

**LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, MAY 10, 2011
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

3. APPROVALS

- a. Agenda
- b. Minutes of the April 26, 2011, City Council Meeting
- c. Claims Totalling \$90,285.73

4. CONSENT

- a. 2011 HVAC and Rental Housing Licenses
- b. Large Group Park Applications

5. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

6. INFORMATIONAL PRESENTATIONS / REPORTS

- a. City-Wide Garage Sale on May 21

7. PUBLIC HEARINGS

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

8. DISCUSSION / ACTION ITEMS

- a. Luther Seminary 5K Run Request/Agreement
- b. Park Reservations and Fees

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. Visit by County Commissioner Jan Parker
- b. Roseville Youth Baseball Association – Field Improvement Draft Agreement
- c. Walnut/Ione Park Signage and Improvement Options
- d. Legislative Update / Budget Discussion

FILE

12. WORK SESSION

a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

b. Legislative Update / Budget Discussion

13. ADJOURNMENT

April 26, 2011

Mayor Dains called the City Council meeting to order at 7:32 p.m.

Councillors present: Mary Gaasch, Roxanne Grove, Denise Hawkinson, Lara Mac Lean, and Mayor Jeff Dains. Councillors absent: none.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator.

Mayor Dains asked for changes to the meeting agenda. The Mayor added a follow up discussion to the meeting with Lauderdale business owners held on April 14, Councillor Hawkinson moved to approve the agenda as amended. Councillor Mac Lean seconded the motion and it passed unanimously.

Councillor Gaasch moved to approve the April 12, 2011, City Council meeting minutes. Councillor Mac Lean seconded the motion and it passed unanimously.

Councillor Mac Lean moved approval of the claims totaling \$18,433.41. Councillor Hawkinson seconded the motion and it passed unanimously.

Mayor Dains asked if councillors wished to remove items from the consent agenda. There being no one, Councillor Hawkinson moved the consent agenda items: March finances and the quarterly investment report. Councillor Mac Lean seconded the motion and it passed unanimously.

Butkowski provided an overview of the City's efforts to meet the goals of the MS4 permit (Municipal Separate Storm Sewer System). The City continues to meet the 55 best management practices of the SWPPP (Storm Water Pollution Prevention Program). The City puts an exceptional amount of effort into public education and outreach. With little construction within the City, construction and post-construction runoff efforts are at a minimum. The City continues to street sweeps and inspect ponds and basins. This year, the City also met its obligation to post signs reminding residents to clean up after their pets.

Mayor Dains opened the public hearing regarding the City's storm water pollution prevention program at 7:46 p.m.

No one present addressed the Council.

The public hearing was closed at 7:47 p.m.

Butkowski said the Roseville Youth Baseball Association offered to improve the City's ball field in exchange for preferential scheduling each year. The Baseball Association said they would hold practices and play games Sunday thru Thursday from 5:00 p.m. to 8:00 p.m. from April thru July. The Council thought the idea was a great way to get the park improvements at no cost to the City. The Council was concerned about the exclusive use of the ball fields on Sunday nights as many families use it that night. Staff will ask the Association if limiting their preferential scheduling from Monday thru Thursday would be a deal-breaker. If not, staff will draft an agreement for the Association and Council to consider.

With the addition of playground equipment at the park at the end of Walnut Street, Councilor Gaasch suggested installing signage letting residents know. Staff asked the Council whether they would like to give the park an official name instead of the hodge-podge of things it has been called. The Council debated Skyview Park, Rosehill Park, Kiddie Park, Skyline Park, and Highway View Park. The Council will consider the name while staff explores sign options.

County Commissioner Jan Parker will be at the May 24 City Council meeting. The Council discussed issues they would like her to be prepared to address. They especially want her to address pedestrian safety for Eustis Street south of Larpeur and county road turn back options as Eustis Street was last milled and overlaid over 20 years ago. The Council suggested that two councilors show Commissioner Parker the issues on Eustis Street prior to the start of the meeting. Councilors Gaasch and Mac Lean volunteered to meet with her.

The City has been allotted federal funding for bike racks. Butkowski said staff was considering three locations for five racks: two in Community Park, two in the Walnut/Lone Park, and one at City Hall. To participate in the program, the Council must adopt the resolution presented in the packet.

Councilor Mac Lean moved to adopt Resolution 042611A – Cooperative Agreement between the City of Minneapolis and the City of Lauderdale Regarding Bicycle Parking Project. Councilor Hawkinson seconded the motion and it passed unanimously.

With no legislative decisions regarding state aids and credits, the Council was provided data on the taxes paid by the largest businesses within the City. The data was purely for the Council's information in light of previous budget discussions.

The Mayor said representatives from Croix Oil, City Gables, Peace Lutheran Church, and Finn Sisu met on April 14 to learn about the Council's discussions regarding a municipal liquor store. Croix Oil expressed interest in working with the City on the venture as it may help them improve their facilities.

Butkowski reviewed the preliminary agenda for the next meeting, which included the visit by County Commissioner Jan Parker.

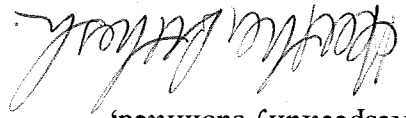
Mayor Dains explained the Council was moving into the work session. Work sessions are a continuation of the meetings but not aired on community television.

Mayor Dains asked if anyone in attendance wished to address the Council. No one present wished to do so.

The Council began planning for a Community Meeting in July or early August. The discussion will focus on the options available to the Council to manage the City's way through the ongoing cuts to state aids and credits. The Council will continue to prepare for the meeting after the legislature and governor finalize budget decisions this month.

There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Mac Lean seconded the motion and it carried. The meeting adjourned at 9:06 p.m.

Respectfully submitted,



Heather Butkowski
City Administrator

**CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
May 10, 2011 City Council Meeting**

Payroll	04/29/11 Payroll: Direct Deposit # 501160-501168	\$7,146.93
	04/29/11 Payroll: Payroll Liabilities, e-payments 545E-548E	\$6,405.44
Vendor Claims	05/10/11 Claims: Check #'s 20708-20735	\$76,733.36
SUBTOTAL		\$90,285.73

Total Claims for Approval \$90,285.73

CITY OF LAUDERDALE Payments

Current Period: APRIL 2011

Batch Name 042911pyroll Payment Computer Dollar Amt \$6,405.44 Posted

Refer 2018 NORTH STAR BANK, CHECKING S CK# 000545E 4/29/2011
 Cash Payment G 101-21703 FICA WITHHOLDING. 4/29/11 payroll \$1,475.35
 Invoice
 Cash Payment G 101-21701 FEDERAL TAXES 4/29/11 payroll \$962.00
 Invoice
 Transaction Date 4/29/2011 Due 0 NORTH STAR CHEC 10100 Total \$2,437.35

Refer 2019 ICMA RETIREMENT TRUST - 457 CK# 000546E 4/29/2011
 Cash Payment G 101-21705 ICMA RETIREMENT 4/29/11 payroll \$1,271.30
 Invoice
 Transaction Date 4/29/2011 Due 0 NORTH STAR CHEC 10100 Total \$1,271.30

Refer 2020 PERA CK# 000547E 4/29/2011
 Cash Payment G 101-21704 PERA 4/29/11 payroll \$1,348.99
 Invoice
 Transaction Date 4/29/2011 Due 0 NORTH STAR CHEC 10100 Total \$1,348.99

Refer 2021 MN DEPARTMENT OF REVENUE CK# 000548E 4/29/2011
 Cash Payment G 101-21702 STATE WITHHOLDING 4/11 state withholding \$1,347.80
 Invoice
 Transaction Date 4/29/2011 Due 0 NORTH STAR CHEC 10100 Total \$1,347.80

10100 NORTH STAR CHECKING BATCH Total \$6,405.44

Pre-Written Checks	\$6,405.44
Checks to be Generated by the Computer	\$0.00
Total	\$6,405.44

CITY OF LAUDERDALE

*Check Detail Register©

MAY 2011

Check Amt Invoice Comment

10100 NORTH STAR CHECKING			
Paid Chk# 020708	5/10/2011	ABDO EICK & MEYERS LLP	
E 101-41500-301	AUDITING	\$3,504.00	2010 financial audit
E 602-49100-301	AUDITING	\$438.00	2010 financial audit
E 601-49000-301	AUDITING	\$438.00	2010 financial audit
		<u>\$4,380.00</u>	
		Total ABDO EICK & MEYERS LLP	
Paid Chk# 020709	5/10/2011	AFSCME	
G 101-21709	UNION DUES	\$79.40	4/11 union dues
		<u>\$79.40</u>	
		Total AFSCME	
Paid Chk# 020710	5/10/2011	AHDN ATTORNEYS	
E 101-41500-300	LEGAL FEES - PROSECUTING	\$850.00	4/11 legal fees
E 101-41500-355	MISC PRINTING/PROCESS SER	\$6.86	4/11 legal processing
		<u>\$856.86</u>	
		Total AHDN ATTORNEYS	
Paid Chk# 020711	5/10/2011	BANYON DATA SYSTEM	
E 101-41200-307	COMPUTER SERVICES	\$1,561.20	'11 financial software annual support
		<u>\$1,561.20</u>	
		Total BANYON DATA SYSTEM	
Paid Chk# 020712	5/10/2011	BLUE CHIP TREE CO., INC.	
E 101-43000-317	TREE SERVICE	\$642.75	5/3/11 tree trimming, brush hauling
		<u>\$642.75</u>	
		Total BLUE CHIP TREE CO., INC.	
Paid Chk# 020713	5/10/2011	BONESTROO	
E 101-48100-306	CONSULTING FEES	\$2,569.25	4/11 liquor store consulting
		<u>\$2,569.25</u>	
		Total BONESTROO	
Paid Chk# 020714	5/10/2011	CINTAS	
E 602-49100-425	CLOTHING	\$29.07	470638189 pw clothing
E 601-49000-425	CLOTHING	\$29.07	470641672 pw clothing
		<u>\$58.14</u>	
		Total CINTAS	
Paid Chk# 020715	5/10/2011	CITY OF FALCON HEIGHTS	
E 101-42100-321	FIRE CALLS	\$890.52	4/11 fire calls
		<u>\$890.52</u>	
		Total CITY OF FALCON HEIGHTS	
Paid Chk# 020716	5/10/2011	CITY OF ROSEVILLE	
E 101-41200-391	TELEPHONE/PAGERS	\$95.40	5/11 phone services
E 101-41200-306	CONSULTING FEES	\$453.33	5/11 IT services
		<u>\$548.73</u>	
		Total CITY OF ROSEVILLE	
Paid Chk# 020717	5/10/2011	CITY OF ST ANTHONY	
E 101-42100-319	POLICE CONTRACT	\$49,180.58	5/11 police services
		<u>\$49,180.58</u>	
		Total CITY OF ST ANTHONY	
Paid Chk# 020718	5/10/2011	CROIX OIL	
E 602-49100-212	MOTOR FUELS	\$44.07	4/11 motor fuels
E 101-43000-212	MOTOR FUELS	\$205.66	4/11 motor fuels

CITY OF LAUDERDALE


*Check Detail Register®

MAY 2011

Check Amt	Invoice	Comment
\$44.07	E 601-49000-212	MOTOR FUELS
\$293.80	Total	CROIX OIL
\$19.05	E 101-41200-208	WATER DELIVERY
\$19.05	Total	GLENWOOD INGLEWOOD
\$52.30	E 101-43400-386	GOPHER STATE ONE CALL
\$52.30	Total	GOPHER STATE ONE-CALL
\$500.00	E 602-49100-438	DUES & SUBSCRIPTIONS
\$500.00	Total	HAMLIN UNIVERSITY - GLOBAL ED
\$127.82	E 101-43000-228	MISC REPAIRS MAINT SUPPLIE
\$127.82	Total	HOME DEPOT CRC
\$250.92	E 101-41200-401	COPIER CONTRACT
\$250.92	Total	KONICA MINOLTA
\$1,000.35	E 101-43000-327	OTHER SERV-SEWER/NPDES I
\$1,000.35	Total	LESLIE, BEN
\$580.50	E 101-41200-352	PUBLIC INFO NOTICES
\$580.50	Total	LILLIE SUBURBAN NEWS
\$20.00	E 101-41200-308	TRAINING/CONFERENCES
\$20.00	Total	MAMA
\$11,217.61	E 601-49000-387	WATER TREATMENT SERVICE
\$11,217.61	Total	MET-COUNCIL ENVIRONMENTAL SER.
\$1.99	E 101-45200-427	PORTA POTTY RENTAL
\$1.99	Total	ON SITE SANITATION
\$378.74	G 101-21706	HEALTH INSURANCE
\$801.70	E 101-42100-318	911 Dispatch
\$801.70	MISC PRINTING/PROCESS SER	
\$20.00	E 101-41200-355	
\$1,200.44	Total	RAMSEY COUNTY, PROP REC & REV
\$378.74	E 101-21706	HEALTH INSURANCE
\$801.70	E 101-42100-318	911 Dispatch
\$20.00	E 101-41200-355	MISC PRINTING/PROCESS SER
\$1,200.44	Total	RAMSEY COUNTY, PROP REC & REV

LAUDERDALE COUNCIL ACTION FORM

<input checked="" type="checkbox"/>	Consent
<input type="checkbox"/>	Action
<input type="checkbox"/>	Resolution
<input type="checkbox"/>	Information
<input type="checkbox"/>	Work session

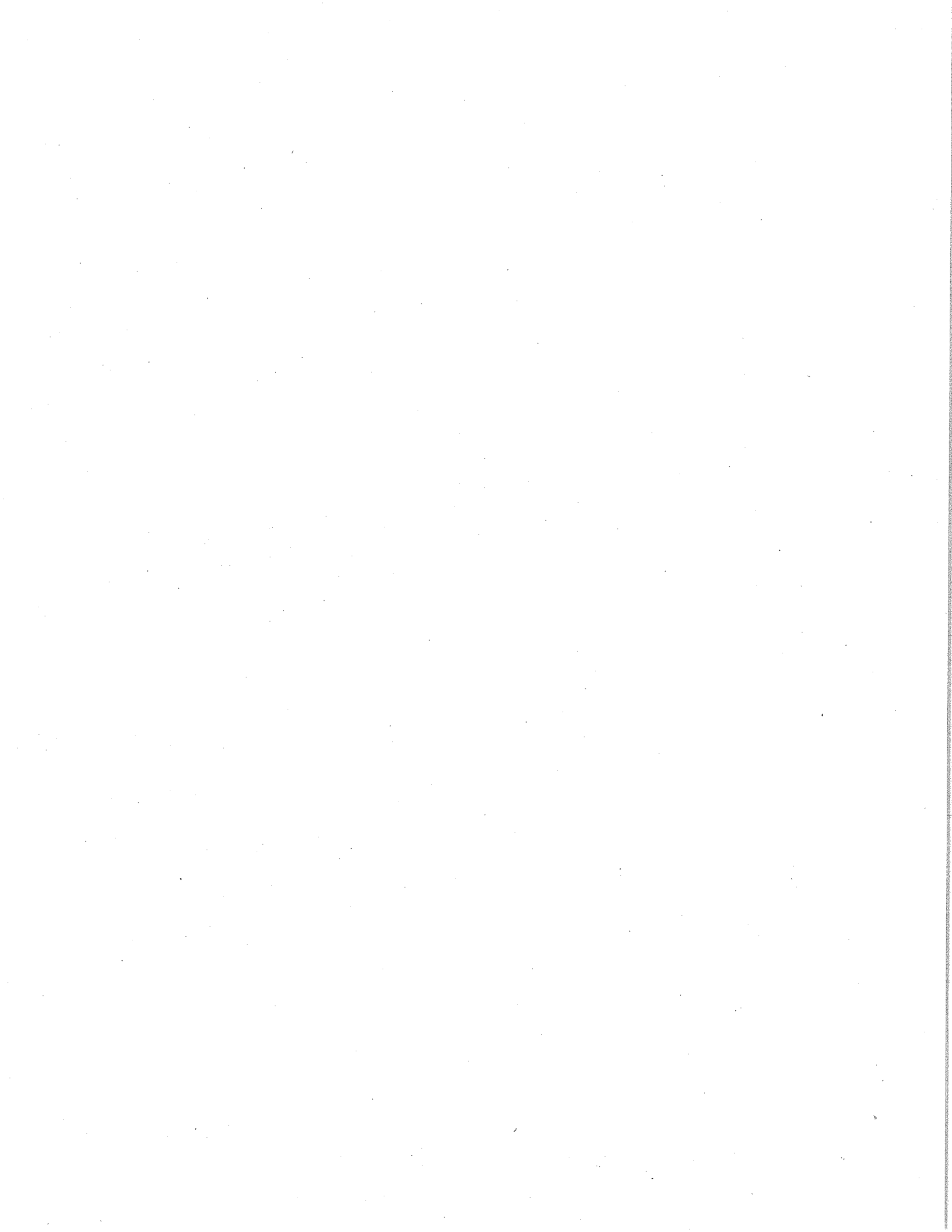
MEETING DATE	May 10, 2011
AGENDA NUMBER	2011 Licenses 
DESCRIPTION	2011 Licenses

BACKGROUND OR PAST COUNCIL ACTION
<p>The following applicants successfully met the criteria for their respective licenses.</p> <p>Rental Housing Jim Eischens - 1846 Walnut Street Eric Shin and Grace Song - 1888 Eustis Street Eric Shin and Grace Song - 1853-1855 Walnut Street Steven Ramlow - 2449 Larpenieur Avenue West HVAC Swift Mechanical - Shoreview, MN</p>
OPTIONS
STAFF RECOMMENDATION
<p>By approving the consent agenda, the Council approves the aforementioned licenses for 2011.</p>
COUNCIL ACTION

COUNCIL ACTION

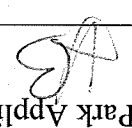
STAFF ACTION

MOTION BY _____ SECOND _____



**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested	_____
Consent	<input checked="" type="checkbox"/>
Public Hearing	_____
Discussion	_____
Action	_____
Resolution	_____
Work Session	_____

Meeting Date	May 10, 2011
ITEM NUMBER	City Park Application
STAFF INITIAL	
APPROVED BY ADMINISTRATOR	_____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City received one application for use of the park. Since the group is larger than 30 people, per city ordinance, council approval is required. The application from the Chinese Christian Church is attached for your review. I always tell groups that want to use multiple park facilities that they are expected to share them with other users when they are not using them.

OPTIONS:

A) Approve the request to use the park.
 B) Do not approve the request.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council approves use of Lauderdale City Park by the Chinese Christian Church on June 11.

COUNCIL ACTION:

City of Lauderdale
1891 Walnut Street • Lauderdale • Minnesota 55113
Phone: (651) 792-7650 Fax: (651) 631-2066

APPLICATION FOR USE OF COMMUNITY PARK

APPLICANT INFORMATION:

Name: Greg Carter Address: 5912 Boom Ave N
City: New Hope State: MN Zip: 55498
Telephone No.: 612-445-0067 Name of Organization (if applicable): Twin Cities Church Christian Church

PARK USE INFORMATION:

Date(s) of Park Use: June 11th 2011 Hours Used: 11am-4pm
* Number attending: 250 * Note: Groups of 30 or more must receive council approval
Part of Park to be reserved (circle all that apply):

Picnic shelter Ballfield Hockey rink / Ice skating rink (winter only) Other: Volleyball/Basketball
Please note: the hockey rink is only available for reservation from the hours of 8 - 10 pm.

By signing this application, the applicant agrees to the following:

- The park facilities will not be used for advertisement of any product, goods, or services, nor for personal profit.
- The applicant will clean up the area after the event has occurred. Please bring your own garbage bags and take garbage with you when you go.
- The proposed event will not unreasonably interfere with the general public use of the park, or with the safe and orderly movement of traffic on streets surrounding the park.
- The applicant is aware that there is a parking lot on Roselawn Avenue, including spaces for the handicapped.
- The applicant understands that the park opens at 8:00 am and closes at 10:00 pm.
- The applicant understands that no intoxicating liquor may be present or consumed at the park.


Applicant's Signature
[Signature]

Please Print Applicant's Name
Greg Carter

Date
5/5/2011

FOR OFFICE USE ONLY:
Date Application Received: 5-5-11
Temporary Non-Intoxicating Liquor License Granted? Yes
Approved By: _____
If so, date Council granted: _____

LAUDERDALE COUNCIL ACTION FORM

Meeting Date	May 10, 2011	ITEM NUMBER	Luther Seminary Run
STAFF INITIAL		APPROVED BY ADMINISTRATOR	_____

Action Requested	
Consent	_____
Public Hearing	_____
Discussion	X _____
Action	X _____
Resolution	_____
Work Session	_____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Luther Seminary would like to organize a 5K run/walk for their senior class (about 30 runners). The attached document outlines the event which is scheduled for the afternoon of May 22. St. Anthony PD has offered to assist with traffic control at no cost as they will use CSOs and the officer already on duty. Chief Ohl reviewed and approved of the agreement. I sent it to the League attorney for review as well. If he suggests any changes, I will provide an updated copy at the meeting.

In addition to approval to host the race, Luther Seminary also needs approval to reserve the picnic shelter as they are a group over 30 in size.

OPTIONS:

Decide whether to allow Luther Seminary to host the race and use the picnic shelter.

STAFF RECOMMENDATION:

Motion to allow Luther Seminary to use the picnic shelter and hold a 5K run/walk as described in the attached agreement on May 22, 2011.

COUNCIL ACTION:

CITY OF LAUDEDALE & LUTHER SEMINARY

5K RUN AGREEMENT 2011

THIS AGREEMENT is made this _____ day of May _____, 2011 between the CITY OF LAUDEDALE, Ramsey County, Minnesota ("City"), and LUTHER SEMINARY, a Minnesota non-profit corporation.

RECITALS

1. 5-K Run/Walk. The City hereby authorizes Luther Seminary to organize and conduct a 5-K Run/Walk to be known as "Run Away 5K." The 5-K Run/Walk will be set up on May 22, 2011 and take place on May 22, 2011.
2. 5-K Run/Walk Route. (See Map – "Exhibit A")
No route deviations shall occur in the City without the prior approval of the City Administrator.
Starting and Finish Line. The 5-K Run will start and finish in Lauderdale City Park.
Limitations. Luther Seminary agrees that the number of race participants will be limited to 50.
Fees. There is no fee for reservation of the picnic shelter in Community Park. St. Anthony Police Department also agrees to serve the runners at no cost to Luther Seminary or the City.

3. Parking Control. Runners should park at the parking lot on Roselawn Avenue. Overflow parking may be at the parking lot by the Warming House or on city streets.

4. Traffic Control. The St. Anthony Police Department will provide traffic control to the extent possible with available resources. All intersections and run routes will not be controlled and it is ultimately the participants' responsibility to conform to State Law as it relates to pedestrians and public streets.
The course will be submitted to the St. Anthony Police Department no later than May 16, 2011.

12. Failure on the part of Luther Seminary to comply with specific provisions of this Agreement, including the providing of the preparatory documents and actions may result in the City revocation of Luther Seminary's permission to hold this race within the City. The City will provide written notice to Luther Seminary for each violation. The City may also conclude, through the decision of the City Administrator that Luther Seminary has not provided the required documentation and in the required timelines and the City may then revoke the permission to hold the race within the City limits. It remains Luther

11. Term. The term of this Agreement is through May 22, 2011.

10. Use of City Parks. Luther Seminary agrees in all situations to allow continued casual public use of the Park during the race. Luther Seminary's use of the City Park may not displace the general enjoyment of the City Park by the public.

9. Run Manager. Denise Meyer of Luther Seminary shall maintain and monitor her personal cell phone at all times on the day of the race, and such phone number (952.607.9267) shall be provided to the City.

8. Insurance, Hold Harmless, and Indemnity. Luther Seminary agrees to indemnify and hold harmless the City with regard to any claims, causes of action or demands that might be brought against the City arising out of the events authorized by this Agreement; and further, Luther Seminary agrees to provide to the City evidence of insurance coverage of at least \$1,500,000 of combined single limits covering claims that might be brought against them that arise out of the events authorized by this Agreement and to name the City as an additional insured on their policy "as their interest may appear." This proof of insurance shall be provided to the City Administrator no later than May 16, 2011.

7. Food, Liquor and Vending. Luther Seminary will not provide commercial food, liquor or vending, nor will they license others to provide these services to race participants in the City. This provision does not prevent Luther Seminary from providing food and nonalcoholic beverages to race participants.

6. Water Stops and First Aid Stations. The implementation of water and first aid stations will be at the discretion of Luther Seminary.

5. Garbage and Rubbish Removal. All garbage and refuse generated by the 5-K Run/Walk, including that left by spectators, will be removed properly and disposed of by sundown on the day of the Race.

Seminary's responsibility to provide the required documents in a fashion wholly consistent with the dates stated in this Agreement.
IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

Luther Seminary

By _____

Donald B. Lewis, Its Vice President

City of Lauderdale

Jeff Dains, Its Mayor

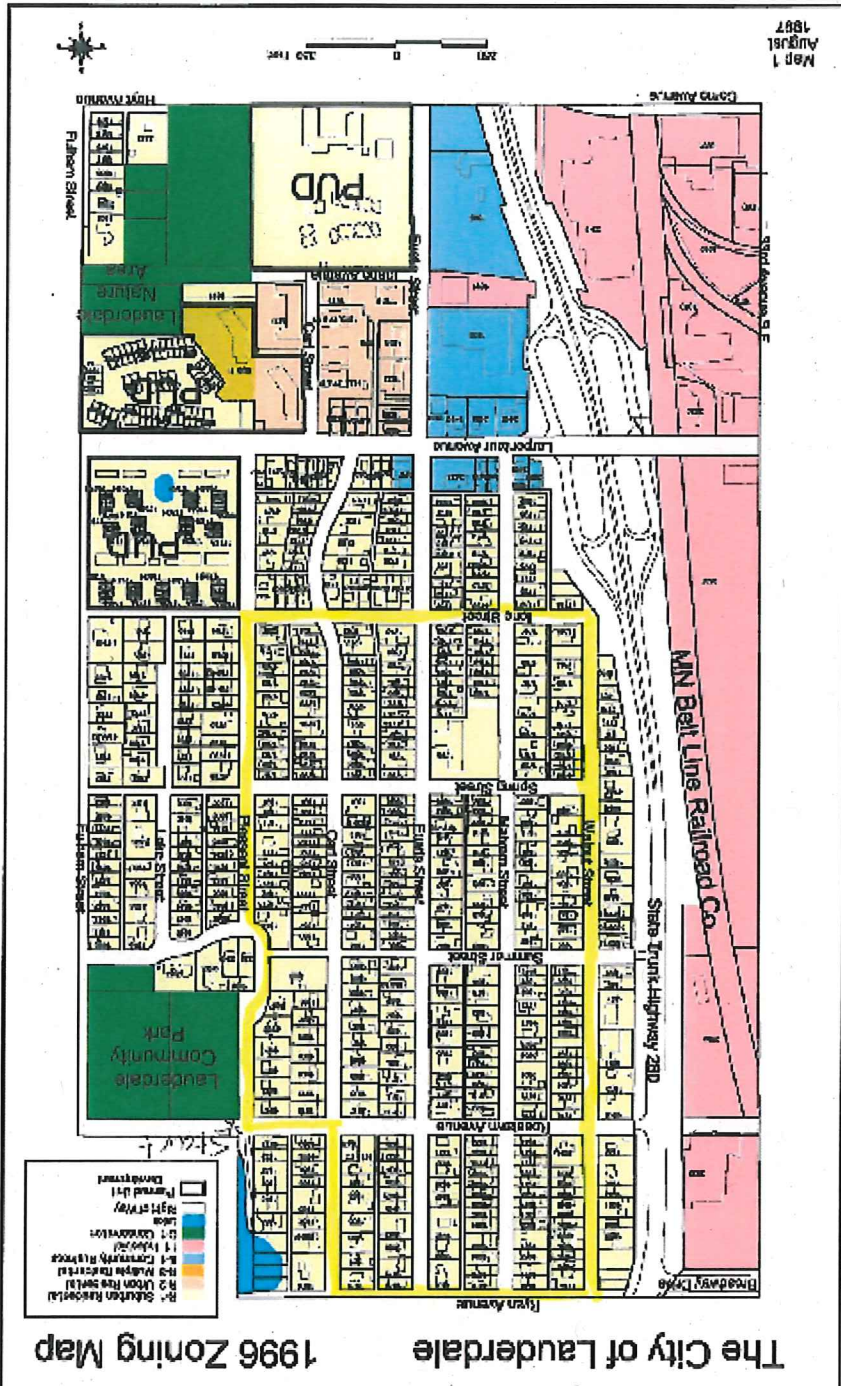
ATTEST:

Heather Burkowski,
Its City Administrator

**Exhibit A
Route Map**


Luther Seminary - Sunnyside St S/22/11 2pm

*Highway 2
Route X2
3.04 miles*



LAUDERDALE COUNCIL ACTION FORM

Action Requested
Consent _____
Public Hearing _____
Discussion <input checked="" type="checkbox"/>
Action _____
Resolution _____
Work Session _____

Meeting Date <u>May 10, 2011</u>
ITEM NUMBER <u>Park Usage Fees</u>
STAFF INITIAL 
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

During the last budget discussion the Council briefly batted around whether to charge folks who want to reserve the picnic shelter or some other park feature. I feel like the Council wasn't interested in charging residents because they are tax payers, but was considering the pros and cons of charging non-residents or large groups.

The picnic shelter is the most commonly reserved park feature. We receive a fair number of out-of-town reservations because it is free. Twice a week a group of Roseville seniors reserve the tennis courts. The ball field is reserved less frequently and we don't allow folks to reserve the playground equipment.

One benefit of charging non-residents would be to raise money to off-set park maintenance costs. Another is to decrease non-resident usage so it is more available for residents. Large groups create other issues, namely, they leave large amounts of garbage behind so the park is less enjoyable for other users until it is cleaned up on Monday mornings. It might be worth charging large groups and using the money to hire someone to keep an eye on the park over the weekends.

I thought you might be interested in how Roseville and Falcon Heights charge for their shelters and fields (attached).

OPTIONS:

Discuss options and provide staff direction. Staff would revise the park ordinance, if necessary, after the discussion.

STAFF RECOMMENDATION:

COUNCIL ACTION:

Park and Facility Rental Fees

Venue	Amenities included in rental	Half Day 9am-3pm 4pm-10pm	Full Day 9am-10pm
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. 2050 Roselawn and Cleveland (corner of Roselawn and Cleveland)	Park Building Full Kitchen (stove, oven, frg/freezer, sink, microwave) Tables and Chairs Inside Bathrooms 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50) and off street parking	\$100.00 + Tax	\$200.00 + Tax
East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Curtiss Field Building and Picnic Shelter 1551 W. Iowa Ave.	Park building Inside Bathrooms Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10) and off street parking	\$50.00 + Tax	\$100.00 + Tax
Rentals: Play Kit	Play kit variety of balls, frisbees, and other play equipment	\$15.00 + Tax	
Set up/Tear Down		\$25.00	

* For park building rentals there is a \$200 damage deposit required that needs to be made in a separate form

than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday-Friday 8:00am-

4:30pm, (Summer hours: 7:30am-5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day-Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City

Hall office hours.

* Park building rental permits will be issued when payment is received. Holding reservations without payment is

not accepted.

* If you plan on bringing any equipment (i.e. inflatable devices, dunk tanks etc.) into the park you must

disclose to a city employee during the reservation process. The city may require documentation such as:

hold harmless agreement or certificate of insurance naming the city has an additional insured.

Field/Court/Rink Rental Fees
 You may rent Community Park's soccer field, tennis courts or basketball courts
 and Curtiss Field's ice rink (seasonal)

Additional Hours	Fee Seasonal 2 hr block time April-October Consecutive times in one week	Fee (2 hr. block time)	Renters
	-	\$20+ tax	Resident
	-	\$30+ tax	Non Resident
	1-2 times per week \$50.00 3-4 times per week \$100.00 5-7 times per week \$150.00	\$20+ tax	Youth Organizations (must be open to serving residents of Falcon Heights)
\$10 + tax	1-2 times per week \$75.00 3-4 times per week \$125.00 5-7 times per week \$175.00	\$30+ tax	Adult Organizations
	Case by case basis	\$25	Striping a soccer field

Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.

Field rental permits will be issued when payment is received.

Disclaimer:

All short term rentals (1-5 times) entitle the customer to use of the field as is: anything additional will be the customer's responsibility (i.e. striping the field or providing bases.) Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.



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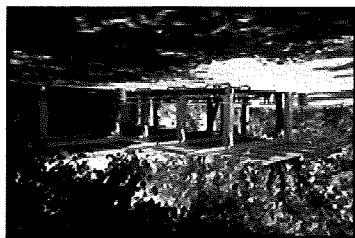
Jaycees Shelter

Roseville Listens

- Request Services
- Ask Questions
- Receive Updates

- Jaycees Shelter
- FOR Parks Shelter
- Foundation Shelter
- Lions Shelter
- Central Park Frank Rog Amphitheatre

Ideally suited to host group celebrations, corporate events, and outdoor receptions. This scenic lakeside site features a modern kitchen with stoves, refrigerator and freezer, stainless steel serving surfaces, a fire ring and restrooms. The Jaycees Shelter is close to play equipment and trails.



Shelter Amenities	
Size (square ft)	5,340 Restrooms
Capacity	300 Trails
Tables	30 Play Field
Electricity	Yes Volleyball Court
Kitchen Facilities	Yes Play Structure
Water	Yes

Times listed on the above calendars are existing reservations. Any time not listed is available!

2011 Jaycees Shelter Availability	
April	Yes
May	Yes
June	Yes
July	Yes
August	Yes
September	Yes
October	Yes

Location
2540 Lexington Avenue N

2011 Rental Information

6 Hour Rentals
9:00 am-3:00 pm
4:00 pm-10:00 pm
Regular: \$121
Resident: \$98

Full Day Rental
9:00 am-10:00 pm
Regular: \$200
Resident: \$179



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Foundation Shelter

- Receive Updates
- Ask Questions
- Request Services

Roseville Listens
 Amphitheatre
 Central Park Frank Rog
 Lions Shelter
 Foundation Shelter
 FOR Parks Shelter
 Jaycees Shelter

The Foundation Shelter has many activity options. This outdoor facility is adjacent to a large accessible play area, two tennis courts, and paved pathways that circle Bennett Lake. It also includes kitchen facilities and restrooms.



Shelter Amenities	
Size (square ft)	1950 Restrooms
Capacity	200 Trails
Tables	15 Play Field
Electricity	Yes Volleyball Court
Kitchen Facilities	Yes Play Structure
Water	Yes

2011 Rental Information
 2495 Victoria Street N
 Location
 2011 Rental Information
 6 Hour Rentals
 9:00 am-3:00 pm gr
 4:00 pm-10:00 pm
 Regular: \$111
 Resident: \$87
 Full Day Rental
 9:00 am-10:00 pm
 Regular: \$190
 Resident: \$162
 2011 Foundation Shelter
 Availability
 April
 May
 June
 July
 August
 September
 October
 Make plans to hold your event in Roseville!
 Times listed on the above calendars are existing reservations. Any time not listed is available!