



STAFF REPORT

DATE: 03/17/2025

DISCUSSION

TO: Parks Commission

FROM: Adam Swanepoel, Assistant Public Works Director

AGENDA ITEM: Park Use Policy

REVIEWED BY: Marty Powers, Public Works Director

CORE STRATEGIES:

- | | |
|---|--|
| <input type="checkbox"/> Vibrant, inclusive, connected community | <input type="checkbox"/> Efficient, reliable, innovative services |
| <input type="checkbox"/> Responsive, transparent, adaptive governance | <input checked="" type="checkbox"/> Balanced Finances now and future |
| <input checked="" type="checkbox"/> Managed Growth | <input type="checkbox"/> Resilient Infrastructure |

BACKGROUND:

Park reservations have been used within the city over 10 years. In 2014, the city adopted the Park Use Policy which was reviewed in 2016 and 2019 with changes to increase simplicity, add park shelters and incorporate a user priority chart. Over the past few years staff has seen an increase in park reservations ultimately due to more park amenities and updated facilities. The policy was discussed in 2024 by the parks commission as an additional way to help future funding of the parks department.

ISSUE BEFORE PARKS COMMISSION:

What ideal changes would the Parks Commission like to see to the Parks Use Policy?

PROPOSAL DETAILS/ANALYSIS:

The current use policy serves fields, courts and shelters. Prices vary on each reservation for residents and non-residents. All deposits are refundable if property is cleaned up after the event and have no damage. Reservations open January 15th of the reserving year and are reviewable on the city's park calendar.

Ball Fields	\$50/day \$500 per season. *Refundable
Shelter	\$50/day \$100/day non-resident *Refundable
Lions Park Shelter	\$25/day \$75 non-resident \$500 per season in conjunction with fields. *Refundable
Courts	\$50/day \$500 per season. *Refundable

Field Lights are subject to a non-refundable fee of \$20 per reservation or \$150 for the season. A penalty of \$30 is charged if the lights are not turned off within 20 minutes of the end of an event. Lights for our courts and ice rink have no fee for their use.

Ball fields are generally reserved by baseball associations or clubs. Staff has seen an increase in the demand for competitive field space for practices and games. These organizations generally use both Lions and VFW fields for games. Most reservations for field are made at VFW, Lions, Reid, Pebble and DeMontreville Park. Tablyn Park courts and fields are also reservable but see minimal reservations throughout the year.

Shelters can be reserved up to 6 hours for an event. Minimal reservations were made in 2024 for shelters outside of Lions Park. Currently we have shelters at Ivywood, Pebble, and Goose Lake Park. The shelter at Pebble Park is the only reservable shelter amongst these three. The Lions Park Shelter was reserved throughout the baseball season in addition to the field rental. The concessions area and bathrooms are used frequently for these events.

Reservable courts in the community have been mainly sand volleyball courts, tennis and pickleball courts. Staff has seen a large increase in court reservations since updating Tablyn and Pebble Park.

Staff can see opportunities to increase funds for future repairs or maintenance to these reservable amenities. With the future of additional shelters in the CIP and the additional cost of repairs to courts, additional funds could assist in offsetting the cost of future repairs.

Should all shelters be reservable?

Should all courts be reservable or sites be limited to 50% reservable space?

Should the deposit be increased for reservable fields, courts and shelters?

Should some or all deposits be non-refundable?

For organizations or clubs should a deposit be required monthly?

FISCAL IMPACT:

In 2024 the overall revenue from park reservations was \$300. In 2024 Xcel Energy bills from the use of the lights at Lions, VFW and Pebble were \$6,685.08.

ATTACHMENTS:

- Lake Elmo 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 15th each year.

The City of Lake Elmo has (6) distinct parks available for field or hard surface courts (pickle ball, tennis and basketball, etc.) 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 (3) hours per reservation. Athletic organizations seeking larger blocks of time or for the purpose of a tournament /

Adopted 11/5/19

scheduled competitive sporting event may be approved according to the user priority above. 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 or hard surface courts can be used on a first come first serve basis.

Any special requests for amenities and or services (i.e. 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 or courts, the entity with the higher priority rating will prevail. If two entities are vying for the same field or court 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 beginning January 15th 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/courts 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. Hard surface court lights are provided at Lions, Pebble and Tablyn Parks. 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 (21) 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;