



## STAFF REPORT

DATE: November, 2019

**REGULAR**

**AGENDA ITEM:** Park Use Policy

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

At the June work session the council reviewed the work the Parks Commission had previously done on updating the Park Use Policy. Previously the Parks Commission last looked at the Park Use Policy at their May 16, 2014 meeting. It was brought up in regards to plans for Volksmarch. While the changes in blue were proposed at the time, it doesn't appear they were ever adopted by Council. Following further discussion by the Council at the work session staff has put together a few other changes.

The City has been fairly lax in following this policy as it pertains to reservations for the ballfields. Teams are able to reserve time more than 10 days ahead of time, no fees are collected for more than 2 hours of use or the use of the lights.

### **ISSUE BEFORE COUNCIL:**

Should the Council make any changes to the Park Use Policy?

### **PROPOSAL:**

The proposed changes would allow for reservations to be made for the year beginning on January 15<sup>th</sup>. The 10 day rule had never been followed in the past since reservations were typically made for the season early in the year.

The policy would also begin to require a deposit for the use of any ball fields. The deposit would be \$50 for a daily reservation or \$500 for a season long reservation. The deposit would be required to make the reservation and would be returned within three weeks of the end of the reservation provided the fields were clean and undamaged. The policy notes that additional request for items-soccer nets, portables, etc. could incur additional charges. The city would pass on whatever fee they incur in order to provide the item to group/person requesting it.

Park shelters would also have a \$50 deposit for Lake Elmo residents. Non-residents would be a \$50 fee in addition to the deposit. These shelters typically do not have any electricity. However, the concession stand at Lions Park does have power to it and provides running water and bathrooms so there is a separate fee proposed to help offset some of the operating costs. The proposed fee is \$25/day for residents, \$75/day for non-residents and a seasonal fee of \$500 if used in conjunction with the fields.

The other area the city incurs charges based upon usage is with respect to lighting of the ball fields. The policy proposes a fee of \$20 per reservation or \$150 for the season. There is also a penalty of \$30 if the lights are not turned off within 20 minutes of the end of an event.

### **FISCAL IMPACT:**

Staff estimates \$900-1,000 revenue annually if previous usage patterns continue. Deposits would be in addition to this amount but again only kept if premises not properly taken care of/cleaned up.

**OPTIONS:**

- 1) Approve the Park Use Policy as presented
- 2) Amend and then Approve the Park Use Policy
- 3) Do not make any changes to the Park Use Policy

**RECOMMENDATION:**

*“Motion to approve the Park Use Policy as presented.”*

**ATTACHMENTS:**

- Draft Edits to Park Use Policy



## City of Lake Elmo

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### Lake Elmo Park Use Policy

#### Purpose & Intent:

The purpose of this policy is to establish a fair and equitable distribution of the limited City of Lake Elmo park facilities. This policy governs the use of fields, shelters, and other facilities that reside in our park facilities by the City itself, school districts, athletic organizations, community groups and the general public.

It is the intent of this policy to classify & guide potential users / residents of Lake Elmo of these facilities that may wish to use these facilities exclusively for their activity for a specific amount of time into a priority system that best meets the ever changing needs of the City of Lake Elmo.

#### User Priorities

- Priority 1 – City of Lake Elmo
- Priority 2 - Affiliated School Districts
- Priority 3 - Affiliated Youth and Adult Athletic / Civic Organizations
- Priority 4 - Non-Resident / Non-Resident Groups

#### Parks Available for Field Reservations

The City of Lake Elmo will begin taking park reservations on January 15<sup>th</sup> each year.

The City of Lake Elmo has (6) distinct parks available for field reservation and exclusive use. They are:

- VFW Park
- Lions Park
- Tablyn Park
- Pebble Park
- Reid Park
- Demontreville Park

For the purpose of fairness and equitable access each of the above parks can be reserved up to (32) hours per reservation, ~~with reservations made up to 10 business days in advance.~~ Athletic organizations seeking larger blocks of time or for the purpose of a tournament / scheduled competitive sporting event may be approved according to the user priority above. schedule in advance (10 business days) at a cost of \$20 per each

~~additional two hour block of time. If the park facility is not scheduled for additional time by another organization / resident within the 10 business days, the organization may use the facility up to an additional (2) hours at no charge. If an organization that pre-reserves a field or facility, determines that they no longer have a use for the facility, the organization must release the time back to the City of Lake Elmo within 48 hours of the reservation time or be charged \$20 per hour of unused time. A deposit of \$50 per daily reservation or \$500 for the season for organized athletics must be provided at the time of reservation. The deposit will be returned within 3 weeks of the event or end of the season provided the park facility is not damaged or left unkept. Failure to clean up the facilities after each use may be grounds for canceling a season long reservation.~~

All other parks with recreational fields can be used on a first come first serve basis. Hardcourts (tennis and basketball) are also provided on a first come, first serve basis.

Any special requests for amenities and or services (ie additional restrooms, soccer goals, dumpsters) must be requested at the time of reservation and may incur additional charges.

If two entities are vying for the same fields, the entity with the higher priority rating will prevail. If two entities are vying for the same field and have the same priority rating, the entity that serves the higher number of Lake Elmo residents will prevail.

## Park and Shelter Reservations for Events and Other Uses

Lake Elmo city parks and shelters may be reserved for exclusive use to accommodate small events requiring additional space beyond field use. Examples may include run/walks, company picnics, family reunions, wedding receptions, and other events with less than 100 attendees. Parks can be reserved for up to 6 hours per reservation, with reservations made ~~up to 10 business days in advance~~ beginning January 15<sup>th</sup> for that year. A \$50 deposit (\$100 - \$50 deposit and \$50 use fee for non-Lake Elmo residents) along with a park event reservation form must be presented at time of reservation. Users of parks are required to clean facilities after use including picking up all refuse on and around grounds and shelter, wiping off tables, and sweeping the hard surface of area used. Failure to clean the area as defined above will result in the loss of the \$50 security deposit.

The concession stand at Lions Park may be rented out in conjunction with an activity utilizing the field or as a stand alone event. The fee for use of the concession stand is \$25/day for Lake Elmo residents or \$75/day for non-Lake Elmo residents. For organized athletics using the concession stand in conjunction with the use of the field, a season long fee of \$500 is applicable. A \$50 deposit is required in addition to all fees for use of the concession stand.

Public events that are expecting more than 100 people in attendance, may be required to attain a special event permit.

## City Provided Lights

Field illumination is provided at Lions Park and VFW field. The fee for use of the lights is \$20 per reservation or \$150 per season for organized athletics. Organizations using the facility under reservation must turn the lights out (20 minutes) after completion of activity or be penalized \$30 to offset utility costs.

## **Sportsmanship / Behavior**

The City of Lake Elmo has provided (~~2117~~) parks and open spaces for public enjoyment. To insure that park use is fun, comfortable, and pleasant experience the following rules of use have been established:

1. In the use of athletic fields, good sportsmanship rules apply to all players, parents, coaches and fans involved;
2. Programmed youth sports activities must be chaperoned by adults;
3. Electronic amplification for music or voice projection and artificial lighting not provided by the City of Lake Elmo must be approved in writing and must cease at dusk;
4. No smoking, alcohol or illegal drugs;
5. No Open fires;
6. No glass beverage containers
7. No picking of flowers, plant materials, or physical contact with shrubs or trees unless otherwise designated as part of a nature education program;
8. All pets must be leashed at all times;
9. No solicitation of funds or sales of merchandise;
10. Litter pick-up and disposal in the responsibility of the reserving entity. Trash must be bagged, sealed and placed in the park's trash receptacle. Entity may be charged if the City staff has to provide this service;
11. No parking on turf areas, with the exception of unloading and loading of sporting equipment or gathering supplies. Parking in only assigned areas;

### **City Provided Lights**

~~Field illumination is provided at Lions Park. Organizations using the facility under reservation must turn the lights out (20) after completion of activity or be penalized \$30 to offset utility costs.~~

### **Shelters**

~~Parks with shelters can be reserved for (4) hour blocks, with reservations made up to (7) days in advance for special events such as company picnics, family reunions, wedding reception, etc. The cost for Lake Elmo residents is \$50 deposit and \$100 (\$50 deposit / \$50 use fee) for non-Lake Elmo residents. Users of the shelters are required to pick up all refuse on and around the shelter, wipe off tables, and sweep the hard surface area used. Failure to clean the area as defined above will result in the loss of the \$50 security deposit.~~