident:\$175 <u>Additional Hours</u> Resident: \$30/hr Non Resident:\$35/hr
ROOM #202 Capacity With Tables/Chairs: 48 8' Banquet Tables (up to 6) Available Hours: Sun-Thurs, 8am-9pm Fri-Sat, 9am-11pm	<u>3-Hour Min. Rental</u> Resident: \$45 Non-Resident: \$60 <u>Additional Hours</u> Resident: \$15/hr Non Resident:\$20/hr	<u>3-Hour Min. Rental</u> <u>Between 8am-5pm</u> Resident: \$60 Non-Resident:\$75 <u>6-Hour Min. After 5pm</u> Resident: \$120 Non-Resident:\$150 <u>Additional Hours</u> Resident: \$20/hr Non Resident: \$25/hr	<u>6-Hour Min. Rental</u> Resident: \$120 Non-Resident:\$150 <u>Additional Hours</u> Resident: \$20/hr Non Resident: \$25/hr	<u>5-Hour Min. Rental</u> Resident: \$100 Non-Resident:\$125 <u>Additional Hours</u> Resident: \$20/hr Non Resident: \$25/hr

ADDITIONAL FEES:	\$300.00 Refundable Damage Deposit* \$315.00 Security Fee if alcohol is served (see Alcohol Policy) \$200.00 Change Over Fee (ex: Ceremony to Reception) <i>*Damage Deposits required for rental of Assembly Hall only</i>
EQUIPMENT RENTAL:	ITEM: FEE: Screen Rental \$25/per event- plus tax LCD Rental \$10/per event - plus tax

IV. PARK DEDICATION FEES

A. Park Dedication Fees

Park dedication fees are outlined in City Subdivision Ordinance and City Ordinance No. XVII.103 and .107 which state:

In all new residential subdivisions, the City shall require that a sufficient portion of such land be set aside and dedicated to the public for parks, playgrounds or other public use exclusive of property dedicated for streets and other public ways. It shall be presumed that a sufficient amount of land has been dedicated for parks and playgrounds for the present and future residents of the subdivision, if the subdivider dedicates at least 1/25 of an acre per dwelling unit that can be constructed in the subdivision. The City upon consideration of the particular type of development proposed in the subdivision may require larger or lesser amounts of land be dedicated if the City determines that the present and future residents of the subdivision would require greater or lesser amounts of land for such purposes. The City shall determine whether cash in lieu of land dedication is more appropriate. The amount of cash dedication shall be determined by multiplying the number of acres otherwise required to be dedicated by the average value of comparable undeveloped land set by resolution by the City Council.

In all new commercial and industrial subdivisions, it shall be presumed that a sufficient amount of land has been dedicated to serve the needs of the resident and working population if the subdivider dedicates at least ten percent (10%) of the land in the subdivision for parks, recreation and usable open space. The City upon consideration of the particular type of development proposed in the subdivision may require larger or lesser amounts of land to be dedicated if it determines that the present and future residents of the subdivision would require greater or lesser amounts of land for such purposes. The City shall determine whether cash in lieu of land dedication is appropriate. The amount of cash dedication shall be determined by multiplying the number of acres otherwise required to be dedicated by the average value of comparable undeveloped land set by resolution of the City Council.

Land Values for the dedication of land and/or cash contribution:

New residential subdivision	
Low density Residential	\$85,000 per acre/\$3,400 per unit
Medium density Residential	\$95,000 per acre/\$2,850 per unit
High density Residential	\$125,000 per acre/\$2,500 per unit
Commercial subdivision	\$90,000/acre
Industrial subdivision	\$50,000/acre
Business Park development	\$85,000/acre

Parks & Recreation Commission Regular Meeting: October 23, 2023

AGENDA ITEM: 2024 Capital Improvement Plan	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Dan Schultz, Parks & Recreation Director	AGENDA NO. 7.b.
ATTACHMENTS:	APPROVED BY: DLS
RECOMMENDED ACTION: None, discussion only.	

BACKGROUND

City departments are finalizing their Capital Improvement Plans (CIP) for 2024 and I wanted to share with the Commission what the Parks and Recreation department has in the plan that will soon be going to the City Council for approval. Listed below are the many items that we will be included in the 2024 plan.

2024	Dunmore Greenway Construction	Parks & Rec	\$435,000
2024	UMore Park Building Plans and Specs	Parks & Rec	\$90,000
2024	New Neighborhood Park – Dunmore	Parks & Rec	\$500,000
2024	New Neighborhood Park – Talamore	Parks & Rec	\$550,000
2024	Amber Fields Dog Park and Pickle Ball Courts	Parks & Rec	\$800,000
2024	Greenway Trail Design – North 20 segment	Parks & Rec	\$40,000
2024	McMenomy Woods – Park Design	Parks & Rec	\$45,000
2024	Bonaire Path Trail	Parks & Rec	TBD

At the meeting on Monday, staff will provide some background and the funding source(s) for each project.

RECOMMENDATION

None discussion only.

Parks & Recreation Commission Regular Meeting: October 23, 2023

AGENDA ITEM: Director's Report	AGENDA SECTION: NEW BUSINESS
PREPARED BY: Dan Schultz, Parks & Recreation Director	AGENDA NO. 7.c.
ATTACHMENTS:	APPROVED BY: DLS
RECOMMENDED ACTION: None, update only.	

BACKGROUND

Park Improvement Fund Balance as of September 30, 2023: \$3,630,209.81

Inflows to the Park Improvement Fund last month were as follows:

Dedication fees – \$18,382.50

Grants/Other - \$0

Interest - \$12,632.14

Donations - \$4,250.00

Expenditures – \$54,524.60 (Flint Hills Park building, Central Park master planning, Bonaire Path trail design, Pickle Ball design and Talamore Park design)

StoryWalk is Back - The Robert Trail Library and Rosemount Parks and Recreation are once again teaming up to offer a Storywalk through Central Park during MEA Break. Take a self-guided walk in Central Park Thursday, October 19 - Sunday, October 22 while reading pages from the children's book "We All Play" by Julie Flett. A StoryWalk is an innovative and delightful way for children and adults to enjoy reading and the outdoors at the same time. Laminated pages from a children's book will be installed along the path around the pond at Central Park. As you stroll down the trail, you're directed to the next page in the story. This StoryWalk is about ¾ of a mile and stroller friendly.

r.Cups at Food Truck Fest - Anyone who enjoyed a beer at the Food Truck Fest may remember drinking it in a special cup this year. The City partnered with r.Cup to provide reusable, washable cups for the beer garden and nearly 2,300 were used. Nice work to Violet for spearheading this effort!

Parks Encroachments – Staff recently sent several letters to residents living adjacent to a few City Parks to notify some residents that they are in violation of City code for encroaching into the parks with landscaping and personal property. Staff have ordered signs that identify some City code information related to parks that we plan to install in problem areas.

RECOMMENDATION

None, update only.