4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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Posted: March 7, 2014

CRYSTAL CITY COUNCIL
WORK SESSION AGENDA

Thursday, March 13, 2014
7:00 p.m.
Conference Room A

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the work session of the Crystal City Council was held at _____ p.m. on Thursday, March 13, 2014 in Conference Room A located at 4141 Douglas Drive, Crystal, Minnesota.

I. Attendance

Council members	Staff
____ Adams	____ Therres
____ Budziszewski	____ Hackett
____ Deshler	____ Mathisen
____ Hoffmann	____ Revering
____ Libby	____ Serres
____ Peak	
____ Selton	

II. Agenda

The purpose of the work session is to discuss the following agenda items:

- Parks & Recreation Update:
  - 2013 Year in Review
  - 2014 Work Plan Overview
  - 2014 Major Work Plan Items
  - Budget
  - Miscellaneous/Other Business

III. Adjournment

The work session adjourned at _____ p.m.

Auxiliary aids are available upon request to individuals with disabilities by calling the City Clerk at (763) 531-1145 at least 96 hours in advance. TTY users may call Minnesota Relay at 711 or 1-800-627-3529.

Memorandum

DATE: March 5, 2014

TO: Anne Norris, City Manager
Mayor and City Council Members
Park and Recreation Commission Members

FROM: Gene Hackett, Recreation Director

SUBJECT: City Council Work Session

The City Council and the Park and Recreation Commission will meet on Thursday March 13, 2014 at 7:00pm for a joint work session. This is an opportunity for the City Council and the Park and Recreation Commission to review the 2013 work plan, highlight the 2014 work plan and have a discussion on various projects.

AGENDA

2013 Year in Review: a year-end review of the 2013 work plan
Tom Jungroth (2013 Chair) will briefly review the highlights of Commission activities in 2013. Attachment 1

2014 Work Plan – quick overview of the overall plan
Jennifer Sodd (2014 Chair) will present the Commission's 2014 work plan. The work plan is divided into 4 sections with various work items listed in each section. Attachment 2

2014 Major Work Plan Items Discussion
This is the opportunity for the City Council and the Commission to discuss major work plan items in deeper detail. The Commission would like the City Council to give their thoughts and direction to these items.

- Review and update of the Long Range Plan (Tom M./Rick R)

The attached report gives the City Council a brief overview of the Commission's Long Range Plan that was developed in 2008 and the items completed to date. The Commission intends to review and revise the plan to reflect current and future trends. The Commission would like City Council inputs as to items they feel should be included in the updated plan. Attachment 3

- Expand disc golf (Tom J)

The Commission has discussed the expansion of the disc golf course for some time. The Commission and the Disc Golf Association developed a plan to add 3 holes to the existing course. The Disc Golf Association has agreed to provide funding and volunteer labor for the project. The Commission would like City Council input on the proposed expansion and the proposed layout. Attachment 4

- Becker Park – Remodel/Funding/Marketing (Gene/Tom M/Lynn)

The Commission has made Becker Park renovation and marketing a priority for the 2014 work plan. Staff met and discussed ideas for a building remodel to make the building more useable. The Commission would like input from the City Council regarding making this project a funding priority.

- Cavanagh Site Plan Ideas from the City Council (Jennifer)

With the construction of the new senior building on the Cavanagh School site, the Commission held a neighborhood meeting their last summer and brainstormed with the residents. Jennnifer will present these ideas for input/direction from the Council. Additional meetings will be held with the neighborhood to further refine ideas. Attachment 5

- Twin Lake Fishing Dock Update (Rick)

The existing fishing pier has been removed from Bernard Avenue and sections relocated to Bassett Creek Park. The new fishing dock will be installed at Twin Lake Shores Park sometime this spring.

Budget/Fiscal Discussion

- Fee Policy (Gene)

The Commission recommended the enclosed recreation fee policy for recreation activities. Attachment 6

- PIR funding (Lori/Jennifer)

Because of tight budgets the PIR for capital expenditures has been reduced and many projects deferred and/or rescheduled to later years. The Commission would like to discuss the need for prioritizing park improvements in upcoming budget cycles.

Miscellaneous items/Other Business

- Little Libraries (Jennifer)

  The Commission has partnered with the Crystal Fund for Community Progress to bring Little Libraries to local parks. So far 5 locations have been secured.

- Council discussion items/questions for the Commission

ATTACHMENT 1

2013 WORK PLAN – FINAL REPORT

LONG RANGE PLANNING

Timing	Item	Process:	Final Status:
Fall 2013	Review Long Range Plan and update for next 5 years	• Review and update plan • Review and update park inventory	Discuss for inclusion in the 2014 work plan
Summer 2013	Review/discuss/recommend Becker site plan as per LRP	• Wait for results of space needs study to continue the planning process for site plan and budget determination.	Space needs study began spring 2013; draft plans in revision Possible 2014 work plan item
Depends on Timing of Public Works Building Project	To investigate options for removing the dirt pile on the Brunswick Avenue parking lot at Bassett Creek Park	• Discussion with Public Works Director • Tabled until future Council decision on public works facility	Tabled until PW Building project is scheduled
Summer 2013	Investigate installing a sliding hill at Twin Oak	• Review Twin Oak site • Work with Engineering/Public Works	COMPLETED – Engineering determined there wasn't enough space. Will consider other areas as they become available
Summer 2013	To investigate cost of skate park upgrades and look for alternate funding sources	• Staff to investigate use of Hennepin Youth Grant	Grant cycle for 2014 Possible 2014 work plan item
Summer 2013	To participate in the Cavanagh site plan process	• Neighborhood meeting to be held in July • Look at passive vs. active amenities with change of use	Discussion in progress Possible 2014 work plan item
Fall 2013	To investigate the expansion of the disc golf course	• Work with group to investigate adding up to 2 holes	In progress Possible work plan item
Fall 2013	To investigate locations for the expansion of the Community Garden program	• Identify sites: Lions Soo Line • Others? Iron Horse, North Lions, ? •	No action
Spring 2013	Approve implementation plan for the shoreline maintenance policy	• Review draft policy and approve • Forward to City Council	COMPLETED – Policy adopted

FISCAL PLANNING/MANAGEMENT

Timing	Item	Process:	Final Status:
Spring/Sumer 2013	Review and develop PIR priorities for 2014 budget	• Review and prioritize PIR expenditures during the budget preparation process.	COMPLETED
Spring/Sumer 2013	Review and recommend parks and recreation service priorities for budget preparation	• Monitor budget situation for 2014 budget preparation	COMPLETED
Summer 2013	To monitor the closing of the pool concession stand impact on overall pool operations	• Review monthly attendance • Review comments received by the Recreation Department • Review financials and monitor operation	COMPLETED
Fall 2013	To partner with the Crystal Fund for Community Progress to advocate for funding for Crystal park projects	• To identify projects • Assist CFFP as needed	Working on funding for bocce courts Possible Yunker Park funding Possible 2014 work plan item
Ongoing	To investigate alternate funding sources for parks projects	• To identify projects and review available grants, and donations. • Make recommendations as to appropriate funding sources for projects	Hennepin Youth Sports grant for skatepark equipment in 2014

COMMUNITY INVOLVEMENT/OUTREACH

Timing	Item	Process:	Final Status:
Ongoing	Continue Commission involvement in community events and programs.	• Attend events as scheduled	COMPLETED Possible 2014 work plan item
As Scheduled	To schedule 4 neighborhood meetings to involve the neighborhood group on park and city-wide plans and issues.	• Plan locations for 2013: May: Twin Oak June: Welcome July: Cavanagh August: Iron Horse September: Crystal Highlands • The TO meeting will be in conjunction with Arbor Day	COMPLETED Possible 2014 work plan item
Summer/Fall 2013	Work with Police on Park Safety	• Prepare park safety educational materials. • Investigate additional teen program opportunities	No action Possible 2014 work plan item
Ongoing	To continue participation in local groups such as local civic groups, Crystal Business Association and Crystal Frolics	• Develop relationship with Crystal Business Association and civic groups. • Investigate funding/partner opportunities with these groups.	COMPLETED Possible 2014 work plan item
Ongoing	To continue fundraising efforts for the scholarship fund	• Work with civic groups for fundraising opportunities	COMPLETED Possible 2014 work plan item

PROMOTION AND MARKETING

Timing	Item	Process:	Final Status::
Summer/Fall 2013	Continue to investigate additional ways to market the Becker Park Building for events/rentals	• Articles in brochure • Add ideas when building plans are finalized	In progress. Possible 2014 work plan item
Ongoing	Promote Active Living Hennepin Communities in Crystal	• Continue staff involvement • Communicate plans to Commission for possible involvement opportunities	COMPLETED Possible 2014 work plan item
Ongoing	Continue to promote Crystal's Park and Recreation services	• Promotion at community events, brochures, website, use social media • Monitor social media impact • Website being revised and updated • Work with Businesses for promotion activities • Work with service groups for promotion activities	COMPLETED Possible 2014 work plan item
Ongoing	To identify needs and publicize recreation programs and park facilities to our diverse population.	• Promote through ESL – Community Ed • Work with Human Rights Commission • Work with Hispanic baseball group, African community group	In progress. Possible 2014 work plan item

ATTACHMENT 2

2014 WORK PLAN

LONG RANGE PLANNING

Timing	Item	Process:	Action Needed
April Meeting	Review Long Range Plan and update for next 5 years	• Review plan for current status • Discuss additions and deletions to update the plan for the next 5 years.	Update plan to current status Update items to reflect trends Revise plan and accept
April Meeting	Review and update Park Inventory	• Update the park inventory with current information	Update plan to current status Update items to reflect trends Revise plan and accept
TBD	Review/discuss/recommend Becker site plan	• Wait for results of space needs study to continue the planning process for site plan and budget determination.	Council work session agenda – discuss priority and funding Review site plan
Fall 2014	To utilize the Hennepin Sports Grant for upgrade to the skate park	• Apply for Hennepin Youth Sports Grant	Staff to prepare grant request
Fall 2014	To participate in the Cavanagh site plan process	• Look at passive vs. active amenities with change of use of adjacent property	Review ideas received at neighborhood meeting Make recommendation Prepare budget for funding
Winter/Spring 2014	To investigate the expansion of the disc golf course	• Work with disc golf group to investigate adding up to 3 holes • Meet with City Council to discuss the proposed plan • If accepted work with disc golf group to schedule construction	Meet with City Council to receive their input Work with Disc Golf group to establish budget and timeline Construction

Timing	Item	Process:	Action Needed
Spring/ Summer	To investigate locations for the expansion of the Community Garden program	• Identify sites	Investigate North Lions and Iron Horse as potential expansion sites Recommend which site to utilize for Spring 2015
????	To investigate options for removing the dirt pile on the Brunswick Avenue parking lot at Bassett Creek Park	• Discussion with Public Works Director • Tabled until future Council decision on public works facility	Wait until Public Works construction is completed
March 2014	Grant application for the Veterans Memorial	• Co-sponsorship with VFW	Staff to prepare grant application Proceed on construction if grant funds received

FISCAL PLANNING/MANAGEMENT

Timing	Item	Process:	Action Needed
Spring 2014	To partner with the Crystal Fund for Community Progress to advocate for funding for Crystal park projects	• Little Library project • To identify other projects: Yunker picnic shelter(?) • Assist CFFP as needed	Discuss fundraising with City council at work session Set meeting with Crystal Fund (and Light of Crystal?) to discuss options available Investigate other fundraisers – Steak fry and internet sites, round up, etc
Ongoing	To investigate alternate funding sources for parks projects	• To identify projects and review available grants, and donations. • Make recommendations as to appropriate funding sources for projects	Investigate funding sources

COMMUNITY INVOLVEMENT/OUTREACH

Timing	Item	Process:	Action Needed
Spring/ Summer	Little Libraries in parks	• Implement Little Library program	Advertise program Work with Crystal Fund Secure sponsors Install
Ongoing	Continue Commission involvement in community events and programs.	• Attend events as scheduled	Schedule events
As Scheduled	To schedule 4 neighborhood meetings to involve the neighborhood group on park and city-wide plans and issues.	• Plan locations for 2014: May: North Lions June: Kentucky July: Fair August: North Bass Lake September: Lions Valley Place/ Sunnyview	Schedule meetings Attend meetings
Fall 2014	Work with Police on Park Safety	• Prepare park safety educational materials. • Investigate additional teen program opportunities	Invite police rep to a Commission meeting Discuss ideas
Ongoing	To continue participation in local groups such as local civic groups, Crystal Business Association and Crystal Frolics	• Develop relationship with Crystal Business Association and civic groups. • Investigate funding/partner opportunities with these groups.	Name representatives to various groups Discuss agenda
Ongoing	To continue fundraising efforts for the scholarship fund	• Work with civic groups for fundraising opportunities • Continue to work with the MN Bike Championships	Identify fundraising groups Discuss agenda

PROMOTION AND MARKETING

Timing	Item	Process:	Action Needed
Ongoing	Continue to investigate additional ways to market the Becker Park Building for events/rentals	• Articles in brochure • Add ideas when building plans are finalized	Continue to market Wait for results of remodeling discussion for further action
Ongoing	Promote Active Living Hennepin Communities in Crystal	• Continue staff involvement • Communicate plans to Commission for possible involvement opportunities	Staff programming activities
Ongoing	Continue to promote Crystal's Park and Recreation services	• Promotion at community events, brochures, website, use social media • Monitor social media impact • Website being revised and updated • Work with Businesses for promotion activities • Work with service groups for promotion activities	Identify marketing opportunities Work with staff to carry out promotions planning
Ongoing	To identify needs and publicize recreation programs and park facilities to our diverse population.	• Promote through ESL – Community Ed • Work with Human Rights Commission • Work with Hispanic baseball group, African community group	Identify opportunities for partnerships and promotion Meet with groups/offer assistance

ATTACHMENT 3

Memorandum

DATE: March 6, 2014

TO: Mayor and Crystal City Council Members
Park and Recreation Commission Members

FROM: Gene Hackett, Recreation Director

SUBJECT: Park and Recreation Long Range Plan Update

Background
In 2008, the Park and Recreation Commission developed a Long range Plan to guide park development. The entire plan can be viewed at:

The plan divides park facilities into 5 sections:
Community Parks
Specialty Facilities
Conservancy Areas
Neighborhood Parks
Trail System

Parks are assigned to one of the sections and then a plan was devised for each park. This planning guided PIR/Capital Improvement funding requests.

The attached grid highlights Long Range Plan projects and work accomplished through November 2013.

The next steps are for the Commission to review the other items in the plan and update/revise them to reflect current trends.

Action Needed
The Park and Recreation Commission would like the City Council to give them input on any park development needs that should be included in the revision of the plan.

2013 COMMISSION LONG RANGE PLANNING GRID UPDATE (11/13)

~~Strike Thru = completed~~

ITEM: Lions Valley Place Site Plan Implementation

		Schedule	Process	Completion Date
~~LVP – Construct second hockey rink/lights~~		~~DONE~~	March – site plan/lighting bids September – construction started October/November – hydrant, lights & rink installed	~~DONE 2012~~
LVP – Pave one hockey rink				
~~LVP – Ballfield fencing/warning track~~		~~DONE~~		~~DONE 2012~~
~~LVP – Soccer field to practice field~~		~~DONE~~	When Forest opens – LVP used for LaCrosse	~~DONE 2012~~
~~LVP – Improve volleyball court/add another if room and interest~~		~~DONE~~	Decided to remove volleyball court and look for a different location nearer to the picnic area	~~DONE 2012~~
~~LVP – Improve Basketball Court – larger with painted lines~~		~~DONE~~		~~DONE 2012~~
LVP – Improve trail system				
LVP – Splash Pad				
LVP – Purchase Property 6820 32nd Ave. and 3204 Louisiana Ave. as available				

ITEM: Yunker Site Plan Implementation

		Scheduled in PIR	Process	Completion Date
Y – Develop site plan		2018		
Y – Removal of building		2018		
Y – Pathway construction		2018		
Y – Picnic Shelter construction		2018	*Crystal Fund may help with funding	

ITEM: CCC/Forest Implementation

		Scheduled in PIR	Process	Completion Date
CCC – outdoor skating rink				
~~CCC – Playground~~		~~DONE~~		~~DONE - 2008~~
CCC – Improvements to MN Rm courtyard area				
CCC – Game Rm courtyard improvements				
CCC – Better walkway between CCC and Forest – Sidewalk improvements				
~~CCC – Expand parking~~		~~Not in PIR/Study concluded~~	~~Investigated in 2013/Study showed that parking is not needed. Area under consideration will be offered for sale as a residential lot~~	~~DONE 2013~~
~~FOR – New soccer field~~		~~2010-2011~~	~~Schedule to open June 2012~~	~~DONE 2012~~
FOR – Building replacement with picnic shelter with restrooms			Put on hold until use of new soccer field is monitored for need for storage/restrooms	
~~FOR – Playground signage for city pg~~		~~DONE~~		~~DONE - 2011~~

ITEM: North Lions Implementation

		Scheduled in PIR	Process	Completion Date
NL – Baseball field improvements: scoreboard, score shack, irrigation, lights				
NL – Remove park building replace with larger picnic shelter near pond – remove small existing picnic shelter				
NL – playground next to new pavilion				
~~NL – Eliminate softball field~~			~~Remains as green space~~	~~DONE 2012~~
~~NL – Construct sliding hill~~			~~Constructed in 2011 – can be added to in 2012~~	~~DONE - 2011~~
NL – Expand trail				

ITEM: Basset Creek/BC Extension Implementation

		Scheduled in PIR	Process	Completion Date
BC – Construct rentable pavilion				
BC – Renovate bldg to make restrooms available at all times or remove building and replace with restroom facility				
BC – Expand Disc golf to 18 holes		NA	Expansion plan for 3 holes	
BC – Relocation of the material storage area			Will be considered with new public works facility	
BC – Upgrade Brunswick parking lot, add gazebo/overlook				
BC – trail upgrades			Segment of trail upgraded in 2012, further upgrades planned	
BC – native plantings, pond plantings				
~~BC – Remove 2 volleyball courts; leave other facilities as is; add Bocce Ball~~		~~2013~~ 2014 - Bocce	~~Renovating vb courts to 3 sand/1 ag lime~~ ~~Investigated bocce site near picnic area~~ ~~Volleyball courts re-built in 2012~~	~~VB Done~~ Bocce in 2014
BC – Remove Brunswick Avenue				

ITEM: Becker Park Implementation

		Scheduled in PIR	Process	Completion Date
BK – Assessment of building as a potential upgrade to a multi purpose facility for rentals			In process of planning; nothing finalized yet	
BK – Market building for use by groups			Currently advertising in brochure; full scale marketing to be done upon completion of renovations	
~~BK – Correct acoustics~~		~~DONE~~		~~DONE - 2010~~
~~BK – Farmers Market~~		NA	~~Possible citizen driven~~ ~~Offered in 2013 at CCC by citizen group/Group will not sponsor in 2014~~	Looking at alternative sponsors

ITEM: Basset Creek/BC Extension Implementation

		Scheduled in PIR	Process	Completion Date
BC – Construct rentable pavilion				
BC – Renovate bldg to make restrooms available at all times or remove building and replace with restroom facility				
BC – Expand Disc golf to 18 holes		NA	Expansion plan for 3 holes	
BC – Relocation of the material storage area			Will be considered with new public works facility	
BC – Upgrade Brunswick parking lot, add gazebo/overlook				
BC – trail upgrades			Segment of trail upgraded in 2012, further upgrades planned	
BC – native plantings, pond plantings				
~~BC – Remove 2 volleyball courts; leave other facilities as is; add Bocce Ball~~		~~2013~~ 2014 - Bocce	~~Renovating vb courts to 3 sand/1 ag lime~~ ~~Investigated bocce site near picnic area~~ ~~Volleyball courts re-built in 2012~~	~~VB Done~~ Bocce in 2014
BC – Remove Brunswick Avenue				

ITEM: Becker Park Implementation

		Scheduled in PIR	Process	Completion Date
BK – Assessment of building as a potential upgrade to a multi purpose facility for rentals			In process of planning; nothing finalized yet	
BK – Market building for use by groups			Currently advertising in brochure; full scale marketing to be done upon completion of renovations	
~~BK – Correct acoustics~~		~~DONE~~		~~DONE - 2010~~
~~BK – Farmers Market~~		NA	~~Possible citizen driven~~ ~~Offered in 2013 at CCC by citizen group/Group will not sponsor in 2014~~	Looking at alternative sponsors

ITEM: Cavanagh Implementation

		Scheduled in PIR	Process	Completion Date
CAV - Eliminate one of the secondary softball fields and add a soccer field, shelter/restrooms			On hold until senior housing complex is completed and new park plan can be considered	
CAV – Sliding hill				
CAV – Preserve mature oaks				
~~CAV – School district owned playground is not accessible to the neighborhood/explore possibility of opening this up~~			~~Eliminated with the sale of Cavanagh~~ ~~Note – purchase agreement signed Feb 2012~~ ~~Commission will work on a park development plan~~	~~Done 2012~~

ITEM: Special Facility Implementation

		Scheduled in PIR	Process	Completion Date
~~Dog Park: BC Site~~		~~DONE~~		~~DONE - 2010~~
Dog Park Site: MAC Park		ON HOLD		ON HOLD
Fishing Pier: At Bernard Ave Possible relocation to Twin Lake Shores		 2012 2013 ~~2013~~ 2014	 Install in present location As part of Shoreline policy Neighborhood discussion/survey ~~Large pier moved to BC Park~~ New pier in 2014 PIR	 ~~Done 2013~~
Sliding Hill: Additional sites		~~DONE~~ ~~DONE~~	~~Forest~~ ~~North Lions~~ Other?	~~DONE 2009~~ ~~DONE 2011~~
BMX Bike Course:				

ITEM: Conservation Areas and Trails

		Scheduled in PIR	Process	Completion Date
~~CONS:Develop Shoreline Management Policy~~			~~Shoreline Policy Adopted~~ ~~Implementation policy in discussion~~	~~Completed 2013~~
CONS: Hagemeister Master Plan			Continue to add items to the PIR thru completion	
CONS: BC Extension (Preserve) Master Plan			Continue to add items to the PIR thru completion	
CONS: Twin Lake Shores Master Plan			Continue to add items to the PIR thru completion	
TRAIL: Address in comp plan and develop city standards				
TRAIL: Lighting				
TRAIL: SIgnage				
TRAIL: Opportunities – Bassett CK/36th Avenue Highway 81 reconstruction				

ATTACHMENT 4

Memorandum

DATE: March 6, 2014

TO: Mayor and Crystal City Council Members
Park and Recreation Commission Members

FROM: Gene Hackett, Recreation Director GH

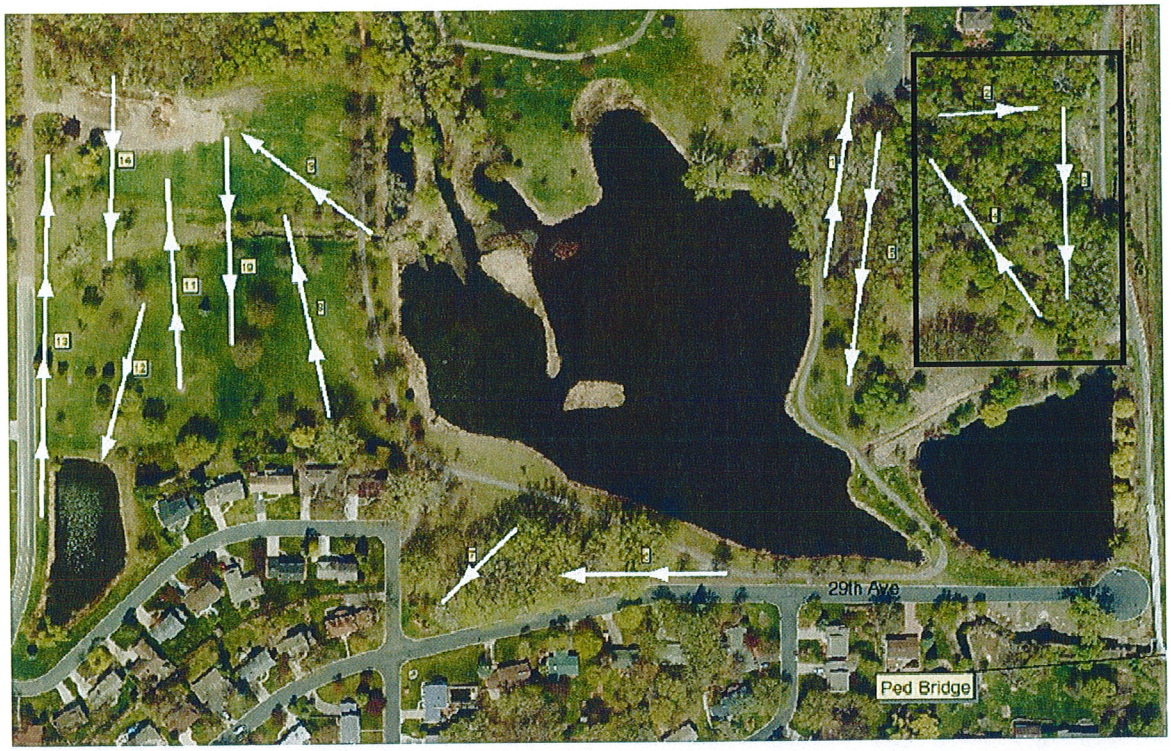
SUBJECT: Expansion of the Disc Golf Course

Background
The Park and Recreation Commission looked in to expanding the current 12 hole disc golf course several times over the past years. The most recent discussion took place in 2010 when an expansion to 18 holes was proposed. At that time, The City Council felt they would not support that large of an expansion as it encroached on other park uses.

With the reconstruction of Highway 100, additional property became available to Bassett Creek Park. In 2013, the Commission and the Minnesota Disc Golf Association discussed using this property to expand the disc golf course by 3 holes. The diagram below shows the location of the proposed 3 hole addition. This layout does not change the location of any other of the holes and will just require some re-numbering. The new holes do not encroach on any other park activity. The construction will require removal of underbrush and some scrub type trees. The disc golf players prefer to leave the landscape as natural as possible so that the holes are more challenging.

Chuck Kennedy from the Disc Golf group has pledged funding and volunteer labor to expand the course. City staff may need to assist with some of the tree and brush removal as well as oversee the project.

Action Needed
The Park and Recreation Commission would like the City Council to discuss the proposed expansion and give the Commission direction on how/if to proceed with this project.


29th Ave
Ped Bridge

ATTACHMENT 5

Memorandum

DATE: March 6, 2014

TO: Mayor and Crystal City Council Members
Park and Recreation Commission Members

FROM: Gene Hackett, Recreation Director GH

SUBJECT: Cavanagh Park Site Planning

Background
With the planned construction of the new senior apartments at Cavanagh, the Commission met with the Cavanagh area neighbors last July to talk about ideas for park redevelopment.

Residents were asked for their suggestions for park development after the senior housing is built:

- Keep 1 ball field – or make it green space with a backstop
- Trails/pathways for walkers and bikes
- Small amphitheatre
- ½ court basketball court
- Lighted hockey rink (or use lake?)
- Park shelter building
- Dog Park
- More trees
- Keep the green space multipurpose – this person liked the activity at the park such as rugby, ultimate frisbee and soccer

Action Needed
The Commission is still taking input at this point and would like the City Council's ideas. Additional meetings with the neighbors will be planned in the future as building construction is completed.

ATTACHMENT 6

CRYSTAL RECREATION FEE POLICY (adopted 2014)

Recreation:

- The current fee policy for recreation programs is:
  - Youth and seniors programs are 50% - 75% fee supported of direct costs.
    - Exceptions:
      - Warming house program is offered at no fee as it is facility based and family oriented
      - Summer Playground Programs offered at minimal fee to recover direct costs as it is a service activity.
  - Adult programs are 110% - 125% fee supported of direct costs.
  - Seniors programs are 50% - 75% fee supported of direct costs.
  - Community special events will continue to be offered at little or no cost.
- The recreation program budget is 100% fee supported of direct costs.
- Administration/overhead expenses are not part of the program fees and is supported by the general fund.

Community Center:

- There are 4 categories of rental fees:
  - 1 – city sponsored events
  - 2 – Crystal youth non-profit groups, Crystal adult service organizations, School District 281 groups, and other governmental agencies.
  - 3 – Crystal residents, Crystal businesses and other youth and adult non-profit groups.
  - 4 – Non-resident events
- The Category 3 rental fees pay for the direct costs (building supervision, utilities) of their events while Category 4 fees pay an average of 1.5 times more than direct costs and Category 1 and 2 events are subsidized for their direct costs.
- Recreation Department administration expenses are not part of the rental fees and have been supported by the general fund.

Swimming Pool:

- The swim lesson program is 100% fee supported of direct costs.
- The season ticket and daily admission fees are part of the joint ticket program with New Hope.
- Pool revenue is 65% fee supported of pool expenses.
- The concession stand will recover all costs of operation plus 10%.
- Recreation Department administration expenses are not part of the rental fees and have been supported by the general fund.