



Park Board Agenda
Rochester Boards & Commissions - Park Board
April 4, 2023
4:30 p.m.

Attending and Viewing the Meeting:

Attend the meeting in person - City Hall Conference Room 104, 201 4th St SE

A recording is made available after the meeting at the [City's website](#).

Pledge of Allegiance

Park Board Meeting Procedures

View the Park Board's [Rules of Procedure and Operation](#).

1. Call to Order / Roll Call

2. Approval of Minutes

2.A. Minutes for the Park Board Meeting of March 7, 2023

Accepting the minutes and video of the March 7, 2023, Park Board meeting as the official record of the Rochester Park Board.

3. Order of Agenda

4. Open Comment Period

15 Minute Total Time Limit for Items Not on the Agenda.

4.A. Open Comment Period Guidelines

5. Reports

5.A. Parks and Recreation Department Monthly Reports

Receiving and filing reports for the month of March 2023, as prepared by Parks and Recreation Department staff.

6. Old Business

7. New Business: Monthly Approval of Bills

7.A. Parks and Recreation Department Monthly Bills

Approving of the bills as presented.

7.B. Parks and Recreation Financial Performance Year-to-Date (YTD)

Receiving and filing the financial performance report at each meeting. Informational only, no action required.

8. New Business: Consent

8.A. Parks and Recreation Department Recreation Programming Plan 2023-2028

Approving the Recreation Programming Plan for 2023-2028 as part of the Parks and Recreation Department's Commission for Accreditation of Park and Recreation Agencies (CAPRA) effort.

8.B. Planter Purchase for Central Business District

Authorizing the purchase of 24 self-watering planters in the amount of \$12,163.80 to continue planter replacement in the Central Business District.

8.C. Contract with Wilson Custom Tree for Ash Tree Removal

Authorizing the contract with Wilson Custom Tree in the amount of \$21,393.50 to allow the contractor to remove 41 public Emerald Ash Borer (EAB) infested ash trees and high risk trees from the public right-of-way.

8.D. Cascade Lake Playground Expansion Site Work

Authorizing contract with KATS Excavating in the amount of \$134,000 for site work related to the playground expansion at Cascade Lake Park.

8.E. Contract with Best Rubber Mulch for Purchase of Playground Mulch

Authorizing a contract with Best Rubber Mulch in an amount not-to-exceed \$95,000 for the purchase of playground mulch.

8.F. Mayo Park Improvements

Authorizing the concrete and electrical improvements at Mayo Park supporting events through the installation of concrete pads/locations for various types of vendors and electrical service to support those vendors.

8.G. 2023 Tree Stump Removal Contract

Approving stump grinding contract with Wilson Custom Tree Service to remove 530 total stumps in all three size classes for the amount of \$45,437.60.

8.H. 2023 Opportunity Services Parks Litter Pick Up

Approving agreement with Opportunity Services to continue the program started in 2021 for the pick up of litter in the parks.

8.I. 2023 Flood Control Trail Lighting - Cascade Creek Trail West Bank

Authorizing a 2023 LED trail lighting project in the amount of \$48,000 for the replacement of 17 fixtures and poles on the Cascade Creek Trail West Bank.

9. New Business: Miscellaneous

9.A. Parks & Recreation Department Policy: Review of the Commission for Accreditation of Park and Recreation Agencies (CAPRA) Standard

Receiving and filing an update on the Commission for Accreditation of Park and Recreation Agencies (CAPRA) standard related to policy review, and requesting that the board review department policies.

9.B. Community Initiative Impact Fund Project Proposals

Reviewing project proposals submitted for the Community Initiative Impact Fund Project request.

10. Other Business

10.A. Park Board Meeting Agenda Planner

At the end of the Park Board meeting, board members and staff will consider items that need to be placed on future agendas.

11. Adjournment



REQUEST FOR ACTION

Minutes for the Park Board Meeting of March 7, 2023

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

Approval of Minutes

PRESENTER:

Paul Widman

Action Requested:

Accepting the minutes and video of the March 7, 2023, Park Board meeting as the official record of the Rochester Park Board.

Report Narrative:

The Minutes are the official record of the Rochester Park Board.

Priorities & Foundational Principles:

Quality Services for Quality Living
Social Equity

Policy Considerations & DEI Impact:

Minutes for every meeting are accepted and published by the Parks & Recreation Administration with the approval of the Board, as required by law to promote transparency and ease of access to official City Boards & Commissions documents.

Prior Legislative Actions & Community Engagement:

Minutes are adopted for each meeting.

Fiscal & Resource Impact:

No fiscal impact to report.

Alternative Action(s):

No alternative actions suggested at this time.

Prepared By:

Kelly Evans

Attachments:

[Minutes - Park Board March 7, 2023](#)



ROCHESTER PARKS AND RECREATION DEPARTMENT
201 4 STREET SE - ROOM 150
ROCHESTER, MN 55904

MEETING NOTICE
BOARD OF PARK COMMISSIONERS
March 7, 2023
04:30 PM
Room 104, City Hall

Minutes

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER/ROLL CALL

Attendee Name	Title	Status	Arrived
Mark Bilderback	Board Member, Ward 4	Present	
Linnea Archer	President	Present	
Richard Dale	Board Member, Ward 5	Present	
Angela Gupta	Board Member, Ward 2	Present	
Vickie Anderson	Board Member, Ward 3	Present	
Chad Ramaker	Board Member, Ward 6	Present	
Martin Cormack	Board Member, Ward 1	Present	

A. PARK BOARD RULES AND PROCEDURES
PARK BOARD MEETING PROCEDURES

2. APPROVAL OF MINUTES

1. MINUTES OF THE FEBRUARY 7, 2023 PARK BOARD MEETING

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Martin Cormack, Board Member, Ward 1
SECONDER:	Angela Gupta, Board Member, Ward 2
AYES:	Bilderback, Archer, Dale, Gupta, Ramaker, Cormack
ABSENT:	Anderson

3. ORDER OF AGENDA

Ms. Archer informed that the 2022 Outdoor Pools Season Review would be moved under old business.

4. OPEN COMMENT PERIOD. 15 MINUTE TOTAL TIME LIMIT. FOR ITEMS NOT ON THE AGENDA.

1. OPEN COMMENT PERIOD

Ian Jarman wished to be heard. Mr. Jarman expressed concerns on behalf of residents on Memorial Parkway and 7th Avenue of the proposed bike path between the 5th tee in Soldiers Field and the Highway 14 bridge. He told of the reasons they oppose the new bike path and spoke of the established connection to the bike path system. Mr. Jarmin asked the Park Board to consult with the neighbors in the decision on the bike path and to consider alternatives, mentioning some of the alternatives.

5. REPORTS

A. DIRECTORS REPORT

1. MONTHLY REPORTS

Mr. Widman spoke to the team member features in the reports and thanked the team for all of the work represented in the reports.

6. OLD BUSINESS

1. SUMMARY OF PILOT DEER MANAGEMENT PROGRAM 2022

Mr. Widman reported that the Rochester Archery Club (RAC) has been a great help and are in the process of getting feedback from the hunters that were involved in the effort. Overall, feedback from RAC and staff is the effort was a success. He spoke to issues to improve upon. Mr. Widman reported that RAC and hunters shared information on shots taken, tracking efforts, etc. He referred to Indian Heights Park and the engagement from the neighbors of the park. Mr. Widman reported that 35 deer were harvested as part of the effort.

Mr. Widman spoke to feedback and some negative reaction received when the signs were put out, noting that most feedback was in support of the hunt due to conflicts.

Mr. Widman reported that RAC wants to work with the department for a 2023 hunt and feels they will be well informed due to the 2022 effort.

Mr. Cormack referred to the 35 deer harvested and inquired on the expectation. Mr. Widman was informed that having 30 hunters and averaging 1 or 2 deer would be considered a success. RAC wanted to start small so greater numbers could be seen in future efforts.

Mr. Cormack referred to years out and asked if a drop in deer/car conflicts realized would be considered a successful effort. Mr. Widman spoke to the goal of seeing less conflict and getting the population more under control. Mr. Ramaker said the population is going to grow so anything that can be done to manage the population is good. Mr. Bilderback commented that as the City continues to grow, animals are forced to live within the City and are forced to adjust. He spoke to using drones or flyovers to determine population. Ms. Gupta is all for trying to figure out indicators of success, car/deer conflicts being interesting to track, but also not wanting to put in a ton of effort into tracking as there is only so much that can be done.

Mr. Dale inquired on the number of hunters. Mr. Widman answered they started with 35 and went down to 31.

Mr. Dale inquired on the limit on how many deer can be taken. Mr. Widman referred to DNR guidelines and being able to tag five deer.

Mr. Dale asked what was done with the kill. Mr. Widman reported all deer were tested for chronic wasting disease (CWD). The meat was donated, given away, or kept by the hunter.

Mr. Dale asked if RAC felt the effort was successful. Mr. Widman responded that RAC is interested in the deer population. The hunters were engaged and felt the effort was worth their while.

2. 2022 OUTDOOR POOLS SEASON REVIEW

Mr. Boldt reported that the department again partnered with the Rochester Swim Club (RSC) and both outdoor pools were opened with additional funding from the City Council for Silver Lake Pool. He reported that the City Council also approved lowering the entry fee which created more opportunity for community members to swim. Mr. Boldt spoke to vandalism at Silver Lake Pool and other maintenance issues. He reported on a great year of partnership with RSC, RSC offering more and more, and doing a great job keeping their staff well trained. Mr. Boldt provided details on some of the training.

Mr. Boldt reviewed the numbers from the 2022 season.

Mr. Boldt reported on the outdoor pools planning for 2023. They are in the midst of planning for a new Soldiers Field Pool and hope to have it open in 2024. He reported they are planning to open Silver Lake Pool in 2023 with Soldiers Field Pool being off line.

Ms. Gupta referred to Silver Lake Pool hours and asked if they would be expanded in 2023. Mr. Boldt responded the pool would be open more.

Ms. Gupta asked if the inflatable amenity would be back at Foster-Arend. Mr. Boldt answered yes, they have reached out to renew the agreement.

Ms. Gupta asked if Cascade Lake will be open. Mr. Boldt answered yes and spoke to the construction occurring.

Ms. Anderson asked for verification that Cascade Lake is an un-staffed beach. Mr. Boldt verified, stating that the beach would likely eventually be staffed similar to Foster-Arend as the area becomes activated and with added amenities.

Ms. Gupta referred to Soldiers Field Pool being off line and asked if the beaches would be staffed with lifeguards during hot days, busy weekends, etc. Mr. Boldt responded they have not explored that option.

Mr. Dale asked if there were ever lifeguards at Foster-Arend Beach. Mr. McCamish reported there were lifeguards, there was a drowning, and the State recommended not guarding the beach. He added very few beaches in the State have life guards. Mr. Nigbur referred to Cascade Lake Beach and informed the insurance representative did not advocate for life guarding the beach.

Mr. Ramaker inquired on causes for increased attendance. Mr. Boldt responded that no fees in 2021 and half price fees in 2022 would account for most of the increase.

Mr. Dale inquired on the rate at Silver Lake Pool. Mr. Boldt informed of approved rates.

Mr. Bilderback recommended publicizing areas that people can swim with Soldiers Field Pool going off line.

Ms. Gupta asked if there would be season passes. Mr. Boldt answered yes.

Mr. Dale inquired on AccessAble Recreation and other free users at Silver Lake Pool and not Soldiers Field Pool. Mr. Boldt spoke to programming.

Mr. Ramaker challenged the increased attendance being purely based on fees and feels a lot is based on publicity. He said with talk of closing the pool, there is outcry in the other direction.

Ms. Anderson inquired on other space or time to utilize for free swim lessons. Mr. Boldt responded those discussions just started with swim club staff.

Discussion was held on using Gamehaven.

Ms. Archer, on behalf of the Park Board, thanked Mr. Boldt for the review.

7. NEW BUSINESS

A. APPROVAL OF DEPARTMENT BILLS FOR THE MONTH

1. MONTHLY BILLS

Mr. Dale referred to packet page 51, Graham Arena, and the payments to Olmsted County Public Works. Mr. McCamish explained the bills and the agreement with Olmsted County.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chad Ramaker, Board Member, Ward 6
SECONDER:	Mark Bilderback, Board Member, Ward 4
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

PARKS AND RECREATION FINANCIAL PERFORMANCE YTD

B. CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mark Bilderback, Board Member, Ward 4
SECONDER:	Martin Cormack, Board Member, Ward 1
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

1. MCQUILLAN PARK OUTDOOR RECREATION GRANT APPLICATION RESOLUTION

2. FOX VALLEY PARK PLAYGROUND

3. 125 LIVE AIR HANDLING UNIT FOR LOWER LEVEL SPACE

C. PULLED FROM CONSENT

1. GEESE MANAGEMENT ACTIVITIES 2023

Ms. Gupta inquired on the metrics to gauge success. Mr. Widman responded there is no optimal number of resident geese, that it is entirely up to the board.

Ms. Gupta referred to conflicts and complaints and asked if those metrics are being tracked. Mr. Widman reported that calls and complaints are tracked, adding the department also gets comments from stakeholders. He stated the main conflict being addressed is making the amenities of the Park System usable.

Mr. Bilderback referred to calls, complaints, and support and asked where that falls. Mr. Widman responded the push back has turned around considerably. People they encountered while doing the work were mixed.

Mr. Cormack asked if the effort is limited by the number of volunteers. He spoke to an increase of geese at Bear Creek and Slatterly Parks. Mr. Widman reported the effort started with the parks listed as that is where most of the feedback was received, noting Bear Creek and Slatterly Parks could be added. Mr. Widman spoke to the previous hybrid method of volunteers and contracting services that could be increased. Mr. Ramaker is agreeable to adding locations but spoke to prioritizing.

Mr. Dale asked what process would be used. Mr. Widman answered dummy eggs and if they run out, oil.

Mr. Dale asked if ceramic eggs are as efficient as addling. Mr. Widman prefers ceramic eggs but feels both outcomes are as effective.

A motion was made by Mr. Cormack, seconded by Mr. Ramaker approving nest management activities for spring 2023 at Silver Lake Park, Cascade Lake Park, Foster-Arend Park, Soldiers Field Park, Quarry Hill Park, Slatterly Park, and Bear Creek Park. Motion carried.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Martin Cormack, Board Member, Ward 1
SECONDER:	Chad Ramaker, Board Member, Ward 6
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

2. SOLDIERS FIELD - MASTER PLAN IMPLEMENTATION DESIGN SERVICES

Mr. Dale spoke to funding for development north of the golf course. He referred to packet page 71, the southwest trail, and funding not intended for projects on the south end of the park. Mr. Dale spoke to this being previously discussed, the decision that nothing would be done on the south end for five years, informing that some work has already been done. Mr. Nigbur reviewed that in 2014, the Park Board focused efforts on the area north of the golf course. He referred to the updated master plan that includes the trail and spoke to funding components that include the trail.

Ms. Anderson referred to packet page 98 and the preferred concept plan versus the preferred concept alternative plan being attached. Mr. Ramaker inquired on Ms. Gupta previously stating the southwest trail was an important piece of the trail that is missing. Ms. Gupta spoke to the trail on Gibbs Drive that she thought was being improved that should be expanded as a trail segment. She referred to Memorial Parkway where there is no trail and she thinks it is an important trail segment that should be added. Mr. Nigbur clarified the contracts are to do final designs, reporting the Park Board and City Council approved the preferred concept alternative plan to be designed and vetted through. Mr. Nigbur spoke to Memorial Parkway and the grant and DMC dollars to add a trail as no trail exists. He spoke to improving the trail segment on Gibbs Drive as well.

Mr. Dale asked if there would community engagement on the trail. Mr. Nigbur reported staff has offered to meet, informing the decision to put a trail there has been made, is being designed, and will go to the City Council for approval. He spoke to community engagement around the entire master plan. Ms. Gupta spoke to the Historic Southwest Neighborhood Association being active and engaged, reporting she has received as much feedback in support of adding the trail segment as not. Mr. Nigbur reported they reached out to the Memorial Parkway Neighborhood Association and did not hear back. Mr. Widman added the entire package was included in engagement. Mr. Nigbur spoke to engagement with the biking community. Mr. Bilderback inquired on what body would approve the trail. Mr. Nigbur informed they are doing the planning but approval will come from the City Council on the entire package that will be bid.

Mr. Ramaker stated that when a project gets lost in other issues, people do not feel they are being heard.

Mr. Bilderback spoke to staff making best efforts with engagement, the trail being in the planning/design phase, and final approval being with the City Council.

Ms. Anderson lives next to a bike path and it has not really been a big deal. She spoke to it being parkland.

RESULT:	APPROVED [6 TO 1]
MOVER:	Richard Dale, Board Member, Ward 5
SECONDER:	Angela Gupta, Board Member, Ward 2
AYES:	Bilderback, Archer, Gupta, Anderson, Ramaker, Cormack
NAYS:	Dale

3. FURNACE REPLACEMENTS AT PARK SHOP

Ms. Gupta asked if heat pumps were considered. Mr. Widman reported it was an urgent situation as the furnace was cranking out carbon monoxide into the work area.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Angela Gupta, Board Member, Ward 2
SECONDER:	Vickie Anderson, Board Member, Ward 3
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

4. COOK PARK OUTDOOR RECREATION GRANT

Mr. Dale asked if a dog park is included in the grant. Mr. Feece answered no, informing the grant includes the replacement of the majority of the playground equipment, the installation of an accessible route from the parking lot to the playground, and the completion of the trail loop along the south side of the park.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Richard Dale, Board Member, Ward 5
SECONDER:	Martin Cormack, Board Member, Ward 1
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

5. QUARRY HILL PLAYGROUND SITE WORK

Mr. Dale expressed thanks for this finally getting done after six years.

Ms. Gupta does not like using rubber chips at playgrounds.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Richard Dale, Board Member, Ward 5
SECONDER:	Mark Bilderback, Board Member, Ward 4
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

6. 2023 FIELD MARKING PAINT

Mr. Dale and Ms. Gupta asked if a robot would be doing the work. Mr. Schaber responded it will do part of the layout this year. He reported they had a demonstration previously and are using a GPS robotic painter this year.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Angela Gupta, Board Member, Ward 2
SECONDER:	Martin Cormack, Board Member, Ward 1
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

7. 2023 FLOOD CONTROL RAILING PAINTING

Mr. Dale asked if the work went out for bids. Mr. Schaber reported they reached out to vendors and most were not excited to do the work. The department has worked with Sorenson & Sorensen and they have done a great job.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Richard Dale, Board Member, Ward 5
SECONDER:	Martin Cormack, Board Member, Ward 1
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

8. TALL GRASS MOWING CONTRACT 2023

Mr. Dale inquired on the discrepancy. Ms. Litchy responded that Wilson Custom Tree has done the work in the past whereas this is the first time Arnold's Kleen Tech has done the tall grass and weed enforcement. She reported the work was sent out for bids but it is not very popular work. Mr. Nigbur explained that on any bid, staff has no idea what the contractors are thinking, adding it is up to them and how they view the project.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Richard Dale, Board Member, Ward 5
SECONDER:	Martin Cormack, Board Member, Ward 1
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

9. 125 LIVE LOWER LEVEL SPACE CONSTRUCTION BID

Ms. Gupta asked for a review of the project. Mr. McCamish reported the project is part of the referendum funding package to finish that unfinished space. He spoke to a planned cafeteria space not being realized. Mr. McCamish reported the project entails an open space with flooring the same as what is in 125 Live's fitness area. He added the space would be home to AccessAble Recreation, reporting it is in the contract and will meet both needs of AccessAble Recreation and 125 Live.

Ms. Archer asked if it will be a four wall room. Mr. McCamish reported there will be storage, a restroom, etc.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Angela Gupta, Board Member, Ward 2
SECONDER:	Martin Cormack, Board Member, Ward 1
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

10. OUTDOOR TENNIS CENTER BUILDING UPDATES

Mr. Dale referred to the project being \$28,000 short and asked if the money would come from referendum funds. Mr. Nigbur responded there is a little bit of excess funds that will be used.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Richard Dale, Board Member, Ward 5
SECONDER:	Martin Cormack, Board Member, Ward 1
AYES:	Bilderback, Archer, Dale, Gupta, Anderson, Ramaker, Cormack

D. OTHER NEW BUSINESS

8. OTHER BUSINESS

1. PARK BOARD MEETING AGENDA PLANNER

Ms. Archer reviewed the items that are planned for.

Mr. Dale spoke to volunteer recognition, thanking volunteers as a board for what they do. Discussion was held on volunteer efforts for the department and recognition of those efforts. Mr. Widman shared the team has discussed volunteer coordination, wanting to grow the team and have someone take this on. Ms. Archer said the topic would be touched on in conjunction with the partnership overview.

Ms. Anderson spoke to lap swim at the Recreation Center. She told of the Dan Abraham Healthy Living Center pool being down for a couple of months, people going to the Recreation Center and being turned away as they are at capacity. Ms. Anderson spoke to scheduling lap swim online, COVID measures no longer being as necessary, and taking that cap off. Mr. McCamish reported this was an operational decision made due to COVID that has continued and worked well. He said it is a great issue to forward to him to look into. Mr. McCamish added it is a way of doing business, staff thinks it is the best way at this time but are open to finding a solution.

9. ADJOURNMENT

Ms. Gupta spoke to a better job of clearing underpasses on the bike trail, stating great job.

Ms. Gupta spoke to a great agenda due to there being so much investment in the system.

Mr. Cormack thanked everyone involved for the effort of clearing underpasses.

Ms. Anderson gave kudos to staff with snow removal.

BOARD OF PARK COMMISSIONERS AGENDA

3/7/2023

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Mr. Dale informed the Silver Lake snow dump has snow in it. Mr. Nigbur reported that was authorized as an emergency situation due to the amount of snow.

Mr. Ramaker referred to the consent agenda, noting that 3 out of 13 items were passed. He is glad items are being looked at carefully but suggested single questions be taken care of by email.

Mr. Widman stated that staff welcomes feedback on any item prior to the meeting. He does not want to keep public discussion out of the mix but spoke to the criteria for the consent agenda including past discussion or routine items.

A motion was made by Ms. Gupta, seconded by Ms. Anderson to adjourn the meeting. Meeting adjourned at 5:57 p.m.

10. NEXT MEETING

TUESDAY, APRIL 4, 2023

CONFERENCE ROOM 104, CITY HALL

Park Board Open Comment Period Rules

Purpose:

This agenda section is primarily for the purpose of allowing Rochester Residents to address the Park Board on a topic of their choice.

The following guidelines apply:

- This section of the agenda may not be used as a forum to continue discussion on an agenda item which has already been addressed by the Park Board.
- This agenda section is limited to 15 minutes and each speaker is limited to 4 minutes.
- Parks and Recreation staff will manage speaker times. Staff will indicate when the speaker has one minute remaining and again when the time limit has been reached.
- Any speakers not having the opportunity to be heard will be first to present at the next Park Board meeting.
- The name of the speaker must be provided.
- Matters currently under negotiation, litigation or related to personnel will not be discussed in this forum.
- Questions posed by a speaker will generally be responded to in writing.



REQUEST FOR ACTION

Parks and Recreation Department Monthly Reports

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

Reports

PRESENTER:**Action Requested:**

Receiving and filing reports for the month of March 2023, as prepared by Parks and Recreation Department staff.

Prepared By:

Kelly Evans

Attachments:

[Report - Weekly Updates March 2023](#)

March 31, 2023

Thrive Outside! Winter Activity Trailer & Building Blocks Neighborhood Party

Trailer: The LGR Class of 2022 took on the Thrive Outside! Winter Activity Trailer as the class project and turned the trailer over to Parks & Rec in the fall. Parks & Rec staff was busy over the winter month delivering the trailer for reservations all across Rochester. In total, 26 community groups utilized the trailer for their community events during the November – March winter season. Staff will be conducting an inventory of supplies and replacing equipment with the funds donated from the LGR Class.

Reservations are being accepted for the summertime Building Blocks Neighborhood Party Trailer. This trailer was organized and donated by a previous LGR Class. The trailer is available each summer from May through October. More info on reserving the trailer can be found on our website: www.rochestermn.gov/mobilerec.

Pipsqueaks Indoor Playground: It's been a great bounce back season so far at Pipsqueaks Indoor Playground; our busiest since 2019-2020. Parties held and tickets/punch cards sold stats are listed below. Pipsqueaks opened in mid-November and will close for the season in late April. We have a great staff this year and the families and kids are really enjoying their visits.



Pipsqueaks	Daily Tickets	Punch Cards	Parties
11/14/22-3/19/23	658	234	56

Adult Sports Leagues: Several Adult Sports Leagues wrapped up at the end of February including dodgeball, broomball, basketball and winter volleyball. Spring Volleyball is currently underway with 114 teams participating at the National Volleyball Center in this season that runs from March – April. Registration is currently open for summer slowpitch softball, summer kickball and sand volleyball. These leagues begin in May. The team picture is from the “507” dodgeball team that won the regular season and playoffs this year.

Summer Staffing: Hiring for summer programming is underway. These positions include staff for the Outdoor Tennis Center at Kutzky Park, Security at Foster Arend Beach, Mobile Recreation and AccessABLE Recreation. Plans are also in the work for the outdoor summer pool season. Applications can be submitted at <https://www.rochestermn.gov/jobs>. The department is working with the Rochester Swim Club to provide staff and structure for the pool season.



Community Bike Grant: In the January Recreation Division update, it was shared that the community bike share at the Rochester Public Library ended in 2022. The Parks & Rec staff worked with a group of volunteer bike mechanics to repair the remaining orange bikes over the winter with the intent to make them available to the

community as part of community bike grant. Nearly all the remaining bikes have been repaired now and staff is nearly ready to open the bike grant applications. This process should begin in April with bikes to be granted to individuals or organizations in May. A press release will be sent out to kick start this process.

Teammates of the Week: The Parks and Recreation department is fortunate to have great teammates who provide support to others across all divisions, facilities and parks. I'd like to introduce you to two of them...



MyLam Nguyen has been the Accounting Clerk for the Parks & Recreation Department since 2015. MyLam works closely with the city's finance department and she plays an important role in handling most financial duties for the department and assists teammates from all divisions. She also provides support and troubleshooting expertise for the department's recreation management software, Rec Trac. During her free time, she loves to spend time with her family, take walks, read as many inspirational books as possible, and make sure she doesn't miss her meditation sessions in the morning and at night.



Melissa Rehne joined the Parks & Recreation Department just this month as the Administrative Assistant at the City Hall office. Melissa replaces Brenda Burke who retired after 30+ years with the department. Melissa is the first point of contact for community members who call the parks general number or visit the city hall office. She also assist teammates with a variety of administrative duties. In her spare time she loves to be outside riding bike, walking her dog, and paddle boarding. She along with her husband, Brian, have two teenage daughters, Rylee and Camryn, who are involved in dance. They also love to cheer on the Vikings and go camping in the summer.

March 24, 2023

Mayor, Council, City Administration and Parks and Recreation Team:

One of the harbingers of spring weather is the sighting of pickleball players at Cook Park. Nets are installed and we are ready for the outdoor season!

As you know Parks and Recreation is working on advancing several projects. Many of you have been contacted about the Southwest trail connection that is part of the Soldiers Field Master Plan phase 1 projects. Just a few reminders -

- The City Council reviewed the [Park Board recommendation](#) at their January 23rd Study Session. There was strong support voiced to advance the Preferred Alternative Concept and other Phase I projects to final design.
- The Council's upcoming action on this will be authorization to bid the project. We anticipate that action at the April 17, 2023 Council Meeting.
- The final design of the trail component is still underway and Park teammates are working to address feedback and concerns from the neighbors, while at the same time prioritizing safety and projected trail use.
- In addition to concerns brought to us from adjacent property owners, we continue to hear from those who have been anticipating the trail completion.

Please contact me or Mike Nigbur if you have any questions. If there are resident questions regarding the engagement process, design or history of the trail planning, please refer them to us.

Our program highlight once again comes from the one-person (full time) team at the **National Volleyball Center, Darla Heikes**. Congrats to Darla on another successful season.

The Courts are still VERY busy here at the NVC. This is our twelfth straight weekend of tournaments.



Odd Cup Awards

Most of those of course were volleyball, but we did also host a portion of both the boys and girls weekends of the RCYBA Basketball Tournaments.

This past weekend was another one of Southern Minnesota Volleyballs Clubs annual 2-day tournaments. This one is called the Odd Cup as it features the odd age divisions for 13, 15, & 17 year old teams. For this event there were 72 teams in town for the weekend.

Yes we are busy the rest of the week too. Monday through Thursday we currently have 20 youth teams that all practice twice a week. Near the end of February we started the Adult Recreational League Spring season. There are 115 adult teams playing this season with a little over fifty matches a week. For those that just want to play pick-up games we offer open gym on most Friday & Sunday nights and we have been seeing 100 or more people in attendance at these.



Team Member of the week:

Stephen Matusiewicz has been officiating Park & Recreation Leagues for over 20 years! He started off working Basketball and about a year later he started working volleyball matches too. He made the switch to just working volleyball in the more recent years because he says it is a lot friendlier on the knees. Stephen has enjoyed meeting so many people over the years. We have been fortunate to have him here at the NVC multiple nights a week for the Adult Volleyball Leagues. Rumor has it this will be his last season with us and he will certainly be missed. During his free time he

enjoys babysitting the grandkids, cooking, and everything associated with cooking.

March 17, 2023

Mayor, Council, Park Board, City Administration and Parks and Recreation Team:

In addition to the program highlight below, here are a few updates and reminders:

- Nest management activities will resume soon after geese start nesting. Slatterly and Bear Creek Park were added to the program this year. The work will be conducted by Canada Geese Management, a contractor that specializes in resident geese management. They will be following the Humane Society of the United States protocols.
- A food and beverage concessionaire agreement for Eastwood Golf Course is being recommended for approval at the March 21, Park Board Study Session. We had originally planned on “grab and go” type items that would have been an extension of the Soldiers Field concessions agreement. With the prospect of the clubhouse needing to be in operation for the next 4-8 years we are seeking to provide a more full service option. We have received realistic estimates to bring the kitchen up to health code standards during this time.
- I have had a few questions about the aquatics discussion scheduled for our upcoming Park Board Study Session. We will be focusing on drop-in and programmed activities at Parks and Recreation aquatic facilities. We will also provide updates on the Soldiers Field aquatics project and the Lincolnshire and McQuillan splash pads.



The Graham Arena Complex was the hotspot of the City on March 4th as the best team in all of college hockey, the number one ranked Minnesota Gophers, came to town for two days and held a practice and an inter-squad game at the arena complex. The Gophers had a first round bye so they wanted to get out of town and still stay active. The Saturday game saw a record size crowd in Graham Arena Four as 1,200 people packed the rink.



Meet Matt Hanchulak. Matt is a Building Maintenance worker and has worked at the Graham Arena Complex for ten years. He is our “go-to” guy for all things and a true specialist in ice surface creation and maintenance. He has a newborn son Grant (6 months old) and he is an avid Pittsburgh Steelers fan. His favorite part of working at Graham Arena is seeing that the ice is in top condition and it is as many say it is of the finest in southern Minnesota.



James McLaughlin splits time between the Parks crew and the Graham Arena Complex. He has worked for the Park & Rec team for sixteen years as a Landscape Technician. James is also a skilled ice maintenance teammate and takes pride in the ice conditions of the four-ice sheet facility. Away from work, James enjoys farming duties and has a variety of animals that he cares for on his property. He has two young children (Aubrey and Evan) who are getting into youth sports now so he too will be a very busy sports dad.

March 3, 2023

Mayor, Council, City Administration, Park Board and Parks and Recreation Team:

Mike Schaber, Park Operations Manager has highlighted the work of our mechanics team. To the majority of our park participants their work is conducted behind the scenes, yet their contributions are vital and touch on everything we offer throughout the department.

First we have Terry O'Brien, Terry has been with us for 6 years. In his time away from work Terry farms and likes to hunt and be active with his family in the outdoors. Terry's favorite part of working here is being able to work on different equipment and getting things back on the road..



John Riess, John has been with us for almost one year. When John is away from work John enjoys working on the farm, hunting & fishing. John's favorite part of working here is being around and working on the diversity of the equipment we have.



Along with Terry & John we also have seasonal employee Jay Phillips that has been with us 7 years and assists them for around 1,000 hours each year.

Parks and Forestry has a versatile fleet of equipment that we utilize daily to perform numerous tasks throughout the entire City. From oil changes to brake replacements, DOT Certifications to exhaust

systems, hydraulic leaks to error codes on dashboards, this team is vital to the overall productivity of our team. The work of the mechanics team is vital to safety in the field.

You may picture the Mechanics Team always inside of the shop running back and forth to their toolbox working on vehicles & machinery. That is only a part of their story.

Our Mechanics Team is also called on to do accepting & unloading of all deliveries large & small, supply ordering, any welding of equipment & apparatuses in the field, metal fabricating of flood control railings, trailer gates and doors. Whether it is building something new or reinforcing an existing piece this talented crew is able to address our needs.

Currently the mechanics are assisting with ordering parts and researching new equipment purchases, while also servicing mowers, groomers and other equipment for the spring & summer seasons. Hopefully soon they will be storing plows, blowers and sanders in exchange for sharpening mower blades attaching ballfield groomers and servicing field painting equipment.



REQUEST FOR ACTION

Parks and Recreation Department Monthly Bills

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Monthly Approval of Bills

PRESENTER:

Paul Widman

Action Requested:

Approving of the bills as presented.

Report Narrative:

The bills for the months of March, 2023, are presented for Park Board review and approval.

Fiscal & Resource Impact:

Expenditures are part of the 2023 approved operating budget for the Parks and Recreation Department.

Prepared By:

Kelly Evans

Attachments:

[Report - Detailed Accounts Payable March 2023](#)

[Report - Accounts Payable by Department March 2023](#)

[Report - Revenue/Expense Summary March 2023](#)

**City of Rochester, MN
Park Board
Detailed A/P Report
3/2/2023 to 3/29/2023**

OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Cell Phone/Mobile Charges	CenturyLink	01/07/23-02/06/23	49.98	Flood Control
Cell Phone/Mobile Charges	Verizon Wireless	01/14/23-02/13/23	164.43	Flood Control
Cell Phone/Mobile Charges	CenturyLink	02/07/23-03/06/23	49.98	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007373@400Blk37NWRv	35.00	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007429@800BlkSBDWY	24.59	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007431@108EltonHls	61.95	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007432@690WSlvLkDr	37.64	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007433@390ZumbroRvE	77.21	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007433@390ZumbroRvE	12.48	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007434@225MayoPkDrSE	63.21	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007435@324ZumbroRvS	40.23	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007435@324ZumbroRvS	10.78	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007436@530ZumbroRvE	49.22	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007445@1300BkApacheDrSw	50.51	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007446@16StSW/Zmbo	36.24	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007450@102 2StSE	104.53	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007454@4StSEBrdge	80.23	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007455@Brdwy&8StSE	50.07	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007456@Brdwy&6StSE	52.93	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007456@Brdwy&6StSE	22.69	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007458@CscdeCrk/CCDr	86.25	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007459@4Av&10StNW	114.96	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007460@2Av&13 1/2StNW	73.84	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007461@9Av&8 1/2Av NW	55.43	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007462@9Av&6StSE	100.30	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007463@11 Av& 8 1/2StSE	74.07	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007464@102 2StSE	21.56	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007469@8 1/2St&15AvSE	65.66	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007469@8 1/2St&15AvSE	112.49	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007474@2St%13AvNW	81.17	Flood Control
Electricity	Roch Public Utilities-Electric Division	2007492@WSlvLkDr-TrlLite	106.41	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007492@WSlvLkDr-TrlLite	196.03	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007514@301 6th Ave SE	105.18	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007524@818 10th Ave SE	10.30	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007526@201 2nd St NE	10.30	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007527@1330MayowoodRDSW	158.65	Flood Control

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Storm Water	Roch Public Utilities-Electric Division	2007528@110 Elton Hills	94.71	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007529@	300.27	Flood Control
Storm Water	Roch Public Utilities-Electric Division	2007530@	62.41	Flood Control
Electricity	Roch Public Utilities-Electric Division	2041948@	86.19	Flood Control
Electricity	Roch Public Utilities-Electric Division	2056821@BearCrkBrdgWlkwy	36.58	Flood Control
Electricity	Roch Public Utilities-Electric Division	2111474@4&4SWIrrigationC	35.81	Flood Control
Vehicle/Mach Parts & Supplies	Truckin' America	Backrack Frame/Mount	413.70	Flood Control
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Batteries Core Rtrn	-54.00	Flood Control
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Battery	152.14	Flood Control
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Battery Core Rtrn	-18.00	Flood Control
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Brake Part Cleaner	105.36	Flood Control
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b42510.82310	-85.36	Flood Control
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b43215.82310	-156.64	Flood Control
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b46951.82310	-37.75	Flood Control
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897was42510.82310	-41.54	Flood Control
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Edge/Anerobic/Seal/Gasket	49.97	Flood Control
Vehicle/Mach Parts & Supplies	MPEC- NAPA Auto Parts	Hyd/Oil/Air Filter	62.40	Flood Control
Travel and training	ACRT Services Inc	LCA Recertification Packets	400.00	Flood Control
Equipment Rent	Affordable Portables Inc	Portable Rental	654.00	Flood Control
Vehicle/Mach Parts & Supplies	Ronco Engineering Sales Inc	STR/3125PSI	226.98	Flood Control
Vehicle/Mach Parts & Supplies	Ronco Engineering Sales Inc	Strobe Light	269.00	Flood Control
			5,002.73	Total Flood Control
Natural Gas	MN Energy Resources Corp	1/5/23-1/30/23	3,767.24	CBD Maintenance
Small Tools	Blue Tarp Financial	100pc shockware	99.99	CBD Maintenance
Electricity	Roch Public Utilities-Electric Division	2067214@Chateau Theater	1,391.13	CBD Maintenance
Sanitary Sewer	Roch Public Utilities-Electric Division	2067214@Chateau Theater	22.94	CBD Maintenance
Water	Roch Public Utilities-Electric Division	2067214@Chateau Theater	43.57	CBD Maintenance
Storm Water	Roch Public Utilities-Electric Division	2067214@Chateau Theater	36.81	CBD Maintenance
Sanitary Sewer	Roch Public Utilities-Electric Division	2135817@HOC	19.10	CBD Maintenance
Water	Roch Public Utilities-Electric Division	2135817@HOC	64.24	CBD Maintenance
Electricity	Roch Public Utilities-Electric Division	2139266@	474.53	CBD Maintenance
Rubbish&Brush Removl/Recycling	Waste Management Inc	3/1/23-3/31/23	345.62	CBD Maintenance
Cell Phone/Mobile Charges	Verizon Wireless	5072516343 01/17-02/16	41.14	CBD Maintenance
Bldg & Grnds Contr Mtce & Rpr	Kleen-Tech Services, LLC	ChateauSkywayCleanFeb2023	195.00	CBD Maintenance
Bldg & Grnds Contr Mtce & Rpr	Kleen-Tech Services, LLC	ChateauSkywayCleanMarch2023	390.00	CBD Maintenance

**City of Rochester, MN
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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897was46022.82310	588.18	CBD Maintenance
Steam Heat	Franklin Heating Station	January 2023	36,660.14	CBD Maintenance
Other Supplies	Herold Flags	Nylon Flags	1,011.01	CBD Maintenance
Other Contractual Services	Corporate Management Group, Inc	Staffing Svc	2,880.24	CBD Maintenance
			48,030.88	Total CBD Maintenance
			53,033.61	Total 00101
Due>St of MN 0.25%CityDMCSlStx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	31.83	Park & Rec Fund - BS/GR
Due>St of MN 0.375% St SalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	47.77	Park & Rec Fund - BS/GR
Due>St of MN 0.50% OlmCo SlStx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	63.63	Park & Rec Fund - BS/GR
Due>St of MN 0.50% RochSalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	63.63	Park & Rec Fund - BS/GR
Due>St of MN 6.50% St SalesTax	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	827.48	Park & Rec Fund - BS/GR
			1,034.34	Total Park & Rec Fund - BS/GR
Advertising and Promotion	Superior Screeners Inc	2022 online winter decoration	206.00	Park & Rec Admin
Other Expert & Professnl Svc	Natl Recreation & Park Assn	'23 CAPRA Accrdt Review Fee	3,750.00	Park & Rec Admin
Cell Phone/Mobile Charges	Verizon Wireless	5072067205 01/17-02/16	35.01	Park & Rec Admin
Cell Phone/Mobile Charges	Verizon Wireless	5072732857 01/17-02/16	51.20	Park & Rec Admin
Cell Phone/Mobile Charges	Verizon Wireless	5074210811 01/17-02/16	40.01	Park & Rec Admin
Cell Phone/Mobile Charges	Verizon Wireless	5077218584 01/17-02/16	40.01	Park & Rec Admin
Computer Software/HardwareMtce	Smartsheet	Annual renewal	300.00	Park & Rec Admin
Veh & Mach Contr Mtce & Repair	Wells Fargo Bank	Car Wash-Vehicle 20147	43.25	Park & Rec Admin
Office Supplies	Beckleys Inc	Copy Paper	49.98	Park & Rec Admin
Gasoline and Vehicle LP	Wells Fargo Bank	Fuel-Vehicle 20147	76.08	Park & Rec Admin
Building Rent	Wells Fargo Bank	Golf ReviewPublicHearing-Bldg	1,270.83	Park & Rec Admin
Travel and training	Homeless Training Institute, LLC	HomelessMemship-Trg3/23to3/24	720.00	Park & Rec Admin
Other Expert & Professnl Svc	Verified Credentials Inc	M Rehnelt	218.47	Park & Rec Admin
Other Contractual Services	Beckleys Inc	Shredding Svc	66.50	Park & Rec Admin
			6,867.34	Total Park & Rec Admin
Building Rent	Roch Comm & Technical College	RSC-Facility Rental-Dec 2022	1,584.00	Recreation
Building Rent	Roch Comm & Technical College	RSC-Facility Rental-Jan 2023	1,848.00	Recreation
Other Expert & Professnl Svc	Corporate Management Group, Inc	Staffing Svc	5,174.40	Recreation
			8,606.40	Total Recreation
Program Supplies	Bowlocity Entertainment Center	Bowling Activities	208.65	Adaptive Recreation

**City of Rochester, MN
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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Other Expert & Professnl Srvc	Jenny M Kruse	Group Music Therapy	100.00	Adaptive Recreation
Other Expert & Professnl Srvc	Swiers, Dawn M	Jan/Feb 2023 Dance Classes	200.00	Adaptive Recreation
			508.65	Total Adaptive Recreation
Electricity	Roch Public Utilities-Electric Division	2007389@KutzkePkClubhs	95.73	Tennis Center
Sanitary Sewer	Roch Public Utilities-Electric Division	2007389@KutzkePkClubhs	19.10	Tennis Center
Water	Roch Public Utilities-Electric Division	2007389@KutzkePkClubhs	14.16	Tennis Center
Storm Water	Roch Public Utilities-Electric Division	2007389@KutzkePkClubhs	317.24	Tennis Center
Electricity	Roch Public Utilities-Electric Division	2007406@211 13AvNW	35.00	Tennis Center
Sanitary Sewer	Roch Public Utilities-Electric Division	2007406@211 13AvNW	19.10	Tennis Center
Water	Roch Public Utilities-Electric Division	2007406@211 13AvNW	14.16	Tennis Center
Water	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b46031.82370	-24.39	Tennis Center
			490.10	Total Tennis Center
Natural Gas	MN Energy Resources Corp	01/19/23-02/15/23	83.68	Silver Lake Pool Operations
Electricity	Roch Public Utilities-Electric Division	2007391@840NE7St-SLPool	6.61	Silver Lake Pool Operations
Sanitary Sewer	Roch Public Utilities-Electric Division	2007391@840NE7St-SLPool	19.10	Silver Lake Pool Operations
Water	Roch Public Utilities-Electric Division	2007391@840NE7St-SLPool	186.74	Silver Lake Pool Operations
Storm Water	Roch Public Utilities-Electric Division	2007391@840NE7St-SLPool	236.05	Silver Lake Pool Operations
Chemicals and Fertilizers	Hawkins, Inc	Chloride Cylinder	110.00	Silver Lake Pool Operations
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b44515.82310	-588.18	Silver Lake Pool Operations
			54.00	Total Silver Lake Pool Operations
Sanitary Sewer	Roch Public Utilities-Electric Division	2007386@SFPark	19.10	Soldier's Fld Pool Operations
Water	Roch Public Utilities-Electric Division	2007386@SFPark	114.75	Soldier's Fld Pool Operations
			133.85	Total Soldier's Fld Pool Operations
Electricity	Roch Public Utilities-Electric Division	2007421@4051ERvrRd	42.27	Beach Operations
Sanitary Sewer	Roch Public Utilities-Electric Division	2007421@4051ERvrRd	19.10	Beach Operations
Water	Roch Public Utilities-Electric Division	2007421@4051ERvrRd	24.80	Beach Operations
Storm Water	Roch Public Utilities-Electric Division	2007421@4051ERvrRd	325.06	Beach Operations
Sanitary Sewer	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b46031.82360	-19.03	Beach Operations
			392.20	Total Beach Operations
Natural Gas	MN Energy Resources Corp	01/18/23-02/14/23	23.91	Parks
Natural Gas	MN Energy Resources Corp	01/19/23-02/15/23	3,726.23	Parks
Electricity	Peoples Energy Cooperative	02/01/23-03/01/23	84.34	Parks

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Sanitary Sewer	Roch Public Utilities-Electric Division	2007371@106NW3St	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007371@106NW3St	14.16	Parks
Electricity	Roch Public Utilities-Electric Division	2007375@1520ECtrSt	45.09	Parks
Water	Roch Public Utilities-Electric Division	2007375@1520ECtrSt	14.16	Parks
Storm Water	Roch Public Utilities-Electric Division	2007375@1520ECtrSt	112.80	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007377@205NW1Ave	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007377@205NW1Ave	42.71	Parks
Electricity	Roch Public Utilities-Electric Division	2007379@1101SE9-1/2St	57.64	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007379@1101SE9-1/2St	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007379@1101SE9-1/2St	24.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2007379@1101SE9-1/2St	92.70	Parks
Electricity	Roch Public Utilities-Electric Division	2007382@1900Marion Rd	2,405.11	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007382@1900Marion Rd	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007382@1900Marion Rd	152.52	Parks
Storm Water	Roch Public Utilities-Electric Division	2007382@1900Marion Rd	181.92	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007385@SoldiersField	124.55	Parks
Water	Roch Public Utilities-Electric Division	2007385@SoldiersField	51.39	Parks
Electricity	Roch Public Utilities-Electric Division	2007387@722NW7St	35.35	Parks
Storm Water	Roch Public Utilities-Electric Division	2007387@722NW7St	108.63	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007388@CookParkRest	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007388@CookParkRest	14.16	Parks
Electricity	Roch Public Utilities-Electric Division	2007392@WSilverLkPrkShlt	89.34	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007392@WSilverLkPrkShlt	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007392@WSilverLkPrkShlt	24.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2007392@WSilverLkPrkShlt	163.95	Parks
Electricity	Roch Public Utilities-Electric Division	2007393@705 E Silver Lake	164.23	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007394@SilverLakeParkRes	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007394@SilverLakeParkRes	24.80	Parks
Electricity	Roch Public Utilities-Electric Division	2007395@QryHillPrkShlt	102.92	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007395@QryHillPrkShlt	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007395@QryHillPrkShlt	24.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2007395@QryHillPrkShlt	647.52	Parks
Electricity	Roch Public Utilities-Electric Division	2007396@403ECenterSt	103.04	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007396@403ECenterSt	731.44	Parks
Water	Roch Public Utilities-Electric Division	2007396@403ECenterSt	430.52	Parks
Storm Water	Roch Public Utilities-Electric Division	2007396@403ECenterSt	277.94	Parks

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Electricity	Roch Public Utilities-Electric Division	2007397@433EastCtrSt	894.44	Parks
Electricity	Roch Public Utilities-Electric Division	2007398@701SilverCr	1,045.00	Parks
Storm Water	Roch Public Utilities-Electric Division	2007398@701SilverCr	31.31	Parks
Electricity	Roch Public Utilities-Electric Division	2007400@1720NW3Av	103.58	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007400@1720NW3Av	22.18	Parks
Water	Roch Public Utilities-Electric Division	2007400@1720NW3Av	14.85	Parks
Storm Water	Roch Public Utilities-Electric Division	2007400@1720NW3Av	19.86	Parks
Electricity	Roch Public Utilities-Electric Division	2007404@702WSilverLake	225.71	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007404@702WSilverLake	30.07	Parks
Water	Roch Public Utilities-Electric Division	2007404@702WSilverLake	27.26	Parks
Storm Water	Roch Public Utilities-Electric Division	2007404@702WSilverLake	78.42	Parks
Electricity	Roch Public Utilities-Electric Division	2007408@1237MarionRDSE	46.32	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007408@1237MarionRDSE	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007408@1237MarionRDSE	24.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2007408@1237MarionRDSE	291.58	Parks
Electricity	Roch Public Utilities-Electric Division	2007410@2421NW21Av	35.00	Parks
Water	Roch Public Utilities-Electric Division	2007410@2421NW21Av	17.79	Parks
Electricity	Roch Public Utilities-Electric Division	2007411@IndnHtsTercwdDrNW	15.85	Parks
Storm Water	Roch Public Utilities-Electric Division	2007411@IndnHtsTercwdDrNW	17.75	Parks
Electricity	Roch Public Utilities-Electric Division	2007413@Hwy14E	241.54	Parks
Storm Water	Roch Public Utilities-Electric Division	2007414@13A&22NW	10.30	Parks
Electricity	Roch Public Utilities-Electric Division	2007415@WSilverLkShelter	35.23	Parks
Electricity	Roch Public Utilities-Electric Division	2007417@5455WRvrRd	231.08	Parks
Water	Roch Public Utilities-Electric Division	2007417@5455WRvrRd	34.02	Parks
Water	Roch Public Utilities-Electric Division	2007418@SFPrk-Irrigation	59.30	Parks
Electricity	Roch Public Utilities-Electric Division	2007419@22St&10AvNE	63.40	Parks
Storm Water	Roch Public Utilities-Electric Division	2007419@22St&10AvNE	27.78	Parks
Storm Water	Roch Public Utilities-Electric Division	2007420@22St&25AvNW	29.76	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007422@SFShelter	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007422@SFShelter	24.80	Parks
Electricity	Roch Public Utilities-Electric Division	2007423@26St&2AvNW	46.72	Parks
Storm Water	Roch Public Utilities-Electric Division	2007423@26St&2AvNW	106.04	Parks
Electricity	Roch Public Utilities-Electric Division	2007424@215 1AvNW	89.09	Parks
Electricity	Roch Public Utilities-Electric Division	2007425@1609SE11Av	35.62	Parks
Electricity	Roch Public Utilities-Electric Division	2007430@3St&41AvNW	40.34	Parks
Storm Water	Roch Public Utilities-Electric Division	2007430@3St&41AvNW	41.68	Parks

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Electricity	Roch Public Utilities-Electric Division	2007438@WatsonSpPrkIrg	2,604.06	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007438@WatsonSpPrkIrg	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007438@WatsonSpPrkIrg	206.60	Parks
Storm Water	Roch Public Utilities-Electric Division	2007438@WatsonSpPrkIrg	975.51	Parks
Electricity	Roch Public Utilities-Electric Division	2007443@1900BlkFoxVlyDrSW	11.32	Parks
Electricity	Roch Public Utilities-Electric Division	2007448@403ECntr	45.20	Parks
Electricity	Roch Public Utilities-Electric Division	2007457@22AvNE	45.28	Parks
Storm Water	Roch Public Utilities-Electric Division	2007457@22AvNE	158.23	Parks
Electricity	Roch Public Utilities-Electric Division	2007470@	579.91	Parks
Electricity	Roch Public Utilities-Electric Division	2007471@JuddPark	11.32	Parks
Storm Water	Roch Public Utilities-Electric Division	2007471@JuddPark	24.15	Parks
Electricity	Roch Public Utilities-Electric Division	2007472@900 7StNE	79.25	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007472@900 7StNE	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007472@900 7StNE	42.71	Parks
Storm Water	Roch Public Utilities-Electric Division	2007472@900 7StNE	15.98	Parks
Water	Roch Public Utilities-Electric Division	2007475@2021MywdRdSW	59.30	Parks
Storm Water	Roch Public Utilities-Electric Division	2007475@2021MywdRdSW	66.66	Parks
Electricity	Roch Public Utilities-Electric Division	2007484@DogPrkSecLite	27.17	Parks
Water	Roch Public Utilities-Electric Division	2007484@DogPrkSecLite	14.16	Parks
Storm Water	Roch Public Utilities-Electric Division	2007484@DogPrkSecLite	48.39	Parks
Electricity	Roch Public Utilities-Electric Division	2007488@SportsComplex	35.00	Parks
Water	Roch Public Utilities-Electric Division	2007488@SportsComplex	181.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2007490@	10.30	Parks
Electricity	Roch Public Utilities-Electric Division	2007491@1738ECntrSt	40.71	Parks
Storm Water	Roch Public Utilities-Electric Division	2007491@1738ECntrSt	10.30	Parks
Electricity	Roch Public Utilities-Electric Division	2007493@SFVet'nMemorial	78.07	Parks
Electricity	Roch Public Utilities-Electric Division	2007495@3St&3AvNW	35.00	Parks
Electricity	Roch Public Utilities-Electric Division	2007496@900 7StNE	46.84	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2007496@900 7StNE	19.10	Parks
Water	Roch Public Utilities-Electric Division	2007496@900 7StNE	42.71	Parks
Electricity	Roch Public Utilities-Electric Division	2007497@2900UCRPISE	35.00	Parks
Water	Roch Public Utilities-Electric Division	2007497@2900UCRPISE	181.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2007518@705 E Silver Lake	153.55	Parks
Storm Water	Roch Public Utilities-Electric Division	2007519@1500 36StSW	21.13	Parks
Storm Water	Roch Public Utilities-Electric Division	2007521@4597 55th St NW	32.34	Parks
Storm Water	Roch Public Utilities-Electric Division	2007531@	36.29	Parks

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Electricity	Roch Public Utilities-Electric Division	2007532@	22.64	Parks
Storm Water	Roch Public Utilities-Electric Division	2007532@	19.00	Parks
Storm Water	Roch Public Utilities-Electric Division	2007533@	10.30	Parks
Storm Water	Roch Public Utilities-Electric Division	2007534@	22.35	Parks
Storm Water	Roch Public Utilities-Electric Division	2007535@	23.13	Parks
Storm Water	Roch Public Utilities-Electric Division	2007538@Prk-FoxHill	25.13	Parks
Electricity	Roch Public Utilities-Electric Division	2007539@3110 18AvNW	51.21	Parks
Electricity	Roch Public Utilities-Electric Division	2007540@CityofRochester	35.00	Parks
Electricity	Roch Public Utilities-Electric Division	2007550@	35.00	Parks
Electricity	Roch Public Utilities-Electric Division	2007552@201/2AV48STNW	47.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2007557@St Bridgets RD	47.92	Parks
Electricity	Roch Public Utilities-Electric Division	2028166@	340.29	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2028166@	19.10	Parks
Water	Roch Public Utilities-Electric Division	2028166@	24.80	Parks
Electricity	Roch Public Utilities-Electric Division	2028167@	44.16	Parks
Electricity	Roch Public Utilities-Electric Division	2034687@	35.59	Parks
Electricity	Roch Public Utilities-Electric Division	2034688@	35.35	Parks
Storm Water	Roch Public Utilities-Electric Division	2035486@225 1st AveNW	33.27	Parks
Electricity	Roch Public Utilities-Electric Division	2035680@6th St SW & Hwy52	35.35	Parks
Electricity	Roch Public Utilities-Electric Division	2036714@827 36 AV SE	49.65	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2036714@827 36 AV SE	19.10	Parks
Water	Roch Public Utilities-Electric Division	2036714@827 36 AV SE	102.01	Parks
Storm Water	Roch Public Utilities-Electric Division	2037716@SE Ball Fields	827.84	Parks
Electricity	Roch Public Utilities-Electric Division	2045005@1220BdwyS	35.00	Parks
Electricity	Roch Public Utilities-Electric Division	2049652@5276MembersPKWYNW	142.98	Parks
Storm Water	Roch Public Utilities-Electric Division	2049652@5276MembersPKWYNW	260.14	Parks
Storm Water	Roch Public Utilities-Electric Division	2050007@1609BdwyAveN	10.30	Parks
Storm Water	Roch Public Utilities-Electric Division	2050020@2800WRvrPkwy	53.89	Parks
Electricity	Roch Public Utilities-Electric Division	2085025@	92.00	Parks
Storm Water	Roch Public Utilities-Electric Division	2113147@CascadeLakePrk	310.19	Parks
Storm Water	Roch Public Utilities-Electric Division	2119300@MayoPark	421.60	Parks
Storm Water	Roch Public Utilities-Electric Division	2119390@FriendshipPark	17.06	Parks
Electricity	Roch Public Utilities-Electric Division	2121495@CascadeLake	906.90	Parks
Electricity	Roch Public Utilities-Electric Division	2136132@MayoFieldMaint	47.55	Parks
Electricity	Roch Public Utilities-Electric Division	2141460@DiscGolfGamehaven	116.10	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	2141460@DiscGolfGamehaven	19.10	Parks

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Water	Roch Public Utilities-Electric Division	2141460@DiscGolfGamehaven	24.80	Parks
Storm Water	Roch Public Utilities-Electric Division	2141460@DiscGolfGamehaven	862.58	Parks
Building/Grounds Mtce Supplies	Grainger Inc	240VAC	87.94	Parks
Parts for Equipment	MENARDS INC # 3314	5000lb TieDown/AC2Green	1,931.50	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5072265294 01/17-02/16	40.01	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5072732852 01/17-02/16	64.16	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5072732853 01/17-02/16	54.32	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5072735075 01/17-02/16	40.01	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5072735318 01/17-02/16	41.14	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5077180539 01/17-02/16	40.01	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5077180540 01/17-02/16	40.01	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5077180541 01/17-02/16	40.01	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5079934863 01/17-02/16	40.01	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5079939034 01/17-02/16	40.01	Parks
Cell Phone/Mobile Charges	Verizon Wireless	5079939660 01/17-02/16	40.01	Parks
Other Supplies	Flags & Poles Int'l LLC	5x8 ft Outdoor Polyester	432.00	Parks
Building/Grounds Mtce Supplies	MENARDS INC # 3013	AC2 Green Treated	677.88	Parks
Other Supplies	MENARDS INC # 3013	AC2 Green/SPF/Hammer/SpryPnt	114.11	Parks
Vehicle/Mach Parts & Supplies	MPEC- NAPA Auto Parts	Air Filter	10.50	Parks
Building/Grounds Mtce Supplies	Tonna Mechanical Inc	Auger	243.88	Parks
Building/Grounds Mtce Supplies	MENARDS INC # 3013	Auger/Wshr/HexNut/Bolt/Scrw	715.40	Parks
Parts for Equipment	Earl's Small Engine Repair Inc	Bar/Chain/File Kit	168.96	Parks
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Batteries Core Rtrn	-117.00	Parks
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Battery	478.59	Parks
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Battery-Welding/Terminal	77.90	Parks
Parts for Equipment	ProLine Dist. Inc	Bolts	896.00	Parks
Vehicle/Mach Parts & Supplies	North Central International, LLC DBA	Brake	98.77	Parks
Other Supplies	Wells Fargo Bank	Card holders for shop	96.22	Parks
Veh & Mach Contr Mtce & Repair	Michael C Schaber	Carwash	13.00	Parks
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Clamps/Welding Battery	110.50	Parks
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Copper/HydOil/	31.75	Parks
Travel and training	Thatcher Pools & Spas Inc	CPO class-D Anderson	325.00	Parks
Travel and training	Wells Fargo Bank	CPRP Cert Renewal-Davidson	70.00	Parks
Ofc Equip Contr Mtce & Repair	EO Johnson Co. Inc	Crt 12/12 PV803883 was 46032	321.61	Parks
Storm Water	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b1000.82380	-497.37	Parks
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b43215.82310	-497.93	Parks

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b46031.82310	41.54	Parks
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b46951.82310	-114.88	Parks
Storm Water	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b49650.82380	-1,152.57	Parks
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897was43115.82310	933.48	Parks
Water	Roch Public Utilities-Electric Division	Crt2/14PV810897was46013.82370	24.39	Parks
Sanitary Sewer	Roch Public Utilities-Electric Division	Crt2/14PV810897was46024.82360	19.03	Parks
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897was46031.82310	85.36	Parks
Electricity	Roch Public Utilities-Electric Division	Crt2/14PV810897was46901.82310	37.09	Parks
Other Supplies	Becker Arena Products Inc	Crystalline Kit	443.44	Parks
Bldg & Grnds Contr Mtce & Rpr	Friends of Quarry Hill Nature Center In	Custodial Svc-Feb '23	2,376.00	Parks
Vehicle/Mach Parts & Supplies	Sanco Equipment LLC DBA Bobcat	Cutting Edge/Edge/Skid Kit	1,088.62	Parks
Equipment Rent	Mississippi Welders Inc	Cylinders/Acetylene Cylinders	37.24	Parks
Bldg & Grnds Contr Mtce & Rpr	Superior Mechanical Inc	Diagnose Furnace/Heaters	594.00	Parks
Veh & Mach Contr Mtce & Repair	North Central International, LLC DBA	Diagnostics/Repair Svc	3,095.32	Parks
Diesel Fuel	CHS Inc	Diesel Prem & #1 Dyed Tank #26	6,035.63	Parks
Diesel Fuel	CHS Inc	Diesel Prem Tank #26	3,328.10	Parks
Diesel Fuel	CHS Inc	Diesel Prem/#1 Dyed Tank #26	2,338.20	Parks
Vehicle/Mach Parts & Supplies	MENARDS INC # 3013	Drive bit/Propane Kit	40.98	Parks
Ofc Furniture & Equip (non FA)	Wells Fargo Bank	Drone/Camera-facility use	756.86	Parks
Bldg & Grnds Contr Mtce & Rpr	Roch Drain Rite Inc	Floor Drains Svc	400.00	Parks
Vehicle/Mach Parts & Supplies	Sanco Equipment LLC DBA Bobcat	FuelFil/Coupler/RollerGuide	203.17	Parks
Bldg & Grnds Contr Mtce & Rpr	K & S Heating Air Cond & Plumb Inc	Garage Heater-Svc Labor	418.00	Parks
Equipment Rent	United Rentals Inc	Generators/Panel Rental	5,868.00	Parks
Other Expert & Professnl Srvc	Gopher State One-Call Inc.	Gopher Email Tickets	22.27	Parks
Vehicle/Mach Parts & Supplies	North Central International, LLC DBA	Hose Air/Heat Xchanger	276.65	Parks
Equipment Rent	Linde Gas & Equipment Inc	Ind High Pressure >100cf	86.75	Parks
Bldg & Grnds Contr Mtce & Rpr	Triple EEE Contracting LLC	Install 1/4" Insulation/Fascia	14,535.00	Parks
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Junction Box	12.20	Parks
Vehicle/Mach Parts & Supplies	1000 12th ST Inc DBA Roch Chevrolet	Lamp	531.58	Parks
Vehicle/Mach Parts & Supplies	Ronco Engineering Sales Inc	LED Strobe Lights	379.18	Parks
Vehicle/Mach Parts & Supplies	Truckin' America	Liners/Luverne	819.99	Parks
Other Supplies	Wells Fargo Bank	Marking flags	315.92	Parks
Travel and training	Wells Fargo Bank	MPSFMA Spring Wrkshp	160.00	Parks
Veh & Mach Contr Mtce & Repair	Heartland Tire & Service	MultiTrac/Valv/Tube/InstallTub	358.11	Parks
Parts for Equipment	ProLine Dist. Inc	Nut/CableTies/Ring/Shank	321.11	Parks
Laundry & Linen	Cintas Corporation 2	O'Brien & Riess Laundry	136.48	Parks

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Vehicle/Mach Parts & Supplies	MPEC- NAPA Auto Parts	Oil/Fuel Filter	32.79	Parks
Vehicle/Mach Parts & Supplies	MPEC- NAPA Auto Parts	Oil/Hyd Filter/Connector/Relay	44.86	Parks
Bldg & Grnds Contr Mtce & Rpr	Custom Communications Inc	On Site Service	533.70	Parks
Bldg & Grnds Contr Mtce & Rpr	Thompson Garage Door Inc	Overhead Door Labor Svc	832.64	Parks
Ofc Equip Contr Mtce & Repair	EO Johnson Co. Inc	P&R copier 3/10-6/9/23	57.00	Parks
Vehicle/Mach Parts & Supplies	Ronco Engineering Sales Inc	Plug Kit	53.12	Parks
Equipment Rent	Affordable Portables Inc	Portable Rental	3,832.00	Parks
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Pro/Force Beam/Mender/Clamps	125.34	Parks
Heating Fuel - Oil or LP	Ferrellgas	Propane	831.46	Parks
Vehicle/Mach Parts & Supplies	MENARDS INC # 3013	Rags/Brsh/SprPnt/ExtPaint/	257.14	Parks
Building/Grounds Mtce Supplies	Viking Electric Supply Inc	Red Stake Flags	30.44	Parks
Vehicle/Mach Parts & Supplies	MPEC- NAPA Auto Parts	Refrigerant/Oil Dry/AirFilter	397.93	Parks
Storm Water	Roch Public Utilities-Electric Division	Refund PV810897 Acct#2114285	-5,344.19	Parks
Veh & Mach Contr Mtce & Repair	Heartland Tire & Service	Repair Flat Tire	30.50	Parks
Bldg & Grnds Contr Mtce & Rpr	K & S Heating Air Cond & Plumb Inc	Replace Circuit Board	388.00	Parks
Bldg & Grnds Contr Mtce & Rpr	Thompson Garage Door Inc	Replaced Wall Control	389.75	Parks
Bldg & Grnds Contr Mtce & Rpr	Roch Plumbing & Heating Co Inc	RPH Labor	120.00	Parks
Equipment Rent	United Rentals Inc	Scissor Lift Rental	486.30	Parks
Equipment Rent	United Rentals Inc	Scissor Lift Rental Damage Fee	410.77	Parks
Rubbish&Brush Removl/Recycling	Olm Co Solid Waste Refuse	Self Haul/Tipping Fee	6,484.75	Parks
Vehicle/Mach Parts & Supplies	Zep Manufacturing Co Inc	Shell Shock	129.84	Parks
Vehicle/Mach Parts & Supplies	North Central International, LLC DBA	Slv/Fluid	72.44	Parks
Bldg & Grnds Contr Mtce & Rpr	Solar Connection Inc	Solar Repair	375.00	Parks
Diesel Fuel	MN Dept of Revenue/Petro Div	Special Fuel Tax Feb 2023	126.06	Parks
Vehicle/Mach Parts & Supplies	Ronco Engineering Sales Inc	Splicer/Flood Light	131.93	Parks
Office Supplies	EO Johnson Co. Inc	Staples for copier	63.23	Parks
Vehicle/Mach Parts & Supplies	Riess, Daniel DBA John's Auto Electric	Starter	188.00	Parks
Vehicle/Mach Parts & Supplies	John Deere Financial	Tax Due from taken twice	595.67	Parks
Building/Grounds Mtce Supplies	MENARDS INC # 3314	Thrd/Wrap/SpryPnt/Wshr	71.47	Parks
Vehicle/Mach Parts & Supplies	Sanco Equipment LLC DBA Bobcat	Tooth Grinders	633.36	Parks
Travel and training	Wells Fargo Bank	Training Cert Exam-Davidson	90.00	Parks
Gasoline and Vehicle LP	CHS Inc	Unleaded 87 Tank #7	4,038.43	Parks
Vehicle/Mach Parts & Supplies	North Central International, LLC DBA	Valve Kit/Cnntr/Tube/	478.44	Parks
Vehicle/Mach Parts & Supplies	Rihm Kenworth	Wshr/HexNut/Fuel Tank	672.88	Parks
			94,368.66	Total Parks

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Cell Phone/Mobile Charges	Verizon Wireless	5072067958 01/17-02/16	51.14	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072263242 01/17-02/16	40.01	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072263866 01/17-02/16	40.01	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072264534 01/17-02/16	40.01	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072264690 01/17-02/16	40.01	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072264729 01/17-02/16	40.01	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072731899 01/17-02/16	46.14	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072732854 01/17-02/16	41.14	Forestry
Cell Phone/Mobile Charges	Verizon Wireless	5072732855 01/17-02/16	41.14	Forestry
Medical services	Olm Medical Center	A Skogerbo	99.00	Forestry
Rubbish&Brush Removl/Recycling	Hathaway Tree Service Inc	Brush Hauling	3,000.00	Forestry
Ofc Equip Contr Mtce & Repair	EO Johnson Co. Inc	Crt 12/12 PV803883 sb 46031	-321.61	Forestry
Office Supplies	Wells Fargo Bank	Flash drive-EAB prsnt@Portland	10.80	Forestry
Medical services	Olm Medical Center	J Carlson	99.00	Forestry
Travel and training	ACRT Services Inc	LCA Recertification Packets	800.00	Forestry
Office Supplies	Beckleys Inc	Metal Box	42.00	Forestry
Small Tools	RDO Equipment Co	Mid Pole	59.99	Forestry
Gasoline and Vehicle LP	Thronson Oil & LP Gas Co	PNL	143.14	Forestry
Postage	Wells Fargo Bank	Postage-EHAP	14.27	Forestry
Other Supplies	Burggraf's Ace Hardware of Rochester,	Pwr Strip Outlet	22.99	Forestry
Clothing/Uniforms	ProLine Dist. Inc	SafetyShirt/Breezelite	1,202.40	Forestry
Other Contractual Services	Herring Eco-Logistics, Inc.	Stump Removal	2,499.00	Forestry
			8,050.59	Total Forestry
Electricity	Roch Public Utilities-Electric Division	2035797@16AVNW&2STSW	35.23	Parkwy Lndscp Maint
Electricity	Roch Public Utilities-Electric Division	2035886@16AVNW&CIVICCTRDR	35.23	Parkwy Lndscp Maint
Electricity	Roch Public Utilities-Electric Division	2062676@	94.42	Parkwy Lndscp Maint
Electricity	Roch Public Utilities-Electric Division	2080467@Irrigation55thNW	35.00	Parkwy Lndscp Maint
Cell Phone/Mobile Charges	Verizon Wireless	5072085104 01/17-02/16	41.14	Parkwy Lndscp Maint
Travel and training	ACRT Services Inc	LCA Recertification Packets	300.00	Parkwy Lndscp Maint
			541.02	Total Parkwy Lndscp Maint
Electricity	Roch Public Utilities-Electric Division	2007383@1091PlmerLnSW	377.81	Plummer House
Sanitary Sewer	Roch Public Utilities-Electric Division	2007383@1091PlmerLnSW	40.28	Plummer House
Water	Roch Public Utilities-Electric Division	2007383@1091PlmerLnSW	47.46	Plummer House
Storm Water	Roch Public Utilities-Electric Division	2007383@1091PlmerLnSW	87.01	Plummer House

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Building/Grounds Mtce Supplies	Driessen Water, Inc.	40# Bag Salt	54.50	Plummer House
Bldg & Grnds Contr Mtce & Rpr	Custom Communications Inc	On Site Service	156.25	Plummer House
Advertising and Promotion	Wells Fargo Bank	PH Ads-rochester cvb.org	300.00	Plummer House
Bldg & Grnds Contr Mtce & Rpr	Roch Plumbing & Heating Co Inc	RPH Labor/Tub/TypeL	356.94	Plummer House
			1,420.25	Total Plummer House
			122,467.40	Total 00221
Due>St of MN 0.25%CityDMCSIsTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	10.85	Golf Fund - BS/GR
Due>St of MN 0.375% St SalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	16.35	Golf Fund - BS/GR
Due>St of MN 0.50% OlmCo SlsTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	21.80	Golf Fund - BS/GR
Due>St of MN 0.50% RochSalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	21.80	Golf Fund - BS/GR
Due>St of MN 6.50% St SalesTax	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	283.15	Golf Fund - BS/GR
Due>St of MN 6.875% St Use Tax	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	129.57	Golf Fund - BS/GR
			483.52	Total Golf Fund - BS/GR
Office Supplies	Beckleys Inc	Laser Printer/Toners	501.72	Golf Administration
Office Supplies	Beckleys Inc	Printer Inks	397.19	Golf Administration
			898.91	Total Golf Administration
Natural Gas	MN Energy Resources Corp	01/11/23-02/07/23	1,000.89	Eastwood Golf Course
Telephone/Fax/Computer line	Charter Communications LLC	02/21/23-03/20/23	261.85	Eastwood Golf Course
Electricity	Roch Public Utilities-Electric Division	2007381@3606EWRdSE	398.19	Eastwood Golf Course
Sanitary Sewer	Roch Public Utilities-Electric Division	2007381@3606EWRdSE	91.26	Eastwood Golf Course
Water	Roch Public Utilities-Electric Division	2007381@3606EWRdSE	392.01	Eastwood Golf Course
Electricity	Roch Public Utilities-Electric Division	2007512@IRR EWG	35.00	Eastwood Golf Course
Electricity	Roch Public Utilities-Electric Division	2007549@MaintenanceShed	384.06	Eastwood Golf Course
Sanitary Sewer	Roch Public Utilities-Electric Division	2007549@MaintenanceShed	23.15	Eastwood Golf Course
Water	Roch Public Utilities-Electric Division	2007549@MaintenanceShed	200.51	Eastwood Golf Course
Storm Water	Roch Public Utilities-Electric Division	2007549@MaintenanceShed	184.97	Eastwood Golf Course
Storm Water	Roch Public Utilities-Electric Division	2034085@3330HWY14 EW Golf	290.88	Eastwood Golf Course
Storm Water	Roch Public Utilities-Electric Division	2034989@3505EWRDSE EWgolf	165.15	Eastwood Golf Course
Storm Water	Roch Public Utilities-Electric Division	2066012@EGC StormWater	10.30	Eastwood Golf Course
Storm Water	Roch Public Utilities-Electric Division	2071042@EGC StormWater	69.15	Eastwood Golf Course
Vehicle/Mach Parts & Supplies	APH Stores, Inc DBA Auto Value Roch	Battery	105.23	Eastwood Golf Course
Small Tools	Farrell Equipment & Supply Co., Inc.	Black Utility Vise	106.86	Eastwood Golf Course

**City of Rochester, MN
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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Medical services	Olm Medical Center	D Brudwick	99.00	Eastwood Golf Course
Bldg & Grnds Contr Mtce & Rpr	HG Electric LLC	Demo Labor Svc	306.85	Eastwood Golf Course
Bldg & Grnds Contr Mtce & Rpr	Jetter Clean, Inc.	Drain Cleaning Svc	275.00	Eastwood Golf Course
Other Supplies	Natl Golf Graphics LLC	Embroidered Logo Flags	208.41	Eastwood Golf Course
Building/Grounds Mtce Supplies	MENARDS INC # 3013	GrimClnr/Blch/SpryPnt/Performx	92.50	Eastwood Golf Course
Parts for Equipment	Davis Equipment Corp DBA Turfwerks	Joystick	356.10	Eastwood Golf Course
Vehicle/Mach Parts & Supplies	MTI Distributing Co	Pin/Chain/Blade	776.80	Eastwood Golf Course
Vehicle/Mach Parts & Supplies	MTI Distributing Co	Screw/GrdTrf/Decal/Oil/FuelFil	926.50	Eastwood Golf Course
Parts for Equipment	MTI Distributing Co	Spring/Wshr/Ring/NutLock/Screw	90.19	Eastwood Golf Course
			6,850.81	Total Eastwood Golf Course
Telephone/Fax/Computer line	Charter Communications LLC	02/24/23-03/23/23	94.99	Soldiers Field Golf Course
Electricity	Roch Public Utilities-Electric Division	2007384@SFPrk(Glf/Pl/Pk)	3,161.65	Soldiers Field Golf Course
Storm Water	Roch Public Utilities-Electric Division	2007384@SFPrk(Glf/Pl/Pk)	408.44	Soldiers Field Golf Course
Sanitary Sewer	Roch Public Utilities-Electric Division	2007437@SFGolf Irrigation	19.10	Soldiers Field Golf Course
Water	Roch Public Utilities-Electric Division	2007437@SFGolf Irrigation	206.60	Soldiers Field Golf Course
Storm Water	Roch Public Utilities-Electric Division	2007437@SFGolf Irrigation	95.74	Soldiers Field Golf Course
Electricity	Roch Public Utilities-Electric Division	2007441@SFPumpHouse	43.48	Soldiers Field Golf Course
Electricity	Roch Public Utilities-Electric Division	2007477@244 E SoldiersF	12.10	Soldiers Field Golf Course
Other Supplies	MTI Distributing Co	AlumCup/Slv/FlgStck/Tubes/Mrk	1,259.63	Soldiers Field Golf Course
Medical services	Olm Medical Center	S Theobald	99.00	Soldiers Field Golf Course
Parts for Equipment	MTI Distributing Co	Scrw/Bearing/Seal/BllJnt/shaft	1,094.89	Soldiers Field Golf Course
			6,495.62	Total Soldiers Field Golf Course
Electricity	Roch Public Utilities-Electric Division	2007447@NHG	390.51	Northern Hills Golf Course
Sanitary Sewer	Roch Public Utilities-Electric Division	2007447@NHG	20.91	Northern Hills Golf Course
Water	Roch Public Utilities-Electric Division	2007447@NHG	207.01	Northern Hills Golf Course
Storm Water	Roch Public Utilities-Electric Division	2007447@NHG	208.19	Northern Hills Golf Course
Sanitary Sewer	Roch Public Utilities-Electric Division	2101926@NHG Exp	19.10	Northern Hills Golf Course
Water	Roch Public Utilities-Electric Division	2101926@NHG Exp	14.16	Northern Hills Golf Course
Parts for Equipment	MTI Distributing Co	Bshg/slv/Idler/Spacer/Screw	-209.49	Northern Hills Golf Course
Parts for Equipment	Graybar Electric Co Inc	Connector Port/Uni-Tap	167.94	Northern Hills Golf Course
Storm Water	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b46981.82380	-41.77	Northern Hills Golf Course
Storm Water	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b49402.82380	-465.52	Northern Hills Golf Course
Storm Water	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b49403.82380	-47.84	Northern Hills Golf Course
Storm Water	Roch Public Utilities-Electric Division	Crt2/14PV810897s/b49650.82380	-158.21	Northern Hills Golf Course

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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Security Services	Home Systems Installation LLC	Fire Alarm Mntr 3/1-5/31	128.25	Northern Hills Golf Course
Parts for Equipment	MTI Distributing Co	Idler Asm/Nut	102.77	Northern Hills Golf Course
Parts for Equipment	MTI Distributing Co	Idler/Scrw/Spacer	212.26	Northern Hills Golf Course
Heating Fuel - Oil or LP	Ferrellgas	Propane/HazMat FEe	499.80	Northern Hills Golf Course
Veh & Mach Contr Mtce & Repair	Podeins Power Equip	Repair Tractor's/6.875%UseTax	428.10	Northern Hills Golf Course
Security Services	Home Systems Installation LLC	Security Alrm Mntr 3/1-5/31	102.60	Northern Hills Golf Course
Bldg & Grnds Contr Mtce & Rpr	HG Electric LLC	Svc in Gas Pumps	157.50	Northern Hills Golf Course
Parts for Equipment	Viking Electric Supply Inc	Wedge Clamp	38.48	Northern Hills Golf Course
			1,774.75	Total Northern Hills Golf Course
Telephone/Fax/Computer line	Charter Communications LLC	02/22/23-03/21/23	46.66	Hadley Creek Golf Course
Water	Roch Public Utilities-Electric Division	2007555@HawHillLearnCen	181.80	Hadley Creek Golf Course
Storm Water	Roch Public Utilities-Electric Division	2007555@HawHillLearnCen	20.09	Hadley Creek Golf Course
Electricity	Roch Public Utilities-Electric Division	2037304@2441HadleyVlyRD	35.25	Hadley Creek Golf Course
Electricity	Roch Public Utilities-Electric Division	2045252@2441HadleyVRDNE	69.05	Hadley Creek Golf Course
Sanitary Sewer	Roch Public Utilities-Electric Division	2045252@2441HadleyVRDNE	19.31	Hadley Creek Golf Course
Water	Roch Public Utilities-Electric Division	2045252@2441HadleyVRDNE	17.84	Hadley Creek Golf Course
Storm Water	Roch Public Utilities-Electric Division	2045252@2441HadleyVRDNE	58.16	Hadley Creek Golf Course
Electricity	Roch Public Utilities-Electric Division	2045253@2427HadleyVRDNE	46.27	Hadley Creek Golf Course
Sanitary Sewer	Roch Public Utilities-Electric Division	2045253@2427HadleyVRDNE	19.10	Hadley Creek Golf Course
Water	Roch Public Utilities-Electric Division	2045253@2427HadleyVRDNE	17.79	Hadley Creek Golf Course
Storm Water	Roch Public Utilities-Electric Division	2069484@HCGC StormWater	221.92	Hadley Creek Golf Course
Bldg & Grnds Contr Mtce & Rpr	B & C Plumbing & Heating Inc	Plumbing Svc Labor	1,055.95	Hadley Creek Golf Course
Heating Fuel - Oil or LP	Ferrellgas	Propane	572.04	Hadley Creek Golf Course
Heating Fuel - Oil or LP	Ferrellgas	Propane/HazMat Fee	232.50	Hadley Creek Golf Course
Parts for Equipment	MTI Distributing Co	Socket/BallBrg/Spacer/BllBrg	2,724.89	Hadley Creek Golf Course
			5,338.62	Total Hadley Creek Golf Course
			21,842.23	Total 00223
Due>St of MN 0.25%CityDMCSlStx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	27.36	Graham Arena Fund - BS/GR
Due>St of MN 0.375% St SalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	41.61	Graham Arena Fund - BS/GR
Due>St of MN 0.50% OlmCo SlStx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	55.86	Graham Arena Fund - BS/GR
Due>St of MN 0.50% RochSalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	55.86	Graham Arena Fund - BS/GR
Due>St of MN 6.50% St SalesTax	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	723.33	Graham Arena Fund - BS/GR

**City of Rochester, MN
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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
			904.02	Total Graham Arena Fund - BS/GR
Telephone/Fax/Computer line	Charter Communications LLC	01/28/23-02/27/23	136.11	Graham Arena
Building/Grounds Mtce Supplies	Batteries Plus Inc	12V battery	90.37	Graham Arena
Gasoline and Vehicle LP	Ferrellgas	33# Cyliner	1,003.77	Graham Arena
Cell Phone/Mobile Charges	Verizon Wireless	5073278420 01/17-02/16	20.48	Graham Arena
Vehicle/Mach Parts & Supplies	MPEC- NAPA Auto Parts	Belt Tensioner	38.02	Graham Arena
Building/Grounds Mtce Supplies	Fastenal	FPH/Tax Exempt	26.49	Graham Arena
Veh & Mach Contr Mtce & Repair	United Rentals Inc	Labor Svc-Control Board/Lift	2,027.86	Graham Arena
Building/Grounds Mtce Supplies	Network Services Company DBA Dalc	Liner/Cleaner/ToiletTissue/Glv	584.13	Graham Arena
Building/Grounds Mtce Supplies	MENARDS INC # 3013	Lock Cords/Wrench	193.75	Graham Arena
Building/Grounds Mtce Supplies	MENARDS INC # 3013	Mover/Hex/Glue/Ext/Wrench	129.04	Graham Arena
Building/Grounds Mtce Supplies	Network Services Company DBA Dalc	Salt/GlsCln/Disinfectant/Towel	965.33	Graham Arena
Veh & Mach Contr Mtce & Repair	Blue Tarp Financial	Service & Repair	189.52	Graham Arena
Veh & Mach Contr Mtce & Repair	M & K Grinding Service LLC	Sharpening Ice Scraper Blades	135.00	Graham Arena
Building/Grounds Mtce Supplies	MENARDS INC # 3013	Timer/40V Battery	115.80	Graham Arena
Ofc Furniture & Equip (non FA)	Wells Fargo Bank	TVs purchase-Tournaments Viewe	428.18	Graham Arena
Vehicle/Mach Parts & Supplies	Wells Fargo Bank	V-Belt/Glue	124.73	Graham Arena
			6,208.58	Total Graham Arena
			7,112.60	Total 00224
Due>St of MN 0.25%CityDMCSIsTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	87.51	Nat'l Volleyball Center-BS/GR
Due>St of MN 0.375% St SalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	129.96	Nat'l Volleyball Center-BS/GR
Due>St of MN 0.50% OlmCo SIsTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	172.37	Nat'l Volleyball Center-BS/GR
Due>St of MN 0.50% RochSalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	172.37	Nat'l Volleyball Center-BS/GR
Due>St of MN 6.50% St SalesTax	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	2,242.62	Nat'l Volleyball Center-BS/GR
			2,804.83	Total Nat'l Volleyball Center-BS/GR
Electricity	Roch Public Utilities-Electric Division	2007476@VolleyballCtr	3,304.20	National Volleyball Center
Storm Water	Roch Public Utilities-Electric Division	2007520@2601CsdDrNE	171.08	National Volleyball Center
Other Expert & Professnl Srvc	Verified Credentials Inc	A Reimer	33.00	National Volleyball Center
Bldg & Grnds Contr Mtce & Rpr	Villar, Misael DBA Cleaning Elite LLC	Cleaning Svc-Feb 2023	1,040.00	National Volleyball Center
Bldg & Grnds Contr Mtce & Rpr	Villar, Misael DBA Cleaning Elite LLC	Cleaning Svc-Nov 2022	240.00	National Volleyball Center
Building/Grounds Mtce Supplies	MENARDS INC # 3314	Comp/Cap/DW Line	25.03	National Volleyball Center
Ofc Equip Contr Mtce & Repair	Metro Sales Inc	Contract Usage 2/13/23-2/12/24	438.00	National Volleyball Center

**City of Rochester, MN
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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
Telephone/Fax/Computer line	Metro Fibernet, LLC	Fiber internet	300.00	National Volleyball Center
Building/Grounds Mtce Supplies	Network Services Company DBA Dalc	Foam Hdnwsh/Towel/ToiletTss	1,418.59	National Volleyball Center
Building/Grounds Mtce Supplies	Network Services Company DBA Dalc	Foam Wash Refill	59.77	National Volleyball Center
Rubbish&Brush Removl/Recycling	LRS of Minnesota LLC	Trash/Recycle Svc-Feb 2023	663.41	National Volleyball Center
			7,693.08	Total National Volleyball Center
			10,497.91	Total 00226
Due>St of MN 0.25%CityDMCSlStx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	115.85	Recreation Center Fund - BS/GR
Due>St of MN 0.375% St SalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	169.31	Recreation Center Fund - BS/GR
Due>St of MN 0.50% OlmCo SlStx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	229.43	Recreation Center Fund - BS/GR
Due>St of MN 0.50% RochSalesTx	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	229.43	Recreation Center Fund - BS/GR
Due>St of MN 6.50% St SalesTax	MN Commissioner of Revenue	Feb 23 Sales & Use Tax	2,965.77	Recreation Center Fund - BS/GR
			3,709.79	Total Recreation Center Fund - BS/GR
Other Supplies	MENARDS INC # 3314	Pegboard, elec wire nuts	36.41	Recreation Center
Electricity	Roch Public Utilities-Electric Division	2007390@21EltonHlsDr	14,731.51	Recreation Center
Sanitary Sewer	Roch Public Utilities-Electric Division	2007390@21EltonHlsDr	2,001.61	Recreation Center
Water	Roch Public Utilities-Electric Division	2007390@21EltonHlsDr	559.17	Recreation Center
Storm Water	Roch Public Utilities-Electric Division	2007390@21EltonHlsDr	830.45	Recreation Center
Building/Grounds Mtce Supplies	Wells Fargo Bank	AAA Batteries Used for wirele	23.78	Recreation Center
Program Supplies	Wells Fargo Bank	Bag to hold basketballs	12.96	Recreation Center
Bldg & Grnds Contr Mtce & Rpr	Paape Distributing Co Inc.	Boiler Tune Up	685.50	Recreation Center
Chemicals and Fertilizers	Hawkins, Inc	Chlorine Cylenders	110.00	Recreation Center
Chemicals and Fertilizers	Hawkins, Inc	chlorine,pHDownLO,Fuel	1,850.96	Recreation Center
Chemicals and Fertilizers	MENARDS INC # 3314	CLR Cleaner	19.54	Recreation Center
Bldg & Grnds Contr Mtce & Rpr	Kleen-Tech Services, LLC	DOOR CASTER AND REPAIR	135.00	Recreation Center
Other Expert & Professnl Srv	Express Services Inc DBA Express	Employment Related Services	572.78	Recreation Center
Telephone/Fax/Computer line	Metro Fibernet, LLC	Fiber internet	300.00	Recreation Center
Bldg & Grnds Contr Mtce & Rpr	Schumacher Elevator Inc	Full Maint. RC Elevator	460.80	Recreation Center
Cell Phone/Mobile Charges	Wells Fargo Bank	Monthly cell phone	169.16	Recreation Center
Vehicle/Mach Parts & Supplies	R & R Specialties of Wisconsin Inc	Parts for Zamboni Repair	823.55	Recreation Center
Ofc Equip Contr Mtce & Repair	EO Johnson Co. Inc	Rec ctr copier11/28/22-2/27/23	275.01	Recreation Center
Building/Grounds Mtce Supplies	Wells Fargo Bank	Rope to keep spectators out of	19.95	Recreation Center
Building/Grounds Mtce Supplies	AMTEX Supply Holdings, Inc DBA	Shower Curtain Replacements	285.36	Recreation Center
Bldg & Grnds Contr Mtce & Rpr	Carrico Aquatic Resources, Inc.	UV Lamp maint/Repairs	3,701.52	Recreation Center

**City of Rochester, MN
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OBJECT ACCOUNT	PAYEE	NAME - REMARK EXPLANATION	AMOUNT	BUSINESS UNIT
			27,605.02	Total Recreation Center
			31,314.81	Total 00227
Contractual New Construction	CXT Inc	CRS/DAP	111,267.00	Park Projects
Contractual New Construction	DeCook Contracting, Inc.	Lincolnshire Splash Pad	4,811.74	Park Projects
Advertising and Promotion	Davies Printing Co	McQuillan EDDM Postcard/Postag	1,526.45	Park Projects
Eng & Architectural Consultant	TSP Inc	Proj #01210891.0000 Cascade	2,063.10	Park Projects
Eng & Architectural Consultant	Hoisington Koegler Group Inc	Proj #022-049 SoldierField Imp	25,757.20	Park Projects
Eng & Architectural Consultant	WHKS	Proj #09638.00 McQuillan Imprv	265.60	Park Projects
Eng & Architectural Consultant	Braun Intertec Corp	Proj #B2208325-Cascade Imprvmt	4,609.75	Park Projects
Misc Equip Contr Mtce & Rpr	Eco-Compteur Inc DBA Eco-Counter In	Repair Svc-U15G2123145	580.00	Park Projects
			150,880.84	Total Park Projects
Publish Hearing, Ordinanc&Bids	RTVision, Inc.	Online Bidding for bidVAULT	100.00	Plummer House Projects
			100.00	Total Plummer House Projects
Other Contractual Services	Becker, Brian	Repair/Clean Floor/Install FRP	4,500.00	Golf Projects
Other Contractual Services	Herring Eco-Logistics, Inc.	Tree Removal @ SF	4,499.00	Golf Projects
			8,999.00	Total Golf Projects
Other Contractual Services	Alvin E Benike Inc	Job #22414-RC FamilyLockerRoom	15,729.11	Recreation Center Projects
			15,729.11	Total Recreation Center Projects
			175,708.95	Total 00402
			421,977.51	GRAND TOTAL

**City of Rochester, MN
Park Board
Detailed A/P Summary by Dept
3/2/2023 to 3/29/2023**

BUSINESS UNIT	AMOUNT
Total Administrative Fines	25.00
Total Flood Control	5,002.73
Total CBD Maintenance	48,030.88
Total 00101	53,058.61
Total Park & Rec Fund - BS/GR	1,034.34
Total Park & Rec Admin	6,867.34
Total Recreation	8,606.40
Total Adaptive Recreation	508.65
Total Tennis Center	490.10
Total Silver Lake Pool Operations	54.00
Total Soldier's Fld Pool Operations	133.85
Total Beach Operations	392.20
Total Parks	94,368.66
Total Forestry	8,050.59
Total Parkwy Lndscp Maint	541.02
Total Plummer House	1,420.25
Total 00221	122,467.40
Total Golf Fund - BS/GR	483.52
Total Golf Administration	898.91
Total Eastwood Golf Course	6,850.81
Total Soldiers Field Golf Course	6,495.62
Total Northern Hills Golf Course	1,774.75
Total Hadley Creek Golf Course	5,338.62
Total 00223	21,842.23
Total Graham Arena Fund - BS/GR	904.02
Total Graham Arena	6,208.58

**City of Rochester, MN
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3/2/2023 to 3/29/2023**

BUSINESS UNIT	AMOUNT
Total 00224	7,112.60
Total Nat'l Volleyball Center-BS/GR	2,804.83
Total National Volleyball Center	7,693.08
Total 00226	10,497.91
Total Recreation Center Fund - BS/GR	3,709.79
Total Recreation Center	27,605.02
Total 00227	31,314.81
Total Park Projects	150,880.84
Total Plummer House Projects	100.00
Total Golf Projects	8,999.00
Total Recreation Center Projects	15,729.11
Total 00402	175,708.95
GRAND TOTAL	422,002.51

**Park & Rec
Revenue & Expense Summary
by Business Unit
thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
Flood Control				
54000 - Intergovernmental Revenue	0.00	0.00	-3,030.00	3,030.00
55000 - Charges for Services	0.00	0.00	0.00	0.00
59000 - Miscellaneous Revenues	-1,200.00	-1,200.00	0.00	-1,200.00
50000 - Revenues	-1,200.00	-1,200.00	-3,030.00	1,830.00
60100 - Operating Transfers In	0.00	0.00	-814,214.00	814,214.00
60000 - Other Financing Sources	0.00	0.00	-814,214.00	814,214.00
80001 - Employee Services	47,724.67	45,315.20	263,208.00	-217,892.80
80999 - Professionl & Contracted Srvc	14,070.91	12,969.05	397,875.50	-384,906.45
82999 - Materials and Supplies	5,149.47	9,645.20	87,714.97	-78,069.77
84000 - Other Charges	12,293.99	6,180.56	100,877.00	-94,696.44
84998 - Capital Outlay	56,976.65	0.00	74,943.35	-74,943.35
87000 - Allocated to Other Activities	-2,866.88	-1,497.93	-27,475.00	25,977.07
80000 - Expenditures	133,348.81	72,612.08	897,143.82	-824,531.74
CBD Maintenance				
55000 - Charges for Services	0.00	0.00	-1,515.00	1,515.00
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	0.00	-1,515.00	1,515.00
60100 - Operating Transfers In	0.00	0.00		0.00
60000 - Other Financing Sources	0.00	0.00		0.00
80001 - Employee Services	19,697.59	20,572.52	136,241.00	-115,668.48
80999 - Professionl & Contracted Srvc	16,898.69	110,843.55	386,615.00	-275,771.45
82999 - Materials and Supplies	7,942.88	2,697.22	66,813.00	-64,115.78
84000 - Other Charges	1,002.03	758.52	4,784.00	-4,025.48
84998 - Capital Outlay	0.00	0.00	0.00	0.00
87000 - Allocated to Other Activities	0.00	0.00	-480.00	480.00
80000 - Expenditures	45,541.19	134,871.81	593,973.00	-459,101.19
88000 - Operating Transfers	0.00	0.00		0.00
87500 - Other Financing Uses	0.00	0.00		0.00
	177,690.00	206,283.89	672,357.82	-466,073.93
Park & Rec Admin				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	0.00	0.00		0.00
59000 - Miscellaneous Revenues	-30.00	-30.50		-30.50
50000 - Revenues	-30.00	-30.50	0.00	-30.50
80001 - Employee Services	141,240.62	145,030.45	601,032.00	-456,001.55
80999 - Professionl & Contracted Srvc	14,544.35	20,143.13	42,835.00	-22,691.87
82999 - Materials and Supplies	1,751.03	585.91	6,811.00	-6,225.09
84000 - Other Charges	794.83	2,876.65	17,317.00	-14,440.35
84998 - Capital Outlay	0.00	0.00	0.00	0.00
87000 - Allocated to Other Activities			0.00	0.00
80000 - Expenditures	158,330.83	168,636.14	667,995.00	-499,358.86
Recreation				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	-51,942.73	-24,830.44	-175,053.00	150,222.56
59000 - Miscellaneous Revenues	-4.00	0.00	0.00	0.00
50000 - Revenues	-51,946.73	-24,830.44	-175,053.00	150,222.56

**Park & Rec
Revenue & Expense Summary
by Business Unit
thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
80001 - Employee Services	99,757.66	102,169.75	425,836.00	-323,666.25
80999 - Professionl & Contracted Srvc	11,030.30	15,139.37	46,106.00	-30,966.63
82999 - Materials and Supplies	1,261.21	891.60	10,065.00	-9,173.40
84000 - Other Charges	1,894.32	1,194.07	15,189.00	-13,994.93
87000 - Allocated to Other Activities	0.00	0.00	-61,500.00	61,500.00
80000 - Expenditures	113,943.49	119,394.79	435,696.00	-316,301.21
88000 - Operating Transfers	0.00	0.00		0.00
87500 - Other Financing Uses	0.00	0.00		0.00
Adaptive Recreation				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	-32,059.00	-5,394.00	-160,680.00	155,286.00
59000 - Miscellaneous Revenues	-506.00	0.00	-2,080.00	2,080.00
50000 - Revenues	-32,565.00	-5,394.00	-162,760.00	157,366.00
80001 - Employee Services	50,941.69	52,108.49	312,386.00	-260,277.51
80999 - Professionl & Contracted Srvc	10,258.39	3,684.31	34,799.00	-31,114.69
82999 - Materials and Supplies	2,330.92	1,593.45	13,599.32	-12,005.87
84000 - Other Charges	156.36	58.21	10,339.91	-10,281.70
84998 - Capital Outlay	0.00	0.00	0.00	0.00
80000 - Expenditures	63,687.36	57,444.46	371,124.23	-313,679.77
Tennis Center				
55000 - Charges for Services	0.00	0.00	-17,928.00	17,928.00
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	0.00	-17,928.00	17,928.00
80001 - Employee Services	8,273.80	7,815.04	46,898.00	-39,082.96
80999 - Professionl & Contracted Srvc	1,093.10	1,031.51	10,061.00	-9,029.49
82999 - Materials and Supplies	0.00	0.00	2,400.00	-2,400.00
84000 - Other Charges	0.00	0.00	691.00	-691.00
80000 - Expenditures	9,366.90	8,846.55	60,050.00	-51,203.45
Pools Admin				
55000 - Charges for Services	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	0.00	0.00	0.00
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00
80001 - Employee Services	0.00	0.00	0.00	0.00
80999 - Professionl & Contracted Srvc	0.00	0.00	2,447.00	-2,447.00
82999 - Materials and Supplies	0.00	0.00	0.00	0.00
84000 - Other Charges	0.00	0.00	8,144.00	-8,144.00
84998 - Capital Outlay			0.00	0.00
80000 - Expenditures	0.00	0.00	10,591.00	-10,591.00
Silver Lake Pool Operations				
55000 - Charges for Services	0.00	0.00	0.00	0.00
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	0.00	0.00	0.00
80001 - Employee Services	0.00	0.00	0.00	0.00
80999 - Professionl & Contracted Srvc	2,093.22	1,092.63	0.00	1,092.63
82999 - Materials and Supplies	0.00	110.00	0.00	110.00

**Park & Rec
Revenue & Expense Summary
by Business Unit
thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
84000 - Other Charges	102.49	0.00	0.00	0.00
80000 - Expenditures	2,195.71	1,202.63	0.00	1,202.63
Soldier's Fld Pool Operations				
55000 - Charges for Services	0.00	0.00	0.00	0.00
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	0.00	0.00	0.00
60100 - Operating Transfers In			0.00	0.00
60000 - Other Financing Sources			0.00	0.00
80001 - Employee Services	0.00	0.00	0.00	0.00
80999 - Professionl & Contracted Srvc	396.52	372.36	43,216.00	-42,843.64
82999 - Materials and Supplies	0.00	0.00	15,100.00	-15,100.00
84000 - Other Charges	25.62	0.00	509.00	-509.00
84998 - Capital Outlay			0.00	0.00
80000 - Expenditures	422.14	372.36	58,825.00	-58,452.64
Beach Operations				
55000 - Charges for Services			0.00	0.00
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	0.00	0.00	0.00
80001 - Employee Services	0.00	0.00	48,449.00	-48,449.00
80999 - Professionl & Contracted Srvc	866.88	824.74	21,307.00	-20,482.26
82999 - Materials and Supplies	0.00	0.00	300.00	-300.00
80000 - Expenditures	866.88	824.74	70,056.00	-69,231.26
Parks				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	-17,504.03	-18,849.45	-144,961.00	126,111.55
59000 - Miscellaneous Revenues	-611.93	-2,086.18	-2,889.00	802.82
50000 - Revenues	-18,115.96	-20,935.63	-147,850.00	126,914.37
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00
80001 - Employee Services	567,523.09	563,249.04	2,821,421.00	-2,258,171.96
80999 - Professionl & Contracted Srvc	129,804.73	149,596.24	932,268.50	-782,672.26
82999 - Materials and Supplies	102,093.15	83,286.24	641,191.00	-557,904.76
84000 - Other Charges	114,288.82	79,697.35	716,658.00	-636,960.65
84998 - Capital Outlay	36,736.06	0.00	0.00	0.00
87000 - Allocated to Other Activities	-2,177.14	0.00	-201,550.00	201,550.00
80000 - Expenditures	948,268.71	875,828.87	4,909,988.50	-4,034,159.63
88000 - Operating Transfers	0.00	0.00	0.00	0.00
87500 - Other Financing Uses	0.00	0.00	0.00	0.00
Forestry				
51000 - Licenses and Permits	0.00	0.00	-1,045.00	1,045.00
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	-42,727.07	-47,598.94	-91,162.00	43,563.06
59000 - Miscellaneous Revenues	-3,000.00	-3,140.00	0.00	-3,140.00
50000 - Revenues	-45,727.07	-50,738.94	-92,207.00	41,468.06
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00

**Park & Rec
Revenue & Expense Summary
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thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
80001 - Employee Services	328,669.71	330,688.32	1,582,204.00	-1,251,515.68
80999 - Professionl & Contracted Srvc	7,146.79	84,549.70	360,253.00	-275,703.30
82999 - Materials and Supplies	2,926.59	2,078.02	138,228.40	-136,150.38
84000 - Other Charges	500.83	495.84	23,219.00	-22,723.16
84998 - Capital Outlay	0.00	0.00		0.00
87000 - Allocated to Other Activities	-1,621.02	-1,509.15	-72,570.00	71,060.85
80000 - Expenditures	337,622.90	416,302.73	2,031,334.40	-1,615,031.67
Plummer House				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	900.00	-3,100.00	-46,460.00	43,360.00
59000 - Miscellaneous Revenues	0.00	-100.00	0.00	-100.00
50000 - Revenues	900.00	-3,200.00	-46,460.00	43,260.00
80001 - Employee Services	2,561.78	1,390.75	23,956.00	-22,565.25
80999 - Professionl & Contracted Srvc	16,931.44	10,820.72	72,554.00	-61,733.28
82999 - Materials and Supplies	673.31	84.45	8,200.00	-8,115.55
84000 - Other Charges	138.39	113.05	0.00	113.05
84998 - Capital Outlay	0.00	0.00	0.00	0.00
87000 - Allocated to Other Activities	0.00	0.00		0.00
80000 - Expenditures	20,304.92	12,408.97	104,710.00	-92,301.03
88000 - Operating Transfers	0.00	0.00	0.00	0.00
87500 - Other Financing Uses	0.00	0.00	0.00	0.00
	1,507,525.08	1,556,132.73	8,078,112.13	-6,521,979.40
FE Williams Fund - BS/GR				
50099 - Taxes			0.00	0.00
59000 - Miscellaneous Revenues	-5,852.09	-29,246.82	-6,600.00	-22,646.82
50000 - Revenues	-5,852.09	-29,246.82	-6,600.00	-22,646.82
62000 - Prior Year Revenue			6,600.00	-6,600.00
60000 - Other Financing Sources			6,600.00	-6,600.00
FE Williams				
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	0.00	0.00	0.00
80999 - Professionl & Contracted Srvc	0.00	0.00	0.00	0.00
82999 - Materials and Supplies	0.00	0.00		0.00
84000 - Other Charges	0.00	0.00		0.00
84998 - Capital Outlay	0.00	0.00		0.00
80000 - Expenditures	0.00	0.00	0.00	0.00
88000 - Operating Transfers	0.00	0.00	0.00	0.00
87500 - Other Financing Uses	0.00	0.00	0.00	0.00
	-5,852.09	-29,246.82	0.00	-29,246.82
Golf Fund - BS/GR				
50099 - Taxes	0.00	0.00	-266,583.00	266,583.00
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
59000 - Miscellaneous Revenues	359.51	-17,734.11	0.00	-17,734.11
50000 - Revenues	359.51	-17,734.11	-266,583.00	248,848.89
60100 - Operating Transfers In	0.00	0.00	0.00	0.00

**Park & Rec
Revenue & Expense Summary
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thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
62000 - Prior Year Revenue			-36,489.89	36,489.89
60000 - Other Financing Sources	0.00	0.00	-36,489.89	36,489.89
Golf Administration				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	-34,865.30	-34,513.02	-592,870.00	558,356.98
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	-34,865.30	-34,513.02	-592,870.00	558,356.98
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00
80001 - Employee Services	0.00	0.00	0.00	0.00
80999 - Professionl & Contracted Svcs	9,609.36	17,514.84	29,354.00	-11,839.16
82999 - Materials and Supplies	1,010.53	898.91	700.00	198.91
84000 - Other Charges	348.95	525.01	2,336.00	-1,810.99
84998 - Capital Outlay	0.00	0.00	0.00	0.00
80000 - Expenditures	10,968.84	18,938.76	32,390.00	-13,451.24
88000 - Operating Transfers			0.00	0.00
87500 - Other Financing Uses			0.00	0.00
Eastwood Golf Course				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	0.00	-2,400.00	-222,858.00	220,458.00
59000 - Miscellaneous Revenues	0.00	-12.27	0.00	-12.27
50000 - Revenues	0.00	-2,412.27	-222,858.00	220,445.73
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00
80001 - Employee Services	44,062.56	45,328.44	271,235.00	-225,906.56
80999 - Professionl & Contracted Svcs	17,040.15	9,445.91	83,652.00	-74,206.09
82999 - Materials and Supplies	13,923.04	7,225.44	53,209.00	-45,983.56
84000 - Other Charges	16,117.08	4,773.17	53,504.00	-48,730.83
84998 - Capital Outlay	0.00	0.00	0.00	0.00
87000 - Allocated to Other Activities	0.00	0.00		0.00
80000 - Expenditures	91,142.83	66,772.96	461,600.00	-394,827.04
Soldiers Field Golf Course				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	0.00	-4,800.00	-200,637.00	195,837.00
59000 - Miscellaneous Revenues	0.00	0.00	0.00	0.00
50000 - Revenues	0.00	-4,800.00	-200,637.00	195,837.00
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00
80001 - Employee Services	31,312.56	35,166.71	270,792.00	-235,625.29
80999 - Professionl & Contracted Svcs	13,812.36	10,751.43	69,085.00	-58,333.57
82999 - Materials and Supplies	5,782.80	3,364.06	41,653.00	-38,288.94
84000 - Other Charges	10,423.98	4,063.65	44,983.00	-40,919.35
84998 - Capital Outlay	0.00	0.00		0.00
87000 - Allocated to Other Activities	0.00	0.00	-1,500.00	1,500.00
80000 - Expenditures	61,331.70	53,345.85	425,013.00	-371,667.15
88000 - Operating Transfers	0.00	0.00	0.00	0.00
87500 - Other Financing Uses	0.00	0.00	0.00	0.00

**Park & Rec
Revenue & Expense Summary
by Business Unit
thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
Northern Hills Golf Course				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	0.00	0.00	-219,978.00	219,978.00
59000 - Miscellaneous Revenues	-4,105.47	-4,688.13	-10,400.00	5,711.87
50000 - Revenues	-4,105.47	-4,688.13	-230,378.00	225,689.87
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00
80001 - Employee Services	41,556.05	41,604.43	356,435.00	-314,830.57
80999 - Professionl & Contracted Srvcs	5,425.86	6,588.73	64,700.00	-58,111.27
82999 - Materials and Supplies	1,204.91	3,118.48	53,636.00	-50,517.52
84000 - Other Charges	13,895.45	5,478.63	68,359.00	-62,880.37
87000 - Allocated to Other Activities	0.00	0.00		0.00
80000 - Expenditures	62,082.27	56,790.27	543,130.00	-486,339.73
88000 - Operating Transfers	0.00	0.00	0.00	0.00
87500 - Other Financing Uses	0.00	0.00	0.00	0.00
Hadley Creek Golf Course				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	-1,842.27	-1,678.55	-165,590.00	163,911.45
59000 - Miscellaneous Revenues	0.00	-76.38	-9,880.00	9,803.62
50000 - Revenues	-1,842.27	-1,754.93	-175,470.00	173,715.07
80001 - Employee Services	2,311.75	0.00	146,850.89	-146,850.89
80999 - Professionl & Contracted Srvcs	2,450.12	3,538.56	49,953.00	-46,414.44
82999 - Materials and Supplies	4,914.23	3,487.24	35,187.00	-31,699.76
84000 - Other Charges	6,868.74	2,442.04	26,767.00	-24,324.96
84998 - Capital Outlay	0.00	0.00		0.00
87000 - Allocated to Other Activities	0.00	0.00		0.00
80000 - Expenditures	16,544.84	9,467.84	258,757.89	-249,290.05
88000 - Operating Transfers	0.00	0.00		0.00
87500 - Other Financing Uses	0.00	0.00	0.00	0.00
	201,616.95	139,413.22	-4,395.00	143,808.22
Graham Arena Fund - BS/GR				
50099 - Taxes	0.00	0.00	-82,307.00	82,307.00
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
59000 - Miscellaneous Revenues	574.24	1,849.25	1,700.00	149.25
50000 - Revenues	574.24	1,849.25	-80,607.00	82,456.25
60000 - Other Financing Sources			0.00	0.00
Graham Arena				
54000 - Intergovernmental Revenue	0.00	0.00	-80,607.00	80,607.00
55000 - Charges for Services	-260,315.50	-172,882.00	-748,810.00	575,928.00
59000 - Miscellaneous Revenues	-0.01	0.00	0.00	0.00
50000 - Revenues	-260,315.51	-172,882.00	-829,417.00	656,535.00
60100 - Operating Transfers In	0.00	0.00		0.00
60000 - Other Financing Sources	0.00	0.00		0.00
80001 - Employee Services	95,410.53	99,257.37	412,128.00	-312,870.63
80999 - Professionl & Contracted Srvcs	7,177.09	10,020.02	429,192.00	-419,171.98
82999 - Materials and Supplies	6,292.57	5,854.77	44,017.00	-38,162.23

**Park & Rec
Revenue & Expense Summary
by Business Unit
thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
84000 - Other Charges	2,993.33	1,854.38	23,263.00	-21,408.62
84998 - Capital Outlay	0.00	0.00	0.00	0.00
80000 - Expenditures	111,873.52	116,986.54	908,600.00	-791,613.46
88000 - Operating Transfers	0.00	0.00	0.00	0.00
87500 - Other Financing Uses	0.00	0.00	0.00	0.00
	-147,867.75	-54,046.21	-1,424.00	-52,622.21
Nat'l Volleyball Center-BS/GR				
50099 - Taxes	0.00	0.00	-19,987.00	19,987.00
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
59000 - Miscellaneous Revenues	95.11	-1,741.36	-600.00	-1,141.36
50000 - Revenues	95.11	-1,741.36	-20,587.00	18,845.64
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
62000 - Prior Year Revenue			-6,316.95	6,316.95
60000 - Other Financing Sources	0.00	0.00	-6,316.95	6,316.95
National Volleyball Center				
54000 - Intergovernmental Revenue	0.00	0.00	-20,588.00	20,588.00
55000 - Charges for Services	-207,145.99	-172,445.42	-391,173.00	218,727.58
59000 - Miscellaneous Revenues	0.00	0.00		0.00
50000 - Revenues	-207,145.99	-172,445.42	-411,761.00	239,315.58
80001 - Employee Services	41,450.92	41,290.86	178,950.00	-137,659.14
80999 - Professionl & Contracted Srvc	36,474.97	31,174.25	212,817.00	-181,642.75
82999 - Materials and Supplies	5,977.09	7,675.82	18,795.95	-11,120.13
84000 - Other Charges	624.72	741.84	10,498.00	-9,756.16
84998 - Capital Outlay	0.00	0.00	0.00	0.00
80000 - Expenditures	84,527.70	80,882.77	421,060.95	-340,178.18
88000 - Operating Transfers	0.00	0.00	16,644.00	-16,644.00
87500 - Other Financing Uses	0.00	0.00	16,644.00	-16,644.00
	-122,523.18	-93,304.01	-960.00	-92,344.01
Recreation Center Fund - BS/GR				
50099 - Taxes	0.00	0.00	-590,792.00	590,792.00
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
59000 - Miscellaneous Revenues	1,229.83	916.39	-4,500.00	5,416.39
50000 - Revenues	1,229.83	916.39	-595,292.00	596,208.39
62000 - Prior Year Revenue			-16,707.00	16,707.00
60000 - Other Financing Sources			-16,707.00	16,707.00
Recreation Center				
54000 - Intergovernmental Revenue	0.00	0.00	0.00	0.00
55000 - Charges for Services	-301,533.31	-225,980.64	-1,005,960.00	779,979.36
59000 - Miscellaneous Revenues	-9,733.41	5.00	-11,960.00	11,965.00
50000 - Revenues	-311,266.72	-225,975.64	-1,017,920.00	791,944.36
60100 - Operating Transfers In	0.00	0.00	0.00	0.00
60000 - Other Financing Sources	0.00	0.00	0.00	0.00
80001 - Employee Services	216,995.69	218,102.64	874,441.00	-656,338.36
80999 - Professionl & Contracted Srvc	98,746.59	63,171.12	464,380.00	-401,208.88
82999 - Materials and Supplies	18,452.99	12,976.76	59,755.00	-46,778.24

**Park & Rec
Revenue & Expense Summary
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thru Mar 2023**

OBJECT ACCOUNT	THRU MAR ACTUALS 2022	THRU MAR ACTUALS 2023	THRU MAR BUDGET 2023	CURRENT YEAR VARIANCE
84000 - Other Charges	5,624.46	4,193.39	33,258.00	-29,064.61
84998 - Capital Outlay	0.00	0.00	0.00	0.00
80000 - Expenditures	339,819.73	298,443.91	1,431,834.00	-1,133,390.09
88000 - Operating Transfers	0.00	0.00	195,018.00	-195,018.00
87500 - Other Financing Uses	0.00	0.00	195,018.00	-195,018.00
	29,782.84	73,384.66	-3,067.00	76,451.66

**REQUEST FOR ACTION****Parks and Recreation Financial Performance Year-to-Date (YTD)****MEETING DATE:**

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Monthly Approval of Bills

PRESENTER:**Action Requested:**

Receiving and filing the financial performance report at each meeting. Informational only, no action required.

Prepared By:

Kelly Evans

Attachments:

[Report - Year-to-Date Financials Thru March 2023](#)

**Park & Recreation Department
Annual Report Summary
including Encumbrances
YTD thru March, 2023**

	BUDGETED EXPENDITURES	BUDGETED REVENUES	BUDGETED NET	ACTUAL EXPENDITURES	ACTUAL REVENUES	ACTUAL NET	ACTUAL TAX LEVY	ACTUAL NET AFTER TAX LEVY	+/- NET
CBD Maintenance	594,609	1,515	-593,094	134,995	0	-134,995		-134,995	458,099
Flood Control	899,519	817,244	-82,275	73,088	1,200	-71,888		-71,888	10,387
Total General Fund	1,494,128	818,759	-675,369	208,083	1,200	-206,883		-206,883	468,485
Adaptive Rec	371,464	162,760	-208,704	57,444	5,394	-52,050		-52,050	156,654
Park Administration	671,942	18,000	-653,942	169,135	105,648	-63,487	0	-63,487	590,455
Parks/Forestry	7,687,534	240,057	-7,447,477	1,371,645	71,675	-1,299,970		-1,299,970	6,147,507
Plummer House	105,424	46,460	-58,964	12,409	3,200	-9,209		-9,209	49,755
Pools (Beach)	140,184	0	-140,184	2,400	0	-2,400		-2,400	137,784
Recreation	437,087	175,053	-262,034	119,395	24,830	-94,564		-94,564	167,470
Tennis Center	60,762	17,928	-42,834	8,847	0	-8,847		-8,847	33,987
Total Park Fund	9,474,397	660,258	-8,814,139	1,741,274	210,747	-1,530,527	0	-1,530,527	7,283,612
Golf	1,725,287	1,422,213	-303,074	205,316	65,902	-139,413	0	-139,413	163,661
Graham Arena	910,024	827,717	-82,307	117,050	171,033	53,983	0	53,983	136,290
National Volleyball	438,665	412,361	-26,304	80,883	174,187	93,304	0	93,304	119,608
Recreation Ctr	1,629,919	1,022,420	-607,499	298,951	225,059	-73,892	0	-73,892	533,607
Total Other Municipal Recreation	4,703,895	3,684,711	-1,019,184	702,200	636,181	-66,018	0	-66,018	953,165
Total Municipal Recreation	14,178,292	4,344,969	-9,833,323	2,443,474	846,928	-1,596,545	0	-1,596,545	8,236,778
FE Williams		6,600	6,600		29,247	29,247		29,247	22,647
Grand Total	15,672,420	5,170,328	-10,502,092	2,651,557	877,375	-1,774,182	0	-1,774,182	8,727,910



REQUEST FOR ACTION

Parks and Recreation Department Recreation Programming Plan 2023-2028

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Ben Boldt, Recreation
Supervisor

Action Requested:

Approving the Recreation Programming Plan for 2023-2028 as part of the Parks and Recreation Department's Commission for Accreditation of Park and Recreation Agencies (CAPRA) effort.

Report Narrative:

CAPRA requires accredited agencies to have a long-term recreation programming plan. As part of the accreditation process, Ben Boldt, Recreation Supervisor has prepared a ***Parks & Recreation Department Recreation Programming Plan 2023-2028*** for review and approval.

Policy Considerations & DEI Impact:

The programming plan addresses the City-wide strategic priorities.

<https://www.rochestermn.gov/government/departments/administration/strategic-priorities>

Prior Legislative Actions & Community Engagement:

Programs were approved as they were developed.

Fiscal & Resource Impact:

The programs and activities addressed in the planning document are funded through the operating budget and various program partnerships.

Prepared By:

Paul Widman

Attachments:

[Plan - Recreation Programming Plan CAPRA](#)



Rochester Parks & Recreation Department
Recreation Programming Plan
2023-2028

Recreation and Programming Background:

Recreation and Programming are provided by the Recreation Division of the Rochester Parks & Recreation Department. Many other staff within the department support and/or offer limited program as a part of their scope of work. Rochester Parks & Recreation provides a few department-sponsored programs. The majority of Rochester's programming is successfully provided by private organizations and associations, which the parks and recreation department will continue to support by providing facility access, collaborating on programming gaps and spreading awareness.

Users of the park system engage in recreational programming for enjoyment, health, skill development, socialization, enrichment, entertainment, physical fitness, and relaxation. Collaborating with cultural groups, schools, neighborhoods, and other partners should continue to provide recreational opportunities and community events that are accessible to all ages and income levels.

Based on current trends, informal, or self-direction, recreation should be established and promoted.

Mission, Goals, Strategic Priorities and Foundational Principles:

City of Rochester Strategic Priorities:

- Affordable Living
- Quality Services for Quality Living
- Economic Vibrancy and Growth Management

<https://www.rochestermn.gov/government/departments/administration/strategic-priorities>

City of Rochester Foundational Principles:

- Environmental Stewardship
- Fiscal Responsibility & Sustainability
- Public Safety
- Social Equity
- Compassion

The Rochester Parks & Recreation programming fall primarily in the Quality Services for Quality Living strategic priority. Within that priority there are several areas of focus:

- Cultural and Recreational opportunities that provide access and equity
- The organization and Services reflect changing demographics and needs identified by community
- Operations are sustainable, integrated, and easy to navigate
- Service delivery is optimized, cost effective, and reflect our Foundational Principles

Parks & Recreation Department Mission Statement:

Providing traditional, innovative, and affordable quality services (activities, programs, and facilities) for Rochester's residents and visitors.

Programming Goals as Identified in Parks System Plan:

- Expand Opportunities for Local Community Gathering and Education.
- Encourage Recreation Participation by All Rochester Residents, Regardless of Age Or Ability.
- Partnership – assist programming – find wording in system plan

Recreation and Programming Objectives:

1. Provide programming that is available to community members of all abilities
 - Prioritize the AccessABLE Recreation program and partner programs such as Miracle Field League
 - Work with Parks & Recreation facilities to find opportunities to make the existing facilities more accessible and/or sensory-friendly to community members of all abilities
2. Provide programming that is available to community members of all ages
 - Support the partnership with 125 LIVE
 - Look to provide programming and facilities in the areas of interest for community members of all ages (pickleball, swimming, youth sports, nature-based, etc.)
3. Provide programming equitably across the city of Rochester
 - Bring the programming to the community where they are at (Go! Play! Explore! Mobile Recreation, Passport to Parks, parkland distribution around the city)
4. Provide training and support for programming staff to deliver the best experience possible to the community members
 - Quality onboarding process for programming staff
 - Provide relevant and up-to-date training specific to job types (CPR, first aid, autism, etc.)
 - Feedback and evaluation throughout and at the completion of programming staff seasons
5. Provide affordable programming opportunities
 - Look for opportunities to offer free programming where possible
 - Work with partners to ensure programming that they offer is affordable

Recreation Division Staff:

- Recreation and Indoor Facilities Director
- Recreation Supervisor
- AccessABLE Rec Coordinator
- Numerous Seasonal and Part-Time Recreation Staff Members

City of Rochester, MN Demographics

Population

The 2020 population of Rochester was 121,395 people. Rochester-Olmsted Planning Department projects continued growth over the next several year, with the city's population projected to exceed 160,000 residents by 2040.

Age and Gender

Currently Rochester is a relatively youthful city. By age, the largest population segment in Rochester as of 2020 was the 30-34 cohort, followed by the 25-29 cohort. Population projections, however, show an aging population by 2040. The largest percentage growth will be in the 65 to 85 cohort. Younger cohorts, age 39 and under, will also grow, with the 25-29 cohort projected to be the largest age group. Demographic changes will alter the labor force and also impact preferences for transportation, housing, and park needs. For instance, both millennials and seniors will be seeking walkable neighborhoods and expanded trail facilities.

Race & Ethnicity

Racial and ethnic diversity is increasing in Rochester, with non-whites comprising 26.7% of the City's population in 2020. The majority of this growth is coming from international migration of minority populations into Rochester rather than from growth of non-white populations already within the City. Eighty-one languages are spoken in the homes of Olmsted County K-12 students, and approximately 18% of households speak a language other than English as the primary language.

Households

In 2020, married couple families still accounted for 47.8% of all households, and 23.1% of all households included children. However, shifts in household types that started between 2000 and 2010 are expected to continue. This shift includes smaller households, resulting in an increase in the total number of households; an increase in the percentage of married couple, no children households; and an increase in the percentage of households with individuals over 65.

Income

Rochester remains an affluent city that enjoys relatively high incomes with a median income of \$75,902, with 27% of all households and 35% of all family households making over \$100,000. Despite this affluence, if trends related to income and housing costs continue—as assumed by Rochester's P2S2040—then Rochester can expect to continue to see an increase in the number of households experiencing a housing cost burden, defined as a household in which more than 30% of household income goes towards housing. This burden is important to monitor as it can lead to a decrease in usage and participation rates for parks and recreation, as well as an increased need for financial assistance.

8.6% of the population live in Poverty as defined by the US Census. While the City features a poverty rate that is stable and well below the national poverty rate, consideration still needs to be given to whether the parks and recreation system is sufficiently serving those with limited incomes, particularly by providing access to facilities within a walking or biking distance. As described in on page 3-30, particular attention was given to whether identified areas had safe, nearby access to playgrounds, open field areas, and basketball courts.

Education

Rochester residents are generally well-educated, with high rates of college and post-graduate attainment. 49.3% percent of residents over 25 years of age hold a bachelor's degree or higher. Growth in educational attainment levels since 2000 can be attributed to the in-migration of highly educated residents. School enrollment in Rochester has increased across almost all grade levels since 2000.

Visitors

In addition to residents and employees, Rochester's parks and recreation system serves all of the visitors who come to the region for health care, shopping and services, conventions, events, and sports

tournaments. Annually, Mayo Clinic serves more than 1.3 million people and their families from all 50 states and more than 140 counties. The Rochester Amateur Sports Commission (RASC) found that in 2015 more than 116,000 people came to the City for tournaments.

National Recreation Trends as identified in 2015 System Plan:

- Increasing demands on time
- Increasingly anxious about safety
- Increasingly disconnected from nature
- Increased importance of place + experiences
- Increasing physical and mental health problems
- Increased interest in aging actively
- Increasing diversity
- More transient
- Pinched household budgets
- Pinched government budgets
- Demand for green alternatives
- Rise in informal adult recreation versus league participation
- Interest in specialized facilities and new/non-traditional sports

Programming Determinants:

- Conceptual foundations of play, recreation and leisure,
- City of Rochester strategic priorities, foundational principles and action plan
- Constituent interests and desired needs
- Experiences desirable for clientele
- Community opportunities
- Facility & Space Availability
- Staff or Partner Workload

Recreation staff and other Parks & Recreation staff use these determinants to help decide if a new program should be offered or to help modify an existing program. Staff also reviews current recreation trends and/or listens to community member suggestions and requests. New program ideas are weighed against the facility availability, staff workload and budget consideration to see if a new program can be initiated.

Programming Categories:

Rochester Parks & Recreation offer programming in several categories. These include internal active programming, internal passive/drop-in programming and partnership/shared programming. Examples of these categories and programs are outlined below:

Parks & Rec Active Programming

- Adult Sports Leagues
- AccessABLE Recreation Events & Programming
- Golf Leagues

Parks & Rec Passive/Drop-In Programming

- Open Skate, Swim, Gym @ RC and NVC

- Go! Play! Explore! Mobile Rec
- Community Trailers – Building Blocks Trailer, Thrive Outside Winter Activity Trailer
- Passport to Parks
- Pipsqueaks Indoor Playground

Partnership Shared Programming – *(programming offered through agreement; partner contributes to infrastructure; may include financial agreement and revenue sharing)*

- Friends of Quarry Hill - QHNC
- First Tee Golf
- Rochester Civic Music
- Rochester Public Library
- Tennis Connection – Outdoor Tennis Center @ Kutzky Park
- Rochester Swim Club – Outdoor Pools
- Rochester Active Sports Club
- Rochester Softball Association – Adult Sports @ McQuillan
- Miracle Field League
- rNeighbors
- Rochester Swimming, Inc. – Indoor Pools
- 125 LIVE

Renter+ Partnership Programming – *(offers programming in lieu of Parks & Rec; partner contributes to infrastructure; more than just an amenity renter)*

- Rochester Youth Baseball Association
- Rochester Youth Fastpitch Softball Association
- Rochester Youth Football Association
- Minnesota Rush
- Rochester Area Lacrosse
- Rochester Public Schools
- Rochester Youth Volleyball Association
- Rochester Youth Hockey Association
- Rochester Grizzlies
- Rochester Honkers
- Rochester Figure Skating Club
- Rochester Rowing Club
- Rochester Area Pickleball Association
- Olmsted County Public Health (community gardens, etc.)
- Rochester Flyers - Special Olympics

Rochester Parks & Recreation Sponsored “Active” Programs

Adult Sports Leagues

The Recreation Supervisor oversees the adult sports leagues program for the department. The National Volleyball Center Manager oversees the indoor volleyball leagues. Adult Sports Leagues current offered by the department are:

SPORT	2023 FEES	SEASON
Broomball	\$305	January – February
Dodgeball	\$210	January – February
Spring Volleyball	\$340	March - April
Summer Softball	\$420	May – August
Summer Kickball	\$170	May – June
Sandlot Volleyball	\$230	May – August
Fall Softball	\$200	September – October
Fall Kickball	\$170	September – October
Fall Flag Football	\$275	September – October
Fall Volleyball	\$340	September – October
Winter Basketball	\$485	November – February
Winter Volleyball	\$340	December – February

AccessABLE Recreation Events & Programming

The Mission of the AccessABLE Rec program: Providing recreational activities enriching the social experiences & development of persons with intellectual disabilities.

The AccessABLE Rec Coordinator oversees the AccessABLE (Adaptive) Recreation programming for the department. The AccessABLE Recreation program began in 1975 with support from the ARC of South Eastern Minnesota and parents of children and adult children who had special needs that were living in the Rochester Community. The Parks & Recreation Department hired the first a Director of Handicap Services who organized activities for youth and adults and which included arts, crafts, summer day camps, and swimming. Over the past 46 years, with enthusiasm from our participants, their families, and community partners, AccessABLE Rec. has offered exciting and enriching activities to more than 1700 people annually.

AccessABLE Recreation activities including bowling, dances, holiday events/celebrations, game & craft nights, gym/health/fitness programs, music classes, Miracle League (softball/t-ball), swim lessons (and other aquatic activities), plus more. Programs are offered starting at age 4 and all the way up!

2022-2023 Program	Cost	Season	Age
After School Program	\$2000-\$4500	School Year	13-21 years
Summer Camps	\$200-\$600	Summer	Ages 4-21
Swim Lessons	\$70-80	School Year	5-18
Miracle Field Softball League	Free	Summer	5-85 years
Open Swim	\$40	School Year	13 years & older
Bowling Program	\$55	School Year	5-60 years
Friday with Friends	\$40	School Year	18 and older
A Meaningful Day Program	FREE	Year-round	18 and older
Dances, Picnics, and Other Special Activities & Holiday Celebrations	\$10/event	Year round	2 years and older
Saturday Family Fun Program	\$20/time	School Year	2-14 years of age

Parks & Recreation Golf Leagues

The Golf Pros at each of the department's golf courses offer golf leagues. The department operates 4 golf courses: Soldiers Field Golf Course (18), Northern Hills Golf Course (18), Eastwood Golf Course (18) and Hadley Creek Golf Learning Center (9). Each golf league has a committee of golfers that assist the golf pro with league decisions and also help with physical improvements at the course. The leagues are typically 18 weeks (mid-May through mid-September). In 2023, the registration fee is \$125 which includes the MGA handicap, prize fund, and special events during the season. Golf greens fees or season passes are sold separately.

National Volleyball Center Playdays and Tournaments

Playdays are half day events that last approximately 6 hours and consist of a round of pool play. Teams are assigned to a pool and will play everyone in that pool. Depending on the number of teams registered on any given day, a team will either play in a morning (8am -2pm) or afternoon (2pm-8pm) session. However, on Sundays if only one session is being held the times will be approximately 11am-5pm. Teams must be able to play at anytime on the date of the event they register for. To keep a competitive format teams are moved amongst the pools according to their finish at previous events. If a team has not yet played in an event for that season they will be positioned where the director feels is appropriate. Teams of any affiliation can play in our Playdays.

These are one day events with pool play followed by bracket playoffs. All teams continue into the playoff brackets. Individual medals are awarded in each division. Tournaments usually start at 8am and finish about 5pm. Teams of any affiliation can play in our Tournaments.

Rochester Parks & Recreation Sponsored "Passive/Drop-In" Programs

Rochester Recreation Center

Drop-In Activities are available at the Rochester Recreation Center. These include Open Skate, Open Swim, Open Gym and Pickleball. These programs are offered throughout the week and community members can find schedules on the Recreation Center webpage:

<https://www.rochestermn.gov/government/departments/parks-and-recreation/indoor-facilities/rec-center>. A drop-in fee of \$6 for adults and \$5 for youth. Facility Passes can also be purchased in 3-month, 6-month and 12-month options:

Pass	3-Month	6-Month	12-Month
Family	\$130	\$200	\$330
Adult (18+)	\$50	\$100	\$155
Senior (62+)	\$45	\$95	\$140
Youth (0-17)	\$40	\$75	\$100

A monthly Pickleball Only Pass can also be purchased for \$25.

National Volleyball Center

Drop-In Activities are available at the National Volleyball Center. This includes Open Volleyball which is typically available on Friday and Sunday evenings. The drop-in fee for Open Gym at the NVC is \$6 for adults and \$5 for students (6-18). A punch card can also be purchased for \$60 for 12 visits for adults and \$50 for 12 visits for Students (6-18).

Go! Play! Explore! Mobile Rec Program

The Go! Play! Explore! Trailer is loaded with interactive games and equipment and will travel to parks and green space all around the City this summer. Rochester Parks and Recreation staff will lead kids of all ages in fun, unique and engaging outdoor activities designed to increase activity, spontaneity, and interactions with friends and neighbors!

Go! Play! Explore! Mobile Recreation background:

Olmsted County Public Health and Rochester Parks & Recreation were the recipients of a grant from the Super Bowl 52 Host Committee in 2017. This grant funded the mobile recreation unit in Rochester that was rolled out in the summer of 2017. A huge thank you to the Super Bowl 52 Host Committee!

Building Blocks Party Trailer

The Building Blocks Neighborhood Block Party Trailer is a means to inspire neighbors to gather in places where they live and it provides all the tools necessary to hold a neighborhood gathering.

- The block party trailer is for public gatherings only; no private parties. Any event where the trailer is present must be open to all neighbors.
- Park and Recreation will drop off the trailer to the location of your choosing, weekend events will have the trailer dropped off on Friday and picked up on Monday.
- The trailer is available for use April 1 through October 31.
- Reservations available on the first business day of January each year (Jan. 2). The only exception would be for large community event reservations.

Thrive Outside Winter Activity Trailer

The Thrive Outside Winter Activity Trailer helps community members from all backgrounds and ages get outdoors, be active, socialize and enjoy winter. The trailer is filled with winter activities like sleds, snowshoes, fort-building kits, a firepit and more.

The trailer can serve up to 30 people at a time and be delivered directly to your home, school, organization or park. Reservations, delivery and pickup of the trailer are free.

The Thrive Outside Winter Activity Trailer 2022-2023 season includes the winter months (November 15 - March 31).

Passport to Parks

The Passport to Parks Program is a free program for the community members and visitors of Rochester. This is printed passport that contains a variety of activities and suggestions for individuals or groups to get out and enjoy the Rochester Parks. The Parks & Recreation department works with Quarry Hill Nature Center, Rochester Public Library and other partners to develop the booklet each year. The passports are available in May and through the summer months. The passports can also be printed/downloaded from the website: <https://www.rochestermn.gov/government/departments/parks-and-recreation/activities-classes/passport-to-parks>.

Pipsqueaks Indoor Playground

Pipsqueaks, Rochester's INDOOR play zone, is designed for children kindergarten-age and younger to play under parental/guardian supervision. A community partnership between the Rochester Park & Recreation Department and the United Way of Olmsted County Inc., Pipsqueaks offers young children a

safe, clean play space to burn off energy during the long winter months. In addition, parents and their kids can share in activities, meet with existing playgroups and make new friends.

1. Active internal programming
2. Passive internal programming
3. Partners who offer programming and operate/contribute revenue or infrastructure to the department and also likely have an operating agreement with the department and possible financial agreement/revenue sharing
4. Partners who primarily operate independently but contribute to our infrastructure.
5. Renter Organizations – too many to list

Partnership Shared Programming – *(programming offered through agreement; partner contributes to infrastructure; may include financial agreement and revenue sharing)*

Friends of Quarry Hill – QHNC

Quarry Hill Nature Center is seated in the City of Rochester's Quarry Hill Park. The 329 acre park features 8+ miles of paved and hiking trails, a pond, and a historical sandstone cave carved in 1882. In the winter months, cross country skis and snowshoes are available for rent to use in the park. The Friends of Quarry Hill Nature Center staff the nature center building which houses live animals and an admission free Exploration Hall. Year-round classes, day camps, trips, and recreation activities are offered by the Friends of Quarry Hill Nature Center professional staff. Please visit the Programs & Events section for more information.

First Tee Golf

The First Tee Life Skills Experience promotes character development to enhance personal and social growth. Along with The Life Skills experience The First Tee also promotes healthy living through The Nine Healthy Habits, which are in three categories; Physical Health, Emotional Health, and Social Health. First Tee programming is offered at Hadley Creek Golf Learning Center and a committee of volunteers and seasonal staff run the program with one of the Rochester Parks & Recreation Golf Pros.

Rochester Civic Music

Rochester Civic Music has been the City of Rochester Music Department since 1936. Rochester Civic Music provides the region with fun and memorable musical events such as the Down by the Riverside summer series, the forWARD neighborhood park series, the indoor ticketed "Theatre Season," the Global Music Series, the Artist-in-the-Schools program, and the online virtual music show Live from Med City.

Rochester Public Library

Rochester Public Library began offering services in 1865. The library moved into its current location in 1995 and has continued to increase opportunities to the community both inside the library walls and all across the city of Rochester. The library shows that "WE CARE". Welcoming Environment, Committed to Inclusivity, Access for all, Respect intellectual freedom and Exceptional library service. The library partners with Parks and Rec for summer outdoor programming and jointly sponsored events.

Tennis Connection – Outdoor Tennis Center @ Kutzky Park

Rochester Outdoor Tennis Center, owned by the City of Rochester, is staffed by Tennis Connection staff in the summer. It is one of the top outdoor facilities in the state with 14 courts. Programs offered at the Outdoor Tennis Center junior development lessons, advanced player lessons, private lessons, daily play and seasonal memberships. Rochester Parks & Recreation contracts with the tennis pro to offer these services during the outdoor season.

Rochester Swim Club – Outdoor Pools

Rochester Parks & Recreation owns and operates two outdoor pools, Soldiers Field & Silver Lake pools. The department oversees all maintenance of these facilities. Since 2017, the department has contracted with the Rochester Swim Club to oversee the programming aspects of the outdoor pools. The swim club hires and trains all the lifeguards and customer service staff. The swim club offer group swim lessons, private swim lessons and free community swim lessons along with swim team programming. The swim club also oversees the daily open swim activities at the pools during the summer season

Rochester Active Sports Club

The Rochester Active Sports Club is dedicated to the support and growth of mountain biking, Nordic skiing, road/gravel cycling and other silent sports in the Rochester area. RASC grooms several trails for the Parks & Recreation department during all seasons including cross country ski and mountain bike trails.

Rochester Softball Association – Adult Sports @ McQuillan

The Rochester Softball Association partners with the Rochester Parks & Recreation department for adult sports held at McQuillan Sports Complex. These sports include slowpitch softball and kickball. RSA recruits and trains umpires, offers input on league formation, hires and schedules a field supervisor to be on-site during league nights and runs the concessions stand at McQuillan.

Miracle Field League

The Miracle Field League is a summer ball program for athletes ages 5 years and older with exceptional abilities to make friends, play ball and feel the comradery of being part of a team! Our season runs early July to mid-August.

Weekly games are played on the Miracle Field, a barrier-free, custom-designed, rubberized turf field that accommodates athletes of all abilities. We use a “buddy” system which allows a family member or support person to assist their athlete during play! Local agencies and businesses sponsor teams in which every athletes is provided a jersey and picture!

The Miracle Field League Board oversees fundraising, equipment needs, volunteer recruitment, obtaining team sponsorships, and supervision of weekly games. The Miracle Field League Board is made up of volunteers from local agencies and businesses.

RNeighbors

RNeighbors empowers citizen leaders to create sustainable neighborhood networks that promote a vibrant, healthy, and livable community. RNeighbors partners with Rochester Parks & Rec in several areas. A couple examples are the seasonal neighborhood tree plantings and the Building Blocks Neighborhood Party Trailer.

Rochester Swimming, Inc. – Indoor Pools

Rochester Swimming, Inc. (RS) partners with the Rochester Parks & Recreation department primarily for support at the Recreation Center indoor pools. RSI has funded many of the updates for the Rec Center aquatics and provides technical support for all swimming and diving events.

125 LIVE

125 LIVE is a social and fitness facility for anyone 18 years and older. They provide various physical, social, and intellectual opportunities to engage our community's minds and bodies. Through extensive programming, fitness amenities, gathering spaces, and personal health resources, 125 LIVE provides opportunities for all adults to embark on their journey to "aging successfully." 125 LIVE is located adjacent to the Rochester Recreation Center. Some AccessABLE Recreation programming is offered at 125 LIVE.

Renter+ Partnership Programming – *(offers programming in lieu of Parks & Rec; partner contributes to infrastructure; more than just an amenity renter)*

Rochester Parks & Recreation supports many other organizations to offer recreational programming in our community. The city's recreational facilities are the backdrop and location for many of the games, practices and programs that the following groups offer:

- Rochester Youth Baseball Association
- Rochester Youth Fastpitch Softball Association
- Rochester Youth Football Association
- Minnesota Rush
- Rochester Area Lacrosse
- Rochester Public Schools
- Rochester Youth Volleyball Association
- Rochester Youth Hockey Association
- Rochester Grizzlies
- Rochester Honkers
- Rochester Figure Skating Club
- Rochester Rowing Club
- Rochester Area Pickleball Association
- Olmsted County Public Health (community gardens, etc.)
- Rochester Flyers - Special Olympics

Appendix A Code of Conduct

All participants and attendees are expected to exhibit appropriate behavior at all times while participating, spectating or attending any program, sports league or activity conducted or sponsored by the City of Rochester Parks & Recreation Department or community partner. The following guidelines are designed to provide safe and enjoyable activities for all participants:

- Show respect to all participants, officials and program staff.
- Take direction from program staff/supervisors.
- Refrain from using abusive or foul language.
- Refrain from causing bodily harm to self, other participants, game officials or program staff/supervisors.
- Refrain from damaging equipment, supplies or facilities.

Failure to follow these rules may result in suspension of participation. The City of Rochester Parks & Recreation Department strives to make your participation fun-filled, rewarding, educational and safe. We thank you in advance for your cooperation.

Appendix B Concussion Protocol

CDC Concussions Awareness — The Facts:

- A concussion is a brain injury.
- All concussions are serious.
- Most concussions occur without loss of consciousness.
- Concussions can occur in any sport or recreation activity.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

A bump, blow, or jolt to the head can cause a concussion, a type of traumatic brain injury (TBI). Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

Recognizing A Possible Concussion: To help recognize a concussion, you should watch for and ask others to report the following two things among athletes/participants:

- A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

- Any change in the athlete’s behavior, thinking, or physical functioning.

Athletes/participants who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it’s OK to return to play.

Signs Observed By A Coach or Game Official

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported By Athlete/Participant

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

Danger Signs: In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete/participant should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other

- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

When A Concussion Is Suspected: If you suspect that an athlete/participant has a concussion, implement this four-step action plan:

1. Remove the athlete/participant from play. Look for signs and symptoms of a concussion if the athlete has experienced a bump or blow to the head or body. When in doubt, sit them out.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach/team manager, recording the following information can help health care professionals in assessing the athlete after the injury:
 - a. Cause of the injury and force of the hit or blow to the head or body
 - b. Any loss of consciousness (passed out/knocked out) and if so, for how long
 - c. Any memory loss immediately following the injury
 - d. Any seizures immediately following the injury
 - e. Number of previous concussions (if any)
3. Inform the athlete's spouse, parents or guardians about the possible concussion and give them CDC's fact sheet on concussion. This fact sheet can help parents monitor the athlete for sign or symptoms that appear or get worse once the athlete is at home or returns to work/school.
4. Keep the athlete/participant out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

Get more information and educational resources on concussion, at:

<https://www.cdc.gov/headsup/basics/index.html>

Please also familiarize yourself with and comply with any State or Local laws that govern concussion awareness, concussion education and training, concussion protocols and/or other legal requirements which may apply in your jurisdiction.

The above information was provided by the U.S. Centers for Disease Control. Also, please note that concussion awareness disclosures, protocols and requirements may be mandated by state or local law. Consult applicable laws for legal requirements. Also, take a free online training course on Concussion in Sports at www.nfhslearn.com.



REQUEST FOR ACTION

Planter Purchase for Central Business District

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Alison Litchy

Action Requested:

Authorizing the purchase of 24 self-watering planters in the amount of \$12,163.80 to continue planter replacement in the Central Business District.

Report Narrative:

There has been an ongoing effort to replace flower planters in the Central Business District. This would be a continuation of that effort. In 2022, a decision pack was approved for the purchase of additional planters. This would be for 24 replacement planters. The new planters are self watering, saving staff time of watering. These also have promoted better plant growth over time. After the purchase of these 24 planters, an additional 20 planters will be needed to complete the transition to the new planters.

The purchase price for these 24 planters is \$12,163.80.

Policy Considerations & DEI Impact:

Planters are in the Central Business District where a vast number of people of different DEI status would be able to benefit from.

Prior Legislative Actions & Community Engagement:

November 13, 2018: First self watering planters were purchased.

March 10, 2020: Second batch of replacement process.

2022: Decision Pack approved for replacement of these planters.

Fiscal & Resource Impact:

The purchase of these self watering planters will save in staff time having to water these planters. Planters cost will be from Business Unit 44515 (CBD) Object Code 83430.

Prepared By:

Alison Litchy

Attachments:

[Quote - 24 Self Watering Planters 2023](#)



Equinox Industries - Attn: Accounts Payable

401 Chrislind Street

Winnipeg, Manitoba, Canada

Phone: 204-633-7564

DesertPlanters.com

R2C 5G4

Toll Free: 1-800-665-7487

Sales@DesertPlanters.com

Sold To/ Bill To:		Consignee / Ship To:	
CITY OF ROCHESTER 204 4TH STREET SE ROCHESTER, MN, 55904 ATTN: ACCOUNTS PAYABLE 507-328-2900 MyLam.Nguyen MNguyen@rochestermn.gov		CITY OF ROCHESTER - Cal PARK & FORESTRY OPER. 403 EAST CENTER STREET ROCHESTER, MN, 55904 ATTN: Jeff Habermen / S 507-328-2516 JHaberman@rochestermn.gov	
Sales Code 215	Customer PO#	F.O.B. Factory	
QTY ORDERED	PRODUCT #	PRODUCT DESCRIPTION	
24	2350	AVENUE 36 - MILLSTONE <i>Pricing includes volume discounts</i> Key Benefits: <i>Self-watering Desert Planter with built water reservoir</i> <i>Save up to 80% on Fuel, Water & Labour</i> <i>Promotes extraordinary rapid and lush plant growth by supp.</i> <i>10 Year Warranty</i> <i>Patented HydraFilter Technology rated for 10 years</i> <i>Commercial Grade, UV Stabilized, Year-Round Use</i> <i>Double Wall Rotational Mold for extreme durability</i> <i>Fully assembled and ready to use</i> <i>Proudly designed and manufactured in North America</i> SUB TOTAL	

		ESTIMATED FREIGHT <i>Via Teams Transport - Client can offload</i>
		SUB TOTAL
Comments:		

Quote prepared by:

Shannon Carson
 Director: Desert Planters Division, Equinox Environmental
 Sales@DesertPlanters.com / Shannon@EQNX.biz
 Mobile: 204-688-2649

Please confirm as order acceptance by email at

Product Colour Options:

Solid Colour



Thank you for your l

Quotation 2023-900-151 D

Quote Date: Mar 24-023
Quote Expiry Date: Apr 24-2023
Revised Quote Date: Mar 30-2023
Order Date:

[illegible]



REQUEST FOR ACTION

Contract with Wilson Custom Tree for Ash Tree Removal

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Alison Litchy

Action Requested:

Authorizing the contract with Wilson Custom Tree in the amount of \$21,393.50 to allow the contractor to remove 41 public Emerald Ash Borer (EAB) infested ash trees and high risk trees from the public right-of-way.

Report Narrative:

Rochester Parks and Recreation has marked 41 public EAB infested ash trees and high risk trees, trees for removal from the public right-of-way. These trees are non-treated and are past the point where treatment is an option. The trees are deemed high risk and need to be removed from the public right of way. Bids for this work were sent out to the licensed tree care companies in town.

Four companies placed a bid and Bid comps are as follows:

Astorinos Tree Service: \$51,750

Wilson Custom Tree: \$21,393.50

Hathaway Tree Service: \$43,300

Root River Tree Service LLC: \$54,920

Wilson Custom Tree won the bid at \$21,393.50. Bid includes the price of removal and grinding of the stumps.

Policy Considerations & DEI Impact:

Trees are within boulevard spaces around the City, this would include areas that are currently identified as underserved.

Prior Legislative Actions & Community Engagement:

The City does have an EAB Management Plan and this does follow that plan.

Several media posts have been posted of the past five years about the affect that EAB has on ash trees.

Fiscal & Resource Impact:

Funding will come from our budgeted CIP money for EAB work.

Prepared By:

Alison Litchy

Attachments:

[Request for Bids - Public Property Tree Removals 1.2023](#)



RFQ Public Property 3.2023

March 23, 2023

To: City of Rochester Licensed Tree Contractor
From: Park Forestry Department
403 E. Center St.
Rochester, MN. 55904

RE: The City of Rochester is requesting bids for the following list of public trees to be removed and stumps to be ground from **public property**. All trees are marked with an ORANGE DOT. All woody debris must be removed and taken to a Minnesota Department of Agriculture approved wood disposal site for proper disposal of infested wood or chipped on site. All stumps must be cut 6 inches above ground or less. Stump faces must be ground to minimum of 12" in depth and all exposed roots ground to where they submerge below grade. The stump hole shall be filled with black dirt, seeded with grass and lightly tamped as hole is filled to eliminate settling.

Any company bidding on work where electrical conductors are present must have line clearance qualified tree workers. The company awarded the contract must fill out the Safety Acknowledgement Form indicating those qualified to work within the minimum approach distance. This is to ensure that companies bidding on City of Rochester projects do not have to rely on RPU to provide line clearance tree pruning.

Please provide for each tree: the cost for tree removal. Please add up all costs for removal. The entire worksheet must filled out and returned.

Quotes must be received by March 30 at 1:00 pm. Tree Removal Work (removal, clean-up, and proper wood disposal) must be completed by May 23 2023.

Return bid to Forestry Division via mailed envelope, hand delivered in sealed envelope, or emailed to alitchy@rochestermn.gov. No other bids will be accepted. Please contact Alison Litchy for any questions regarding this bid:

Mailing: Rochester Parks and Forestry Operations Center
Attn: Alison Litchy
403 E Center St
Rochester MN 55904

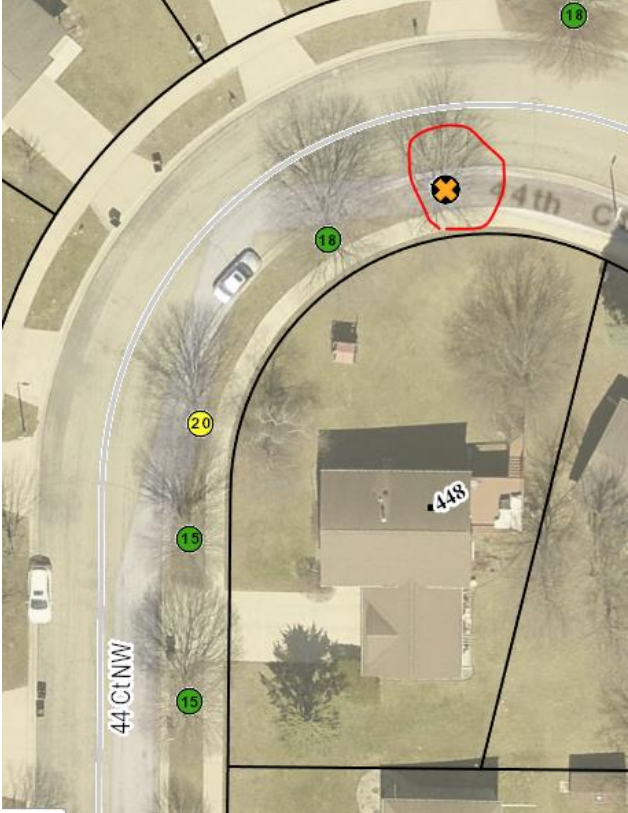
Office: 507-328-2512
Cell: 507- 206-7958

Notice: City of Rochester will give preference to companies with ISA certified arborists on staff. If you want more information on how to become a certified arborist you can contact Jeff Haberman at 507-328-2515 (office) or 507-273-1899 (cell) or contact the International Society of Arboriculture <http://www.isa-arbor.co>

Public Property Tree Removals 1.2023

Tree Number/Location	DBH	Photo	Tree Price	Stump Price
Tree 107067 Near Slatterly Park Behind 917 15 ave SE Multi stem/clump total about 50" dbh. See tree in person.	50 ASH			
Tree 111738 Near 1223 HIAWATHA CT NE	10 ASH			
Tree 111739 Near 1223 HIAWATHA CT NE	12 ASH			

Tree 26014 Near 736 ZUMBRO DR NW	26" Norway				
Tree 2511 Near 1600 16 ST NW	18 Norway				

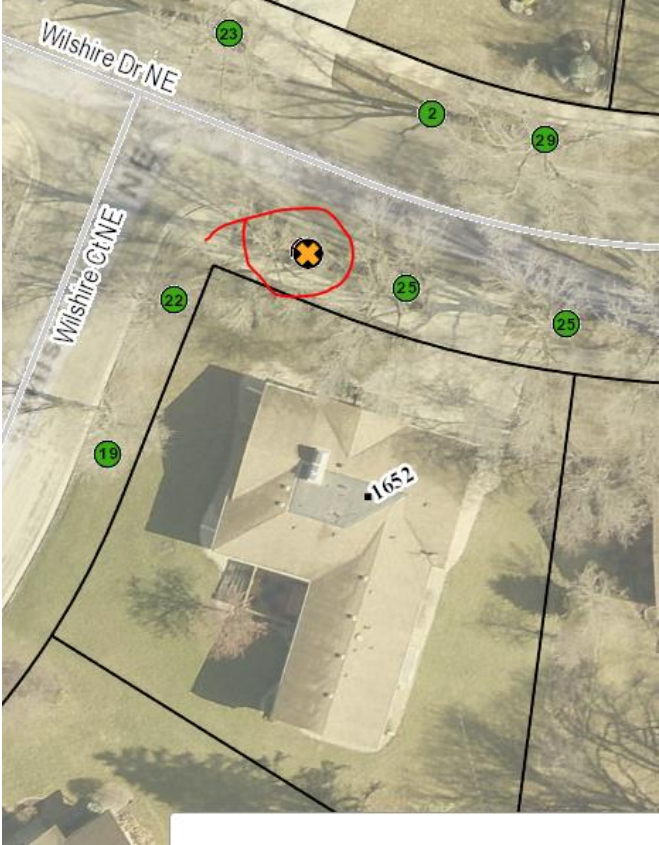
Tree 20434 Near 448 44 CT NW	16 Maple			
Tree 16052 Near 1537 3 ST NE	23 ASH			

Tree 16051 Near 1541 3 ST NE	29 ASH			
Tree 16073 Near 1327 3 ST NE	ASH			

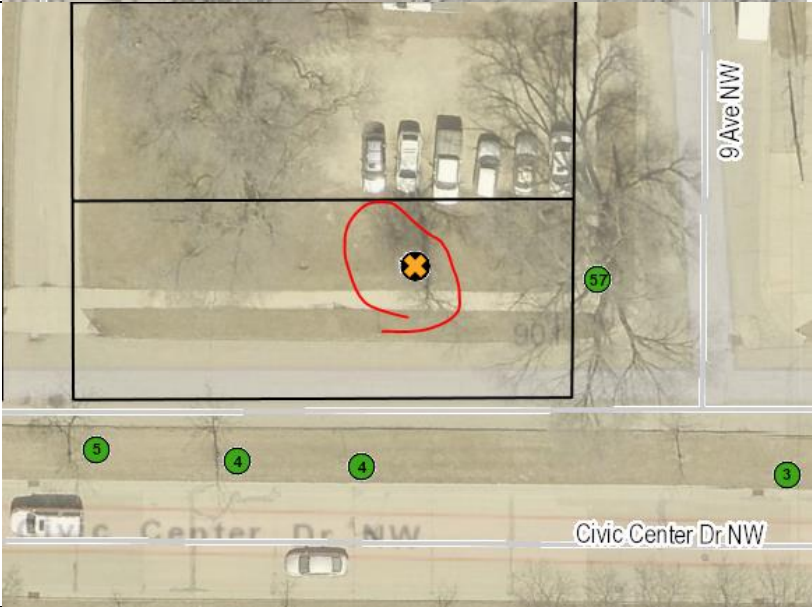
Tree 16074 Near 1321 3 ST NE	28 ASH			
Tree 16077 Near 1315 3 ST NE	14 ASH			

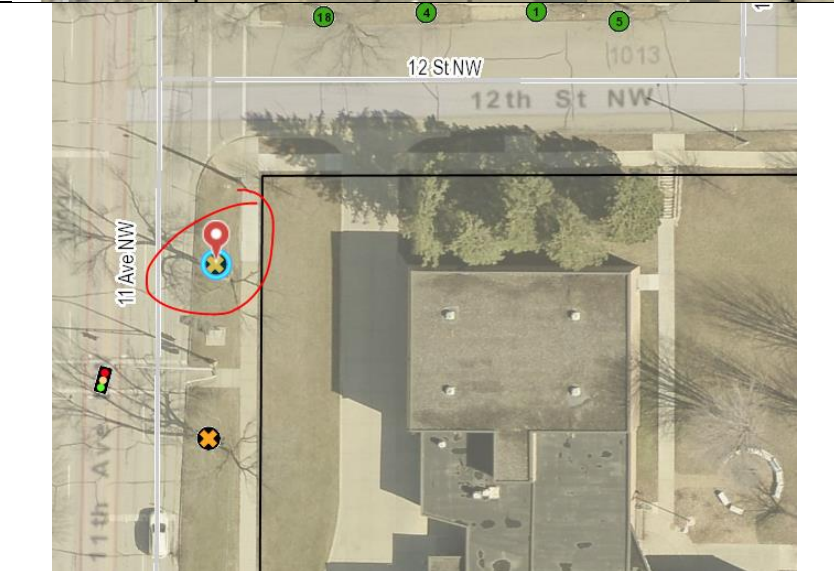
Tree 15509 Near 1302 9 ST NE	19 Ash			
Tree 23159 Near 2023 7 AVE NE	21 ASH			

Tree 23156 Near 618 21 ST NE	23 ASH			
Tree 22653 Near 615 21 ST NE	26 ASH			

Tree 30571 Near 1652 WILSHIRE DR NE	21 ASH			
Tree 30695 Near 1418 CITY VIEW CT NE	31 ASH			

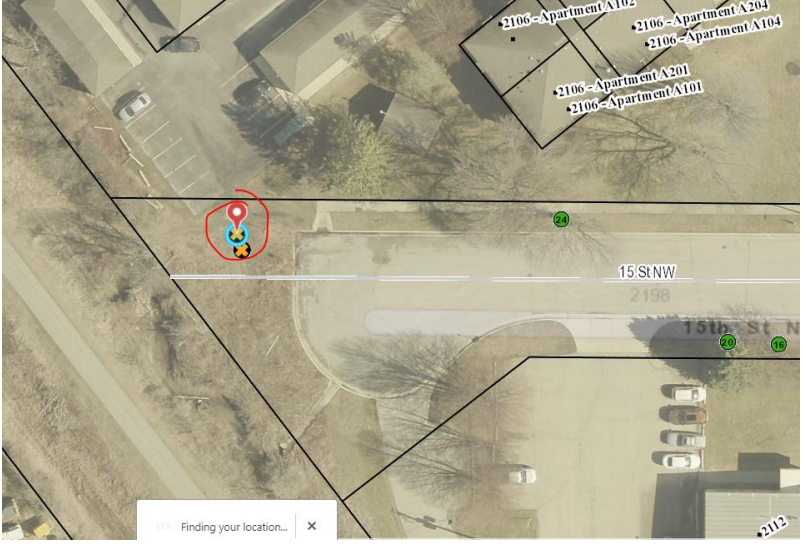
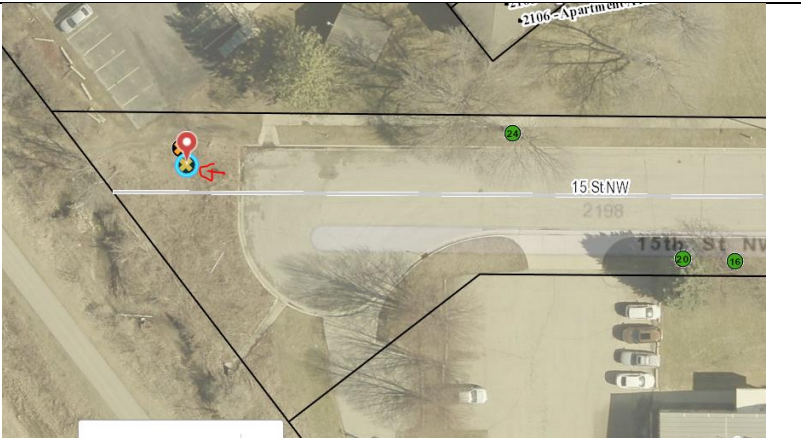
Tree 22800 Near 2509 NORTHERN HILLS CT NE	19 ASH				
Tree 20962 Near 4102 3 ST NW	22 Maple				

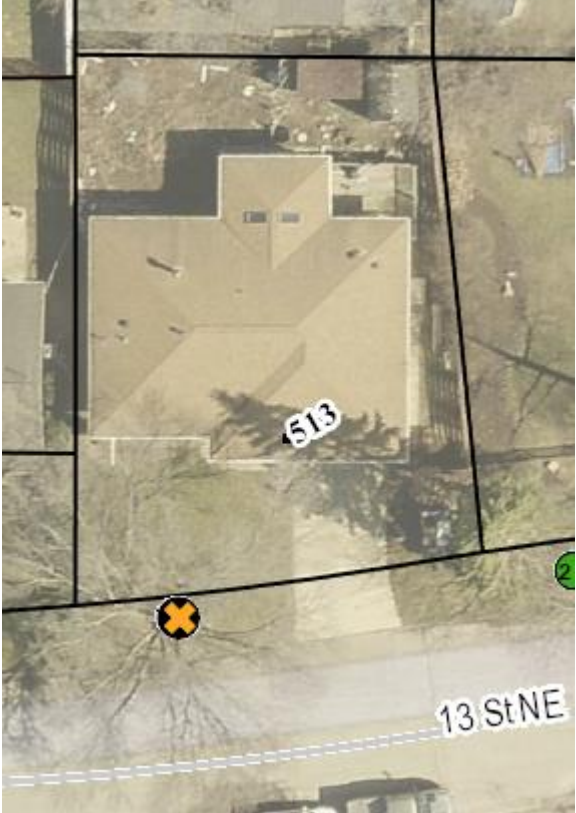
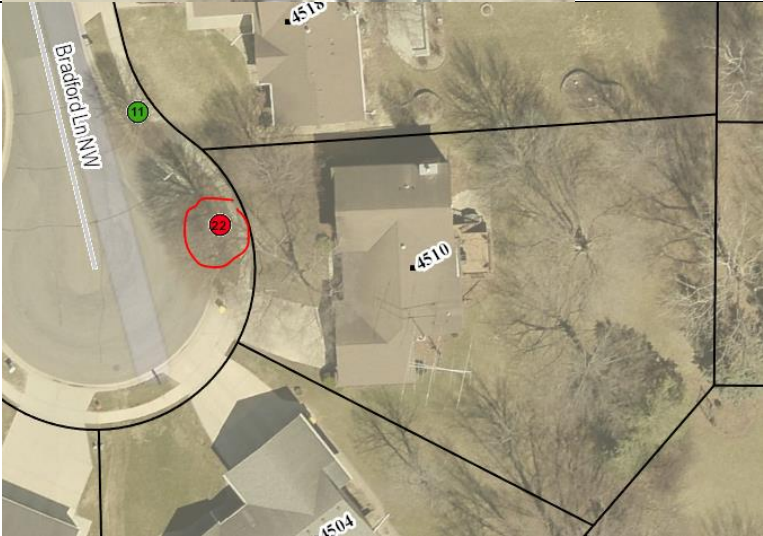
Tree 371 Near 629 10 ST NW	14 ASH			
Tree 113291 Near 501 9 AVE NW	21 ASH			
Tree 498 Near 1114 9 AVE NW	21 ASH			

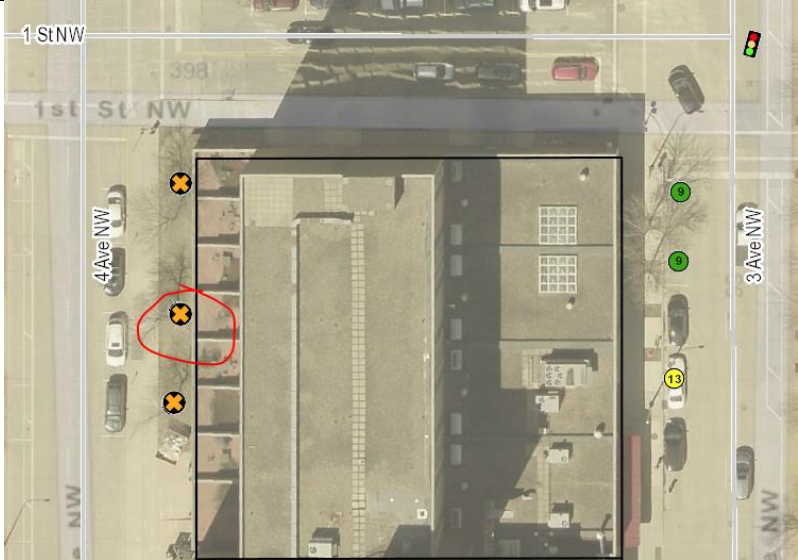
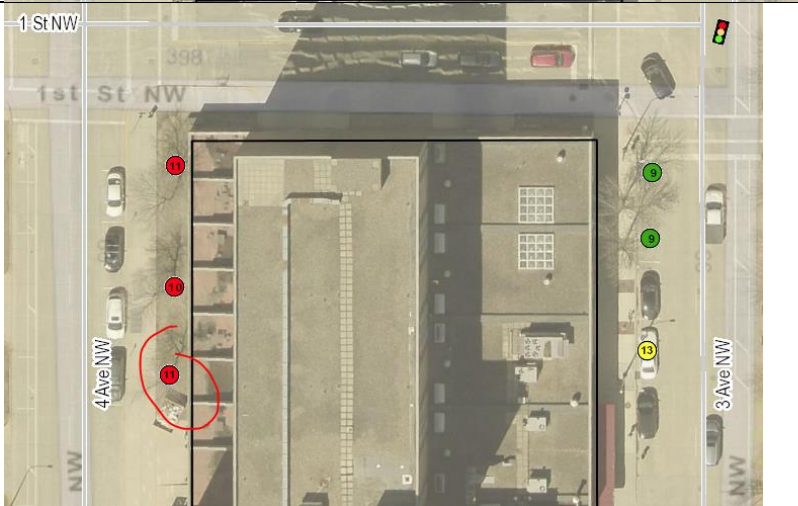
Tree 507 Near 1010 9 AVE NW	22 ASH			
Tree 1055 Near 1200 11 AVE NW	21 ASH			
Tree 1054 Near 1200 11 AVE NW	21 ASH			

Tree 843 Near 1015 12 ST NW	20 ASH			
Tree 844 Near 1015 12 ST NW	18 ASH			
Tree 845 Near 1207 10 1/2 AVE NW	21 ASH			
Tree 847 Near 1211 10 1/2 AVE NW	ASH 16			

Public Property Tree Removals 1.2023

Tree 23635 Near 2112 15 ST NW	ASH		
Tree 23634 Near 2199 15 ST NW	ASH 12		

Tree 97715 Near 523 13 ST NE	32 ASH			
Tree 36179 Near 4510 BRADFORD LN NW	22 Linden			
Tree 113296 Near 304 19 ST NW	12 ASH			

Tree 115408 Near 9 3 Ave NW	Ash 11			
Tree 113347 Near 9 3 AVE NW	10 ASH			
Tree 113346 Near 9 3 AVE NW	11 ASH			

Tree 13314 Near 2117 13 AVE NW	24 ASH				
Tree 25982 Near 611 ZUMBRO DR NW	28 ASH				

Public Property Tree Removals 1.2023

Tree 26990 Near 627 26 ST NW	26 ASH				
Tree 21382 Near 3558 7 ST NW	19 ASH				
			TOTAL:		

Company Name	
Contact Info	
Signature	
Contract Total:	



REQUEST FOR ACTION

Cascade Lake Playground Expansion Site Work

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Jeff Feece

Action Requested:

Authorizing contract with KATS Excavating in the amount of \$134,000 for site work related to the playground expansion at Cascade Lake Park.

Report Narrative:

The current phase of Cascade Lake Park includes the expansion of an inclusive, nature based playground. The playground equipment and installation contract is in place and staff have been working through a quoting process to accomplish the site work portion of the playground within budget. Quotes were solicited from Benike, Veit Companies, and KATS Excavating. KATS provided the most competitive quote and we are seeking approval to proceed with a contract.

Policy Considerations & DEI Impact:

Development of Cascade Lake Regional Park.

Enhance accessibility to regional parks (including universal accessibility).

Increase access to nature-based play throughout the City.

Fiscal & Resource Impact:

Budget Summary:

Playground and Safety Surfacing: \$497,534.05

Site Work: \$134,000

Design/Engineering: \$65,000

Contingency: \$62,456.95

Total: \$759,000

Funding: \$759,000

Prepared By:

Kelly Evans

Attachments:

[Bid from KATS - Cascade Lake Site Work](#)

- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.

4.01 Bidder further represents that:

- A. The prices in this Bid have been arrived at independently, without consultation, communication, or agreement as to any matters relating to such prices with any other Bidder or with any competitor for the purpose of restricting competition.
- B. The prices in this Bid have not or will not be knowingly disclosed to any other Bidder or competitor prior to opening of the Bids.
- C. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

4.02 Bidder understands that the law may require the Owner, or Engineer at the Owner's direction, to undertake an investigation and submit an evaluation concerning Bidder's responsiveness, responsibility, and qualifications before awarding a contract. Bidder hereby waives any and all claims, of whatever nature, against Owner, Engineer and their employees and agents, which arise out of or relate to such investigation and evaluation, and statements made as a result thereof, except for statements that can be shown by clear and convincing evidence to be intentionally false and made with actual malice. Nothing in this paragraph is intended to restrict Bidder's rights to challenge a contract pursuant to law.

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

No.	Item	Units	Qty	Unit Price	Total Price
BASE BID					
WHERE FURNISH AND INSTALL (F&I) IS STATED, INCLUDE LABOR IN UNIT PRICE.					
1	Playground Improvements (F&I)	LS	1	\$ _____	\$ <u>77300</u>
UNIT PRICES					
1	* Concrete Walk Subgrade Excavation	CY	164	\$ <u>92.68</u>	\$ <u>15200</u>
2	Concrete Walk Select Granular Borrow (F&I)	CY	55	\$ <u>260</u>	\$ <u>14300</u>
*Concrete walk subgrade excavation includes 20" excavation below walk finish grades					
TOTAL BASE BID CONSTRUCTION COST				\$	<u>106,800</u>
ALTERNATES					
1	Ornamental Metal Fencing (F&I)	LF	144	\$ <u>62.50</u>	\$ <u>9000</u>
2	Limestone Carving Wall and Footings (F&I)	LS	1	\$ _____	\$ <u>18200</u>
GRAND TOTAL CONSTRUCTION COST				\$	<u>134,000</u>

6.01 Bidder agrees that the Work will be Substantially Completed and completed and ready for Final Payment in accordance with Paragraph 14.07.B of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.

7.01 The following documents are attached to and made a condition of this Bid:

A. Required Bid Security in the form of 5 percent.

8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

SUBMITTED on _____, 2023.

If Bidder Is:

A Corporation

Corporation Name: KATS Excavating (SEAL)

State of Incorporation: Minnesota

Type (General Business, Professional, Service, Limited Liability): Scorp

By: [Signature] (Signature)

Name (typed or printed): Travis Larson

Title: Owner

Attest: [Signature] (CORPORATE SEAL)
(Signature of Corporate Secretary)

Business Street Address (No P.O. Box #'s):

23904 710th St

Hayfield MN 55940

Phone No.: (507) 202-3646 Fax No.: [Signature]

Email: Kristi@KatsExcavating.com



REQUEST FOR ACTION

Contract with Best Rubber Mulch for Purchase of Playground Mulch

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Matt Davidson

Action Requested:

Authorizing a contract with Best Rubber Mulch in an amount not-to-exceed \$95,000 for the purchase of playground mulch.

Report Narrative:

Two competitive quotes were received for playground mulch. This mulch is planned to be installed in four or more playgrounds this summer season. The two quotes are as follows:

Rubber Recycle = \$625 per pallet delivered

Best Rubber Mulch = \$471.45 per pallet delivered

The total budget for this project is \$95,000. This budget will allow us to purchase 9 truck loads of material for a total of approximately \$93,347. We would like to order this product in April to have for later summer installations. This material meets and exceeds all current safety regulations and guidelines.

Prior Legislative Actions & Community Engagement:

2022: Similar material order was approved.

Fiscal & Resource Impact:

Budget planned to be used will be park dedication and new park development dollars.

Prepared By:

Kelly Evans

Attachments:



REQUEST FOR ACTION

Mayo Park Improvements

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Mike Nigbur

Action Requested:

Authorizing the concrete and electrical improvements at Mayo Park supporting events through the installation of concrete pads/locations for various types of vendors and electrical service to support those vendors.

Report Narrative:

The City received a Federal EDA Grant for several different initiatives, including making improvements at Mayo Park to support events through the installation of concrete pads/locations for various types of vendors and electrical service to support the vendors.

As part of the process, a concept plan was developed which will be finalized and improvements made in the park. Our team is supportive of these improvements with the following conditions:

1. Pavements will be generally constructed at grade.
2. Concrete pavement design intended for vehicles will be approved by the Parks and Recreation Director prior to construction. Approval is based on items such as minimizing the impact on trees through proper spacing separation, final width, the specific concrete design such as needed rebar, along with how the new concrete connects to existing pavement are included with this determination.
3. Tree protection is required prior to construction commencing to the satisfaction of the Parks and Recreation Director.
4. Electrical service and service runs shall be approved by the Parks and Recreation Director prior to construction.
5. Active construction management to minimize tree impacts and other areas of the park during construction is required. This includes all areas disturbed as part of the project will be restored.

Policy Considerations & DEI Impact:

Asset improvements in our Parks; Partnership opportunities.
Do we take opportunities through grants to improve our parks?

Prior Legislative Actions & Community Engagement:

There have been a number of prior actions associated with park improvements and our partnership with Mayo Civic Center.

These improvements were informed through collaboration with Mayo Civic Center team.

Fiscal & Resource Impact:

There is no financial cost to the department for the construction of this project.

Prepared By:

Kelly Evans

Attachments:

[Map Exhibit - Mayo Park Improvements](#)

MAYO PARK UPGRADES

ADD THREE (3) ELECTRICAL POWER OUTLETS FOR FOOD VENDORS. OUTLETS TO BE RECESSED IN GROUND DIRECTLY NORTH OF NEW POURED SLAB

NEW 12'-0" WIDE X 150'-0" LONG 6" POURED CONCRETE SLAB ADDED TO THE NORTH SIDE OF THE EXISTING CONCRETE SIDEWALK

ADD FOUR (4) ELECTRICAL POWER OUTLETS FOR FOOD VENDORS. OUTLETS TO BE RECESSED IN GROUND DIRECTLY NORTH OF NEW POURED SLABS

FOUR (4) NEW 12'-0" WIDE X 12'-0" LONG 6" POURED CONCRETE SLABS WITH 6'-0" BETWEEN SLABS





REQUEST FOR ACTION

2023 Tree Stump Removal Contract

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Jeff Haberman

Action Requested:

Approving stump grinding contract with Wilson Custom Tree Service to remove 530 total stumps in all three size classes for the amount of \$45,437.60.

Report Narrative:

Seventeen companies were invited to provide a quote for stump grinding services for the 2023 season. Stumps are broken into three size classes including <20", 21-40", and >40". Each size class is awarded to the company providing the lowest quote. A 50 stump minimum per month is imposed on each size class to ensure work is done in a timely manner. The results are listed below. This year Wilson Custom Tree was low bidder on all three size classes. This company has proved to do very good stump grinding work on previous contracts they have been awarded. The bid comparisons are listed below and pricing is based on a per inch price for each of the three size classes.

Small:

Herring Eco Logistics \$10.00

Eastside Lawn and Snow \$ 7.00

Stumps and Landscaping of Rochester \$ 5.67

Wilson Custom Tree Service \$ 4.50

Medium:

Eastside Lawn and Snow \$20.00

Herring Eco Logistics \$11.00

Stumps and Landscaping of Rochester \$ 6.47

Wilson Custom Tree Service \$ 4.75

Large:

Eastside Lawn and Snow \$30.00

Herring Eco Logistics \$12.00

Stumps and Landscaping of Rochester \$ 8.47

Wilson Custom Tree Service \$ 6.45

Prior Legislative Actions & Community Engagement:

Authorized previous annual Stump Grinding Contracts.

Fiscal & Resource Impact:

Funds to come from 46032.82980-Other Contractual Services.

Prepared By:

Kelly Evans

Attachments:



REQUEST FOR ACTION

2023 Opportunity Services Parks Litter Pick Up

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Mike Schaber

Action Requested:

Approving agreement with Opportunity Services to continue the program started in 2021 for the pick up of litter in the parks.

Report Narrative:

Opportunity Services is again eager to help with litter pick up in the parks. 2023 will be the second year of the partnership and staff recommends the approval of the agreement. The personnel from Opportunity Services did an excellent job last year and we are very excited that this will work with their schedule again. The agreement is attached.

Prior Legislative Actions & Community Engagement:

2021: First year of partnership.

Fiscal & Resource Impact:

Funds for the partnership will come from the 2023 Parks Operating Budget.

Prepared By:

Kelly Evans

Attachments:

[Agreement - 2023 Litter Pick-up Opportunity Services](#)



140 Elton Hills Lane NW, Suite 300, Rochester, MN 55901

EMPLOYMENT AGREEMENT

Business: <u>City of Rochester</u>	Location: <u>McQuillan Park, et al</u>
Address: <u>201 4th Street SE</u>	Effective Date: <u>February 3, 2023</u>
City: <u>Rochester</u>	State: <u>MN</u> Zip Code: <u>55904</u>
Contact: <u>Mike Nigbur</u>	Phone Number: <u>507-328-2541</u>

Parties:

This agreement is between The City of Rochester and Opportunity Services. The services covered by this agreement will be performed at the various parks in the City of Rochester.

Job Description:

Opportunity Services workers will clean in various parks in the Rochester area. Tasks may include: picking up trash and debris, mulching around existing trees, edging along pavement and power washing. The city parks provide recreation and leisure to the residents and visitors of the City of Rochester.

Wage Determination:

Opportunity Services workers will be paid \$12.00/hour.

Billing Rate, Terms, and Conditions:

Billing will occur monthly. The City of Rochester will pay Opportunity Services net 15 days. Failure to pay net 15 days will result in a 1% delinquent charge per month the balance is overdue. Opportunity Services will pay the clients' salaries and social security benefits if required, and maintain workers compensation coverage. As of January 1st, 2014, the city parks are exempt from paying state, county and city sales tax.

Materials and Equipment:

The City of Rochester will supply any and all materials and supplies as needed for the specified work.

Working Hours:

The Opportunity Services workers will work (5) days per week, Monday-Friday. The approximate time of work will be from 9:00 am to 1:00 pm. The work is seasonal (Summer). The first day will be Monday May 1st 2023, and the final day of work will be Friday, September 1nd, 2023.

Holiday:

The Opportunity Services workers will not be available to work on the following summer holidays and site closure dates: Memorial Day (5/29/2023), Independence Day (7/3/2023 & 7/4/2023), Labor Day (9/4/2023).

Supervision:

Opportunity Services will provide trained and qualified supervision (Staff) of our clients (Opportunity Services workers). Opportunity Services will also train the Opportunity Services workers how to perform these services to the requirements of the City of Rochester. We will perform quality control checks of the work performed by our workers.

Call-ins:

Opportunity Services reserves the right to call-in: In the event that we are unable to perform the tasks we have contracted for, Opportunity Services will contact the City of Rochester as soon as possible. When possible, Opportunity Services will attempt to make other arrangements to complete the contracted work. In the event that we are unable to complete those tasks, the bill will be adjusted for those days of service not provided.

Communications and the Opportunity Services Chain of Command:

Any comments intended to improve the quality or quantity of work done by our crew should first be made to the job coach (OS Staff). If the job coach is unable to solve the concern or if there are serious problems which require immediate attention, the City of Rochester management can contact our Regional Manager, Cassandra Hill (KassandraH@oppserv.org) 507-923-7358. If the City of Rochester management has any questions about the agreement or billing, or would like to express their feelings, either positive or negative, directly to Opportunity Services corporate management, please contact Director of Supported Employment, Laurie Ackerman – 507-421-8620 (LaurieA@OppServ.org).

Coverage/Renewal:

The City of Rochester management and Opportunity Services will meet and review performance efforts on a periodic basis. This can be done directly with the Cassandra Hill, Regional Manager or Laurie Ackerman, Director of Supported Employment. Should there be changes to wages, workers compensation or other employer costs, a notification will be sent out. This Employment Agreement will be reviewed annually, at a minimum, by OS Regional Manager, Director of Supported Employment and the City of Rochester.

Termination of this Agreement:

This agreement may be terminated at any time by either party providing a two-week notification.

Compliance:

Opportunity Services is required to follow the Federal Fair Labor Standards Act under their Sub-Minimum Wage Certificate. This requires certain compliance actions that Opportunity Services will provide under this Agreement to provide fair and equitable pay to workers with disabilities.

- Payment of workers under prevailing wage requirements includes a review of prevailing wage annually.
- Worker wage payment reviews every six months under a Department of Labor time study.

Opportunity Services must also comply with the State of Minnesota Extended Employment requirements to provide comparable benefits to workers with disabilities, if applicable. This includes: holiday and leave time.

Workmen's Compensation:

Opportunity Services current rate for Workmen's Compensation for your business work classification will be added to the basic labor cost in this agreement. This rate will automatically change in January of each year.

Work Classification Code:	9014
	<u>Janitorial</u>
Current Workmen's Compensation Rate:	<u>.02707</u>

Opportunity Services will provide a copy of our Workmen's Compensation rate sheet when requested. It is in our best interest to maintain a safe work place to prevent any work injury.

Methods used for billing:

_____ Piece Rate X Hourly _____ Both

Rate:

The hourly labor rate is determined by a community business prevailing rate or an average prevailing wage for multiple businesses doing the same work in your community.

Labor Rate:			\$	<u>13.74</u>
FICA				
Social Security	<u>6.20</u>	%		
Medicare	<u>1.45</u>	%		
	<u>7.65</u>	%		
Total			\$	<u>.1.05</u>
Workmen's Compensation	<u>.0270</u>		\$	<u>.37</u>
	<u>7</u>			
Benefits				
e.g. holiday vacation, sick leave, etc.	<u>0</u>	%	\$	<u>0</u>
Total Billing Rate per hour				
			\$	<u>15.16</u>

Billed on Productivity

\$15.16 x 1.5 FTE x 3.5 Hours
=\$79.59 per day

BILLING CONTACT:

City of Rochester – Parks and Rec
 ATTN: MyLam Nguyen
 201 4th Street SE, Room 150
 Rochester, MN 55904
MNguyen@RochesterMN.gov
 507-328-2532

Taxable:	Local Tax Area:	Rochester (Olmsted)		
	MN Sales Tax	<u> </u> Yes	<u>X</u> No	
	Local Tax	<u> </u> Yes	<u>X</u> No	
	Transit Tax	<u> </u> Yes	<u>X</u> No	

MN Sales Tax:	<u> </u> Exempt	%
Local Tax:	<u> </u> Exempt	%
Transit Tax:	<u> </u> Exempt	%
Total Tax:	<u> </u> 0	%

 Opportunity Services

 City of Rochester

 Date

 Date

Internal Information:Job Name: City of RochesterJob Number: 317DOT Title: JanitorialDOT Number: 382664010Prevailing Wage Category: 22

Rate Category:

Janitorial (1)	<u>X</u>
Lawn/Parks (2)	<u></u>
Dishes (3)	<u></u>
Food Prep (4)	<u></u>
Fast Food (5)	<u></u>
Sit Down Restaurant (6)	<u></u>
Delivery (9)	<u></u>
Retail (10)	<u></u>
Hotel (11)	<u></u>
Office Work (12)	<u></u>
Nursing/Retirement Home (17)	<u></u>

Form Completed by: Laurie AckermanDate: 2/3/2022Data Entered into System by: Date

Updated work comp rate: 1-26-2022

Approved by:



REQUEST FOR ACTION

2023 Flood Control Trail Lighting - Cascade Creek Trail West Bank

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Consent

PRESENTER:

Matt Davidson

Action Requested:

Authorizing a 2023 LED trail lighting project in the amount of \$48,000 for the replacement of 17 fixtures and poles on the Cascade Creek Trail West Bank.

Report Narrative:

Current trail lights and poles in this section have deteriorated and no longer provide adequate light. New fixtures and poles will match what was installed last year and continue north along the pathway to the north of Cook Park and along Cascade Creek. The Retrofit Company has provided cooperative pricing and meets the competitive bidding process requirements. The project is planned to take place over the summer of 2023. The fixtures are LED and the lights are all down lighting and have been a major improvement along various pathways. The total project cost is \$40,800 and replaces 17 fixtures and poles. The proposal is attached and shows the specific area. These new fixtures have little to no light pollution.

Policy Considerations & DEI Impact:

This project replaced light poles and fixtures north of Cook Park on our trail system.

Fiscal & Resource Impact:

We have a CIP budget of \$40,000 to pay for this project. The additional \$800 will be paid from a Flood Control Operating budget.

Prepared By:

Kelly Evans

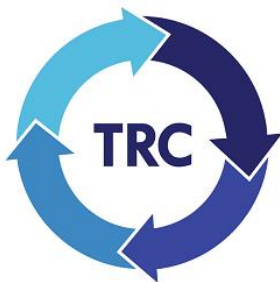
Attachments:

[Proposal by The Retrofit Companies, Inc. \(TRC\) - 2023 Flood Control Trail Lighting - Cascade Creek Trail West Bank](#)

City of Rochester

Bridge & Trail Lighting 2023 (REV1)

March 14, 2023



Prepared By:

Adam Wacholz

Lighting Consultant

(651) 279-0325

awacholz@retrofitcompanies.com

Executive Summary

Since 1992, The Retrofit Companies, Inc. has offered thousands of clients a premium solution to help them meet their energy-saving goals. Through our collaborative approach, sophisticated design capabilities, and thorough project management, we implement high-performance solutions that deliver quality results.

We are pleased to offer you a customized turn-key solution that includes: project material, labor, equipment, and utility rebates. We've included estimates for your current and proposed energy usage, as well as savings for the areas this project addresses. Additionally, you will find payback and R.O.I. information. Please keep in mind that the electrical rate and hours of operation will affect the accuracy of these figures.

After reviewing this proposal, please sign and send back to get your lighting upgrade started. We look forward to working with you!

Adam Wacholz
Lighting Consultant
(651) 279-0325
awacholz@retrofitcompanies.com

City of Rochester

Bridge & Trail Lighting 2023 (REV1)

Customized Energy-Efficient Lighting Solution Summary

TRC will supply materials and the installation for conversion of your existing lighting systems. All equipment meets necessary requirements to qualify for the lighting rebates. Disposal costs are included in proposal price.

ENERGY SAVINGS

Current Annual lighting cost	\$335.00
Current KW	0.764
Current KWH	3,346
Proposed Annual lighting cost	\$242.00
Proposed KW	0.552
Proposed KWH	2,419
KW Saved	0.212
KWH Saved	928
Annual Energy Cost Savings	\$92.77
• MONTHLY	\$7.73
• DAILY (cost per business day of not doing retrofit)	\$0.39

Total Project Investment	\$40,800.00
Estimated Utility Rebate	\$140.00
Total Net Project Investment	\$40,660.00
Project Simple Payback (based on energy-excluding Maintenance savings) in years	438.30
Return on Investment Excluding Maintenance Savings	0.23%

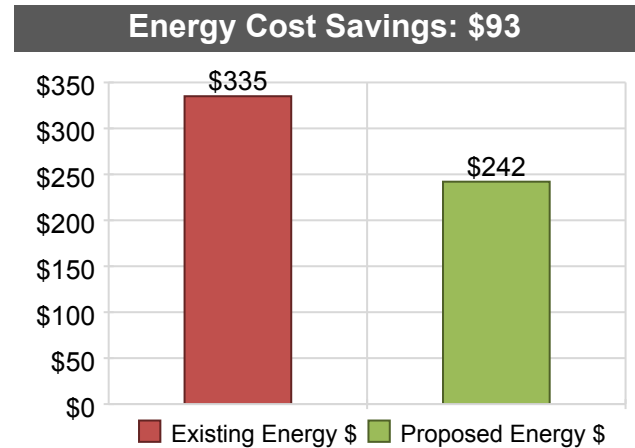
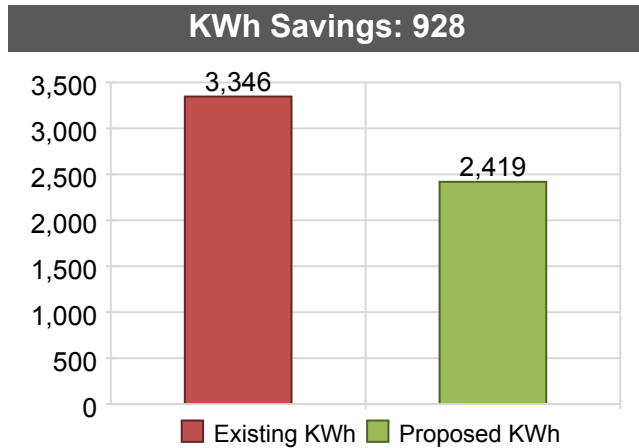
ENVIRONMENTAL IMPACT* (ANNUALLY)

Total greenhouse gas reduction (Metric Tons of CO2)	0.7
Passenger cars not driven for one year	0.1
Gallons of gasoline	77.7
Acres of forest preserved from deforestation	0.65
Tons of waste recycled instead of landfilled	0.88

*SOURCE: <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

Energy Savings Summary

The following graphs and tables show the annual energy savings expected with the proposed design, based on annual usage hours and a utility rate of \$0.1000 per kWh.

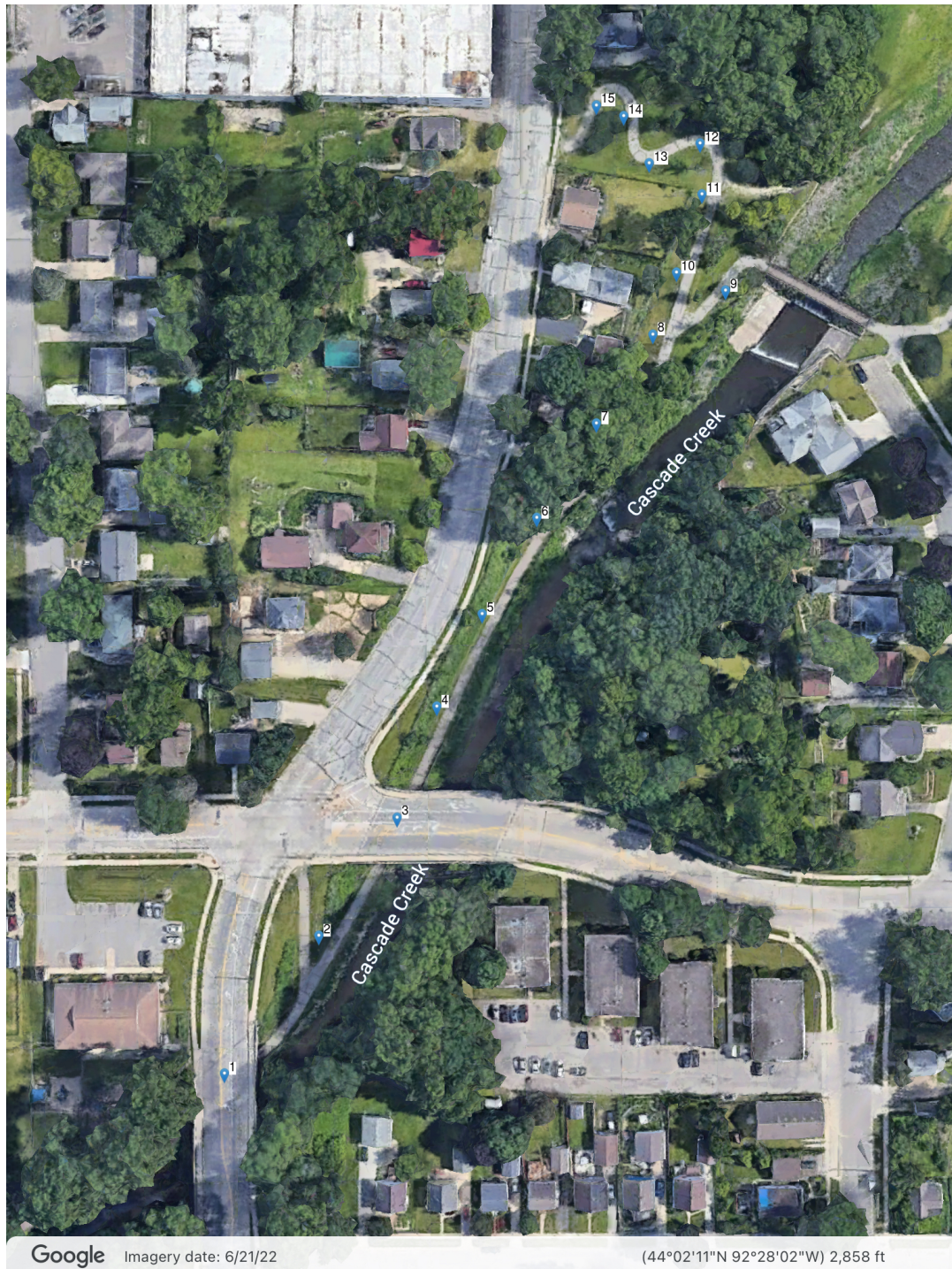


Area Detail

Parks Department				
Area	Energy Reduction %	Avg. Burn Hour Reduction %	Annual Energy Savings	Annual HVAC Savings
Cascade Creek Trail - West Bank	28%	0%	\$93	\$0
Total Number of Fixtures: 17				

Area Floor Plan

Parks Department / Cascade Creek Trail - West Bank



Bridge & Trail Lighting 2023 (REV1)

1.5% FINANCE CHARGE APPLIED TO ALL PAST
DUE ACCOUNTS

- Includes the replacement of (19) hinged-base light poles & light fixtures, and (4) canopy fixtures underneath bridges.
- Manufacturer has updated the look of the Beacon Viper fixture so there will be a slight change from existing aesthetic along the trail.
- The updated fixture offering does not include the same dimming control unit, so this section will operate a differently than previous sections.
- All lighting is specified in 3000K CCT.
- Proposal assumes all existing hinged-base pole bases are of like style and size to previously completed trail lighting projects.
- Proposal assumes (6) globe fixtures and poles added to scope have the same style base and mounting as the hinged-base poles. TRC will visit the site prior to material procurement and verify compatibility, but any deviation could result in additional costs to the customer.

Terms and Conditions

Payment Terms: A down payment of 50% of the gross project value is due prior to project materials being ordered. The remaining balance is due upon project completion.

Incentives: The rebate figure provided is merely an estimate. Utilities reserve the right to adjust their rebate programs at any time, thus The Retrofit Companies, Inc. (TRC) will not be liable for unforeseen adjustments to rebate programs and amounts.

Schedule Contingencies: Conditions or events beyond the control of TRC may jeopardize the proposed performance schedules. TRC shall not be responsible for delays in delivery beyond TRC's control. Examples of conditions or events beyond TRC's control include inability to access client's facility, extreme weather conditions, or force majeure.

Cancellation: Customer may choose to cancel prior to material shipment without additional restocking charge(s). Material orders that have been manufactured and/or shipped cannot be canceled and returned. All order cancellations must be in writing. All costs for warehousing and freight on orders canceled after shipment and/or refused at destination will be charged to the customer.

Maintenance of Material: Customer acknowledges and agrees that customer shall operate and maintain the material in accordance with the manufacturer's recommendations.

Publicity of Customer Participation: The customer grants TRC the right to use and reference, for promotional purposes, the customer's partnership with TRC.

Indemnification and Limitation of Company's Liability: Customer shall indemnify, defend and hold harmless TRC, its affiliates and their respective contractors, officers, directors, employees, agents, representatives from and against any and all claims, damages, losses and expenses, including reasonable attorneys' fees and costs incurred to enforce this indemnity, arising out of, resulting from, or related to the project or the performance of any services or other work in connection with the project's ("Damages"), caused or alleged to be caused in whole or in part by any actual or alleged act or omission of the customer, any subcontractor, agent, or third party, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. To the fullest extent allowed by law, TRC's aggregate liability, regardless of the number of claims, shall be limited to paying approved incentives in accordance with these Terms and Conditions. TRC and its affiliates and their respective contractors, officers, directors, employees, agents, representatives shall not be liable to the customer or any other party for any other obligation. To the fullest extent allowed by law and as part of the consideration for participation in the project, the customer waives and releases TRC and its affiliates from all obligation, and for any liability or claim associated with the material, the performance of the material, or these Terms and Conditions.

Contractor Selection: Customer acknowledges that TRC reserves the right to select a vendor or contractor to install the materials and equipment at the customer's facility.

Removal of Equipment: The customer agrees to allow TRC to properly remove and dispose of, or recycle, the equipment, lamps and components in accordance with all applicable laws, and regulations and codes. The customer agrees not to re-install any of removed equipment. Customer may be responsible for securing an EPA ID #, if they don't currently have one, in the instance of PCB ballast being found on-site.

Energy Benefits: Other than the energy cost savings projected to the customer, TRC is not held liable for unforeseen factors that could alter the projected savings outlined in this proposal.

ASHRAE or IECC Energy Codes: Unless explicitly stated otherwise on the quote page, all lighting projects developed by TRC do not comply with the ASHRAE or IECC energy codes. Adjustments to project pricing resulting from adhering to these codes, should the project be flagged during the electrical permitting process, are the sole responsibility of the customer.

PLEASE TAKE NOTICE:

(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS

(B) UNDER MINNESOTA LAW YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

(C) IF AT ANY TIME DURING INSTALLATION OR INSPECTION IT IS FOUND THAT THE FACILITY'S EXISTING ELECTRICAL DOES NOT MEET CURRENT CODE, THE RETROFIT COMPANIES, INC. IS NOT RESPONSIBLE FOR THE WORK REQUIRED TO BRING ELECTRICAL UP TO CODE. THE RETROFIT COMPANIES, INC. REQUIRES FULL PAYMENT FOR THE ENTIRE CONTRACT. BUILDING OWNER IS RESPONSIBLE FOR MAKING ALL ARRANGEMENTS REQUIRED TO BRING ELECTRICAL UP TO CODE.

Warranty

The Retrofit Companies, Inc. (TRC) warrants that its labor for all Turn-Key Retrofit projects is consistent with applicable industry standards. If you believe that TRC's labor did not comply with this warranty, then for a period of 30 days, TRC will have its laborers work with you to cure any alleged deficiencies in the labor performed pursuant to the parties' agreement. This limited warranty period starts upon substantial completion.

TRC's limited warranty is strictly limited, and only applies, to TRC's labor provided on the project. You understand that TRC's warranty does not cover, and TRC does not have any responsibility for, the design, manufacture, operation, maintenance, or performance of the products and equipment used in your project. The applicable manufacturers' warranties are owned by you, and you may pursue any warranty-related claims for the products with the manufacturers. Your TRC representative can, and will, help coordinate your warranty claims with the manufacturer as needed.

WHAT IS NOT INCLUDED IN THE WARRANTY

Labor and Equipment

TRC will leave your facility with lights and equipment in full working order. If products should fail, TRC will assist you in making a warranty claim to the manufacturer, free of charge. At your option, TRC will offer repair at our hourly rate, or offer to ship product to you for your own installation. If lifts or other specialty equipment is required to access the defective product, those fees will also be charged at the time of service.

Shipping and Delivery

TRC will invoice for shipping fees associated with return & delivery of replacement products.

LIMITATION OF DAMAGES

Regardless of the type of claim or damages, you agree that TRC's aggregate liability for all claims will not exceed the fee paid for our labor services or \$25,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$50,000 provided that, within 10 days of the date of our Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken. This increased fee is not the purchase of insurance.

WARRANTY LIMITATIONS

THIS LIMITED WARRANTY CONSTITUTES THE SOLE WARRANTY MADE BY TRC, AND REPLACES ALL OTHER ORAL OR WRITTEN WARRANTIES, LIABILITIES OR OBLIGATIONS OF TRC. THE OBLIGATIONS CONTAINED IN THIS LIMITED WARRANTY CONSTITUTE THE EXCLUSIVE REMEDY AND ARE EXPRESSLY PROVIDED IN LIEU OF, AND REPLACE, ANY AND ALL OTHER OBLIGATIONS, GUARANTEES, AND WARRANTIES. THIS LIMITED WARRANTY IS NON-TRANSFERABLE AND THERE ARE NO OTHER WARRANTIES EXPRESSED OR IMPLIED WHICH EXTEND BEYOND THE FACE HEREOF, HEREIN, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE EXPRESSLY DISCLAIMED. TRC'S OBLIGATIONS, RESPONSIBILITIES AND/OR LIABILITY SHALL BE LIMITED AS STATED ABOVE.

IN NO EVENT SHALL TRC BE LIABLE FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING ECONOMIC LOSS AND DAMAGE TO ANY PERSONS OR PROPERTY.



REQUEST FOR ACTION

Parks & Recreation Department Policy: Review of the Commission for Accreditation of Park and Recreation Agencies (CAPRA) Standard

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Miscellaneous

PRESENTER:

Paul Widman

Action Requested:

Receiving and filing an update on the Commission for Accreditation of Park and Recreation Agencies (CAPRA) standard related to policy review, and requesting that the board review department policies.

Report Narrative:

The Parks and Recreation Department is preparing for agency accreditation. The attached policies have been developed and approved by the park board over the past several years. The policy format has been updated. The text of the policy has not changed.

CAPRA standards require periodic review of department policy: *"There shall be policies and procedures, encompassing administrative aspects of the organization that are kept up-to date, reviewed periodically, and made available to pertinent administrative and supervisory personnel."*

The format and organization of the policies will continue to evolve. They will be made available on the Parks and Recreation website. Recommendations from the board for change to the attached policies can be communicated to the Parks and Recreation Director. The changes will be presented on future board meeting agendas for approval.

Policy Considerations & DEI Impact:

Section 14 of the City Charter establishes the Park Board as a governing body.

SECTION 14.02. - (General powers).

The said *board* shall have management and control of all the *parks* and parkways of the city. It shall direct all expenditures from the *park* funds for the maintenance and improvements of the *park* and parkways and shall have power to provide, either directly or by lease of privileges, such conveniences, accommodations and entertainments as such *board* may deem proper for the use, enjoyment or recreation of visitors to such *parks*.

Prepared By:

Paul Widman

Attachments:

Policy - Parks and Recreation Amplified Sound
Policy - Concessionaires
Policy - Encroachment
Policy - Gardens on City Lots
Policy - Hunt Trap Harvest
Policy - Mayo Field Use
Policy - Naming of Parks
Policy - Park Use Permits
Policy - Smoke Free Parks
Policy - Soldiers Field Veterans Memorial Events
Policy - Special Event at Trails

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	Amplified Sound in Parks			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Mike Nigbur		CONTACT INFORMATION	mnigbur@rochestermn.gov	
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3	Recreation and Facilities Division
GROUP 4	Golf Division	GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	N/A	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

ADDITIONAL NOTES

The Department has had an increase in requests to reserve parks for the exclusive use of individuals desiring to stage events requiring amplified sound for significant periods of time exceeding two hours. Sound amplification permits are issued by the city council pursuant to RCO ch. 117. The several departments of the City are asked to make recommendations following referral of the sound amplification permit application to them. It is the Park Board's conclusion that several of the parks are better suited for these events of longer time durations, and that alternatives are available when an application is submitted for an event at a park where the noise may be a source of complaint by neighboring residents and property owners.

SCOPE

Events and activities that are held at City of Rochester Parks or other locations managed by the City of Rochester Parks and Recreation Department. Applies to all groups and individuals seeking a reservation or permit for an event or activity.

POLICY STATEMENT

To establish a policy and procedures for making recommendations on sound amplification permit application where the site of the amplified sound is a City park.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Park	Any outdoor area managed by the Parks and Recreation Department.
Facility	Any building managed by the Parks and Recreation Department.
Amplified Sound	Sound produced from a device that exceeds 60 decibels.

POLICY QUESTIONS

- The following items are appropriate for consideration as the Park Board adopts policy and procedures for use of sound amplification.
1. Is the park facility located adjacent to residential areas?
 2. Is the topography of the park and the adjacent properties such that amplified sound produced in the park impacts adjacent properties?
 3. Which parks are best situated to handle amplified sound of extended duration without disturbing adjacent properties?
 4. Which parks have electrical services to support sound amplification?
 5. Which parks have a history of citizen complaints regarding noise and amplified sound?
 6. What alternative sites are available and more appropriate for amplified sound?

POLICY ADMINISTRATION

- I. The Director of the Parks and Recreation Department or designee shall act as the department's administrator of the policy
- II. Applicant to submit City sound amplification permit application obtained from City Clerk
 - A. Application to contain date and time of amplification
 - B. Application to contain site plan showing location of amplification equipment and direction sound will directed.
 - C. Application to contain the name, address and telephone number (land line and wireless) of the applicant and contact person named by the application to implement and to be on site during the event for which the permit is sought.
 - A. Essex Park shelter or parking lot area
 - B. Bear Creek Park shelter area
 - C. McQuillian Field parking lot or central shelter area with sound to be directed to the west or south only away from residential areas
 - D. Foster Arend Park shelter area, beach area or parking lot
 - E. Mayo Field with sound directed to north
 - F. Mayo Park
 - G. Central Park 4 hours of sound max, end by 8:00 PM with sound directed to north away from medical and residential areas
 - H. Soldier's Field Park east side of park only
 - I. Northern Hills Golf Course clubhouse and parking lot area

- J. Hadley Creek Golf Course clubhouse and parking area
- K. Eastwood Golf Course club house and parking area
- L. Soldier's Field Golf Course club house with sound directed to south or east
- M. Faud Mansour Sport Complex
- N. Rochester Youth Baseball Complex
- O. Rochester Youth Fastpitch Softball Complex
- P. Watson Sport Complex shelter area with sound directed to east

RELATED POLICIES AND OTHER REFERENCES

City of Rochester Code of Ordinances: [Chapter 8-11. Special Events](#)

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Administrator
Parks and Forestry Div Head	Coordinate permits for events and activities in the park system.
Parks Admin Team	Processing reservation and permit applications
Park Board	Approval of Sound Amplification Permits

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
Alcohol, traffic and other event activities requiring a permit.	City Clerk		

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	PARK CONCESSIONAIRES POLICY			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Paul Widman		CONTACT INFORMATION	pwidman@rochestermn.gov	
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Recreation and Facilities Division	GROUP 3	Parks and Forestry Division
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	July 2008	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

ADDITIONAL NOTES

The purpose of this policy is to document procedures and requirements to be followed when an organization, individual or company requests permission to sell food, merchandise or services on City of Rochester Park property.

RCO 45B.05 authorizes the Park Board to permit such activities.

The sale of merchandise, food and services in the Rochester Park system is restricted to sales that complement park facilities and recreational activities occurring in the Park during the time the concessions are offered for sale.

SCOPE

Applies to all areas and facilities under the management and control of the Parks and Recreation Department.

POLICY STATEMENT

The purpose of this policy is to document procedures and requirements to be followed when an organization, individual or company requests permission to sell food, merchandise or services on City of Rochester Park property.

[RCO CHAPTER 9-16. - PUBLIC CONDUCT IN PARKS](#) authorizes the Park Board to permit such activities.

The sale of merchandise, food and services in the Rochester Park system is restricted to sales that complement park facilities and recreational activities occurring in the Park during the time the concessions are offered for sale.

POLICY CONSIDERATIONS

Board of Park Commissioners should adopt policy and general guidelines for use of Mayo Field for non-baseball related events. The policy should recognize that Mayo Field is the City's premier baseball venue and that protection of the playing surface should be the main consideration in determining whether events other than baseball should be allowed on the field.

The Board should adopt a fee and use procedure for Mayo Field such that requests for uses of Mayo Field for non-baseball events shall be subject to lease terms and conditions negotiated by Mayo Civic Center staff similar to what is negotiated for use of Mayo Civic Center venues. The fees and charges for use of Mayo Field shall be based on the adopted fee schedule for Mayo Civic Center. (2008 - Base rent of \$3,250 or 10% of gross ticket sales + staffing, equipment and repair costs).

POLICY ADMINISTRATION

I. PEACE PLAZA

Administration of concessionaire permits for the Peace Plaza have been transferred to the Downtown Business Alliance (2008).

II. YOUTH SPORTS ASSOCIATIONS

The following youth-oriented organizations have concession privileges at Park facilities during their competitions. These organizations may choose to self-operate concessions or engage others to operate concessions. The Park Department waives the concession fee for these organizations:

Rochester Youth Soccer Association
Rochester Youth Baseball Association (inc VFW and Legion)
Rochester Youth Football Association
Rochester Youth Fastpitch Softball Association
Public and Private Schools

III. CONCESSIONAIRE PERMIT APPLICATION PROCEDURES

Parties desiring a concessionaire permit must complete a park concessionaire application. The Park Department staff will review and either approve or deny the permit application. Any of the following reasons may be a basis for denial:

- The applicant has engaged in prior performance as a concessionaire in a manner inconsistent with this policy.
- The merchandise/service to be offered does not complement the Park facilities and recreational activities occurring in the Park during the time the concessions are to be offered for sale.
- The type and number of permits already issued for that facility or to that requestor are duplicative, excessive, or indicate something other than the complementary provision of concessions.

Any person denied a permit may request a hearing before the Park Board. This hearing shall be held at the next regularly scheduled Park Board meeting at which time the applicant may show cause why his application should not be denied.

IV. CONCESSIONAIRE REQUIREMENTS

- A. Concessionaires shall provide evidence of insurance if staff review of application determines that evidence of insurance is required. If insurance is required the concessionaire must present insurance certificates in the following amounts: public liability insurance coverage of \$300,000 for one person /one accident, and \$1,000,000 for more than one person injured in one accident; Property Damage coverage of \$50,000 for one accident, and Worker's Compensation in accordance with State law. The insurance certificates shall name the City as additional insured and copies must be provided to the City Clerk's office. Insurance will be required for all non-prepackaged food sales, liquor/beer sales and services that the City Attorney feels subject the City to potential liability.
- B. Except for individuals paying reservation fees for the use of the respective Park facility, concessionaires shall pay to the Park Department 12% of gross sales. The Park Department may require advance payment based on projected sales. The Park Department may waive the advance deposit and accept payment upon completion of the event if the concessionaire has demonstrated the responsibility for making these payments during past events.
- C. The concessionaire is responsible for securing all necessary permits for its event that may be required by the Health Department, Fire Department, City Clerk, Public Works or the Planning and Zoning Department.
- D. Unless otherwise agreed to by the Park Department, the concessionaire shall provide its own utilities (electric, natural gas, water) required for operation of its vending facilities. The Park Department may require reimbursement if the concessionaire uses existing department utility services without prior approval.
- E. The concessionaire shall not permit garbage to accumulate except in garbage receptacles provided by the concessionaire. The concessionaire shall be responsible for removal of rubbish and trash generated as a result of concession operations and sales. The concessionaire is also responsible for picking up litter/debris in the area adjacent to concession operations.
- F. The concessionaire may not operate on dates/hours not specified in the permit.
- G. The concessionaire may not assign or subcontract any services without the prior written approval of the Park Department.
- H. The concessionaire agrees that all personal property left on Park property shall be kept at the risk of the concessionaire only and that the City shall not be liable for any damages to the personal property.

V. PARK DEPARTMENT AUTHORITY TO REVOKE PERMIT

The Park Department may summarily revoke a concessionaire permit if concessionaire violates this policy or any of the conditions contained in the permit, including, but not limited to the following: the dates and hours of operations; the types of merchandise, food or services provided; the misuse of City property or utilities, or the commission of any violation of federal, state or local laws or regulations relating to the concessionaire's operations.

EXCEPTIONS

By contract, exclusive concession privileges are provided for the following Park facilities:

Mayo Field	Silver Lake Canoe / Paddle Boats	Vending Machines in Parks
Soldier's Field Golf	Eastwood Golf	McQuillian Field Softball Complex
Northern Hills Golf	National Volleyball Center	Silver Lake Pool
Graham Arena	Rochester Recreation Center	Soldiers Field Pool

RELATED POLICIES AND OTHER REFERENCES

[RCO CHAPTER 9-16. - PUBLIC CONDUCT IN PARKS](#)

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Approving authority
Park Board	Appeal denied applications
Parks and Recreation Administration	Process Permit Applications

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Parks and Recreation Permit	Parks and Recreation	507 328 2525	
Vendor Permits	City Clerk	507 328 2900	
Insurance requirements	Risk Manager	507 328-2859	

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	Encroachment on Parkland			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Mike Nigbur	CONTACT INFORMATION	mnigbur@rochestermn.gov		
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3	Recreation and Facilities Division
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	N/A	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

ADDITIONAL NOTES

The Department has had an increase in requests to reserve parks for the exclusive use of individuals desiring to stage events requiring amplified sound for significant periods of time exceeding two hours. Sound amplification permits are issued by the city council pursuant to RCO ch. 117. The several departments of the City are asked to make recommendations following referral of the sound amplification permit application to them. It is the Park Board's conclusion that several of the parks are better suited for these events of longer time durations, and that alternatives are available when an application is submitted for an event at a park where the noise may be a source of complaint by neighboring residents and property owners.

SCOPE

Applies to all property under the management and control of the Parks and Recreation Department.

POLICY STATEMENT

To establish a policy and accompanying procedures to regulate encroachment into park lands and/or public lands under the stewardship of the Rochester Park Department.

TERMS AND DEFINITIONS

TERM	DEFINITION
Encroachment	Unauthorized intrusion onto a neighboring property through the creation or extension of a physical structure or placement of objects (including flora) above or below the surface of land. Includes modifications to city property including but not limited to: landscaping, mowing, building or clearing a trail.

POLICY SECTIONS

Policy intro:

POLICY QUESTIONS

The following items need to be considered as the Department formulates a policy and procedures for enforcement of the encroachment problem. Encroachment shall be defined as the unauthorized use of property owned by the City.

1. Does the City own the land in question and is the property under the general stewardship of the Park and Recreation Department?
2. Is the property line identifiable so that the person encroaching knows they are on public land?
3. Does the encroachment create a nuisance or potential hazard for the public and as such create a potential liability for the City of Rochester?
4. Is there a violation of City ordinance created by the encroachment?
5. Does the encroachment create a benefit exclusive to the adjoining property owner?
6. Has a previous permit been issued on the property to authorize an encroachment(s)?
Is the permit valid and in compliance?

History

Encroachment has occurred along waterways, right-of-ways, trail corridors, forested park areas and general park lands. The encroachments have included vegetable gardens, flower plots, wood and construction storage, fences, dog kennels, RV-boat-trailer storage and utility sheds.

Encroachment activities generally fall into four categories:

1. Structures (e.g., fences, sheds, retaining walls, dog kennels, signs, etc.)
2. Landscaping (e.g., flower and vegetable gardens, tree planting, grade alterations, etc.)
3. Storage (e.g., firewood stacks, recreational equipment, yard furniture, etc.)
4. Disposal (e.g., dumping of grass clippings, leaves, and brush)

Several problems are associated with these seemingly harmless activities.

- They may inhibit access for Property or Facility maintenance
- Added landscaping or construction creates an unrealistic expectation of the City's restoration obligation if damaged during maintenance.
- Under storm event conditions, encroachments can obstruct the intended flow of surface storm water and cause localized flooding and flood damage.
- The use of the City property by private parties may restrict the intended use of the property on behalf of the general public.

- Use of public property provides specific benefits to individuals that are generally not available to other citizens.
- Unauthorized use of public property creates an unwarranted liability burden upon the City.

POLICY ADMINISTRATION

1. The Director of the Parks and Recreation Department or his designee shall act as the department's administrator of the policy.
2. Encroachment on park lands, regardless of the source of the report or observation, shall be reviewed and evaluated by the department.
3. Persons assumed to be responsible for the encroachment shall be notified of the encroachment and be required to immediately cease the activity and if applicable
 - a. restore the area to pre encroachment activity, and either
 - b. remove the encroachment from public lands at their sole cost within 14 calendar days (weather and season permitting), or
 - c. submit an Encroachment Permit application within 7 days of notification of encroachment, seeking permission to encroach onto public lands. If the persons responsible for the encroachment do not submit a Permit application or restore the area/remove the encroachment within the specified time frame, the City will mitigate the encroachment and have the material removed and all associated costs (hourly wages, benefits, equipment, fuel, supplies, disposal, etc.) will be charged to the responsible party.
4. The permit applicant shall be notified of the application review as well as to any restrictions that may be placed on the encroachment request. In the event the Permit application is denied, the responsible party must mitigate the encroachments within 14 calendar days (weather and season permitting) at their sole cost.
5. The department shall keep a file of all approved and all denied application requests.
6. The encroachment permits shall be reviewed and inspected periodically by the department to ensure compliance with any restrictions that may have been placed on the issuance of the permit.
7. The encroachment permits shall be revocable by the department at any time.

EXCEPTIONS

1. Planting of trees or shrubbery or flowers per approved planting permit issued by the Park and Forestry Division Head or its designee.
2. Limited Turf improvements and routine turf maintenance in areas with limited mowing/maintenance by the City will be permitted, including mowing beyond Owners property line generally a distance of 5-15 feet, is acceptable for the control of weeds and insects adjoining Owner's property.
 - a) Except: No mowing and no damage/destruction of native habitat in areas determined to be important as may be identified on the Olmsted County Biological Survey, in areas where the City has invested funding to maintain native areas through signage or other physical or financial investments, or in park locations which contain native vegetation and which large areas are intended to remain in a more natural condition (ie , Zumbro Park South, Essex Park, Quarry Hill, Indian Heights, Smetka Park and others as designated).
 - b) Except: No mowing and no damage/destruction/change of vegetation shall be permitted in areas immediately adjoining creek/river banks, wetlands, or other areas that are apt to erode or which may degrade water quality.
 - c) Except: In areas of highly maintained areas and those with frequent mowing, Owners may be permitted to extend their mowing well into the parkland provided the maintenance is consistent with the mowing of the other areas of the parkland. These locations will generally be found adjoining neighborhood park areas.
3. Improvements, consisting of the placement vegetation, trees, or other sustainable infrastructure (ie. rain gardens to help control storm water runoff), utilizing best management practices for the enhancement of the localized park area.
4. The removal of noxious or invasive species consistent with the policies and procedures of the Department.
5. Temporary access to private property, on a very limited basis, may be provided via public lands pending approval of an application.

RELATED POLICIES AND OTHER REFERENCES

CODE OF ORDINANCES, [CHAPTER 9-17. - VEGETATIVE SIDEWALK AND ROADWAY ENCROACHMENTS](#)

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Enforcement. Coordination and communication.
Parks and Forestry Div Head	Enforcement. Coordination and communication.
Parks Operations Supervisor	Inspection and on-site mitigation of encroachment activity.

City of Rochester

Parks and Recreation

201 4th Street SE

Suite #150

Rochester, MN 55901

507 328-2525



POLICY NAME	Gardens on City Lots			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Mike Nigbur		CONTACT INFORMATION	mnigbur@rochestermn.gov	
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	N/A	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

ADDITIONAL NOTES

The Department has had an increase in requests to reserve parks for the exclusive use of individuals desiring to stage events requiring amplified sound for significant periods of time exceeding two hours. Sound amplification permits are issued by the city council pursuant to RCO ch. 117. The several departments of the City are asked to make recommendations following referral of the sound amplification permit application to them. It is the Park Board's conclusion that several of the parks are better suited for these events of longer time durations, and that alternatives are available when an application is submitted for an event at a park where the noise may be a source of complaint by neighboring residents and property owners.

SCOPE

Applies to all property under the management and control of the Parks and Recreation Department.

POLICY STATEMENT

To establish a policy and procedures to administer requests for vegetable or flower gardens on public lands under the stewardship of the Rochester Park Department.

TERMS AND DEFINITIONS

TERM	DEFINITION
Encroachment	Unauthorized intrusion onto a neighboring property through the creation or extension of a physical structure or placement of objects (including flora) above or below the surface of land. Includes modifications to city property including but not limited to: landscaping, mowing, building or clearing a trail.

History

The current park land encroachment policy does not allow gardens on park land or lands under Park Department stewardship. The Board has requested an amendment to this policy whereby exceptions to this policy could be made when the requests were made by recognized neighborhood associations to collectively garden on isolated public owned lots under the maintenance stewardship of the Park Department but not typically recognized and utilized for traditional park purposes.

The properties where gardening could be permitted would be vacant lots, remnant ROW, properties acquired by the City through tax forfeiture, gift or acquired by the City for future use that are not immediately adjacent to recognized parks which are isolated parcels separate from larger recognized park parcels. A current inventory (2010) of such properties owned by the City indicates approximately 10 lots in the City are of sufficient size, suitable topography, and are relatively free from tree cover and said lots could reasonably accommodate small garden areas.

POLICY ADMINISTRATION

1.	Administration of the policy is performed the Director of Parks or its designee
2.	Requests for use of lots for gardening must be made annually by a representative of the recognized and registered neighborhood association. Gardening of the lots is to be limited to members of the association living within the neighborhood boundary. The applicant shall be considered the point of contact for the activity for that year and shall be responsible for assigning spaces to the neighbors interested in gardening and shall be responsible for resolving disputes concerning the assignment of garden spaces, distribution of harvest and maintenance of the site.
3.	Specific area to be gardened to be approved by Department and is to be shown on site plan
4.	20' buffer to adjacent properties shall be maintained
5.	Gardens to be kept neat and orderly and relatively free of weeds.
6.	Applicant is to be responsible for spring site preparation and fall cleaning of the site at the end of the gardening season
7.	No off site yard waste, including grass clippings, to be brought to the site
8.	No structures or compost bins allowed
9.	Gardening season shall be considered 1 April – 15 October. The permission to utilize the property for gardens shall expire at the end of each season.
10.	Applicant to be responsible for disposal of trash, garden waste, rubble accumulated while performing gardening operations.
11.	Applicant to perform routine turf maintenance on the entire area of the lot(s) that is not being cultivated for gardens.
12.	No existing trees / shrubs located on the parcel shall be removed or pruned without Departmental approval
13.	Applicant to be responsible to restore the property to turf when permission to garden is no longer granted or the applicant wishes to discontinue gardening the property.
14.	Applicant may charge no more than \$10.00 per garden plot to cover administrative and restoration costs.

RELATED POLICIES AND OTHER REFERENCES

CODE OF ORDINANCES, [CHAPTER 9-17. - VEGETATIVE SIDEWALK AND ROADWAY ENCROACHMENTS](#)

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Park Board	Approve community garden proposals.
Director, Parks and Recreation	Coordination and communication.
Parks and Forestry Div Head	Review community garden project proposals.
Parks Operations Supervisor	Inspection and on-site mitigation of encroachment activity.

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	Policy on Hunting, Trapping and Harvesting in City Parks			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Mike Nigbur	CONTACT INFORMATION	mnigbur@rochestermn.gov		
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	N/A	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

ADDITIONAL NOTES

The Department has had an increase in requests to reserve parks for the exclusive use of individuals desiring to stage events requiring amplified sound for significant periods of time exceeding two hours. Sound amplification permits are issued by the city council pursuant to RCO ch. 117. The several departments of the City are asked to make recommendations following referral of the sound amplification permit application to them. It is the Park Board's conclusion that several of the parks are better suited for these events of longer time durations, and that alternatives are available when an application is submitted for an event at a park where the noise may be a source of complaint by neighboring residents and property owners.

SCOPE

Applies to all property under the management and control of the Parks and Recreation Department.

POLICY STATEMENT

To establish a policy related to Hunting, Trapping, Fishing, and Harvesting in City Parkland and/or public lands under the stewardship of the Rochester Park Department.

TERMS AND DEFINITIONS

TERM	DEFINITION
Hunting	Shooting, shooting at, pursuing, taking, catching or killing any wild animal or animals other than by trapping.
Trapping	The taking, or the attempting to take, of any wild animal by means of setting or operating any device that is designed or made to close upon, hold fast, or otherwise capture a wild animal.

POLICY CONSIDERATIONS

Hunting – this activity does create liability and potentially dangerous situations between park users and those that are using firearms, archery, or other forms of hunting tools. The community members should not be placed in harm's way because they wish to utilize the park for the benefit of a few hunters benefit. While there are DNR rules regarding locations where hunting is allowed, we cannot rely upon hunters to follow regulations at the expense of the park user who may not know regulations.

Trapping – This activity, while generally is less dangerous, it is still a potential hazard for park users and pets that may wander where traps are set. Again any allowance for this is at the benefit of very few and the potential detriment for many.

Harvesting – This includes any removal of fruit, plants etc from the environment. While on the surface this may seem like a harmless activity. Unfortunately, removal of fruit/seed or plant material can and does damage the local environment if not performed correctly and if it not an intended practice. By removal of the seed bank of specific species it can create a monoculture or reduce the viability of the local vegetation which can thus impact the wildlife in the area. This is especially true if we begin to have multiple individuals harvesting at any given location.

Fishing, the only conflicts that have existed includes areas at Silver Lake, Foster Arends, and Cascade Lake. This issues surround conflicts of fishing with other uses like Mining at Cascade Lake, conflicts between users at Foster Arends/Silver Creek Reservoir, and conflicts with rowers at Silver Lake.

History

Over the past 6 years staff have continually enforced prohibitions against hunting, trapping, fishing and harvesting in the parks. While the current RCO 45B ordinance does not explicitly address Hunting or Trapping, harvesting or removal of fruit is addressed along with the prohibition of firearms or projectiles (which virtually prohibits hunting). Fishing is not addressed in the ordinance. Because there are some clarity issues and even a lack of governance, there is a need to either refine the ordinance, which provides citation enforcement or adopt a policy to educate park users on what is allowed while still retaining the ability to trespass for infractions, for issues related to the three items that are not authorized, hunting, trapping, fishing, and harvesting.

- Recent history of infractions that I am aware of within the park system include archery hunting in Quarry Hill, Gamehaven Park, and Essex Park. Trapping has been an issue at Cascade lake, Quarry Hill, and along several creek corridors. Harvesting issues have included removal of trees, native vegetation/grasses, seeds and fruit, mushrooms occur in multiple parks (most notably, Zumbro Park South, Essex Park, Northern Hills Prairie, and along the river/creek corridors. This also includes conversion of property from native to mowed turf (however, this is addressed in our encroachment policy)

POLICY ADMINISTRATION

- There shall be no hunting, trapping, or harvesting within the Park System unless permitted by written permission of the Director of Parks and Recreation or Park Board
- Areas set aside for harvesting purposes within the parks by the Park Board could include areas for things similar to the following:
 - Edible forest area
 - Community and Neighborhood Garden programs (program already developed under separate policy)
 - Native seed collection locations
- If hunting or trapping is allowed the use is additionally subject to Department of Natural Resources (DNR) regulations
- Fishing will be allowed within the Park System subject to DNR Regulations and other regulations that may be established by the Park Board to manage conflicting park uses
- Staff may post properties restrictions or prohibitions for hunting/trapping/fishing consistent with this policy and if required shall be consistent with state regulations.
- Since this policy does not create the ability to issue citations by the Police Department this policy will be utilized as a tool to educate individuals regarding proper park use. This policy may be utilized to trespass individuals from park property should that be required for repeated infractions.

RELATED POLICIES AND OTHER REFERENCES

CODE OF ORDINANCES, [Sec. 8-7-10. - Discharge and transportation of weapon.](#)
CODE OF ORDINANCES, [Sec. 8-7-11. - Game hunting within the city.](#)

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Approving authority
Parks and Forestry Div Head	Enforcement
Parks Operations Supervisor	Enforcement

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	Public Use of Mayo Field			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Paul Widman		CONTACT INFORMATION	pwidman@rochestermn.gov	
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Recreation and Facilities Division	GROUP 3	Parks and Forestry Division
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	July 2008	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

SCOPE

Applies to all non-sports related activities at Mayo Field.

POLICY STATEMENT

To establish a policy and procedures to regulate the use of Mayo Field for purposes other than baseball games, camps or practices.

POLICY CONSIDERATIONS

Board of Park Commissioners should adopt policy and general guidelines for use of Mayo Field for non-baseball related events. The policy should recognize that Mayo Field is the City's premier baseball venue and that protection of the playing surface should be the main consideration in determining whether events other than baseball should be allowed on the field.

The Board should adopt a fee and use procedure for Mayo Field such that requests for uses of Mayo Field for non-baseball events shall be subject to lease terms and conditions negotiated by Mayo Civic Center staff similar to what is negotiated for use of Mayo Civic Center venues. The fees and charges for use of Mayo Field shall be based on the adopted fee schedule for Mayo Civic Center. (2008 - Base rent of \$3,250 or 10% of gross ticket sales + staffing, equipment and repair costs).

History

In recent years it has become more and more common for event planners to request the use Mayo Field for non-baseball events. Several concerts and political rallies have occurred on the field and inquiries have been made to staff about the availability of the field for additional concerts, boxing and ultimate fighting matches, car shows etc.

In most instances, the request to use the field and grandstand are made because the venue is less expensive than using Mayo Civic Center. The practice of allowing the setting of stages, portable bleachers, vehicles, portable restrooms, trailers and move in equipment along with foot traffic of crowds of up to 5,000 has damaged the playing surface and led to costly time consuming renovation projects. The turf and playing surface becomes uneven and on occasion rutted because of these uses. Turf repairs tend to be noticeable for years after the event. The practice of allowing the removal of grandstand and perimeter field fencing, allowing temporary electrical and water service connections and permitting show trailers and busses to park on park turf areas has additionally impacted the facility.

POLICY ADMINISTRATION

1. The use of Mayo Field for non-baseball events that have any possible potential for damage to the playing surface should not allowed during the baseball season
2. The use of Mayo Field for non-baseball events shall not conflict with the annual fall field work
3. Staff shall assist event planners in identifying an appropriate alternative venue for their event, (Mayo Park, Fairgrounds, Graham Arena, MCC)
4. Contracts for use of Mayo Field for non-baseball events shall be negotiated with Mayo Civic Center staff in cooperation with the Park Maintenance Staff.
5. Fees and charges for use of Mayo Field for non-baseball events shall be based on comparison of fees charged by the Mayo Civic Center, Graham Arena and other local venues.
6. Staff will consult with Rochester Civic Music to ensure the use of the facility does not compete with similar planned activities on the same dates.
7. Insurance requirements will be determined by the city's Risk Manager.

RELATED POLICIES AND OTHER REFERENCES

Rochester Code of Ordinances. [Chapter 8-11 Special Events](#)

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Approving authority
Recreation Supervisor	Booking and coordination with other city departments
Parks and Forestry Div Head	Enforcement
Parks Operations Supervisor	Enforcement
City Clerk	Event Permits

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Event coordination	Recreation Supervisor	507 328 2525	
Music events coordinated by COR	Rochester Civic Music	507 328 2201	
Permits	City Clerk	507 328 2900	
Insurance requirements	Risk Manager	507 328-2859	

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	Parks, Areas and Facilities Naming Policy				POLICY NO.	
EFFECTIVE DATE	March 2019	DATE OF LAST REVISION		VERSION NO.	1	
ADMINISTRATOR RESPONSIBLE	Paul Widman		CONTACT INFORMATION	pwidman@rochestermn.gov		
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.						
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3		
GROUP 4		GROUP 5		GROUP 6		

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	July 2014	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

ADDITIONAL NOTES

The naming or renaming of parks and recreational facilities is a complex and sometimes emotionally evocative process since assigning a name is a powerful and permanent identity for a public place and/or facility. The naming and renaming of parks and/or recreational facilities often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive and constant name changing can be the source of confusion to the public. The purpose of this policy is to provide guidance to those that have an interest in the naming and / or renaming of the City's parks, trails and/or recreational facilities.

SCOPE

Applies to all non-sports related activities at Mayo Field.

POLICY STATEMENT

The purpose of this policy is to establish a systematic and consistent approach for the official naming and renaming of parks, recreational areas and facilities.

TERMS AND DEFINITIONS

TERM	DEFINITION
Parks, recreational areas and facilities	Includes all property assets under the City's ownership and the Park and Recreation Department or Park Board's control including buildings, structures, open spaces, public parks, trails, natural areas, wetlands, environmental habitat and land.

POLICY CONSIDERATIONS

Objectives

1. Ensure that parks, recreational areas and facilities are easily identified and located.
2. Ensure that names given to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
3. Encourage public participation in the naming and renaming of parks, recreation areas and facilities.
4. Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

Guiding Principles

In considering proposals, the following general principles will guide the Park Board in decisions related to naming and renaming. When naming a park and/or recreational facility, the proposed name will:

- a. Engender a strong positive image.
- b. Be appropriate in having regard to the parks/recreational facility's location and/or history.
- c. Have historical, cultural or social significance for future generations.
- d. Commemorate places, people or events that are of continued importance to the city, region, state, and/or nation.
- e. Have symbolic value that transcends its ordinary meaning or use and enhances the character and identity of the park and/or recreational facility

Criteria

1. The following criteria shall be used in determining the appropriateness of the naming designation:
 - a. Geographic location (neighborhood, significant areas, etc).
 - b. Natural features.
 - c. A person or place of historical or cultural significance.
 - d. A person, group, or feature particularly identified with the land or facility.
2. In considering the naming or renaming of a park and / or recreational facility after a person, priority will be given to those who made a sustained and lasting contribution to one or more of the following:
 - Rochester's park and recreation system
 - The City of Rochester
 - The State of Minnesota
 - The Nation
3. The naming of a park and / or recreational facility after people who may have lost their lives due to war or a tragic event will be considered only after the shock of such event has lessened within the community.
4. The process to name parks, recreational areas and facilities should begin within 12 months after the City has acquired title to the land or formally accepted the dedication.
5. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreational areas and facilities subject to these adopted policies.
6. Names that are similar to existing parks, properties or facilities in the City system (or other systems in the area) should not be selected in order to minimize confusion.
7. The City reserves the right to change the name to maintain consistency with these policies.
8. The Park and Recreation Department can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
9. In the absence of any naming requests, the Park and Recreation Board shall adhere to criteria stated in this policy in recommendation of a name.
10. Parks, recreational areas or facilities appropriate for the sale of naming rights shall be reviewed under any Naming Rights policy adopted by the Board.

History

This policy was updated after the renaming of East Park to the Reverend Dr Martin Luther King Jr Park. The community engagement process as well as the procedures were further clarified.

POLICY ADMINISTRATION

Procedure for Naming Parks, Recreational Areas and Facilities

The process for naming of Parks and Recreation resources must allow adequate time for research, public input and consideration of the impacts of the naming request. Any group or individual must approach the naming process with flexibility and patience.

The Naming Proposal

A request for the naming of a park, recreational area or facility shall be submitted in writing to the Park and Recreation Board, through the Parks and Recreation Department.

- a. When submitting a naming request the individual or organization should establish that the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the documentation shall describe the contributions that person or persons has made. Written approval by the subject or next of kin to be honored (if available/possible) is required as part of the proposal.

1. Initial Review

- a. Parks and Recreation staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Board. If the request is incomplete, staff will contact the applicant and alert them to that fact and provide a reasonable period of time to resubmit a revised request.
- b. Following staff review of the naming proposal, the naming request will be posted on the Parks and Recreation Board agenda as an information item. The individual or organization proposing the naming will be invited to address the Park Board.
- c. The Board may deny the request based on criteria of the naming policy or may direct staff to proceed to the next steps in the naming process.

2. Community Engagement

- a. If the Park Board agrees to proceed with the naming process, a community engagement plan will be outlined by staff and approved by the Park Board.
- b. The community engagement plan must include the following: The individual or organization proposing the naming and / or the Parks and Recreation Department staff will give advance notice of the naming proposal to individuals and groups that may have a specific interest in the Parks and Recreation resource being named. This may include but is not limited to: neighborhood associations, faith based organizations, adjacent schools, Rochester Diversity Council, Public Works, Community Development, Planning and Zoning, City Administration, The Mayor and City Council.
- c. Parks and Recreation staff will present the results of the community engagement efforts at a future Park Board meeting. The agenda of this meeting or subsequent meetings will include time for public comment. **At a minimum this process will be conducted over two monthly park board meetings.**

Procedure for Renaming Parks, Recreational Areas and Facilities.

1. Renaming of parks, recreational areas and facilities carries with it a much greater process-compared to initial naming including financial and administrative costs. Tradition and continuity of name and community identification are important community values. Each renaming proposal must meet the criteria in this policy, but meeting all criteria does not ensure renaming.
 - a. Renaming will follow the same procedures and criteria used for naming parks, recreational areas and facilities.

EXCEPTIONS

N/A

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Park Board	Approving authority
Director, Parks and Recreation	Prepare and present naming requests to the Park Board

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Naming request inquiries	Director, Parks and Recreation	507 328-2527	

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	POLICY REGARDING ISSUANCE OF PERMIT FOR USE OF PARKS			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Paul Widman		CONTACT INFORMATION	pwidman@rochestermn.gov	
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Recreation and Facilities Division	GROUP 3	Parks and Forestry Division
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	January 2011	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

SCOPE

Applies to all property under the management and control of the Parks and Recreation Department.

POLICY STATEMENT

To establish policy and procedures to permit the exclusive and non-exclusive use of park facilities as per 45B.11.

History

Pursuant to the Rochester Home Rule Charter, section 14.02, and Rochester Code of Ordinance section 45B.11, the Park Board has authority to issue permits for the exclusive use of parks for athletic games, sports, picnics and other forms of recreation or amusement. In the past few years there have been several requests for the exclusive use of parks where the events and the anticipated crowds were predicted to be more than the park facility could handle. Staff has denied requests in the past and has attempted to direct the applicant to more suitable sites but has done so without Park Board policy that such exclusive use requests be denied, without Board established capacity standards for site facilities (parking, restrooms, security, electrical capacity) and without identifying a process whereby denials can be appealed to the Park Board.

PEMITS FOR PARKS AND PARK SHELTERS

1. Reservations must be made through the Park and Recreation Department to assure availability of the shelter of your choice. Shelters are available for reservations from May 1st through September 30th. Reservations are taken after January 15th for that year only.
2. Shelter reservations guarantee the renter has the sheltered/roofed area available for use for their event. The water, bathrooms, play equipment and all green space in the park is open to the public and exclusive use is not included in the shelter reservation nor is use of these areas excluded from the public. Restrooms are stocked with toilet paper. Soap and paper towels are not provided.
3. All athletic facilities in parks (volleyball courts, softball/baseball fields, tennis courts, horseshoe courts) are available on a first come/first serve basis with one exception. **EXCEPTION:** Volleyball courts and softball/baseball fields may be used by city and youth organizations for organized league games. These league games have priority. Volleyball courts and softball/baseball fields may be reserved for a fee.
4. The individual whose name appears on the reservation request is financially responsible for damage to the reserved facility and is also responsible for the group's conduct while using the facilities.
5. City of Rochester Ordinance #117.03 regulates the use of sound amplification devices in the city. All sound amplification permits for the city are issued by the City Clerk.
The Park and Recreation Department will recommend approval of sound amplification permits of a duration of two (2) hour or longer for the following parks only: Essex Park, Bear Creek Park, McQuillan Complex, Foster-Arend Park, Soldiers Field Park, Mayo Field, Mayo Park, Faud Mansour Complex, Rochester Youth Baseball Complex, Rochester Youth Fastpitch Complex, Watson Sport Complex or Central Park.
6. Overnight camping is not allowed in city parks. Open recreation fires are discouraged but are allowed by special permit. Parks do not have grills.
7. Parking and delivery is restricted to designated parking lots only. Vehicles illegally parked will be towed away at the owner's expense.
8. **ALCOHOLIC BEVERAGES:** As per City Ordinance 45B.17 : "It is unlawful for any person to bring upon, or to possess or consume in, a park the contents of a container of an alcoholic beverage that contains or has a capacity of two or more gallons."
As per City City Ordinance 45B.17: "It is unlawful for any person to bring upon, or to possess or consume in, Foster-Arend Park and Mayo Park a container of an alcoholic beverage." Alcohol is allowed at Foster Arend and Mayo Park by special use permit.
9. A concessionaire permit or liquor license is required for the sale of merchandise, food, or beverages in city parks.
10. **REFUND POLICY:** Refunds will be given for cancellations received at least ten (10) days before the reservation date. No refunds will be issued for weather related cancellations. A written request must be made to receive a refund. A \$20.00 handling fee will be charged for refund processing.
11. Shelter renter shall save and hold harmless the City of Rochester, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the renting of park shelters.
12. The West Silver Lake and Watson Pavilions are kept locked at all times. Permit holders are to pick up a key at the Park and Recreation Department before 5:00 p.m. Monday through Friday. A \$10.00 deposit is required when picking up the key.
13. The gate leading to the shelter at Quarry Hill Park is kept locked at all times. Permit holders are to pick up a key at the Park and Recreation Department before 5:00 p.m. Monday through Friday. A \$10.00 deposit is required when picking up the key.
14. The Three Links Shelter next to the Silver Lake Adventure Playground can be reserved from either 11:00 a.m. to 3:00 p.m. or 4:00 p.m. to 8:00 p.m. for up to 100 people.
15. Permit holders are advised to place their reservation card at the shelter several hours before the event begins so as to alert other park users of the reservation.
16. Persons leasing the park shelters are required to remove all decorations and signs that are used in decorating the shelter. This includes the removal of directional signs leading users to the shelter.
17. Future permits for exclusive use of park will denied to applicants or groups who have failed to remove decorations or signs, caused damage , graffiti and vandalism or excessive litter and failed to observe sound amplification limits.

SHELTER CAPACITIES

LEVEL I SHELTERS

- Bear Creek Park (300 persons)
- Essex Park (300 persons)
- West Silver Lake Park (100 persons)

These shelters have electrical service, full service restrooms, adjacent parking, playgrounds and park facilities and a covered picnic area with picnic tables to accommodate the number of persons listed above (8 persons / table).

LEVEL II SHELTERS

- Cooke Park
- East Silver Lake Park
- Quarry Hill Park
- Slatterly Park
- Soldier's Field Park
- Three Links in Silver Lake Park

These shelters have limited electrical service, full service restrooms, adjacent parking, playgrounds and park facilities and covered picnic area with picnic tables to accommodate up to 125 persons (15 tables).

The Three Link Shelter is reserved in four (4) hour time blocks and has picnic tables to accommodate up to 100 persons.

LEVEL III SHELTERS

- Central Park (200 persons)
- East Park
- Eastwood Park
- Foster Arend Park
- Kutzky Park
- Watson Sport Complex

These shelters have limited electrical service and have either adjacent park restrooms or portable toilets, limited parking, playgrounds and general park facilities and covered canopy picnic area with picnic tables to accommodate up to 50 persons (8 tables). These shelters do not have access to potable water.

PERMITS FOR OTHER PARK VENUES

The following venues are normally equipped during respective sports seasons with parking, full service restrooms or portable restrooms, trash containers, bleachers, some with picnic tables and electrical power to serve the listed number of park patrons.

Mcquillan Sport Complex.....	1,500
Foster Arend Park.....	1,000

Mayo Field.....	1,500
Central Park.....	200
Soldier's Field Park.....	500
Faud Mansour Sport Complex.....	1,000
Withers Sport Complex.....	500
Watson Sport Complex.....	1,000

Applicants wishing to host events at these facilities where the expected number of attendees exceeds the capacities listed or wishes to host a non-traditional event at one of the venues will be responsible to either provide by private vendor or pay the department for extra facilities brought to the site in order to stage the event. The applicant of such events shall provide:

- A. The name, address and telephone number (land line and wireless) of the applicant and contact person named by the application to implement and to be on site during the event for which the permit is sought. The contact person must be responsible for permit's compliance with terms or conditions imposed upon the approval of the permit.
- B. A description of the facilities and arrangements to be implemented for the handling of food, medical needs, sanitation, fire services, garbage disposal and security including crowd control and traffic control.
- C. A sketch, site plan, stage plot or other description of the park and premises to be used for the event
- D. A description of the entertainment intended to be provided, including the type of entertainment, the location where it is to be staged or provided, the dates and time frames during which entertainment is to be provided, a statement as to the maximum number of persons who will be permitted to be in attendance on any particular time and a description of the means by which attendance will be limited to such number of persons. The narrative is to describe if the event is ticketed with access to the site limited to ticket holders only or if the event is open to the public.
- E. Listing of food and beverages to be given or sold to the public. If alcoholic beverages are being sold to the public, a City issued liquor permit is required.
- F. No permit shall be issued to any person who has in the past failed to observe the terms and conditions of any previously issued use permit
- G. No permit shall be issued if the intended use may damage or injure park grounds including damage to soils, landscapes, turf, shrubs, trees, or other existing vegetation or park grounds that are considered as being newly established.
- H. No permit shall be issued if the intended use may damage park facilities
- I. The department may require pre-payment if the charges for the department's services is estimated to exceed \$1,000 or may require verification from vendors that they have been contracted by the applicant to provide services for but not limited to:

SERVICE	STANDARD
portable restrooms	1 unit per 500 attendees
site security	required if alcohol is served
medical services	required if alcohol is served
trash collection-disposal	3 units per 100 attendees
post event clean up of site	cost dependent on event

PERMIT DENIAL

In the event the Director of Parks or their designee denies the permit application, the applicant shall be allowed to appeal the denial by appearing before the Park Board at their next regularly scheduled meeting. Applicants will need to request to be placed on the Park Board meeting agenda by contacting the Director of Parks.

RELATED POLICIES AND OTHER REFERENCES

[RCO CHAPTER 9-16. - PUBLIC CONDUCT IN PARKS](#)

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Approving authority
Park Board	Appeal denied applications
Parks and Recreation Administration	Process Permit Applications

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Parks and Recreation Permit	Parks and Recreation	507 328 2525	
Vendor Permits	City Clerk	507 328 2900	
Insurance requirements	Risk Manager	507 328-2859	

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	SMOKE FREE POLICY			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Mike Nigbur	CONTACT INFORMATION	mnigbur@rochestermn.gov		
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3	Recreation and Facilities Division
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	Dec 13, 2013	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

SCOPE

Applies to all property under the management and control of the Parks and Recreation Department.

POLICY STATEMENT

No person may smoke within any park structures, buildings, facilities, and within any outdoor area of park property except in designated areas.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Smoke, Smoking	Smoking means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, electronic cigarette, personal vaporizer, electric nicotine delivery system, or other lighted tobacco or plant product intended for inhalation.

History

Over the past several months there has been discussion on the use and prohibition of vapor or e-cigarettes on public property. The Library Board has adopted a prohibition for their facility, the Park Board has adopted a prohibition for the Mayo Civic Center, and the City Council has further amended the smoking ordinance for Bus Shelter areas and the downtown Medical Zone to include e-cigarettes in the prohibition. Additionally, there is an adopted Park Board Rule from 2000 which further restricted the use of smoking at parks and the county has adopted a smoking ordinance in 2007.

The County's ordinance impacts the following areas:

“Public Place” - means any enclosed, indoor area used by the general public or serving as a place of work including, but not limited to, arenas, auditoriums, bars, bowling alleys, bingo halls, commercial establishments, educational facilities other than public schools, as defined in Minnesota Statutes §120A.05, subdivisions 9, 11, and 13, hospitals, offices and other commercial establishments, pool halls, public conveyances, restaurants, retail stores, and common areas of rental apartment buildings. This term includes taxis, limousines, and other for-hire vehicles used to transport the public during hours of operation. “Public Place” also means an outdoor area of a public recreation center or public park, including, but not limited to, a public playground, swimming pool or other recreational area when in use by youth under the age of eighteen.

The County's ordinance has far reaching implications to the Park system. However, there are some portions of the ordinance which should have more clarification. According to this ordinance it allows smoking at parks when youth are not using it. However, because of the impracticality of determining when youth may or may not be using the park this creates a virtual prohibition and creates challenges for enforcement. This ordinance coupled with the Park Board's prior adoption really should be further clarified and should also include the vapor/e-cigarettes prohibition.

Pursuant to the known health hazards with the use of products that contain nicotine and the Board's Mission for health and wellness I would recommend the board consider adopting a rule which would consider the intent but clarify some of existing ordinances and which would include the prohibition of vapor/e-cigarettes.

POLICY ADMINISTRATION

History has shown that this policy is self-policed by park participants. During events and while engaged in various activities in the park system, Parks and Recreation staff will remind participants of the ordinance when the activity is observed. If park participants fail to comply, Rochester Police Department will be notified.

RELATED POLICIES AND OTHER REFERENCES

CODE OF ORDINANCES, [Sec. 8-7-14, 15, 16 & 17](#), (various ordinances detailing smoke free areas in the city).

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Enforcement. Coordination and communication.
Parks and Forestry Div Head	Enforcement. Coordination and communication.
Parks Operations Supervisor	Inspection and on-site mitigation of encroachment activity.

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	POLICY ON SOLDIER FIELD VETERAN MEMORIAL				POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1	
ADMINISTRATOR RESPONSIBLE	Mike Nigbur	CONTACT INFORMATION	mnigbur@rochestermn.gov			
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.						
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3		
GROUP 4		GROUP 5		GROUP 6		

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	N/A	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

SCOPE

Applies to activity at the Soldiers Field Veterans Memorial, Soldiers Field Park.

POLICY STATEMENT

To establish policy regarding Park Department's responsibilities in providing equipment and labor for events scheduled by others and held at the Soldier's Field Veteran's Memorial in Soldier's Field Park

POLICY QUESTIONS / ISSUES

Staff needs to be able to respond consistently to citizen requests for information on which services the Department will provide and which services the Department will not provide when users request reservation of the Memorial area.

History

By prior agreement with the Soldier's Field Veteran's Memorial Committee, the Park Department is responsible for the maintenance of the Memorial. Requests for use of the Memorial area for community, military, memorial and related civic events continues to increase. The Department has not been consistent in responding to requests for assistance relative to the reservation and use of the Memorial.

POLICY ADMINISTRATION

1. The Park Department will schedule and reserve use of the Memorial
2. The Park Department will provide at no cost :
 - a. picnic tables (limit 8/ event) or metal folding chairs (limit 100 / event)
 - b. for Memorial Day and Veterans Day events:
100 chairs plus 35 park benches
 - c. trash service (baskets and dumpsters as may be needed)
 - d. electrical power (three outlets)
 - e. The Park Department will provide as per listed cost :
 - a. portable restrooms (\$70 / unit / event---\$230 / handicap unit)
3. The Park Department does not provide:
 - a. extension cords
 - b. lighting
 - c. sound amplification
 - b. staging
 - c. table skirting or decoration
 - d. parking reservation for event
 - e. tents / shade canopies

MEMORIAL USE

1. No food or drink within the memorial walls
2. Chairs and benches are not to be set on pavers
3. Bikes/ skates are no allowed in the memorial area
4. Event organizers are to encourage use of lawn chairs etc for events
5. Memorial guests are expected to leave the memorial as they found it

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Enforcement. Coordination and communication.
Parks and Forestry Div Head	Enforcement. Coordination and communication.
Parks Operations Supervisor	Enforcement. Coordination and communication.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Soldiers Field Veterans Memorial			https://soldiersfieldveteransmemorial.org/
Staff Liaison	Parks and Forestry Div Head	507 328-2525	

City of Rochester

Parks and Recreation

201 4th Street SE
Suite #150
Rochester, MN 55901
507 328-2525



POLICY NAME	POLICIES AND PRACTICES REGARDING TRAIL EVENTS			POLICY NO.	
EFFECTIVE DATE	March 14, 2023	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Mike Nigbur		CONTACT INFORMATION	mnigbur@rochestermn.gov	
APPLIES TO Apply group names to department teammates with responsibilities related to this policy.					
GROUP 1	Parks and Recreation Administration	GROUP 2	Parks and Forestry Division	GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.0.0	Park Board	N/A	N/A	Department Team

APPROVAL AND REVIEW

Policies that had been approved by the Park Board prior to December 2022 were presented in an updated format for review and approval April 4, 2023.

SCOPE

Applies to paved trail system that is under the management and control of Rochester Parks and Recreation.

POLICY STATEMENT

To establish policy regarding Park Department's level of support for walking, running, biking, skating events that are held at least in part on City trails.

History

Requests for Department service to support both charitable and competitive events held on the City's extensive off road trail system continue to increase each year. The Department has not been consistent in responding to these requests.

POLICY ADMINISTRATION

TRAIL / SHELTER RESERVATIONS

Sponsors are encouraged to notify the Department of events that will be occurring on the City's trail system. The Park Department will provide trail use request coordination but will not reserve the trails for the exclusive use of the event. The public will have access to the trails during the organized events.

Sponsors will need to reserve park shelters if they are needed to support the event.

PARK DEPARTMENT FEES AND SERVICES

The Park Department will waive the normal shelter reservation fee for trail events that are considered to be charitable events.

The Department will provide and deliver picnic tables for trail events at the following rates:

- \$80.00 / 8 tables
- \$160.00 / 16 tables
- \$240.00 / 24 tables

The Park Department will locate the tables as requested but will not be responsible for making sure that they are not rearranged by others prior to the scheduled event. There is no charge for use of tables that are already located in parks. Organizers will be allowed to haul Department tables to route sites at no cost. The tables are to be returned immediately following the event. The Department will specify which tables from which park can be used. A refundable deposit of \$80.00 / 8 tables will be required. The deposit is returned when the tables are returned to location specified by the Department.

The Park Department will provide additional trash receptacles at key event staging areas that are located on Park property.

The event sponsor will be charged for the additional units.

The Park Department does not provide folding chairs, park benches, folding tables, canopies or tents.

EVENT ORGANIZERS RESPONSIBILITIES

Organizers will need to provide portable restrooms that will be needed. The restrooms (both permanent and portable) that are located in the parks are for general park users and will usually accommodate small scale events of 150 – 200 persons or less. The standard of one portable / 150 persons will be used to determine how many additional units will be required.

Organizers will be required to obtain a parade permit from the City Clerk's office when an event requires the use of a public street or sidewalk and.

Organizers are to use chalk or chalk based aerosal paint when marking trail routes / directions on the trail surfaces. No enamel or latex paints are to be used.

Organizers are encouraged to install signs at the trail access points indicating that an event is being held on the trail during the hours of ____on the following date____.

Organizers are to remove all signs, directional markings and litter from the trail route following completion of the event.

RELATED POLICIES AND OTHER REFERENCES

City of Rochester Code of Ordinances: [Chapter 8-11. Special Events](#)

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Director, Parks and Recreation	Enforcement. Coordination and communication.
Parks and Forestry Div Head	Enforcement. Coordination and communication.
Parks Operations Supervisor	Prepare areas for events.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Coordination of Events and Activities	Parks and Recreation	507 328-2525	



REQUEST FOR ACTION

Community Initiative Impact Fund Project Proposals

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

New Business: Miscellaneous

PRESENTER:**Action Requested:**

Reviewing project proposals submitted for the Community Initiative Impact Fund Project request.

Prepared By:

Paul Widman

Attachments:

[Letter - Ward 2 Support for Community Engaged Funds](#)

[Proposal - Soldiers Field Soccer Equipment](#)

[Parental Support Letter - Soldiers Field Soccer Equipment Project Leader](#)

[Proposal - Soldiers Field Pool Community Mosaic](#)

[Proposal - Family Service Rochester Community Engagement Grant](#)

April 4, 2023

To: Linnea Archer, Parks & Rec Board Chair, and the Rochester Parks & Recreation Commissioners

From: Angela Gupta, Parks & Rec Ward 2 Commissioner

Parks & Rec Commissioners,

I am unable to attend today's Parks Board meeting because of a planned spring break vacation, but fully support the two Ward 2 Community Engaged Resources projects that have been brought to me.

After sharing the new [Community Engaged Resources](#) opportunity with several Ward 2 contacts and groups two people quickly reached out to me with their ideas. **The Soldiers Field Pool Community Mosaic** by project leader Mary Beth Magyar and **Soldiers Field Soccer Equipment** by project leader Amani Gupta. I then worked with both leaders about their projects and how they could fit within the Rochester Parks & Rec System's plan and Soldiers Field Master Plan and aquatic center. I was also given the opportunity to review the proposals before their submission. I fully support funding both of these proposals and encourage the board to do the same.

I am delighted that this funding opportunity submission process was manageable for the groups I worked with and that both groups quickly saw how their dreams could be incorporated into the parks system. I think these projects are exactly the type of inspiring engagement I hope our community can bring to the Parks Board for consideration for this flexible funding source.

Thank you for considering these proposals,
Angela Gupta

A handwritten signature in cursive script that reads "Angela S. Gupta". The signature is written in black ink and is positioned below the typed name.

Ward 2 Parks & Rec Commissioner

Soldiers Field Soccer Equipment

Rochester Park & Rec meeting, April 4, 2023

Project Leader

Amani Gupta, 1016 8th Ave. SW, Rochester, MN 55902; amanigupta@gmail.com; 507-291-4607

Other neighborhood youth (all under 18) that contributed to this idea: A. & C. Wolf, H. Madsen, M. Gupta, N. Le-Rademacher

Community Engagement Background

In May of 2019 my neighborhood soccer friends and I hosted a lemonade stand at Grandma's to raise \$100 for a soccer net, after Park & Rec said they could provide a soccer goal. We didn't raise enough money selling lemonade so we had to go ask neighborhood soccer parents to contribute. We raised \$100 by the end of the weekend to buy a net for the new goal at Soldiers Field.



Lemonade and muffin stand to raise money for soccer net, May 2019. A. & C. Wolf, A. Gupta & N. Le-Rademacher

Project Narrative

Replace old poorly fitted soccer net and get two small sturdy goals for neighborhood short-sided pick-up soccer games. Goals can be put in the grassy area inside the Soldiers Field track. There is a need for neighborhood kids to play pick-up soccer games and there are no mini-goals at Soldiers Field Park. Local soccer kids will use the park and goals. These goals allow local

kids to get exercise, socialize and have fun. Please buy and install these nets as soon as possible. The snow has melted and the soccer season has started.

We will need help getting the correct net and installing it. Is it possible to get an outside water fountain near the pool for use by kids at the track and tennis courts?

This project will create connections with local kids and cultivate health through exercise; both Visions (System Plan Vision 4-4).

Budget

\$100 - Heavy duty soccer net to fit existing goal

\$800 - 2 Forza Alu Mini Target Soccer Goal – 3ft x 2ft Aluminum Practice Goal (image below)

\$900 = *Total Budget*



*Photos:
Proposed small goal (left)
Goal and old net at SF (top)*

Final note

Please consider this proposal. We will not be able to attend the meeting and would love if this could be made possible.

April 4, 2023

To: Linnea Archer, Parks & Rec Board Chair, and the Rochester Parks & Recreation Commissioners

From: Angela Gupta, parent of Amani Gupta, Soldiers Field Soccer Equipment Project Leader

Parks & Rec Commissioners,

I am writing this letter of support as a mom, not a Parks & Rec Commissioner. During the Spring of 2019 Amani, a 4th grader then, looked at me across the dinner table and requested a meeting with his Parks & Rec Ward 2 rep; me. He then stated that Soldiers Field needed a soccer goal for neighborhood kids. After a little conversation I agreed to pass his request on to P&R staff and was told that if my constituents could pay for a net, costing \$100, P&R could likely find one goal to put at Soldiers Field Park. I passed that information along to Amani. By the end of the following weekend the neighborhood kids had raised the money for a net. This successful experience empowered Amani to reach out to his elementary school to get a soccer goal there and talk to the mall staff about improving access to the bike rack. It was a very empowering experience.

As a parent, I am so grateful the goal at Soldiers Field is there for the kids to use. It is only one goal so it's not used as a league playing field. I hear, "We're meeting at Soldiers." regularly throughout the warmish seasons as kids hustle on bikes, scooters and walk to congregate at the goal. Hours and hours and hours of youth socialization and energy has been enjoyed at that goal.

During the early days of 2020 when kids had been sent home from school and we were all on stay-at-home orders because of the pandemic a few neighborhood families allowed a small soccer-pod to form. We required the kids to wear face masks but allowed them to meet at the field and play. For much of the 2020 that was the most socialization and independent play those kids had. I will forever be grateful that Amani took the initiative in the spring of 2019 and Parks and Rec accommodated the request, because it proved a lifeline to "normalcy" when nothing was normal. (Typing this now brings tears; it really means a lot.)

I agreed to type the Soldiers Field Soccer Equipment proposal while Amani and A. Wolf sat around the dinner room table and texted their buddies for details. It was a great experience to see them plan, discuss and dream about making the parks better.

Thank you for this funding opportunity and for considering this request; it means a lot.

Angela Gupta



Amani's Mom

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Soldiers Field Pool Community Mosaic

Community Managed Funds proposal, April 4, 2023

Mary Beth Magyar, mbmagyar@gmail.com, 859-940-2834

The community engagement for this project will be a series of 4 workshops where the public, with my guidance, will glaze pre-made and bisque fired fish for a large mosaic mural in the new pool clubhouse at Soldier's Field. (Bisque fired means the clay will be hard, after glazing the fish will be like any other tile-waterproof etc.)

A hand made tile mosaic featuring fish and water will be installed for public view at the new Soldier's Field pool clubhouse. The mosaic tiles will be hand made and will feature fish and a water background that is composed of round shapes with assorted patterns and textures. The fish will all be the same shape and size and arranged to portray a school of fish swimming. A series of public workshops will allow the public to participate and will be held in different neighborhoods in Rochester. At these workshops, citizens, parents and children will glaze (paint) the fish in limited colors so that they are all similar, but unique to each glazer. The pool users are a vastly different group of people in Rochester, but they all come to the pool for the same reason, to swim. This project honors the diversity of swimmers but encourages the uniting idea of all are here to swim and have fun. Being a part of a community art experience gives neighbors a sense of ownership and inclusion which is a positive ideal that Rochester, as a whole, is striving for.

The time frame will be determined by the building process. I would like to work directly with builders/architects to determine the best place for the mural. For the mural to be of most impact and survive the next generation of swimmers I request that the mosaic be up high and can be a running horizontal accent that connects areas, or one large piece behind the guard desk. Colors and textures can be adjusted to match the overall look and style of the pool architecture and pool features. The mosaic/mural would not be structural so I imagine it would not need permitting.

This project works well in the Rochester Parks & Recreation System Plan as It follows

1. Incorporate Permanent Public Art Into The Fabric Of Parks And Trails. The mosaic will be permanent.

1.1. Seek opportunities to use artist-designed park features rather than standard catalog pieces when repairing, replacing, and developing new amenities in neighborhood and community parks. This mosaic is artist designed using handmade pieces.

1.1.1. Involve artists in park and trail design teams at the beginning of projects to ensure the exploration and inclusion of interactive art features within new development and construction. I will be able to incorporate the mosaic into the design of the pool which will be more impactful and ultimately less expensive than retrofitting.

1.1.2. Include permanent artistic furnishings such as artist-designed benches, picnic tables, lighting, signage, bike racks, fencing, and trash receptacles within parks and along trails where appropriate. Ensure maintenance and replacement costs for public art are incorporated into department budgets and capital improvement plans. A mosaic is hearty and will need little maintenance. I can make some extra pieces to have in case there is any wear or breakage.

1.2.2. Find partners within the community to develop public art that emphasizes and promotes healthy lifestyles to residents and visitors of Rochester. I would partner with other local groups to facilitate inclusion for the glazing component. Swimming is one of the best exercises for people to learn (for safety and health). I personally utilize the pools and swim laps year round, I am an advocate of swimming as part of a healthy lifestyle.

1.2.3. Reach out to cultural groups in the development of public art that can highlight the community's diversity. As a part of this project I would work with RNeighbors and Families First/MPI to get an accurate representation of our community.

Budget: \$20,000.00. Research found a custom mosaic is about \$200per sq ft.

Artist fee: \$9000.00 design, workshops, tile production, finish work on fish, some install

Assistant/Interpreter: \$3000.00 (help at workshops-Families First/MPI/IMAA to find an appropriate helper)

Tile Setter/install fee: \$3000.00 (I will be on site to help but feel an expert is needed, this item could be absorbed by pool budget-the cement backing board I did not include as I imagine it will already be in building costs)

Adhesive and Grout: \$1000.00 (could also be absorbed in pool budget)

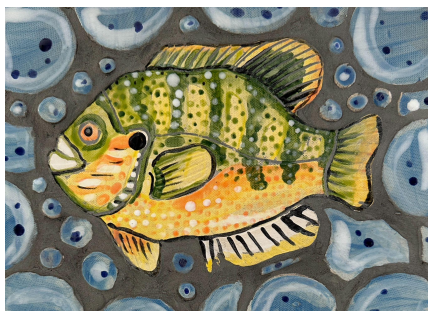
Clay, glaze, brushes, plates, plaster for molds for fish, clay tools, kiln shelves, kiln furniture, wax resist, sponges, canvas: \$3000.00 *The clay is made locally in Minneapolis

Professional Photographer to document project: \$1000.00

The size of the mosaic will be maximum 10' x 10' or 100 square ft. Either one large one or thinner, feature accent as some part of the design. If there is a way to make the design bigger, I will be willing to renegotiate my fee to do this.

My small art gallery project has been a success at Soldier's Field park, and my mural with the Meadow Park Initiative was well received and was up for much longer than originally planned. My involvement with that neighborhood, particularly with Somali neighbors, was very positive and the mural was a sense of pride. RNeighbors and Families First have been partners of mine before and we would work well together again.

Examples: (L-R) Fish example, Students glazing, Mosaic in progress at Gage Elementary



Family Service Rochester Community Engagement Grant

Project Lead: Henry Walker; 1734 22nd Ave NE Rochester walker.henry@mayo.edu 507-696-4260

Background: Family Services Rochester has requested the Rochester Mountain Bike component of RASC to partner by providing introductory MTB skill clinics to under-represented and youth at risk students in the Meadow Park Neighborhood. The Meadow Park Initiative Summertime Program requires bicycles and safety equipment to conduct classes to youth between ages 8 – 13yrs old. This grant requests funding to purchase 6 Trek Marlin small/medium entry level MTB's as a long-term investment to include Meadow Park children in MTB sport on a year to year basis. Amount requested: \$4440 bicycles + \$400 bike helmets and accessories.

Narrative:

- Project Description - [Meadow Park - Google Maps](#) Family Services began an initiative identifying Rochester's at-risk neighborhoods with barriers to long-term financial stability impacted by negative historical divestment. The Meadow Parks Community action plan was designed to help make differences in people's lives by identifying ways of increasing meaningful minority connections that improve long term outcomes through outreach programming. [Meadow Park Initiative copy \(familyservicerochester.org\)](#) Introducing healthy living lifestyles and choices for youth in this neighborhood has proven to be an effective outcome vehicle.
- Facilities Affected – RASC provided MTB trails exist to facilitate this program. Storage of bikes will be provided by RASC including all maintenance and support costs.
- Need – Providing MTB recreation supports community building through utilization of Park and Recreation managed property. MTB riding has become the fastest growing youth sport in MN with over 3,000 students and coaches involved both racing and non-racing. The mantra of “More kids on bikes” has provided kids with tools to learn risk assessment, behavior management, positive leadership training, pride in skill development, much needed exercise, personal capability development and a passion for outdoors. Bikes can be used for multiple neighborhood programs and as loaner bikes to students who want to participate on the MTB team but do not have a bike.
- Benefits – Community gathering, support of healthy living choices, awareness and advocacy for parks and nature, financial gap support, student inspiration and teamwork components as well as healthy life choices. The hope is to invite students to participate on the Rochester MTB team as they come of age. RASC will provide extra bikes to students assuming greater than six participants sign up.
- Timeframe/Duration – The program will be conducted between June 13 and August 4th in the afternoon or early evenings and may expand as necessary. NICA trained MTB coaches will facilitate coaching. Yearly programming is planned.
- Permits – No permits are needed.

Rochester Parks and Recreation System Plan:

- o Does the proposal serve an unmet need? Yes, participation in the Rochester Mountain Bike Team from Meadow Park has been zero to date.
- o Does this provide a new recreational activity? Yes.
- o Proposal sustainability? Yes. Bikes will last greater than 10yrs.
- o Proposal environmentally friendly? Yes – very low carbon footprint.
- o Life cycle and operation – 100% maintained by RASC.
- o Partnerships? Yes, RASC and Family Services Rochester plus Rochester Cycle and Fitness.
- o Private sector investment? Yes, Rochester Cycle and Fitness will greatly discount bikes.
- o Build community awareness for parks and recreation? Yes, MTB trails and parks will be used.
- o Park Welcoming? Yes, invites lower socioeconomic students to the parks.
- o Outreach to communication, community and minority groups? Yes, all students fit the description.
- o Improve efficiency of services? RASC will implement Family Services design plan.
- o Support Healthy living? Definitely.
- o Encourage community gathering? Yes.
- o Inspire community pride? Yes, MTB communities are welcoming and sustaining.
- o Other city goals? Yes, improve participation in park resources by under resourced kids.
- o Address a geographic programming need? Yes, driven by Family Services neighborhood risk identification, this program addresses a growing gap between high income and lower income.

Implementation.

1. Order bikes April week one to assure bike stock availability.
2. Bikes arrive for assembly mid-April.
3. Assembly complete May 1st. RASC to take stock and store.
4. May – prepare MTB curriculum.
 - a. Helmet fit and bike safety.
 - b. Fit bikes to riders, learn shifting.
 - c. One finger brake, how to brake.
 - d. Neutral and ready bike position
 - e. Bike Body separation
 - f. Steering and Speed
 - g. Trail risk assessment
5. May – organize volunteer coaches, send out information package to attendees. Minimum of two coaches per session.
6. June – send reminders to students and coaches.
7. June 13 – meet students and parents at Eastwood Park with bikes. Document names. Sign release waiver documents. Begin curriculum with sizing bikes to riders.
8. Repeat sessions to build skill levels. Ride trails and have fun!

Goals: Upon final session, students can safely and carefully navigate green level MTB trails with confidence at Eastwood Park.



REQUEST FOR ACTION

Park Board Meeting Agenda Planner

MEETING DATE:

April 4, 2023

ORIGINATING DEPT:

Parks & Recreation

AGENDA SECTION:

Other Business

PRESENTER:**Action Requested:**

At the end of the Park Board meeting, board members and staff will consider items that need to be placed on future agendas.

Prepared By:

Kelly Evans

Attachments:

[Planner - 2023 Park Board Meeting Agenda Planner](#)

Park Board Meeting Agenda Planner

Study Sessions will be confirmed at the regular monthly meetings

Date	Meeting	Topics	Presented By	Notes
December 6, 2022	Park Board Meeting	Year End Urban Dog Park		
December 20, 2022	Study Session	Natural Areas Master Plan	Jeff Haberman	
January 3, 2023	Park Board Meeting	Strategy session options (to be discussed during Directors report).		
January 17, 2023	Study Session			
February 7, 2023	Park Board Meeting	Urban Dog Park: Concepts and Quotes Pilot deer program after action report	Mike Nigbur Paul Widman	
February 21, 2023	Study Session	Community Enrichment Funding Policy	Paul Widman (Commissioners Gupta and Ramaker)	\$50K from 2022 \$50K in 2023
March 7, 2023	Park Board Meeting	Outdoor Aquatics 2022 review and 2023 plans RASC - Trail Proposal Northern Heights Deer mgmt update - Geese mgmnt plans	Ben Boldt	
March 21, 2023	Study Session	Long-Term Aquatics Planning - Initial Discussion		
April 4, 2023	Park Board Meeting	Park Foundation Quarterly Update Annual Policy Approval		
April 18, 2023	Study Session	Carbon Credit - Jeff Haberman? <i>Partnership overview / volunteer coordination and recognition</i>		
May 2, 2023	Park Board Meeting			

Park Board Meeting Agenda Planner**Study Sessions will be confirmed at the regular monthly meetings**

Date	Meeting	Topics	Presented By	Notes
May 16, 2023	Study Session			
June 6, 2023	Park Board Meeting			
June 20, 2023	Study Session			
July 11, 2023	Park Board Meeting			
July 25, 2023	Study Session			
August 8, 2023	Park Board Meeting			
August 22, 2023	Study Session			
September 5, 2023	Park Board Meeting			
September 19, 2023	Study Session			
October 3, 2023	Park Board Meeting			
October 17, 2023	Study Session			
November 7, 2023	Park Board Meeting			
November 21, 2023	Study Session			
December 5, 2023	Park Board Meeting			
December 19, 2023	Study Session			